

Van Duzen Elementary

Student Handbook

*680 Van Duzen Road
Bridgeville, CA 95526
(707) 574-6237*

<http://www.tcoe.trinity.k12.ca.us/~vanduzen>

MISSION STATEMENT

The mission of the Van Duzen Elementary School is to lead, assist and motivate students by providing high quality, effective educational programs that prepare students for employment and responsible citizenship and that promote the pursuit of intellectual, social and ethical, emotional and physical growth.

We believe students seek guidance, therefore, we should provide, interaction with staff and community role models, a structured environment, and positive discipline.

We believe that students need opportunities to build self-esteem, therefore, tasks will be designed to enhance responsibility, cooperation, and success and provide recognition and respect.

We believe students have different abilities, needs, home situations, expectations, and backgrounds, therefore, the school needs a flexible program to equally address the varied educational, emotional, physical, and social needs of all students.

We believe that students seek to learn, therefore, they will be challenged to their ability and given opportunities to discover and pursue their interests.

We believe all students need a supportive, protective environment, therefore, all students will be treated with respect and courtesy by all. Encouragement and positive reinforcement will be the primary methods implemented by staff to lead students to success.

SCHOOL PERSONNEL

School Board Members:

Tom Felt, Ellen Craig, Margaret Kiser, Lori Edwards

RaeAnne Lowry, Michelle Austin, Donna Willburn

Meeting date: Second Wednesday of each month at 6:30 P.M. for months November-March, 7:00 P.M. for months April-October.

Parents and community members are invited to attend meetings held at the school. The purpose of the School Board is to adopt policies and to oversee their implementation.

Van Duzen School Staff

Peggy Canale – Superintendent/Principal
Debbie Sellman – Business Manager

Teachers

Melissa Bartlett – Kindergarten/First Teacher
Marie Block – 2-3 Teacher, GATE
Rachel Davis – 4-5 Teacher
Terra Albee – 6-7 Teacher
Susie Toerpe -7-8 Teacher
Robert Budwig – Special Education

Support Staff

Chris Ashton-Boyd- Teaching Assistant
Chrissy Felt- Title I Aide
Susan Bray – Librarian, Bus Driver, Youth Services,
Rolinda Davis – Bus Driver, Cook’s Assistant
Julie Farber – Custodian
Susan Fleming – Teaching Assistant
Lyle Johnson – Mechanic
Virginia Marks – Teaching Assistant
Joe Menard – Director of Transportation
Kristy Millsap – School Secretary
George Roberts – Custodian/Grounds
Ginger Roberts- Cafeteria Manager
Steve Smith – Director of Maintenance
Pat Willburn – Bus Driver, Cook’s Assistant

Van Duzen Preschool

Kristen Berti – Head Teacher
Tammi Frasier – Head Start Family Worker
Bobbie Wright – Teaching Assistant

School Site Council

Community Members:

Lori Edwards, Liz Wallgren, Jeannette Rolf, Julie Young, Brenda Hall

Staff Members:

Marie Boucher - Peggy Canale
Melissa Bartlett-Chrissy Felt-Susie Toerpe

Meeting Date: The second Tuesday of each month at 3:30 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 learning environment and make recommendations to regulate specially funded programs.

Nominations for Site Council positions are welcomed. Elections are held at the September meeting.

SCHOOL HOURS

School begins at 8:35 A.M. Students should not arrive on the school grounds before 8:15 A.M. unless specific arrangements have been made with the student's teacher. The playground is not supervised before 8:15 A.M.

Regular Dismissal Times:

Grades K-3	2:20 P.M.
Grades 4-8	3:15 P.M.
Minimum Days	12:45 P.M.

Leaving Campus during School Day

Students required to leave school during the school day must provide a signed note from a parent or guardian explaining why. Only adults listed on the emergency card may pick up students. The student sign out sheet located in the office must be signed before picking up a student.

Transportation

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.

Bus Rules

In order to guarantee your child and the other children riding the bus the safe transportation they deserve, we are committed to the following Assertive Discipline Plan. Your support is important to ensure students know and use safe riding practices. Please take the time to review the bus rules and procedures with your child.

- Follow the driver's directions the first time they are given.
- Remain seated in a forward facing position. (Seat to seat; back to back)
- Keep to yourself, including hands, arms, feet, legs, and your possessions.
- Maintain a low noise level with no unacceptable language.
- Keep the aisle clear.

Consequences

Students that create a safety hazard on the bus due to their behavior will receive the following consequences.

1st offense - Verbal warning from the driver

2nd offense - 3 minute detention on the bus in the morning with the driver

3rd offense - 3 minute detention and a notification to the parents of unacceptable behavior

4th offense - 3 minute detention and suspension of bus riding privileges for 2 days or longer as determined by the school principal

Severe offense-Suspension of bus riding privilege.

Attendance

Parents are required, under state law, to send their children to school regularly. (E.C. 48200) Regular daily attendance increases children's educational opportunities. Any day, or any part of a day, a student misses is lost instruction and lost learning opportunity. Of course, an ill child should not be in school, but in all other cases children should be in school, as mandated by state law.

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 money. An unexcused absence will result in that student being excluded from any extra curricular activities on that particular day.

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

Tardiness

Tardiness (being late) is very disruptive, not only to the tardy child's education, but also to that of the entire class. Excessive tardiness may lead to referral to the Trinity County School Attendance Review Board (S.A.R.B.)

Unexcused Absences

Excessive absences may lead to referral to the Trinity County School Attendance Review Board (S.A.R.B.)

Exclusions Due to Absences

If a student is absent for any reason, that student may not participate in or attend any extracurricular school activities. If a student, who was absent that day, arrives at an after school event, he/she will not be admitted and will be asked to leave.

Visitors

Parents are encouraged to visit school. Please plan your visit in advance with the classroom teacher. **All visitors must check in at the office when arriving on campus.** Students may not bring a visiting friend or relative to school.

Health Issues

Immunizations

Evidence of immunity to Measles, Diphtheria, Pertussis (Whooping Cough) and Tetanus and Hepatitis B is a mandated state requirement for admission to school in California. 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.

Contagious Disease and Conditions

If your child is diagnosed as having a contagious disease, please notify the school office immediately. This is for the protections 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:

- Routine head check of all students
- Students with lice or nits are sent home with directions for treatment.
- The only way to prevent reoccurrence is to remove all nits from hair.
- Parents must bring students into the office before they will be readmitted to class- there can be no nits or lice remaining in hair when students return.
- Notices will be sent home when there is an outbreak.

Precautions to take:

- Check often for nits or bugs
- 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 and after sleepovers

If you do find nits:

- Take each strand of hair and slide the nit off with your fingernails or a nit comb

- 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 vacuum bag

Medication

If your child needs medication during school hours, your child's physician must provide a written prescription and we must have it at the school office for our files. This includes over the counter medication such as cough syrups and pain relievers. Medication must be in the original container and must be taken in the presence of a school official.

All medication is to be kept in the school office.

PARENT – TEACHER COMMUNICATION

Parent Conferences

Regular parent/teacher conferences are scheduled for all students at the 1st quarter. Notices will be sent home with your assigned time to meet with the teachers.

As a parent you may 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 weaknesses?
- Does my child need help in social adjustment?
- Does my child need help in any academic subject?
- Does my child regularly complete assigned work?
- How well does my child get along with classmates?

BEHAVIOR CODE

The goals of Van Duzen 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.

School Rules

- **Be safe**
- Walk facing forward, Keep hand, feet and objects to self, Get adult help for accidents and spills, Use all equipment and materials appropriately
- **Be respectful**
No gum, Remove hat indoors, Use kind words and actions, Wait for your turn, Clean up after self, Follow adult directions, Be aware of others' feelings
- **Be responsible**
Follow school rules, Remind others to follow school rules, Take proper care of all personal belongings and school equipment, Be honest

Policy for Prevention of Bullying

The Southern Trinity Joint Unified School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The Southern Trinity Joint Unified School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The Southern Trinity Joint Unified School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff members are expected to immediately intervene when they see a bullying incident. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while they are traveling to and from school or a school-sponsored activity off-site, during the lunch period whether on or off campus, and during a school-sponsored activity.

A Student Code of Conduct to be followed by every student while he or she is on school grounds, when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus includes, but is not limited to, the following actions and consequences.

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.

- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

Appropriate Dress

Pupils have the right to wear clothing of their own choice while at school provided it is according to the following guidelines.

Responsibility

The following guidelines shall apply to **ALL** regular school activities:

- Shoes or appropriate sandals must be worn at all times.
- Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol, or tobacco company advertising, promotions and likeness, or which advocate racial, ethnic, or religious prejudice.
- Clothes should be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, tank tops, off the shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited. Sleeveless tops are permitted for girls, providing the strap is 2 inches wide and the armholes are not loose.
- Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and /or classes.

Consequences

Students whose dress violates the guidelines will be required to change. Persistent problems will be subject to pupil/parent conference, detention, or suspension.

Eighth Grade Graduation Dress Requirements

Boys will wear clean jeans or slacks (no shorts), and a collared shirt. (ties and jackets are optional)

Girls will wear a dress or a skirt, which will be mid thigh length or longer. No visible undergarments are allowed. All dresses or blouses must have straps. Shoes/ heels must be a safe height.

School Dance Rules

Dress requirements are the same as for the school day.

In planning a dance, make all arrangements and have them approved by the superintendent/principal one week ahead of time.

Music for the dance must be collected and submitted to the chaperone before the dance. Only music approved by the chaperone may be played during the dance.

Dance hours are from 7:00 P.M. to 10:00 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 10:00 (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.
- Guests not attending Van Duzen must obtain a guest pass before the dance.

Appropriate music

- Music may not contain bad language of any kind, may not advocate violence or be sexually explicit
- If inappropriate music is played, the music will be turned off and the chaperone will make selections based on the chaperone's taste
- Chaperones guard the doors and keep an eye on everything

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.

COMPLAINT PROCEDURES

The Governing Board recognizes that the district is responsible for complying with state and federal laws and regulations governing educational programs. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnicity, religion, age, gender, sexual orientation, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

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

The Board prohibits retaliation in any form for the participation in complaint procedures, including but not limited to the filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complain procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent, or designee shall initiate a mediation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

Procedures:

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the Code of Regulations, Title 5, Section 4632.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (Title 5, Section 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint. (Title 5, Section 4600)

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation does not resolve the problem within the parameters of the law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (Title 5, Section 4631)

Step 3: Investigation of Complaint

The compliance officer shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

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

Step 4: Response

OPTION 1: Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. (Title 5, Section 4631)

OPTION 2: Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days file his/her complaint in writing with the Board.

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

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

Step 5: Final Written Decision

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

This report shall include:

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

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

Appeals to the California Department of Education

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

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

The California Department of Education may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists. In addition, the California Department of Education may also intervene in those cases where the district has not taken action within 60 calendar days of the date the complaint was filed with the district.

Civil Law Remedies

A complainant may pursue available civil law remedies outside the 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. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

Technology Guidelines

The use of technology resources at an academic setting differs from personal use. The following guidelines will help ensure high academic standards are met with the use of any of the technology resources available within the Southern Trinity Joint Unified School District.

The District Acceptable Use Policy must be adhered to at all times.

A. Computer Use

No food or drink allowed in computer areas at any time.

Please do not move the computers. Adjust the keyboards only. There are numerous wires attached to every computer, which can become disconnected as computers are moved on the countertops.

Any reconfiguring, downloading of non-course work material or installation of any programs on any school computers shall be deemed unacceptable use.

B. Email

Sending, receiving or accessing personal email, or the use of instant messenger services (i.e. Yahoo Messenger, AOL Instant Messenger, ICQ) shall be deemed unacceptable use.

Email used for AP (Advanced Placement) courses or for a directed course assignment under your instructor's supervision is acceptable use.

Students with Internet access at home and compatible software may email course-related documents with instructor's supervision.

C. Printing

Printing shall be limited to course related assignments only. Printing of personal materials or multiple copies of documents shall be deemed unacceptable use.

D. Server

Each student is provided a password-protected file on the school's server. Keep this password to yourself. Accessing another student's file on the server shall be deemed unacceptable use.

E. Audio CD's

No audio CD's permitted.

F. Alphasmarts

A parent consent form must be signed before a student may check out an Alphasmart. Alphasmarts will be checked out on an overnight basis only, unless special arrangements are made.

Failure to adhere to these guidelines may result in suspending or revoking the user's computer privileges.

Individual Class Fund Raiser Guidelines

In order to have a class fund raiser, the class must have an adult class advisor who will be at all events and be responsible for all fundraisers.

All fundraisers need to be preapproved by the Superintendent and Van Duzen Booster Club.

If a class would like to do a fundraiser, they must fill out a Fundraiser Request Form (available in the library) and have it signed by their teacher, school superintendent, class advisor, and class president. Completed forms should be returned to the library.

A class participating in a raffle, must have it preapproved by the Superintendent and sponsored by the Van Duzen Booster Club.

Classes wanting to put on a dance must fill out a request form. Four chaperones are required; one must be male and one must be a certificated faculty member. All chaperones must be present at all times. Dances must be scheduled to end no later than 10:00 P.M. A copy of the dance rules will be attached to the Fundraiser Request Form.