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VISION STATEMENT FOR LEWISTON ELEMENTARY SCHOOL

We, the people of Lewiston, seek to:

- Create a joy for learning that is life-long
- Create a safe and successful environment for learning
- Inspire students to learn through self-expression and discovery
- Provide a focused instructional program that insures that each student meets or exceeds adopted California standards
- Develop attitudes that are caring and respectful towards self and community
- Nurture a sense of responsibility to teach and to learn
- Build an appreciation of nature and the arts
- Prepare our students to excel in high school and life
- Maintain cutting edge technology
- Enjoy learning in the present to prepare for the future

SCHOOL BOARD

School Board Members:

Mike McMaster, Angela Maxwell, Robert Brownlee, Leslie Miyamoto, Kathy Tralle

Meeting Date: Fourth Monday of each month starting at 4:00 P.M.

Parents and community members are invited to attend meetings held at the school.

The purpose of the School Board is to adopt policies and oversee their implementation, adopt a budget and approve expenditures and provide for the education of students attending Lewiston Elementary School.

SCHOOL COMMITTEES

School Site Council

Meeting Date: The third Monday of each month at 3:00 to 4:00 P.M.

The Site Council is an elected group of parents, teachers and staff members working together as a decision making team to monitor and improve the instructional program, the after school program, the learning environment, bus transportation, building and grounds and make recommendations to regulate specially funded programs.

Nominations for Site Council positions are welcomed. Elections will be held during Back to School Night. Child care can be provided on campus so parents can attend Site Council meetings.

Technology Committee

The Technology Committee is composed of staff members and interested parents and school board members who work together to implement the districts technology plan for hardware and software improvements as well as the students technology skill development.

LEWISTON SCHOOL STAFF

Duncan Hobbs – Superintendent/Principal

Jeanine Williams Harrison – Administrator

Teachers

Jeanine Williams Harrison – Kindergarten, First & Second

David Vaughn – Third, Fourth & Fifth Grade

Anne Lethbridge – Sixth, Seventh & Eighth and Special Ed.

Laurel Edwards – Home School

Support Staff

Cheryl Arnold – Teaching Assistant, Head Supervisor Cafeteria/Playground, Bus Driver

Jenni Brookins – Teaching Assistant, Grounds, Sub Bus Driver, Custodian

Zoe Chambers – Teaching Assistant, Custodian

Cyd Cooper – District Secretary, Student Discipline

Lori Firman – School Secretary, Student Discipline

Pam Reed – Head Cook

Patricia Ryan – Educational Specialist for Social/Behavior and Special Ed.

Lenetta Scott – Teaching Assistant, Special Education

Karen Suda – Teaching Assistant

Lewiston Preschool

Sheri White – Head Teacher/Director

Katie Shine – Teaching Assistant

Lewiston After School Program “Lion’s Den”

Patricia Ryan – Coordinator

Jenni Brookins – Activities Assistant (Garden Club)

Zoe Chambers – Activities Assistant

Lenetta Scott – Activities Assistant

Trinity County Office of Education Support Staff

Mary Nixon – School Nurse

Anthony Rebello – School Psychologist

A LETTER FROM THE LEWISTON ELEMENTARY SCHOOL SITE COUNCIL

One of the most important things that we can do for our children is to take a front row seat in their school life. Our caring help will reinforce the excellent work of the teachers and staff here at LES. One way we can do this is by being an active volunteer.

Parent and community volunteers are an important part of our school. The benefits of having the volunteers in our classes are twofold: joy and satisfaction for the adults and contentment for the children in knowing that they have these gifted individuals in their classes taking time for them weekly. The time spent taking a role in your child's school will pay off in the end. The children really do care and notice when parents participate, don't let them fool you.

Stop by the office or your child's classroom, talk to the staff and find a niche that you will find comfortable. There are many ways you can help, from time spent in the classrooms, to aiding in activities and functions where an extra pair of eyes and hands is always happily accepted.

The School Board, School Site Council and Technology Committee are all open to parent participation. You may be quite surprised just how you and your child will grow with time invested in their schooling.

*I dreamed I stood in a studio and watched
Two sculptors there, The clay they used was
A young child's mind and they fashioned
It with care.*

*One was a teacher, the tools she used
Were books and music and art;
One was a parent with a guiding hand
And a gentle loving heart.*

*And when at last their work was done
They were proud of what they had wrought
For the things they had worked into the child
Could never be sold or bought*

*And each agreed they would have failed
If they had worked alone. For behind the parent stood the
School, and behind the teacher stood the home.*

By Ray A. Lingenfelter

GUIDELINES FOR ALL ADULTS ON CAMPUS OR AT SCHOOL ACTIVITIES

At all times during regular school hours and at school-sponsored events, designated staff members are responsible for the welfare of the students and the smooth operation of the class or event. The responsible staff person has the right and obligation to maintain full control. The responsible staff person, in conjunction with the superintendent/ principal, reserves the right to determine who chaperones field trips, when and under what conditions people may observe or volunteer in a classroom, who will handle money at events, and so on.

Special Guidelines for Chaperones:

- Chaperones will ride the bus with the students to and from events.
- If a “follow” vehicle is needed, no students will ride in that vehicle.
- Students and chaperones will not deviate from the itinerary established for the trip.
- Chaperones must at all times recognize that their primary role is protecting the welfare of all students.

General Guidelines:

- Reliability – volunteers become integral members of the school staff and are important to the operation of the school
- Confidentiality – it is very important to respect the privacy and dignity of all members of the school community
- Respect for School Policies and Procedures – for example, it is important that volunteers follow the dress code, not chew gum, smoke, and comply with the direction of staff members.
- Setting a good example – engage others in a positive, friendly way, avoid involvement in disputes among students, exhibit mature behavior at school functions, including sporting events and student performances
- Support an orderly learning environment – avoid interrupting the classroom, talking during class work time, distracting students or handling personal business during school time or with school facilities.

Specific Volunteer Assistance Procedures:

Volunteer Instructional Aide/Chaperone

A Volunteer Instructional Aide/Chaperone may assist certificated personnel in the performance of their duties, in the supervision of students both at school and on fieldtrips and in instructional tasks which, in the judgment of the certificated personnel to whom the instructional aide is assigned, may be performed by a person not credentialed as a classroom teacher. A Volunteer Instructional Aide/Chaperone need not perform his/her duties in the physical presence of the teacher, but the teacher retains responsibility for the instruction and supervision of students in his/her charge. Before being considered for approval as a Volunteer Instructional Aide/Chaperone, each candidate must complete an automated record check, tuberculosis testing and give evidence of basic skills proficiency.

Volunteer Coaches

A Volunteer Coach may supervise students during recess, lunches, after school and on weekends. The Volunteer Supervisor/Coach shall act in accordance with district policies, regulations, school rules and guidelines for all adults on campus, or at school activities. Before being considered for approval as a Volunteer Supervisor/Coach, each candidate must complete an automated record check and tuberculosis test. In addition, each candidate must hold a valid First Aid/CPR Card or equivalent card.

Volunteer Supervisor/Chaperone

A Volunteer Supervisor/Chaperone may supervise students during recess, lunch and/or breakfast periods. May also serve as non-teaching aides under the immediate supervision and direction of certificated personnel to perform non-instructional work, including chaperoning students on fieldtrips which assists certificated personnel in the performance of teaching and administrative responsibilities. When performing non-instructional work for certificated personnel, a Volunteer Supervisor/Chaperone need not perform his/her duties in the physical presence of the teacher, but the teacher retains responsibility for the instruction and supervision of students in his/her charge. Before being considered for approval as a Volunteer Supervisor/Chaperone, each candidate must complete an automated record check and tuberculosis testing.

Volunteer for Facilities Projects During Regular School Hours

This volunteer may work on short-term facilities projects pursuant to Governing Board policy. Before being considered for approval as a Volunteer for Facilities Projects During Regular School Hours, each candidate must complete an automated record check and tuberculosis testing.

Volunteer for Facilities Projects Outside of Regular School Hours

This volunteer may work on short-term projects pursuant to Board policy. Automated record check and tuberculosis testing may be required at the discretion of the Superintendent/Principal.

Volunteer Coach/Chaperone

Provides assistance and works with the designated Coach. Candidate must complete an automated record check and tuberculosis testing.

Limited Fieldtrip Helper

May accompany own student at fieldtrip location. Not approved to chaperone other children or to ride on the school bus. Automated record check and tuberculosis testing may be required at the discretion of the Superintendent/Principal.

Automated Records Checks and Tuberculosis Testing

Before authorizing any person to serve as a volunteer in a volunteer position requiring an automated records check, an automated records check shall be completed with the Department of Justice Fingerprint Clearance and the FBI Fingerprint Clearance. For volunteer positions requiring tuberculosis testing, a

current certificate indicating that the volunteer is free of tuberculosis must be presented to the district. Tuberculosis test results must be renewed every four years.

At the discretion of the Superintendent/Principal the District Secretary shall initiate the Automated Records Check for prospective volunteers. The cost of the Automated Records Checks and tuberculosis test will be paid for by the district.

The District Secretary is designated as the district representative to receive results of the Automated Records Checks. The Superintendent/Principal will review the tuberculosis results and Automated Records Checks and, based on current law and the ongoing need to maintain a safe, positive and healthy school environment, will approve or not approve a prospective volunteer. The confidentiality of results of fingerprint clearance and tuberculosis testing will be maintained according to current law.

Workers' Compensation

Volunteers are not covered by Workers' Compensation while doing volunteer services at Lewiston Elementary School or chaperoning a school fieldtrip. Prior to Superintendent/Principal approval as volunteer, Resolution #2004-15 must be signed by the prospective volunteer.

Approved List of Volunteers

The up-to-date list of approved volunteers will be maintained by the District Secretary. An up-to-date copy of the approved volunteer list will be posted above the volunteer sign-in and sign-out clipboard in the school office, as well as, a copy put in each teacher's mailbox. Teachers are encouraged to post copies of the up-to-date approved list of volunteers. Changes reflecting additions and deletions to the list will be highlighted. Only volunteers appearing on the approved list may be used as volunteers and are restricted to be used for only the type of volunteer positions that they have been approved.

Volunteer Check In and Out Procedure

Upon entering the campus all volunteers shall proceed to the school office and sign in as a volunteer, as well as, pick up their volunteer badge. When done, volunteers shall return to the office to sign-out and return their volunteer badge.

All volunteer facilities projects shall have approximate start and completion dates and must be approved by the Superintendent/Principal in advance.

Training for the staff and Volunteer Supervisor/Coaches will be the responsibility of the Superintendent/Principal or designee. Training will also be provided on the Volunteer Assistance Policy and guidelines for all adults on campus for staff at the beginning and near the midpoint of each school year.

SCHOOL HOURS AND EMERGENCY DISMISSAL

School Schedule

School for grades K-2 begins at 8:25 A.M.

School for grades 3-8 begins at 8:15 A.M.

Morning Recess: 10:15 - 10:30 A.M.

Lunch: 11:45 A.M. - 12:10 P.M.

Lunch Recess: 12:10 - 12:30 P.M.

Dismissal K-8: 2:45 P.M.

Minimum Days: 1:45 P.M.

Students should not arrive before 8:00 A.M. unless they come on a bus.

Lewiston Preschool Hours

Lewiston State Preschool is located on the Lewiston Elementary School campus.

Preschool hours are 8:30 A.M. – 11:30 A.M.

Please call 778-0667 or 623-2024 for more information.

Emergency Dismissal

School may be dismissed early in an emergency (such as extreme weather conditions or loss of power). Please prepare your children for such a possibility. Teachers will contact parents. If parents cannot be reached, the teacher will call adults on your emergency card. Please keep all emergency numbers current. Students will not be sent home without parent or emergency contact approval.

Snow Days

If you suspect there will be no school due to weather or power outage, tune to local radio and television stations (KNCCQ, Channel 7R, Marks Cable T.V. Channel 11) for school closing and early dismissals. We make every effort to let each family know by phone if school will not be held. We reserve one or two days each year to make up for missed days.

Closed Campus

Closed campus policy means that once a student arrives at Lewiston Elementary School he/she must remain on campus until dismissed from the last period class. Students required to leave school during the school day must provide a signed note from parent or guardian explaining why. Only adults listed on the emergency card may pick up students. The student sign out sheet must be signed before picking up a student.

2:45 Dismissal Procedures

Students are to be dismissed in the following manner:

- **Students who walk home to the subdivision** will be supervised to the path that leads to the subdivision.
- **Students who ride home with parents or babysitters** will walk with their teachers to the front of the office. **Parents and babysitters will meet their children in front of the office after the bus children get on the buses.** Parents, do not take your child out of the line. **Let the teacher know when you leave with your child.**
- **Students who ride the bus** will walk to the buses with their teachers.

**All students must go home after school
unless signed up for an extra-curricular activity,
Lion's Den After School Club.**

**Students may not "hang out" on campus unsupervised while school activities
are still in progress.**

BREAKFAST AND LUNCH AT THE LES CAFE

A nutritious breakfast and lunch is served daily. Menus are sent home each month. The salad bar is an integral part of every meal, as is milk, and Ala Carte items are offered daily. Free and reduced price meals are available to children who qualify. Information and application forms are in the school office. We recommend sending a check in advance to cover breakfast and lunch expenses.

Emergency charges are permitted for one day only.

Lunch is served from 11:45 – 12:10.

**A free breakfast for all students is served between
8:00 – 8:20 A.M.**

Breakfast Prices*

Student	\$ 0
Reduced Cost	\$ 0
Adult	\$ 1.25
Milk	\$.30

Lunch Prices*

Student Lunch	\$1.50
Reduced Cost	\$.40
Adult	\$3.50
Salad Bar	\$3.00

Note: All adults need to pay for breakfast and lunch in advance. NO CREDIT!

Cafeteria Rules

Good manners are expected at all times. Clean tables and floor are the responsibility of everyone at the table.

ATTENDANCE

Absences

Regular daily attendance increases children's educational opportunities, their learning, and school funding.

Education Code section 48205 permits a pupil to be excused from school under certain circumstances:

- Illness
- Medical, dental, optometry, or chiropractic services
- Quarantine
- Funeral of immediate family, limited to 1 day in state, 3 days out of state
- Court appearance – must be requested in writing by parent/guardian and approved by a district-designated official
- Exclusion for failure to present evidence of immunization
- Religious holiday or ceremony

If possible, make appointments with a physician, dentist or eye doctor so your child does not miss the entire school day

In addition, please try to schedule appointments at times when your student is not receiving Language Arts and Math Instruction. The K-2 and 6-8 classrooms receive Language Arts and Math Instruction from 8:30 – 11:45. The 3-5 classroom receives Language Arts and Math instruction from 10:30 – 11:45 and 12:30 – 2:45.

Absence Procedures

If your child will be absent from school, contact the school before or during the period of absence. Send a written note explaining the specific reason for the absence when the student returns to school. When a student is absent for any reason, the school loses state funding. Student attendance for a partial day will also affect the state funding received.

Tardiness

Tardiness (being late) is disruptive, not only to the tardy child's education, but also to that of the entire class. A child is permitted to be tardy to school under certain circumstance:

- Illness
- Medical, dental, optometry, or chiropractic services
- Court appearance

Unexcused Absences/Truancy/Chronic Absentee

Truancy puts pupils at risk of low academic achievement and dropping out and raises safety concerns for the pupil and society. Pupils are deemed truant if they have three or more unexcused absences and/or tardies (30 minutes or more in duration) within one school year (ref. Ed Code Section 48260). Chronic absentee occurs when a child has missed 10 percent or more of the school days.

If no contact from the parent/guardian regarding an absence is made within 10 school days, the absence will become unexcused and will not be changed.

A student that has a combination of six or more unexcused absences and /or tardies (30 min or more indurations) during a school year is deemed a habitual truant (ref. Ed Code Section 48264.5). Once identified as a habitual truant, the pupil may be referred to a SARB or the district attorney or probation officer. If adjusted ward of the court, sanctions such as community service, fines and suspension or revocation of driving privileges might be levied (ref. Ed Code Section 48264.5)

Independent Study (5 Days or More)

We encourage the use of independent study contracts if your child will miss **5 days or more** of classes. If possible, please notify your child's teacher that you need an Independent Study Contract at least 7 days prior to the absence. Contracts must be signed by the parent/guardian, student, and teacher before entering Independent Study. Please return the completed assignments on the first day back to your child's teacher.

Activities such as classroom discussion and teacher directed lessons can't be completed independently. Please make every effort to arrange vacations and trips during non-school days.

Missing School (1 - 4 Days)

Regular attendance is very important. However, if your child will need to miss 1-4 days of school, then we encourage parents to request work ahead of time from your child's teacher. Please return the completed assignments to your child's teacher on the first day back. As the number of days requested is for less than 5 days, it will not qualify as Independent Study, will be recorded as an unexcused absence, but will help your child not fall behind.

Lewiston Home School

The Lewiston Elementary School District offers parents who are interested the opportunity to home school their children. All instructional materials, assignments, and weekly meetings with a credentialed teacher are provided at no cost to the parents. Curriculum can be customized to reflect both the students' interests and the parents input. Students on Home School may participate in school activities such as music, art sports, P.E., Computer Library, Student Council, and other activities at school. Mrs. Laurel Edwards is serving as the Lewiston Home School teacher. She may be reached by calling the Lewiston Elementary School Office (778-3984).

Moving

If you plan to move, please notify the school in advance so a transfer of records can be made.

Student Visitors

We have many requests for students to visit our school. Please call the school ahead of time so we may check schedules and ask teachers. We reserve the right to decline student visitor requests.

TRAVELING TO AND FROM SCHOOL

The school is required to make sure all students arrive safely at their regular after school destination.

Changes in destination will be made ONLY when requested in writing by the parent or guardian.

Without written permission, students will be sent to their regular after school destination.

In an **EMERGENCY**, the parent may call the school to give permission for alternate destinations.

Education Code requires us to give a very clear written location for each bus stop and to provide the same for all bus changes. When there is no numbered location we must give the nearest cross street and exact distance and direction from the cross street.

When you request a bus change or even a walking change, please give a very clear description of the new location. Even though we all know where Grandma lives, we now need in writing the exact location so anyone could find it.

School bus routes will be posted at the school, local stores, and the Post Office, approximately one week prior to the start of school.

Field trips and school related activities will be in accordance with board policy. All field trips will require each student to have a permission form signed by his/her parent or guardian. Private vehicles are sometimes used for field trips. Each driver of a private vehicle must complete and submit to the school's office the District's [Application by Private Driver to Provide Student Transportation](#) prior to the trip.

RULES OF CONDUCT FOR SCHOOL BUS RIDERS

Walking to School or the Bus Stop

- Students should use walkways where possible.
- Students should look both ways before crossing a street. Use crosswalks when provided.
- Students are to obey all traffic signs and signals.
- It is safer to travel in a group than alone.

Waiting at the Bus Stop

- Students shall conduct themselves in an orderly manner while coming to, or returning home from school.
- Parents are encouraged to accompany younger children to the bus stop.
- Always be on time at the bus stop every day. We recommend five (5) minutes early. The bus will stop at each stop, but if no students are present the bus will proceed on with the run. Because the bus is on a tight schedule, it cannot sit and wait for students to arrive.
- Students will wait on the RIGHT SIDE OF THE ROADWAY unless directed otherwise.
- As the bus approaches, the students should form a line.
- Students will board the bus from the same stop each day.

Loading and Unloading the Bus

- Drivers will operate the school bus red warning lights as required by law.
- All bus stops must be approved by the District Superintendent, in consultation with the California Highway Patrol.
- Students should board the bus as directed by the bus driver and should not move towards the bus until the entrance door is open - stand 10 feet away.
- To aid in discipline on the bus, the bus driver may assign regular seats.
- Students shall get on the bus without pushing or crowding.
- When unloading, students will remain seated until the bus has come to a complete stop and the entrance doors opens.
- Students will leave the bus in an orderly fashion as directed by the bus driver.
- Students may **not** cross the street after they exit the bus.
- Upon exiting the bus, students should leave the danger zone (ten feet from the bus) immediately and go directly to their classroom or playground or directly home.
- Students are **never** to go under the bus for anything - ask the bus driver for help.

Red Light Crossover Bus Stops

- Students who cross the road must wait for the bus driver to get out; then cross in front of the bus.
- Students are to cross the street only when the bus driver gives directions to do so.
- When crossing the street, students must walk between the school bus and the bus driver.
- When loading the bus, go straight towards the bus, enter and go directly to your seat. When leaving the bus, go directly home; do not play near the street.
- Always follow the directions of the bus driver.

Riding the Bus

- Students must always obey the bus driver.
- Students must sit down in one seat during the entire trip unless given permission by the bus driver to change.
- Students are to face forward in seats; no leaning over seats or sitting backwards.
- Students must keep their head and hands inside the bus at all time.
- Students shall not have their feet in the aisle. Aisles must be kept clear and clean at all times.
- Students should keep voices low enough so that the bus driver can be heard at all times.
- Students must keep hands off the emergency door and keep all objects clear of the rear emergency exit.
- Students should keep hands off other students.
- Students are to be respectful of others and their property.
- Students are not allowed to eat, drink, or chew gum while on the bus.
- Students are not allowed to use perfume, hairspray, or any other item that could trigger an allergic reaction in another student on the bus.

Items not Allowed on the Bus

- Knives, weapons and any dangerous objects are not allowed on the bus.
- Hazardous materials are not allowed on the bus.
- No glass of any kind, insects, reptiles or animals may be on the bus, except dogs for the handicapped.
- Tobacco of any kind. Alcoholic beverages and drugs are prohibited on the bus.
- Electronic items (MP3 players, hand held games, CD Players...) are not allowed on the daily bus runs. During field trips, the driver may allow electronic items. This should be determined before each field trip.
- Cell phones are permitted to have but may not be used on the bus.

Loss of Transportation Privileges

- Students who repeatedly disobey bus rules or the bus driver will be denied the privileges of school bus transportation. (See RESPONSIBILITIES OF THE DRIVER AND THE STUDENTS)
- Please do your part to help ensure that our transportation system provide a high quality, safe service.

Alternate Stops

- Please remember that we will only allow students to get off at their regular bus stops unless we have a signed and dated permission note from a parent or legal guardian or notification from the office in an emergency.

RESPONSIBILITIES OF THE DRIVER AND THE STUDENTS

Authority of the Driver - Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street or highway. Continued disorderly conduct or persistent refusal to submit to the driver shall be sufficient reason for a pupil to be denied transportation. The school governing Board of Trustees shall adopt rules and regulations to enforce this provision. (5 CAC 14103)

IF RULES AND REGULATIONS ARE NOT FOLLOWED, THE FOLLOWING MEASURES WILL BE TAKEN:

1st Offense - Warning by violation report from the driver requiring a parent's signature.

2nd Offense - Students will be denied transportation privileges for three school days. Parents will be notified. Conference with administrator, parent and the bus driver may be requested.

3rd Offense - Suspension from riding the bus for a minimum of five school days.

4th Offense - Possible suspension from riding the bus for the remainder of the school year.

Parents of a student denied transportation privileges will be responsible for student transportation to school.

We have a shared responsibility regarding the safe transportation of your children. We will not jeopardize the safety of all children on the bus for the misbehavior of a few.

Some offenses are of such serious nature, they will result in the loss of transportation privileges regardless of the number of the warnings and/or offenses. In such cases, parents will be notified and a conference will be required.

In Lieu of Transportation

In lieu of providing transportation in whole or in part, the district may pay the student's parents/guardians 20 cents a mile for one round-trip per day for each day that they transport one or more children to and from the approved school bus stop, closest to their home. The amount of the payment shall not exceed the cost that would be incurred by the district to provide for the transportation of the student to and from the approved school bus stop.

SCHOOL BUS VIOLATION REPORT LEWISTON ELEMENTARY SCHOOL

Student's Name _____ Date _____

Date of Offense _____

All students who ride the bus to school are subject to school bus regulations wherever they are on the bus or at their bus stop. Any misbehavior which distracts the driver is a **VERY SERIOUS HAZARD** to the safe operation of the vehicle, and, as such, jeopardizes the safety of all passengers.

REASONS FOR ACTION CHECKED BELOW:

<input type="checkbox"/> Refusing to obey the driver	<input type="checkbox"/> Health safety rules	<input type="checkbox"/> Vandalism
<input type="checkbox"/> Failure to remain seated	<input type="checkbox"/> Hanging out the window	<input type="checkbox"/> Throwing objects
<input type="checkbox"/> Improper behavior at bus stop	<input type="checkbox"/> Fighting/Tripping/ Pushing	<input type="checkbox"/> Profanity
<input type="checkbox"/> Excessive noise	<input type="checkbox"/> Rude/Disrespectful/ Annoying others	<input type="checkbox"/> Other

___ FIRST OFFENSE ___ SECOND OFFENSE
___ THIRD OFFENSE ___ FOURTH OFFENSE

Comments: _____

Driver Signature _____

Parent Signature _____

Principal's Action:

HEALTH ISSUES

Immunizations

Evidence of immunity to Polio, Measles Mumps and Rubella (MMR), Diphtheria, Pertussis (Whooping Cough) and Tetanus (DTP), Hepatitis B, and Varicella (Chicken Pox) is a mandated state requirement for admission to school in California. In addition, all 7th and 8th grade students are required to provide evidence of receiving a Tdap Immunization (Pertussis Booster) within 30 days of the beginning of classes. New students **MUST** have proof and dates of their immunizations before registering. A parent/guardian may sign a waiver exempting a student from immunizations. Exempted students may be excluded from school if an outbreak occurs.

Health Entry Exams

State law requires all first graders have a Health Entry Exam (CHDP check-up) to remain in school. We strongly urge parents to have the exam completed before or during the Kindergarten year.

Contagious Disease and Conditions

If your child is diagnosed as having a contagious disease, please notify the school office immediately. This is for the protection of your child and the other children with whom your child has had contact.

Head Lice Policy

Head lice are a chronic problem in most schools.

- Our efforts to manage this problem include:
 - Students with lice or nits are sent home with directions for treatment
 - Parents must bring students into the office before they will be readmitted to class - there can be no nits or lice left in hair when students return. The student will return to class only with a clearance pass from the office.
 - The only way to prevent reoccurrence is to remove all nits from hair
 - Letters explaining precautions and treatment are sent home
 - Notices will be sent home when there is an outbreak
 - Students with continuous head lice resulting in absences or tardiness can be sent to the School Attendance Review Board (SARB) for evaluation.

Precautions to take:

- Check often for nits or lice
- Never share combs, hair ties, scarves, hats or jackets
- Keep jackets and backpacks on chairs, never in a pile
- Keep long hair tied up
- Check heads before sleepovers

If you do find nits:

- Take each strand of hair and slide the nit off with your fingernails
- Wash everything in hot water and dry in a hot dryer
- Bag things that cannot be washed in plastic for two weeks
- Vacuum floors and furniture thoroughly and replace bag

Medication

State mandates require that if your child requires administration of medication during school hours, your child's physician must complete a written prescription and we must have it at the school office for our files. This also includes over the counter medication such as cough syrups and pain relievers. Medication must be in the original container and is to be taken in the presence of a school official.

All medication is to be kept in the school office.

Insurance

All students are covered by insurance for school sponsored activities only. This is blanket coverage provided by the District. This insurance is a secondary insurance. Parents' insurance is the primary carrier.

PARENT – TEACHER COMMUNICATION

Parent Conferences

Regular parent/student/teacher conferences are scheduled for all students at the end of the 1st trimester and 2nd trimester. Notices will be sent home with your assigned time to meet with the teachers.

As a parent you can schedule a special conference with a teacher at any time during the year.

Questions to ask your child's teacher:

- Is my child performing at grade level in basic skills?
- What achievement or aptitude tests will be given my child this year? What do the scores mean?
- What are my child's special strengths or weakness
- Does my child need help in social adjustment?
- Does my child need help in any academic subject?
- Would you recommend referral to other school programs?
- Does my child regularly complete assigned work?
- How well does my child get along with classmates?
- Would you advise any special programs or enrichment courses?

And of course volunteering in your child's classroom is a perfect way to really get a close up look at how they are doing in class.

BEHAVIOR CODE

The goals of Lewiston Elementary School include the development of behavior patterns that will help students to demonstrate respect for others while learning proper decision making and critical thinking skills.

Student Rights and Responsibilities

As a student, you have the right to learn in a safe a pleasant environment. All school-community members share in the responsibility of making Lewiston Elementary School a safe and comfortable place for all. Students, parents and school staff play an important part in making Lewiston Elementary School a comfortable and effective learning environment. You can help by following these basic rules.

Expectations

Students are expected to comply with all reasonable requests and to follow directions from all school personnel. Directions should be followed the 1st time they are given.

Be Polite

1. Students are to address adults formally (Mr., Mrs., Ms.), unless staff member has given students permission to use their first name. Address other students by the name they like to be called.
2. Adults may address each other by first name. When talking with a student and referencing another adult, the adult should be referenced formally.
3. Use appropriate language and a pleasant tone of voice.
4. Speak respectfully and courteously to all members of our school community.
5. Respect the property of others.
6. Refrain from put-downs, rude remarks, rude body language, cussing and talking back.

Be Safe

1. Stay within school boundaries.
2. Visitors sign in at the office and use ID.
3. Keep your hands and feet to yourself.
4. Line up for all classes and lunch in an organized manner.
5. Walk at all times in hallways.

Be a Team Player

1. Participate in all classroom activities and school activities of choice.
2. Choose a positive attitude.
3. Follow established rules when playing at recess.
4. Include all students in activities they wish to participate in.

Positive Student Recognition

1. Classroom incentives
2. Positive teacher phone calls
3. Recognition of students every Monday at Flagpole Assembly (Student of the Week/Month, Caught Being Good).
4. Recognition of Academic, Attendance, and Student Activities at the Trimester Awards Ceremony.

General Guidelines

School Wide Rules

1. Be on time. Students should not arrive at school before 8:00 A.M.
2. Be respectful to yourself and to others. No name calling, intimidation of others, harassment or bullying of others will be tolerated.
3. Dress appropriately for school by following the Dress Code.
4. Leave money, toys, gum and electronic items (MP3 players, hand held games, CD Players...) at home. Students may not trade or give away money or personal possessions during the school day. They also may not buy or sell items.
5. Cell phones are permitted to have at school, but cannot be used during instructional time.
5. Hugging, kissing and other touching is not allowed. Students are permitted to hold hands.
6. Use restroom before and after classes. Horseplay or loitering in the restrooms is not permitted. Throwing of paper in the restrooms, writing or drawing on the walls or partitions and purposely clogging the bathroom fixtures is not permitted.
7. Take care of school property by using it correctly. Do not deface or damage school property.
8. Keep hands and feet to yourself. No pushing, grabbing, tripping, play fighting, horseplay or wrestling is allowed. Students are expected to solve problems correctly.
9. Students are not permitted to bring candy or gum to school
10. Foul language and racial slurs will not be tolerated.
11. For the safety of each student, students are under the jurisdiction of Lewiston Elementary School from the time they leave home to walk, ride a bike, walk to a bus stop, or are dropped off at school until they reach home after school, or are picked up from school.
12. School telephones - students may use the office telephone, with teacher permission, only for school related matters. **Students wishing to change their daily schedules, go to a friend's house after school... should make prior arrangements and bring a note from home, or have parents call in a bus change.** They may not use the telephones to make social arrangements.

In the Classroom

1. Be on time.
2. Be prepared. Bring pencils, erasers, books and any other materials you will need.
3. Students are not permitted in the classrooms unless an adult is present
4. Follow directions the first time.
5. Hats are not to be worn in the classrooms.
6. Students are not permitted to make phone calls from the classrooms. All student phone calls are to be made in the office.
7. Students are not to write or draw on the classroom furniture, including desks.
8. Students are not to eat in the classrooms at breakfast and lunch times.
9. Students are not to put their feet on the tops of the tables and desks.
10. Unnecessary Interruptions, speaking without permission, disturbing other students, being out of seat without permission are not allowed.

On the Playground

1. Take pride in Lewiston Elementary School by keeping the campus clean. Put litter and trash in the trash cans.
2. Remain inside school boundaries and do not leave assigned areas without permission.
3. When the end of recess whistle blows all games will stop and students will immediately walk directly to assigned spot to line up in a straight and orderly line.
4. Use playground equipment in a safe manner.

Swings:

1. Swing forwards and backwards in the sitting position.
2. Do not jump from the swings.
3. If all the swings are in use, count to 30 then the person swinging will slow down, stop, and give the swing to the next person.

Horizontal Bars:

1. Do not sit on top of the bars.
2. If spinning, student must have hands holding on to the bars.
3. While hanging on the bars, no kicking or wrapping legs around others.

Tire Swing:

1. No more than three (3) students at a time may swing.
2. Pushing the tire swing is limited to one (1) student at a time. The student pushing the tire swing cannot hang on the swing.
3. Students waiting to tire swing will wait their turn in line.
4. If students are waiting, those students can count to 30 then the group swinging will slow down, stop, and give the swing to the next group.

Cafeteria Rules

1. Students should have used the restroom and washed hands before going to the cafeteria.
2. Students should line up in the hallway quietly.
3. Only two students are allowed in the serving area at one time.
4. Students are to sit at assigned class tables. The staff may assign cafeteria seating.
5. Students are expected to eat using good manners: low voices/no shouting, use utensils, chew with mouth closed, no burping, not talking with mouth full of food, not touching other students food or taking their food, sitting on seat correctly, not leaning back in chairs and clean up all their messes.
6. Students must raise their hand to be excused
7. Students are not to talk when the lights are turned off.
8. Quiet tables will be dismissed first.
9. All trash must be placed in the garbage and your table area must be left clean.

Hallway

1. Walk quietly in hallways.
2. Playground equipment is to be carried while in hallways.
3. Pushing, shoving, horseplay, rough housing and wrestling is not allowed in the hallways.

Possible Disciplinary Actions Taken

The intent of all disciplinary actions is to assist the student in modifying their behavior. The list below serves as a guide for the student, parent and staff to follow when disciplinary actions are necessary. Consequences can vary depending on student's grade level, individual circumstances, and previous disciplinary actions. It is important to note that repeated less severe behavioral infractions can lead to suspension.

1. Informal talk/verbal warning
2. Benching or walking circles; phone call home, Referral mailed home
3. Office detention – recess and noon; phone call home, Referral mailed home
4. Office detention/Parent Conference – recess and noon; phone call home, Referral mailed home
5. Office detention – recess, noon, and after school; phone call home, Referral mailed home, Parent Conference (from home or at school).
6. In-house Suspension; Parent Conference
7. Suspension from school; Parent Conference
8. Expulsion

Suspendable Offenses

School personnel are bound to follow Education Code 48900 governing suspendable offenses. Anytime a student engages in the following behavior, they may be suspended.

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon the person of another, except in self-defense.
3. Possessed, sold or otherwise furnished any firearm, knife explosive, or other dangerous object.
4. 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.
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
6. Stolen or attempted to steal school property or private property.
7. Committed or attempted to commit robbery or extortion.
8. Cause or attempted to cause damage to school property or private property.
9. 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.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.

11. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell and drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
12. Disrupting 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.
13. Knowingly received stolen school property or private property.
14. Possessed an imitation firearm. As used in this section, “ imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
15. 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.
16. Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
17. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
18. Engaged in, or attempted to engage in, hazing as defined in Section 32050.

BEHAVIOR GUIDE

The following chart will serve as a guide to the staff responding to the offense.

List of Consequences:

1. Informal talk/verbal warning
2. Benching or walking circles; phone call home, Referral mailed home
3. Office detention – recess and noon; phone call home, Referral mailed home
4. Office detention/Parent Conference – recess and noon; phone call home, Referral mailed home
5. Office detention – recess, noon, and after school; phone call home, Referral mailed home, Parent Conference (by phone or at school).
6. In-house Suspension; Parent Conference at school
7. Suspension from school; Parent Conference at school
8. Expulsion

Behavior Guide

ACTION	Grades K - 2				Grades 3 - 5				Grades 6 - 8		
	Offense	1	2		3	1	2		3	1	2
Academic Dishonesty	1	2	3		2	3	4		2	4	5
Inappropriate Touching	1	2	2		1	2	4		1	2	4
Cafeteria Conduct	1	2	2		1	2	2		1	2	4
Defiance of Authority	1	2	3		2	3	5		3	5	6-7
Defacing, Destroying School Property	2	3	4		3	4	5		3	5	6-7
Disrupting Class	1	2	2		1	2	2		1	2	2
Willful Disrespect	1	2	3		3	4	5		3	5	6-7
Extortion, Robbery, Theft, Receiving Stolen Property	2	3	4		4	6-7	6-7		5	6-7	6-7
False Alarm	1	2	3		4	6-7	6-7		5	6-7	6-7
Fighting: Verbal Threatening Level	1	2	3		2	3	4		3	4	5
Fighting: Pushing	2	3	4		3	4	6-7		4	5-6	7
Fighting: Punching/Kicking	3	5	6		4	5	6-7		5	6-7	7-8
Forgery	2	3	4		3	4	5		3	5	6-7
Horseplay: Grabbing, Tripping, Wrestling, Throwing Objects	2	3	4		3	4	5		3	5	6-7
Harassing/Bullying	2	3	4		3	4	6-7		4	5-6	7
Leaving Campus without Staff Permission	2	3	4		3	4	5		3	4	5
Obscene Behavior or Act	2	3	4		4	6-7	6-7		5	6-7	6-7
Possession of Drug Paraphernalia	3	5	6		5	6-7	7-8		5	6-7	7-8
Possession, Use, or Being Under the Influence of Drugs or Alcohol	3	5	6		6-7	7-8	7-8		6-7	7-8	7-8
Selling or Furnishing Drugs or Alcohol	3	5	6		6-7	7-8	7-8		6-7	7-8	7-8
Possession of a Knife, Non-Brandishing	3	5	6		5	6-7	7-8		5	6-7	7-8
Possession of a Knife, Brandishing	5-6	6-7	7-8		6-7	7-8	7-8		6-7	7-8	7-8
Possession of a Firearm, Explosive or Other Weapon	5-6	7-8	7-8		6-7	7-8	7-8		7-8	7-8	7-8

Profanity	1	2	3		1	2	3		1	2	3
Possession of Tobacco	2	3	4		3	4	6-7		4	5-6	7
Throwing Snowballs	1	2	3		1	2	3		1	2	3
Sexual Harassment	3	5	6		5	6-7	8		6-7	7-8	8
Starting or Causing Fires	5-6	6-7	7-8		6-7	7-8	8		6-7	7-8	8
Action	Grades K – 2				Grades 3 – 4				Grades 5 - 8		
Habitual Tardiness	1	2	2		1	2	2		1	2	2
Inappropriate use of Technology	1	2	3		1	2	3		1	2	3
Threatening School Employee	5-6	6-7	6-7		5-6	6-7	7-8		5-6	6-7	7-8
Attacking School Employee	5-6	6-7	6-7		5-6	6-7	7-8		5-6	6-7	7-8
Leaving Class without Permission	1	2	3		2-3	4	5		3	5	6-7
Un-Served Detention	4	5	6-7		4	5	6-7		4	5	6-7

HARASSMENT (a definition)

Any form of harassment is forbidden and will not be tolerated.

Harassment is any action, word or gesture, which causes you to feel fear, hurt feelings, physical hurt or makes you feel less of a person.

Harassment may look or sound like;

- Making fun of appearance
- Making fun of achievement or intelligence
- Taking belongings
- Destroying property
- Knocking books and items out of peoples hands
- Bumping, shoving, pushing, and/or tripping
- Inappropriate touching
- Getting into someone' s face
- No respect for personal boundaries
- Rude hand gestures
- Suggestive facial gestures or noises
- Swear words
- Obscene language
- Sexual innuendoes
- Jokes
- Inappropriate mention of body parts
- Verbal attacks
- Sexual connotations
- Name calling, labeling, racial slurs or comments
- Belittling or mocking in any way

Lewiston Elementary School Referral

Student's Name _____ Date _____

Incident Location/Time _____

Person making referral _____

Respect	Responsibility	Safety
<input type="checkbox"/> Abusive Language/ Profanity	<input type="checkbox"/> Misuse of materials	<input type="checkbox"/> Fight/ physical aggression
<input type="checkbox"/> Defiance/ Disrespect	<input type="checkbox"/> Not in appropriate area	<input type="checkbox"/> Endangering self/ others
<input type="checkbox"/> Vandalism/ Theft	<input type="checkbox"/> Tardiness to class	<input type="checkbox"/> Throwing items
<input type="checkbox"/> Harassment/ Intimidation	<input type="checkbox"/> Other	<input type="checkbox"/> Other

Comments/Explanations: _____

Adult contacted (name) _____ Date of Contact: _____

Action taken:

Report completed by _____

Title _____ Date _____

Distribute copies to the following:

Office _____ Parent _____
 Teacher _____ Student _____

**This form is to be turned in to office at the time of the incident
 Or as soon as possible.**

APPEARANCE AND DRESS CODE

The purpose of a Dress Code is not to inhibit any person's personal taste in style or attire, but rather to better facilitate the process of education through reasonable guidelines of dress. Wearing apparel must not distract from or inhibit any phase of the educational program.

Lewiston Elementary School Board of Trustees has established the following Dress Code:

1. Title V of the California Administrative Code stated that students must be neat and clean and schools have the right and responsibility to reasonably enforce this standard.
2. For purpose of health and safety, shoes or comparable footwear with synthetic or leather soles shall be worn. Shoes must have a heel strap and allow full participation in P.E and recess.
3. Accessories must be removed if deemed unsafe. Accessories also include (but not limited to) jewelry, chains or other items inspired or reminiscent of drug or gang culture.
4. Students whose appearance is so unusual as to cause obvious distraction to other students from the educational process shall be sent home to correct their appearance.
5. Pajamas, slippers, or attire usually worn to sleep in is unacceptable attire.
6. Hats, visors, and/or sunglasses are not to be worn in any area with a roof, by any student regardless of gender. Any headwear that prohibits eye contact with the LES staff member is unacceptable. At no time are hats to be worn sideways or backwards.
7. Shorts must have a minimum of four (4) inch inseam. Skirts must not be more than six (6) inches above the knee when standing.
8. Excessively baggy, low cut, or sagging pants which allow undergarments to be exposed are unacceptable.
9. Boys may not wear tank tops that have excessively low cut armholes.
10. Tops worn by girls must have straps that cover undergarments. Tops must also be long enough to cover the top of the pants when standing with arms extended straight out. No bare midriffs, see-through, fishnet tops, halter tops, tube tops, half shirts, low cut blouses, or backless tops may be worn. Any top deemed inappropriate by office staff is unacceptable.
11. Reasonable rules for appearance for those who participate in extracurricular activities may be established and enforced. These rules will not supersede the dress code.
12. Clothing with advertisements and artwork depicting alcohol, drugs, tobacco, and other offensive material may not be worn. Clothing may not have a suggestive or inappropriate wording or images printed thereon.

These requirements apply to all school activities including sporting events, dances, Halloween costumes and field trips.

Any student not meeting the above standards or who comes to school without proper attention having been given to personal cleanliness and neatness of dress will be required to change the item(s) of clothing in violation of the dress code. A parent will be required to bring a change of clothing, or the school may provide a change of clothing to correct the dress code infraction.

Due to the rapid changes in society, it may become necessary to modify the dress code during the course of the school year.

School Dance Rules

Dress requirements are the same as for the school day (and, boys, keep your shirts on and buttoned).

In planning a dance, make all arrangements and have them approved by the Superintendent/Principal ahead of time.

Dance hours are from 7:00 p.m. to 9:00 p.m.

- Once you arrive at the dance you may not leave without an adult; once you leave for any reason, you may not return to the dance
- You need to be picked up promptly at 9:00 (or sooner).
- The adult who picks you up must let the chaperone at the door know; do not leave with the adult without informing the chaperone
- Regular school dances are for 5th, 6th, 7th and 8th grade students whom attend Lewiston Elementary School. Guests from other schools who are 5th – 8th grade may also attend, provided they are signed up on the Guest List by 3:00 PM two days before the dance, and have received the approval of the Superintendent/Principal.
- The Graduation Dance will be open to 5th – 8th grade students whom attend LES and well as up to two 5th – 12th grade guests per graduate, approved by the Superintendent/Principal. The Superintendent/Principal will determine the deadline for students to submit guest names for approval.
- Chaperones may bring older or younger siblings with the approval of the Superintendent/Principal.

Appropriate music

- Music may not contain bad language of any kind, may not advocate violence
- If inappropriate music is played, the music will be turned off and the chaperone will make selections based on the chaperone's taste

Participation in Sports

Academic Responsibilities:

- Maintain a weekly grade point average of “C” (2.0).
- No “F’s” in all classes.

School Behavior Responsibilities:

- Appropriate behavior while at school-related function.
- A classroom teacher or other school official may restrict a student from participating in a game or activity for continual and/or severe inappropriate classroom or school behavior.
- Suspension from school may result in the student not being able to participate in games or in removal from the team.

School Attendance Responsibilities:

- Attend school regularly
- Attend class on the day of a game (except at the discretion of the administrator or coach, i.e. excused medical appointment)
- Attend all practices for the full practice time. Having over three (3) unexcused absences from practices or games may result in removal from the team.

Attendance at Extra-Curricular Activities

In order to attend an extra-curricular activity, the student must have attended school that day. Any student who is suspended may **not** attend a school activity during the suspension, even if accompanied by a parent or guardian. Students must be sports eligible to attend dances.

Friday Family Movie Night Rules

1. Please enjoy the show!
2. PG13 movies; Children between the ages of 10 and 12 years must have a signed permission slip before they can enter the gym. Children younger than 10 years of age must be accompanied by an adult for the entire movie. AN OLDER SIBLING WILL NOT MEET THIS REQUIREMENT UNLESS THEY ARE 18 YEARS OF AGE OR OLDER.
3. For movies with a PG rating, students 6 years of age and younger must be accompanied by an adult. AN OLDER SIBLING WILL NOT MEET THIS REQUIREMENT UNLESS THEY ARE 18 YEARS OF AGE OR OLDER.
4. No students will be allowed to leave the gym once the movie begins, unless accompanied by an adult.

5. Rides to and from the movie must be provided by parents.
6. This is a nonsmoking, drug free event.
7. This is a family oriented event, no profanity allowed.
8. Shhhhh! Others are watching the movie. Please be considerate.
9. No horseplay in the gym.
10. No loitering outside the gym during movie time.
11. We reserve the right, to ask anyone who is acting inappropriately, to leave.
12. No alcohol allowed.

Money at School

Large amounts of money should not be brought to school unless necessary. If so, the money should be left in the main office until the end of the school day.

Electronics Policy

Due to disruptions and losses NO personal radios, CD/MP3 players, electronic games or lasers are allowed at school. Students will be notified if electronic devices are allowed on a field trip. Cell phones are permitted at school, but cannot be used during instructional time.

Bicycle Regulations

Bicycles are to be walked, not ridden, on the school grounds and must be parked (and locked) in the bike stands. Students must wear bicycle helmets (this is state law). Please send a note giving permission for your child to ride a bike to school.

Books and Materials

The school provides textbooks, library books and a variety of other materials. We urge students to take good care of all their materials. Parents/students will be responsible for replacing lost or damaged materials, textbooks and library books.

Lost and Found

The Lost and Found is located in the hallway. Parents are encouraged to put names on clothing and other belongings of students.

They are also encouraged to check for lost articles as soon as possible. The school cannot be responsible for any lost belongings.

COMPLAINT PROCEDURES

If a parent or student has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible.

- Please try the direct route first. Contact the person whom you have a complaint to discuss both sides of the story.

Then if unresolved be sure and follow these steps outlined for you.

The Governing Board places trust in its employees and desires to support their actions in such a manner that employees are free from unwarranted, spiteful or negative criticism and complaints.

The Administrator shall develop regulations that permit the public to lodge criticism against staff members, assure a complete hearing, and protect the rights of the staff members and the district.

Verbal complaints against an employee initially made to a Board Member or at a Board Meeting will be referred to the Administrator for appropriate consideration and action according to administrative regulations.

School employees, who are sued as a consequence of performing their assigned duties, shall be provided full legal service unless they have violated district policy, regulations or instructions.

When public complaints involve accusations of child abuse, child abuse reporting requirements specified in law and BP 5141.4 (cf. 5141.4 - Child Abuse and Neglect Reporting Procedures) must be followed.

In order to promote communication that is fair and constructive, the following procedures for resolving complaints are provided. Every effort should be made to resolve a complaint at the earliest possible stage.

Complaints or concerns involving school personnel should be made directly by the complainant to the person against whom the complaint is lodged. Parents and/or guardians are encouraged to attempt to resolve concerns with the staff member personally.

If the complaint is not resolved at this level, the complainant may submit the complaint in writing to the Administrator or immediate supervisor. The district will consider the complaint dropped if the complainant fails to put it in writing.

A written complaint must include the name of each employee involved and a brief but specific summary of the complaint and the facts surrounding it. It must also include a specific description of a prior attempt to discuss the complaint with the employee involved and the failure to resolve the matter.

The Administrator or immediate supervisor is responsible for investigating complaints and will attempt to resolve the complaint to the satisfaction of the person(s) involved. If the complaint is resolved, the Administrator will so advise all concerned parties.

The complainant should consider and accept the Administrator's decision as final. However, the complainant, the employee or the Administrator may request further review by the School Board or conduct a closed hearing. If the employee so requests, an open hearing will be held.

All written complaints regarding district personnel other than Administrators shall be initially filed with the Administrator. If the written complaint concerns the Administrator, it shall be initially filed with the Board.

The district administration shall cooperate with the complainant and assist in the preparation of any written complaint to quickly meet the requirements of this regulation. Copies of this regulation regarding the submission and handling of all such complaints shall be made freely available.

No hearing, whether open or closed, will be held by the Board on any complaint unless the Board has received the Superintendent/Administration's written report concerning the complaint.

The Superintendent/ Administrator's report shall contain, but not be limited to:

1. The name of each employee involved.
2. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the employee(s) as to the precise nature of the complaint and to allow the employee(s) to prepare a defense.
3. A copy of the signed original complaint.
4. A summary of the action taken by the Superintendent/Administrator with his/her specific finding that disposition of the concern at the Superintendent/Administrator's level has not been possible and the reasons why.

All parties involved, including the school administration, may be requested to attend such a meeting or a part of such meeting for the purposes of presenting all available evidence, allowing every opportunity for the explanation, and for clarifying the issue.

The decision of the Board following the hearing shall be final.

COMPLAINTS CONCERNING THE SCHOOL

The Governing Board welcomes constructive criticism of school policies, programs, or personnel when it is motivated by a sincere desire to improve the quality of the educational process and to assist the schools in performing their tasks more effectively.

The Board encourages the resolution of complaints as early as effectively possible. All complaints will receive appropriate review and consideration. If the problem is not resolved at a lower level, it will be taken to the Board.

When individual board members are approached with complaints about the school, they shall be expected to listen to the complaint and demonstrate their concern by clearly identifying established procedures and channels through which the complaint may receive attention (cf. 1312.1 - Complaints Concerning School Personnel) (cf. 1312.2 - Complaints Concerning Instructional Materials) (cf. 1312.3 – Uniform Complaint Procedures) (cf. 1312.4 - Complaints Concerning Categorical Aid Programs).