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STUDENT RIGHTS

A "right" is something which belongs to you and cannot be taken away by anyone. Your classmates, teachers, and staff have the same rights.

1. You have the right to a free and meaningful education

This includes: a reasonably quiet and comfortable place to work, up-to-date books and materials, a reasonable amount of individual attention and instruction, and knowledge of what is expected of you, including academic and behavior standards.

2. You have the right to be yourself at school

You should not be treated unfairly because you are tall or short, a boy or a girl, have blond hair or black hair, or because it takes you a little longer to get the right answer.

3. You have the right to be respected and treated with kindness at school.

Others should not laugh at you, make fun of you, or hurt your feelings. No one is to embarrass you in front of the class.

4. You have the right to express yourself at school

You may talk about your ideas and feelings if it does not take away the right of others.

5. You have the right to be safe at school

No one should make you afraid to come to school. They should not hurt you or threaten to hurt you.

6. You have the right to tell your side of the problem before anything happens

You will not be punished for breaking a rule or taking someone else's rights away without first being able to tell your side of the story. You may also seek the help of your parents whenever you have a problem at school.

STUDENT RESPONSIBILITIES

San Lucas School District has four expectations for all members of our learning community. They are what we like to call "Tigers R.O.A.R." The letters stand for the behavior expectations. Tigers are 1) Respectful, 2) On Task, 3) Always Positive, and 4) Responsible.

Respectful

1. FOLLOW SCHOOL RULES AND OBEY YOUR TEACHERS AND STAFF.

Get to know the rules of your classroom and school and follow these rules at all times. You should respect the authority of teachers, principals, and other school workers who are trying to make school a safe, successful, and pleasant place for everyone.

2. TAKE CARE OF SCHOOL PROPERTY.

We all must share as well as care for our school and equipment. Damages and lost equipment mean students go without or parents must spend money for repair or replacement.

On Task

3. COME TO SCHOOL EVERY DAY UNLESS YOU ARE SICK OR EXCUSED.

In California, there is a law which says you must go to school unless you are sick. The reason for this law is to be sure that all children have a chance to get an education. If you miss too much school, you will not be able to learn the things you need to know. The following are considered excused absences: sickness, a doctor or dentist appointment (1/2 day) for the student, a court appearance, a death in the immediate family, or emergency situations cleared by the administration.

4. FINISH YOUR SCHOOL WORK.

Learning to read or do arithmetic is like learning to play the piano or ride a bicycle. If you don't practice, you will never be good at it. You will have to do some work at home. You must demonstrate a willingness to complete these assignments.

Always Positive

5. USE COMMON SENSE.

Stop and think before you act.

6. DO NOTHING THAT MIGHT KEEP OTHERS FROM LEARNING.

Families send their children to school to learn, if you keep others from learning by bothering them, you have taken something from them which is important.

Responsible

7. BE ON TIME FOR SCHOOL AND CLASSES.

If you are late for school in the morning, you miss things you need to know. The teacher has to stop what she/he is doing to help you get started. This keeps her from helping all the students. This is also true if you are late after recess or lunch.

8. REPORT PROBLEMS.

As in any community, students are expected to make efforts to discourage and report destructive or dangerous behavior of other members of the school community to teachers or administrators. Every effort will be made to keep these reports confidential.

General School Information

Before and After School:

- The campus is closed until 7:45 a.m. there is no supervision before this time.
- Students eating breakfast may come at 7:45 a.m. and will have supervision. Breakfast is served at 7:50.
- Students must wait in front of the school.
- Students are not to play on the playground until a supervisor is present.
- Students must be picked up promptly after school or at the end of the After School Program. It is unsafe to have students wait for parents in front of the school.

Attendance:

Attendance and being on time for school is a life skill that carries individuals into adulthood. We take attendance and timeliness for school very seriously.

- Your child is expected to make up all school work and homework missed while he/she is absent.
- Parents must call the office on the day your child is absent to explain why the student is not in school that day. The excused reasons for an absence are as follows:
- Excused absences/tardies
 - Illness—(please provide a note if the child is sick more than three days)
 - Doctor or dentist appointment (please provide notice from office)
 - Funeral
 - Court appearance requiring the child be present
- Unexcused absences/tardies
 - Vacations
 - Too tired, or over-slept
 - Babysitting for a sibling
 - Three days or more of sickness w/o doctor's note
 - Excused or unexcused, we encourage students to show up to school late, rather than not at all
- Consequences for Excessive Absences
 - Three or more days unexcused absences will prompt a warning letter sent home notifying the parent excessive absences
 - The next unexcused absence will prompt a second letter advising parents that any further unexcused absences will be reported to the District Attorney's Office. A meeting with the principal may be required to discuss the excessive absences. A copy of this second letter is sent to the District Attorney's Office to alert them of the situation.
 - Five or more days of unexcused absences may result in a referral to the District Attorney's Office.
- Consequences for Excessive Tardies
 - Five tardies will elicit a letter explaining excessive tardies
 - Ten tardies will prompt a mandatory meeting with the principal.
 - Fifteen or more tardies will prompt students to make up the missed time by serving after school detention.
 - .

Items Not Allowed At School:

- Skateboards, Roller Blades, Skate shoes, Bicycles may not be ridden on school grounds during school program hours. Bicycles must be safely locked up in the front of school.
- Dogs are not permitted at school. Any dog who is repeatedly found on school campus may be picked up by Animal Control, even if we know the owner.
- Students may be allowed to use tablets at the Teacher's discretion for *educational purposes only*.
- If a student has a cell phone for emergency purposes it must stay in the off position and in backpacks or lockers and out of sight or it will be confiscated, the school is not responsible if it is lost, stolen or damaged. Students may check their phones into the office in the morning and pick them up after school if they are concerned about the safety of their phone in their backpacks.
- Gum, candy, or sunflower seeds
- Toys, balls, or other items from home.

Medication:

- Medication **MUST** be ordered by a licensed California physician.
- All medication brought to school must be left in the office to be administered by staff.
- The following items are some but not all of the items considered medication:
 - Cough Syrup/drops
 - Tylenol
 - Aspirin
 - Inhalers
 - Allergy pills
 - Prescription Medication
- Medication must have a note with directions.
- Medications with expired prescriptions will be disposed of by the school.

Office Telephone:

- The telephone is not available for student use except by teacher approval.
- After school plans need to be arranged at home.

Picking Up a Child Early from School

- If it is necessary for a student to leave school early, or if someone other than a parent will be picking up a student, please notify the office.
- All students must be signed out when leaving campus before school dismissal.
- Please plan appointments for after school if possible. Parents are discouraged from picking up children less than one half hour before dismissal time.
- Students will only be released to those names indicated on the Emergency Information Card with proper ID.

Volunteers and Visitors:

- To insure student safety, all volunteers and visitors to the school campus must check-in at the office.

Conferences:

- Regularly scheduled conferences are held in November and March and are mandatory.



Student Pick-Up on Field Trips

Student safety is our primary concern at all times. This is especially important on field trips while we are away from the boundaries of our own campus. In order to manage students and maintain safety, we only allow parents to pick-up their students from a field trip with PRIOR notice to the school office.

If you need to pick-up your student from a school field trip, so that the child will not be returning to school on the bus, please inform the teacher or school office BEFORE the field trip. This is important so the staff knows what the plans are before the hectic time of the field trip when things are busy and outside of the daily routine. It is also for student safety concerns that all field trip chaperones obtain fingerprint clearance. Forms are available at the office.

Field Trip Chaperones

San Lucas School staff greatly appreciates all of the parent/guardians volunteers for field trips. We ask chaperones to review a brief set of responsibilities and tasks teachers need volunteers to be in charge of to best help our children on field trips. This will ensure students are being watched over and are always accounted for on trips. It will also help teachers with certain needs and responsibilities while away from the school site.

The field trip volunteer form is available in the office. The school office maintains a field trip chaperone list. To be a school chaperone you must be a parent or legal guardian of the student, be 21 years or older, and be available able to attend the field trip without younger children or other non-students. Parents/guardians are asked to chaperone for trips in order as names appear on the list. If you have not filled out a chaperone form your name will not appear on the chaperone list. You may ask to fill out a form at any time through the year. Your name will then be placed at the end of the chaperone list.

Field Trip Chaperones Guidelines

Every chaperone should check with their child's classroom teacher about specific requirements for each trip. Below is a list of general guidelines for all field trips to insure the safety of all our students.

- Check in with the classroom teacher prior to the trip for specific instructions.
- Ride on the bus to and from the event if possible. If unable to ride the bus arrange a meeting place and arrive before the students.
- Stay with the group at all times. (Do not take your child or any child away from the group) If a bathroom break is needed make sure the teacher is informed.
- If assigned a group keep that group together and accounted for.
- Only eat when the students are taking their lunch or snack break.
- Enforce the classroom rules set up by the individual teacher (if you're not sure ask).
- If you want your student to ride home with you and not on the bus you must make prior arrangements with the teacher and sign a permission slip in the office.
- Only classroom students and chaperones allowed on the trips.

RATIONALE FOR STUDENT RULES

The following rules and consequences are established to protect the rights of everyone at school and to create the best possible environment for learning. They are based upon the following beliefs:

1. Students can behave appropriately.
2. All students have dignity and worth.
3. Students need to be well informed about what is expected of them.
4. Students occasionally need to be reminded of what is expected and permitted to learn from their mistakes.
5. Behavior is maintained by consistently enforced consequences designed not to punish, but rather to change behavior.
6. Students must understand that any consequence is a result of their own behavior and make a commitment to proper behavior.

All rules for student behavior will apply uniformly to all students. Various state laws and local policies are also enforced and individual teachers set additional requirements for their own classrooms. Parents or students should check with classroom teachers about classroom standards for conduct and academic performance and check with the Principal or Superintendent about other state and local regulations, if questions arise.

PROCEDURES FOR CONSEQUENCES

Violation of rules resulting in an infraction will be handled by the teacher or the adult supervisor who observes the misbehavior. Action may take the form of reminders, parent contact or appropriate consequences applied by the staff member (denial of privileges, detention, etc.) Consistent misbehavior or a serious offense will require an administrative referral and will result in more serious consequences.

Referrals will be sent home for parent/guardian signature. Signing the referral does not signify agreement with the action. It serves to inform the family of the student behavior and assigned consequence.

REASONS FOR REFERRALS TO THE ADMINISTRATOR

If a student is referred to the school administrator, it will be because of one of four conditions:

1. Continual violations of rules including Classroom Rules , Dress Code, School-wide Rules , and/or Area and Activity Specific Rules as recorded by the student infraction form (see Appendix A).
2. Violation of School Bus Rules .
3. Violation of an Education Code .

Upon referral, students will be advised of the nature of the offense and given an opportunity to tell their side of the story.

- Additional conferences scheduled by writing a note to the teacher or phoning the office.

Lost and Found:

- Articles not claimed after a reasonable time are donated to an agency for the needy.
- Please label your child's clothing, backpacks, and other articles.
- A container for lost and found articles is located inside the multipurpose room.
- Money, small items, or items of value will be turned into the office.

Birthday Policy:

- Your child's nutritional health is important to us, so healthy snacks are encouraged for all celebrations.
- The school Wellness Policy states that snacks brought for a birthday are limited to one serving of one item per child(such as one cupcake or a slice of pizza and a healthy drink (i.e. fruit juice or water).

School/Home Communication:

- Tiger Tales is our school newsletter and will come home every two months. This newsletter is usually one page (English on one side and Spanish on the other) and lists the important events happening at school each month.
- Before any big event a flyer will go home in your child's backpack to list the specifics. It is important to check your child's backpack daily by making it part of your routine.
- The school will be using an automated text, email, and phone service, make sure we have your information.
- All events and activities are listed on our school website sanlucasschool.com

8th Grade Valedictorian and Salutatorian

- Valedictorian and Salutatorian for 8th grade graduation are determined based Primarily on grade point average and behavior based on the student's Performance during the 8th grade year only.
- The student with the highest grade point average and no office referrals will be the Valedictorian.
- The student with the second highest grade point average and no office referrals Will be the Salutatorian.
- If there is a tie between students the determination will be made based on the following factors.

Least number of infractions. If there is still a tie then...

Attendance. Students with the fewest number of days absent AND tardy total . if there is still a tie, the students will be co-Valedictorian or Salutatorian.

The names for the students receiving Valedictorian or Salutatorian will go to the Board for approval at the regular may Board meeting. Therefore, grades and all other selection factors will be based on the student performance as of the date one week before the may Board meeting.

REFERRAL PROCESS

The severity of the referral may require the administrator to enact consequences other than those listed below. One office referral may also result in the student being removed from optional school activities such as sports or ASB.

1st Referral: Verbal warning. Possible in-school consequences such as loss of privilege, school clean-up, apology, detention, financial restitution, etc.

2nd Referral: Written warning. Notice sent home for parent signature. Possible in-school consequences such as those listed above.

3rd Referral: Possible same-day suspension or in-school suspension. Parent notification. Possible in-school consequences.

4th Referral: One-day at-home suspension. Parent conference with staff member and administration.

5th Referral: One to three-day at-home suspension. Mandatory parent conference with staff member and administration.

6th Referral: Three to five-day at-home suspension. Mandatory parent conference with staff member and administration.

7th Referral: Five-day suspension. Mandatory parent conference with staff member and administration. Final warning before suspension hearing before the San Lucas School Board.

8th Referral: Suspension pending expulsion or independent study contract.

OTHER POSSIBLE CONSEQUENCES

Some behavior violations are so severe they require consequences beyond the referral process. The most common cause of a severe consequence is a serious violation of an Education Code. (See Education Code section on pages 17-21 for further details.)

Other consequences beyond the referral process may include

- * Referral to the local sheriffs
- * Suspension or expulsion without going through the steps of the referral process listed above
- * Financial restitution for extensive property damage
- * Referral to the Monterey County District Attorney

CLASSROOM RULES

Each teacher is responsible for setting his or her own classroom rules, procedures, and consequences following the behavior expectations of R.O.A.R. (see page 4). The following steps will be taken by the classroom teacher, prior to referring any student to an administrator, provided the infraction is not a violation of an Education Code:

1. The student will be made aware of all Classroom Rules and procedures developed cooperatively by the students and teacher.
2. The student will be informed of the consequences for violations of Classroom Rules and procedures.
3. The Infraction Report (Appendix A) will be used for non-severe violations of rules. The student and teacher will discuss the problem and attempt to correct the situation. Repeat of misbehaviors will result in consequences.
4. The teacher will confer with the student's parent or guardian to discuss and correct the problem. However, if the student continues to misbehave before the teacher has an opportunity to conference with the family, he/she will remove the student from the classroom. The teacher will hold the parent conference as soon as possible thereafter.

INFRACTION REPORTS

Infraction Reports will be maintained by the classroom teacher. An example of the Infraction Report can be found in Appendix A. These forms are intended to record repeat offenses against rules by a student.

- * The first offense is a verbal reminder of the rule and/or expectation.
- * The second offense carries consequences determined by the classroom teacher or staff member who witnessed the misbehavior.
- * The third offense will carry further consequences and notification of the parents or guardians.
- * The fourth offense for the same type of misbehavior will result in a referral to the administrator.

Violations of rules in areas outside of the classroom will be reported to the teacher by the witnessing staff member, and recorded on an Infraction Report. A new Infraction Report will be used monthly. However, all reports will be maintained in a file by the teacher and can be referred to in future incidences.

2019-20 DRESS CODE

Clothing requirements:

- * Clothing must be clean, sanitary, and properly fitting (not overly tight or loose fitting).
- * Clothes shall be sufficient to conceal undergarments at all times.
- * Pants, shorts, skirts and dresses must fall below the student's fingertips when standing. Rips in ripped jeans must fall below the student's fingertips when standing. Pants must cover underclothes. A shirt covering baggy pants is not sufficient.
- * Shirts of any color except solid red or solid blue, defined as the red and blue on the American flag. If questionable, the final decision as to whether or not a shade of color is permissible is made by the administrator. Shirts do not have to be tucked in, if they are of proper size. Overly large shirts will have to be tucked in.
- * Shoes must be worn at all times. Sandals must cover the toes and have heel straps. Flip-flops or backless shoes or open-toe sandals are not acceptable.
- * Hats, caps, hoods, and other head coverings of any kind may be worn outside. All head coverings should be removed while indoors at any time.
- * Tennis shoes are required for PE.

Prohibited clothing:

- * Any clothing which is solid red or solid blue. This includes red or blue T-shirts with a logo on it, even if it's a children's logo like Minnie Mouse.
- * Clothing, head coverings, jewelry, backpacks, and school supplies shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or suggestive; which advocate racial, ethnic or religious prejudice; promote the use of drugs, alcohol, or violence; or suggest gang affiliation.
- * No professional football, basketball, or baseball franchises (eg: Raiders, 49ers, Dodgers). College logos are allowed.
- * Any clothing which allows a bare midriff, when the student's hands are raised
- * Shirts without a sleeve that is at least two inches long, such as spaghetti straps or strapless.
- * Exposed undergarments.
- * Any shorts, skirts, or dresses which are shorter than the student's finger tips when standing with arms hanging to the sides.
- * Lace tops require tank tops with a two-inch sleeve underneath them.
- * Lace bottoms are prohibited
- * Any open-toe, open-healed shoes
- * Any pajamas or slippers.

Personal Adornment:

- * Piercings may only be in the ears. Ear rings must not hang longer than one half of an inch below the ear lobe. Large hoop ear rings are not allowed.
- * Overlong belts, buckles with symbols, animal collars, watch fobs or chains, spiked bracelets, wrist guards or necklaces, and tattoos are not allowed.
- * Hair styles must follow other dress code requirements. Hair styles may not contain gang symbols, sports teams, or other specifications for clothing.

Enforcement:

- * Students in grades TK – 5 violating dress code will be given verbal reminders not to wear certain items, after which an administrator will call home. Students in grades 6-8 will receive an Infraction.
- * Students in violation of dress code will be required to correct the violation. This may include being given clothing by the school if available to change into (those clothes must be returned), calling home for a family member to bring a change of clothes to school, turning inappropriate shirts, sweatshirts or jackets inside-out, or other appropriate actions.

SCHOOL-WIDE RULES

1. Students are asked not to arrive at school before 7:45 a.m. There is no leaving the campus once a student has arrived in the morning except if he or she is checked out by a parent or guardian. Unless involved in a school sponsored activity such as Homework Club, sports, or the After School Program, students may not return until after the end of the After School Program, which is 6:00 p.m.
2. Students must be in supervised areas at all times. This includes being in the Multipurpose Room in the mornings before the 8:15 bell, not being in the hallways during recess times, or staying with the After School Program staff and not straying away.
3. Listen and follow all reasonable directions from the staff. Discourtesy or disobedience towards teachers, school employees, or visitors to the campus is disrespectful.
4. Respect personal space. This includes keeping hands, feet, and all other body parts to oneself.
5. Walk indoors and use appropriate level of voices for the given situation.
6. No dangerous forms of play such as "roughhousing", running on the asphalt, pushing, tree climbing, rock-throwing or etc. This may result in an accidental injury or a fight. Wrestling or "play fighting" will be treated as a real fight (a violation of Education Code) if appearances make it seem real to the adult supervisor.
7. No inappropriate displays of affection towards one another. This includes, but is not limited to, kissing, hugging or massaging.
8. Positive, school appropriate language only. No vulgar or obscene language, gestures, or actions.
9. Clean-up after yourself at all times, in all areas.
10. Respect property. NO littering or misuse of school property, equipment, or books. Damage caused by design, carelessness or misuse will need to be paid for by the student. Theft or serious vandalism will be considered a violation of the Education Code.
11. Personal property from home should stay at home. This includes but is not limited to toys, sports equipment, cell phones, music devices, game systems, etc. If any of these items are brought to school, it is the responsibility of the student NOT the school. The school does not ensure their safekeeping, any damages, or loss. If any of these items are out during the day, including during the After School Program, they will be confiscated. The first time the teacher will hold it and return it at the end of the day. The second offense, the principal will hold it and return it to the parents. The third time, the principal will hold it until the end of the school year.
12. No bicycle, skateboard, or rollerskate/rollerblade riding on school grounds during school hours (8:00 a.m. to 6:00 p.m.) Students bringing their bicycles to school must park them in the racks provided at the front gate and walk their bicycles on and off the grounds by the nearest exit. A padlock should be used.
13. No possession or eating of gum or sunflower seeds.
14. No gambling at school.
15. Former students under the age of 18 may not attend school functions, including community events and graduation, unless they are accompanied by a parent and agree to follow school rules including dress code.

EDUCATION CODE GOVERNING STUDENT BEHAVIOR

More serious types of misconduct as described in Education Code 48900 are listed below. These apply any time the student is on school grounds, attending school-sponsored activities off campus, or coming to or returning from school. Referral to an administrator will be immediate upon the first violation if the offense is of a serious nature. Progressive discipline procedures will be followed upon determination of the offense by the administrator. Repeated failure to observe these rules will require expulsion or placement in an alternative program.

By law, even a first offense will require a recommendation for expulsion in the case of (a) possessing weapons or explosive, (b) causing serious physical injury to another person, except in self-defense, (c) selling unlawful drugs, or (d) robbery or extortion. (Education Code 48915)

1. Causing, attempting to cause, or threatening to cause injury to another person.

Fighting, defined as mutual combat in which both students have contributed to the situation through their words and/or physical actions, is a very serious violation of school rules. Students involved in fighting at school or school activities, or on the way to or from school, will be disciplined.

Except for cases of totally one-sided, completely unprovoked assault by one student and purely defensive action by the other, both students in a fight situation will be disciplined. In addition, any student who, through words or actions, intentionally causes or encourages a fight between other will be disciplined as if he/she participated in the actual fight.

Battery (the sort of vicious, unprovoked attack described above) will always be reported to the police and result in five (5) days suspension. Expulsion may follow.

Any attack upon a teacher or staff member will result in referral to the police and recommended expulsion.

2. Possessing, selling, or otherwise furnishing any firearm, knife, explosive (including firecrackers), or other dangerous weapon or object; or possessing an imitation firearm. In addition to suspension, serious violations will require police referral and recommended expulsion. 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.

3. Possessing, using, selling, or being under the influence of any illegal drug (as defined in Section 11007 of the Health and Safety Code: alcohol or intoxicant of any kind including glue for example), or prescription drug not prescribed to the user. Drug paraphernalia and "look-alike" substances offered for sale as genuine illegal substances is also prohibited. In addition to suspension in every case, referral to the police and recommended expulsion will follow for repeated offenses and for any instance of (a) use or possession of hard drugs, (b) offering for sale any illegal drug, alcohol or other controlled substance.

4. Robbery or extortion (threatening another person with harm in order to gain money or other advantages). In addition to suspension, police referral and recommended expulsion will follow except for very minor cases of threatening.
5. Causing or attempting to cause damage to school or private property. All but unintentional minor instances will be referred to the police. Extreme cases will result in recommended expulsion. Financial restitution will be required in all instances.
6. Stealing, attempting to steal, and knowingly receiving stolen school or private property. All but minor cases will require police referral as well as restitution.
7. Possessing or using any tobacco product, including "snuff", "chew", etc.
8. Committing an obscene act or habitually using profanity or other vulgar language.
9. Repeated disruption in class or other school activities or otherwise defying the valid authority of teachers or other school personnel engaged in the performance of their duties.
10. Cheating, lying to school personnel, and forgery or altering school-related documents or correspondence.
11. "Ditching", "Cutting", "Skipping" or by whatever name it is known, not reporting to , or leaving class or school, without prior permission. Any student who is absent from school without his/her parents or guardian's knowledge and permission at the time will fall into this category. Referral to the Monterey County District Attorney will follow repeated instances of this and other forms of unexcused absence.
- 12 Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
13. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel.
14. Sexual Harassment: a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines such a pupil has committed sexual harassment. The conduct described must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive have a negative impact upon the individual's academic performance, or to create an intimidating, hostile, or offense educational environment. This paragraph shall not apply to pupils enrolled in kindergarten and grades 1, 2, 3, inclusive.

AREA OR ACTIVITY SPECIFIC RULES

Multipurpose Room

- 1) Have polite manners. During assemblies this means listening attentively, clapping politely, and participating in any cheering, singing, or other group activities. During meals this means eating, not playing with, your food; staying seated; and cleaning up all of your own mess, even stuff that dropped.
- 2) Use property and materials responsibly. Sit on benches, not on tables or stairs. Don't waste. Keep track of your papers, backpack, jacket, etc.
- 3) Participate appropriately. We encourage, smile, cheer, clap. We do not boo, complain, or whine.
- 4) Stay where you belong until dismissed. This includes assemblies, meal times, After School Program, etc.
- 5) If you order lunch, you must take your lunch. Choose three servings at each meal. You are welcome to seconds if there are extras, but you should eat what you select.
- 6) And with all inside locations, use inside voices, walking feet, clean-up after yourself, and respect personal space.

Hallway

- 1) Walk to where you are going without delay. The hall is not for hanging out.
- 2) Be mindful of how your movement affects others. Show courtesy. If you bump into someone say, excuse me.
- 3) Respect property. In the hall, this includes not touching bulletin board displays and leaving other students belongings alone.
- 4) And with all inside locations, use inside voices, walking feet, clean-up after yourself, and respect personal space.

Playground

- 1) Use property and materials properly. Playground equipment, sports equipments, building structures like hand railings should only be used as they are meant to be used. Play by the standard rules of the game unless changes are agreed upon by everyone.
- 2) Be kind and friendly. Use caring words. Share and take turns. Be kind physically and emotionally. Cheer each other. Be good sports.
- 3) Run on the lawn not on the play structure or blacktop, concrete, etc.
- 4) Stay within the recess boundaries and line up promptly.
- 5) No rough play, play fighting, rough housing, etc.
- 6) No loitering in the parking lot or the front of the school.
- 7) Students may come inside during recess *with* permission of the yard duty.

Restrooms

- 1) Clean-up, flush, and report any problems to an adult.
- 2) Respect privacy.
- 3) Respect property. Do not waste supplies such as paper towels, toilet paper or soap; play in the bathrooms; or write on surfaces.
- 4) Do not hang-out/play in the bathrooms.
- 5) And with all inside locations, use inside voices, walking feet, clean-up after yourself, and respect personal space.

Staff Areas

Include Copy Room, Estella's desk, Mrs Riley's office, Room 15, Room 17, the Kitchen, the storage closets, Rooms 8 & 9, back stage, and After School Program.

- 1) Students may enter only if invited and must be under direct adult supervision at all times.
- 2) If asked to help, stay focused.
- 3) No students behind Estella's desk. The items on Estella's desk is private.
- 4) Only use the phone with permission.

Computer Lab

- 1) Respecting school property in the Computer Lab means push in chairs; don't plug or unplug components such as head phones, keyboards, or mice; leave computer settings as they are; don't move equipment, push on computer screens or shove computer towers; and sit on chairs not cabinets.
- 2) School appropriate, educational websites only.
- 3) No food and drinks in the lab.
- 4) Check with an adult before printing,
- 5) And with all inside locations, use inside voices, walking feet, clean-up after yourself, and respect personal space.

Library

- 1) Respecting school property in the Library means use book handling skills, push in chairs, keep feet off of furniture, and put books away where they belong.
- 2) Check out books from designated areas.
- 3) No food and drinks in the library.
- 4) Return your books on time in the condition you got them in. If they are damaged or lost, you will have to pay to replace them.
- 5) And with all inside locations, use inside voices (library voices are quieter than normal inside voices), walking feet, clean-up after yourself, and respect personal space.

After School Program

- 1) Participants are to go directly from class to the After School Program. This includes Homework Club, Girl and sports practices. Be sure to check in and sign out.
- 2) The After School Program is for San Lucas School students only.
- 3) School rules and dress code still apply. This includes no electronics, i.e. cell phone, music players, etc. (Collar-less shirts are okay, but no red or blue.)
- 4) Have fun and participate, but also listen and follow directions.
- 5) Students must always be supervised.
- 6) And with all inside locations, use inside voices, walking feet, clean-up after yourself, and respect personal space.

Homework Club

- 1) Homework Club is a quiet study and work time. Student must be seated and working. It requires silence so students may focus and learn. Use quiet voices when asking for help from a staff member. Students will be asked to leave Homework Club if they are not utilizing it appropriately.
- 2) If you borrow supplies, return them.
- 3) And with all inside locations, walking feet, clean-up after yourself, and respect personal space.

SCHOOL BUS RULES

1. Follow all instructions from the bus driver.
2. Arrive at the bus stop five minutes before the bus is scheduled to arrive. After the bus arrives and before boarding, form a single line 3 feet from the curb or edge of the road, and ten (10) feet from the front of the bus and wait for the doors to open. (The bus will not wait for students at any stop.)
3. Enter and leave the bus in an orderly manner.
4. Fill seats as directed by the bus driver and remain in your seat while on the bus.
5. Always be courteous to the bus driver and fellow students.
6. Report any vandalism or damage to the bus to the bus driver.
7. Report lost or found articles to the bus driver.
8. When getting off the bus, cross the street in the crosswalk or under the supervision of the driver. Never cross the street behind the bus.
9. Do not move or change seats while the bus is in motion.
10. Do not speak loudly while on the bus. Speak quietly or not at all.
11. Do not talk to the driver except when necessary.
12. Do not use profanity or abusive language.
13. Do not eat or drink while on the bus.
14. Do not put your head, arms or any part of your body outside the bus at any time.
15. Do not litter or damage the bus. Parents must pay for damage caused by vandalism.
16. Do not throw anything within the bus or out of the bus.
17. Do not bring animals or other pets on the bus. Properly licensed guide dogs are the exception.
18. Do not bring skateboards, radios, tape players or any other types of stereo equipment on the bus.
19. Do not open or use emergency exits except in an emergency.

The driver of a school bus shall not eject any school pupil unless the pupil is given into the custody of a parent or any person designated by the parent or school.

Rules of Conduct at the Bus Stop

Wait completely off the road for the bus. Stand ten (10) feet to the front of the bus as it pulls toward the curb. DO NOT approach the bus until the door has opened.

Bus riders are encouraged to arrive at their bus stops, no earlier than five minutes before the schedule time of pick-up. Horseplay is not permitted at the bus stop. Respect other people's property. Students who arrive at their bus stops too early and get bored while waiting cause most behavior problems. Bus drivers will not depart pick up stops before the schedule time.

The bus driver will make every effort to arrive at the bus stop at the schedule time for pick up. If the bus arrives early, the driver will wait until the schedule time before departing. In order to remain on schedule, the driver cannot wait at any stop beyond the schedule pick up time. Take home times are considered more flexible than pick up times, and it is possible that some students might be delivered to their stops earlier than scheduled. This could occur when a driver gains time by bypassing bus stops of absent students.

The bus driver has the authority to assign students to specific seats as deemed necessary.

Bus drivers are required by law to load and discharge passengers only at authorized stops as listed on scheduled home-to-school or school-to-home routes or other trip destinations.

Please do not ask or expect a driver to stop at a location other than the student's assigned bus stop.

School Activity Trip Safety Instructions

Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to:

- * Location of emergency exits
- * Location and use of emergency equipment
- * May include responsibilities of passengers seated next to an emergency exit.
- * May include the use of the passenger restraint system (lap/shoulder belt)

The driver shall point out the location and functions of the fire extinguisher, first aid kit, and all exit locations prior to departing on the field trip and explain the school bus rules.

This is a requirement, even though some groups may have heard the safety instructions before. A safety instruction must be given at the beginning of the school year for home-to-school routes.

During darkness, the driver shall ensure that the interior lighting is sufficient for passengers to enter and exit safely and whenever otherwise deemed necessary.

POLICY FOR BULLYING PREVENTION

The San Lucas Union 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 San Lucas Union School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully 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 San Lucas Union School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, the San Lucas Union School District will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- 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.

- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Office of Student Services. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.

The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.

Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

POLICY FOR CONFLICT RESOLUTION

The San Lucas Union School District believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict, each school within the San Lucas Union School District will incorporate conflict resolution education and problem solving techniques into the curriculum and campus programs. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community and helps ensure a safe and healthy learning environment

The San Lucas Union School District will provide training to develop the knowledge, attitudes, and skills students need to choose alternatives to self-destructive, violent behavior and dissolve interpersonal and intergroup conflict. Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to, the following:

Students are to resolve their disputes without resorting to violence.

Students, especially those trained in conflict resolution and peer mediation, are encouraged to help fellow students resolve problems peaceably.

Students can rely on staff trained in conflict resolution and peer mediation strategies to intervene in any dispute likely to result in violence.

Students needing help in resolving a disagreement, or students observing conflict may contact an adult or peer mediators (*give location where listing of designated staff and students is posted*).

Students involved in a dispute will be referred to a conflict resolution or peer mediation session with trained adult or peer mediators. Staff and mediators will keep the discussions confidential.

Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.

Nondiscrimination Statement

San Lucas Union Elementary School District (SLUESD) is committed to ensuring equal, fair, and meaningful access to employment and education services. The SLUESD does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans' status, or any other basis prohibited by California state and federal nondiscrimination laws respectively. Not all bases of discrimination will apply to both education services and employment. The district office is charged with overseeing, leading, and directing the SLUESD's efforts to meet the legal obligations set forth in state and federal civil rights laws, and regulations in SLUESD employment and delivery of education services. Inquiries regarding nondiscrimination and civil rights should be directed to the district office at 831-382-4426.

The Compliance Coordinator for SLUESD is Jessica Riley. She can be reached at 831-382-4426 ex. 203, or in her office at 53675 San Benito Street, San Lucas, CA 93954.

Appendix A

San Lucas School Infraction Report

Parent,

We respectfully request your support to resolve the problem behavior mentioned below. This form is used to document a recurring student behavior. The student has been given a verbal warning and re-taught the expectation and specific rule concerning the infraction prior to recording on this form.

Student	Teacher	Grade	Gender
INCIDENT TYPE (Check One):			
<input type="checkbox"/> Inappropriate language <input type="checkbox"/> Lying/cheating <input type="checkbox"/> Theft <input type="checkbox"/> Physical contact	<input type="checkbox"/> Disruption <input type="checkbox"/> Property damage <input type="checkbox"/> Harassment/tease/bully <input type="checkbox"/> Dress code	<input type="checkbox"/> Tardy <input type="checkbox"/> Defiance/Disrespect <input type="checkbox"/> Other:	

2nd Offense Date _____ Time _____ Other: _____

INTERVENTION (Check One):	POSSIBLE MOTIVATION (Check One):	OTHERS INVOLVED (Check One):
<input type="checkbox"/> Student conference <input type="checkbox"/> Re-teach expectation <input type="checkbox"/> Seating change <input type="checkbox"/> Peer mediation <input type="checkbox"/> Recovery in room <input type="checkbox"/> Time out <input type="checkbox"/> Curricular modification <input type="checkbox"/> Student contract <input type="checkbox"/> Phone parent _____ <input type="checkbox"/> Loss of item/class privilege <input type="checkbox"/> Verbal cue <input type="checkbox"/> Extra time spent on task <input type="checkbox"/> Loss of recess <input type="checkbox"/> Other:	<input type="checkbox"/> Avoid Adult <input type="checkbox"/> Avoid Peer(s) <input type="checkbox"/> Avoid Task/Activities <input type="checkbox"/> Don't Know <input type="checkbox"/> Obtain Adult Attention <input type="checkbox"/> Obtain Items/Activities <input type="checkbox"/> Obtain Peer Attention <input type="checkbox"/> Other:	<input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute <input type="checkbox"/> Unknown <input type="checkbox"/> Other:

3rd Offense Date _____ Time _____ Other: _____

INTERVENTION (Check One):	POSSIBLE MOTIVATION (Check One):	OTHERS INVOLVED (Check One):
<input type="checkbox"/> Student conference <input type="checkbox"/> Re-teach expectation <input type="checkbox"/> Seating change <input type="checkbox"/> Peer mediation <input type="checkbox"/> Recovery in room <input type="checkbox"/> Time out <input type="checkbox"/> Curricular modification <input type="checkbox"/> Student contract <input type="checkbox"/> Phone parent _____ <input type="checkbox"/> Loss of item/class privilege <input type="checkbox"/> Verbal cue <input type="checkbox"/> Extra time spent on task <input type="checkbox"/> Loss of recess <input type="checkbox"/> Other:	<input type="checkbox"/> Avoid Adult <input type="checkbox"/> Avoid Peer(s) <input type="checkbox"/> Avoid Task/Activities <input type="checkbox"/> Don't Know <input type="checkbox"/> Obtain Adult Attention <input type="checkbox"/> Obtain Items/Activities <input type="checkbox"/> Obtain Peer Attention <input type="checkbox"/> Other:	<input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute <input type="checkbox"/> Unknown <input type="checkbox"/> Other:

4th Offense Date _____ Time _____ Other: _____

INTERVENTION (Check One):	POSSIBLE MOTIVATION (Check One):	OTHERS INVOLVED (Check One):
<input type="checkbox"/> Student conference <input type="checkbox"/> Re-teach expectation <input type="checkbox"/> Seating change <input type="checkbox"/> Peer mediation <input type="checkbox"/> Recovery in room <input type="checkbox"/> Time out <input type="checkbox"/> Curricular modification <input type="checkbox"/> Student contract <input type="checkbox"/> Phone parent _____ <input type="checkbox"/> Loss of item/class privilege <input type="checkbox"/> Verbal cue <input type="checkbox"/> Extra time spent on task <input type="checkbox"/> Loss of recess <input type="checkbox"/> Other:	<input type="checkbox"/> Avoid Adult <input type="checkbox"/> Avoid Peer(s) <input type="checkbox"/> Avoid Task/Activities <input type="checkbox"/> Don't Know <input type="checkbox"/> Obtain Adult Attention <input type="checkbox"/> Obtain Items/Activities <input type="checkbox"/> Obtain Peer Attention <input type="checkbox"/> Other:	<input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute <input type="checkbox"/> Unknown <input type="checkbox"/> Other:

Student Signature _____ Date _____

San Lucas Union School District

E(1) 1312.4(a)
Community Relations

Williams Uniform Complaint Procedure
Exhibit 1

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

Parents/Guardians, Pupils, and Teachers:

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

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

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

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

4. Pupils, including English learners, who have not passed one or both parts of the exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. A complaint form can be obtained at the school/district office. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4681)

_____ A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

_____ A teacher lacking credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

_____ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions: (Education Code 35186, 35292.5; 5 CCR 4683)

_____ A condition exists that poses an emergency or urgent threat to the health or safety of pupils or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; or structural damage creating a hazardous or uninhabitable condition.

_____ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.

_____ The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when closing of the restroom is necessary for pupil safety or to make repairs.

4. High school exit exam intensive instruction and services: (Education Code 35186)

_____ Pupils who have not passed the high school exit exam by the end of grade 12 were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after the completion of grade 12.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of pupils or staff.

Please file this complaint at the following location:
San Lucas Union School District Office, Principal
53675 San Benito Street, San Lucas, CA 93954

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(signature)

(date)

PARENTS RIGHT AND RESPONSIBILITIES

Notice to Parents or Guardians of Rights Relating to Certain School Activities

Article 10 of the California Education code requires that parents or guardians of minor pupils must be told of rights relating to certain authorized activities that may be conducted during the current school year.

Absence for Religious Purposes (E.C. 46014) With the written consent of a parent or guardian, a pupil may be excused from school in order to participate in religious exercises or instruction in accordance with school district regulations.

Absence for Personal Reasons (E.C. 48205) A pupil shall be excused from school for justifiable personal reasons, including but not limited to, an appearance in court, observance of a holiday or ceremony of his/her religion, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or his/her designee. The pupil shall be allowed to complete all assignments and tests missed during the absence which can be reasonable provided for. The teacher shall determine what assignments shall be made up and what period of time the pupil shall complete such assignments.

Regulation on the Teaching of Human Reproduction (Sex Education) (E.C. 51550) Upon written request of a parent or guardian, a pupil may be excused from attending any class session in which the human reproductive organs may be analyzed, illustrated, or discussed. Written or audio-visual material other than in a textbook may be viewed by the parent or guardian.

Excuse from Health Instruction Because of Religious Beliefs (E.C. 49403) Whenever any part of health, family life education, or sex education conflicts with the religious beliefs of a parent or guardian, a pupil may be excused from the part of the training that conflicts with these beliefs upon written request by a parent or guardian.

Cooperation In control of Communicable Disease and Immunization of Pupils (E.C. 49403) To cooperate with a local health officer in the prevention and control of communicable diseases, school district may permit licensed physicians to administer an immunizing agent to any pupil with the written approval of a parent or guardian.

Administration of Prescribed Medication to Pupils (E.C. 49451) Any pupil who is required during the school day to take medication prescribed for him or her by a physician may be assisted by the school nurse or other designated person if the school receives a written request from the physician detailing dosage and a written consent from parent or guardian.

Excuse of Pupil from Physical Examination (E.C. 46451) A pupil may be excused from taking a school physical examination provided that a parent or guardian submits a written request each year for the pupil to be excused. When there is a good reason to believe that a child has an infectious or contagious disease, however, he or she shall be sent home. The pupil will not be permitted to return until such time as school authorities are satisfied that the child does not have an infectious or contagious disease.

Student Medical Insurance (E.C. 49472) The school district assumes no liability for accidents to pupils at school. In September the school district does make a low-cost insurance policy available to each family to cover school accidents. The Code section says it is your right to refuse to buy such a policy or refuse its services if the district should buy the policy for you.

Nutrition Program for Needy Pupils (E.C. 49510) Free or reduced priced meals are available by application to needy pupils as defined by the State Board of Education.

Notice of Parent or Guardian of Pupil Taking Continuing Medication (E.C. 49489) The parent or legal guardian of any public school pupil on a continuing medication regimen or an episodic condition shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

Hospitalized Students (E.C. 48207:48208) If your child should be hospitalized or placed in some other residential health facility outside the district, he or she may be entitled to individual instruction. You may call the district in which the hospital is located and request such instruction.

Temporary Disability (E.C. 48206.3) A pupil with a temporary disability, which makes attendance in class impossible or inadvisable, shall receive individual instruction provided by the district.

Tuition Payments of Handicapped Pupils (E.C. 56031) Any handicapped pupil for whom a special education placement is unavailable or inappropriate may receive services in a private non-sectarian school. Specific information may be obtained through the guidance department.

Student Discipline (E.C. 35291) Policies and procedures of the Board of Education pertaining to student discipline are available in each school office.

Right to Refrain from Harmful or Destructive Use of Animals (E.C. 32255) Students who, for moral reasons, object to dissecting or otherwise harming animals, shall receive alternative instruction, if possible. No student shall be penalized or discriminated against for exercising his/her rights.

Statewide Testing Notification

California students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes.

The California Assessment of Student Performance and Progress (CAASPP) tests consist of the following:

- **Smarter Balanced Assessment Consortium Assessments**

The Smarter Balanced computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and mathematics assessments can be used as an indicator of college readiness.

- **California Science Tests (CAST)**

The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve).

- **California Alternate Assessments (CAAs)**

Only eligible students—students whose individualized education program (IEP) identifies the use of alternate assessments—may participate in the administration of the CAAs. Test examiners administer the computer-based CAAs for ELA, mathematics, and science one-on-one to students. Students in grades three through eight and grade eleven will take the CAA for ELA and mathematics. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors.

Students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve) will take the CAA for Science. The CAA for Science embedded performance tasks are based on alternate achievement standards derived from the CA NGSS. Students taking the CAA for Science will take three embedded performance tasks in spring 2019.

Notificación de Exámenes Estatales

Los estudiantes de California presentan varios exámenes estatales requeridos. Estos exámenes brindan a los padres/tutores, maestros y educadores información sobre qué tan bien los estudiantes están aprendiendo y preparándose para ingresar a la universidad o ejercer una profesión. Los resultados de los exámenes podrían usarse con fines de rendición de cuentas locales, estatales y federales.

Los Exámenes del Rendimiento y Progreso de los Estudiantes de California (CAASPP) consisten en lo siguiente:

- **Exámenes del SmarterBalancedAssessmentConsortium**

Los exámenes adaptables mediante computadora de SmarterBalanced están alineados con los Estándares Académicos Fundamentales Estatales (CCSS). Los exámenes de artes del lenguaje inglés y lectoescritura (ELA) y matemáticas se aplican desde el tercero al octavo y undécimo grado para medir si los estudiantes están en vías a su preparación para ingresar a la universidad o ejercer una profesión. En el undécimo grado, los resultados de los exámenes de ELA y matemáticas se pueden utilizar como un indicador de la preparación para el ingreso a la universidad.

- **Exámenes de Ciencias de California (CAST)**

Los nuevos CAST basados en la computadora miden el logro de los estudiantes de los Estándares de las Ciencias de la Siguiete Generación de California (CA NGSS) mediante la aplicación de sus conocimientos y habilidades en las prácticas de ciencias e ingeniería, ideas básicas disciplinarias y conceptos transversales. Los CAST se aplican a todos los estudiantes en el quinto y octavo grado y una vez en la escuela preparatoria (es decir en décimo, undécimo o duodécimo grado).

- **Exámenes Alternativos de California (CAA)**

Sólo los estudiantes que cumplen los requisitos —estudiantes cuyos programas de educación individualizados (IEP) identifican el uso de los exámenes alternativos—podrán participar en los CAA. Los examinadores aplican los CAA basados en la computadora en ELA, matemáticas y ciencias de forma individual a los estudiantes. Los estudiantes desde el tercero al octavo y undécimo grado presentarán los CAA de ELA y matemáticas. Los elementos de los exámenes elaborados para ELA y matemáticas están alineados con los CCSS y se basan en los Conectores del Contenido Básico.

Los estudiantes en el quinto y octavo y una vez en la preparatoria (es decir, en el décimo, undécimo o duodécimo grado) presentarán los CAA de ciencias. Las tareas de desempeño integradas de los CAA de ciencias tienen como base los estándares de logro alternativos derivados de los CA NGSS. Los estudiantes

- **California Spanish Assessment (CSA) for Reading/Language Arts**

The optional CSA for Reading/Language Arts in Spanish is aligned with the California Common Core State Standards en Español. This computer-based test allows students to demonstrate their Spanish skills in listening, reading, and writing mechanics.

Pursuant to California *Education Code* Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments.

English Language Proficiency Assessments for California

California will transition from the California English Language Development Test (CELDT) to the English Language Proficiency Assessments for California (ELPAC) in 2017–18. The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.

Physical Fitness Test

The physical fitness test for students in California schools is the FitnessGram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

California Department of Education | August 2018

que presentan los CAA de ciencias presentarán tres tareas de desempeño integradas en la primavera de 2019.

- **Examen de Español de California (CSA) para Lectura/Artes del Lenguaje**

El CSA opcional para lectura/artes del lenguaje en español está alineado con los Estándares Académicos Fundamentales de California en Español. Este examen basado en la computadora permite a los estudiantes demostrar sus habilidades de español en comprensión auditiva, lectura y mecanismo de la escritura.

De conformidad con la sección 60615 del *Código de Educación* de California, los padres o tutores pueden presentar anualmente ante la escuela una petición por escrito para excusar a su hijo de uno o todos los exámenes de CAASPP.

Exámenes del Dominio del Idioma Inglés para California

California hará la transición del Examen para Medir el Desarrollo del Idioma Inglés de California (CELDT) a los Exámenes del Dominio del Idioma Inglés para California (ELPAC) en 2017–2018. Los ELPAC están alineados con los Estándares del Desarrollo del Idioma Inglés de California de 2012. Constan de dos exámenes separados de Dominio del Idioma Inglés (ELP): uno para la identificación inicial de los estudiantes como estudiantes de inglés como segundo idioma y el otro para la evaluación sumativa anual para identificar el nivel de dominio del inglés de los estudiantes y para medir su progreso en el aprendizaje del inglés.

Examen de Aptitud Física

El examen de aptitud física para los estudiantes de las escuelas de California es el FitnessGram®. El principal objetivo de este examen es ayudar a los estudiantes a que inicien su adquisición de hábitos de actividad física regular para toda la vida. Los estudiantes en el quinto, séptimo y noveno grado participan en el examen de aptitud.

Departamento de Educación de California | Agosto de 2018

San Lucas Union Elementary School District

Board Policy

Eighth Grade Promotion Activities

An end-of-year trip by students in the eighth grade has become a traditional part of the San Lucas School experience. The eighth grade class trip is a privilege and not a right. Any student whose behavior during the eighth grade year results in multiple infractions, yellow slips and/or suspension from school may, at the discretion of the administration, be excluded from the class trip. In addition, students are required to meet the following stipulations:

1. Citizenship – cumulative maintenance of satisfactory (“S”) in “Effort” and “Citizenship” areas.
2. All financial obligations must be cleared prior to participation in the ceremony.
3. Excused or Unexcused absences: 10 days or less for 8th grade. The principal or designee may waive this requirement if extenuating medical circumstances caused the absences.
4. Excused or Unexcused tardies: 30 days or less for 8th grade. The principal or designee may waive this requirement if extenuating medical circumstances caused the absences.

Guidelines for the planning and implementation of the eighth grade trip are as follows:

1. All applicable policies and rules that are in effect in school are similarly in effect on the trip.
2. The number of chaperones, including class advisor/designee and one staff member accompanying students will be no less than one chaperone to six students. No less than one chaperone for each overnight lodging room shall be required.
3. The trip details including itinerary, budget, and chaperones, will be planned and decided by class advisor, with input from students and parents. All plans require the approval of the principal.
4. Preliminary plans for the eighth grade trip shall be submitted to the principal by the end of November. Preliminary plans for the eighth grade trip shall be presented to the School Board no later than the February school board meeting. Final plans for the eighth grade trip including a detailed itinerary and a list of chaperones shall be presented to the School Board for approval no later than the March school board meeting.
5. A preliminary fundraising plan to cover the cost of the class trip and other eighth grade class expenses (e.g., graduation, traditional class gift to school, etc.) is to be developed by the students and class advisor(s) and submitted to the principal no later than October 15th. All fundraising activities require prior approval of the principal.
6. All funds raised are the property of the San Lucas Union Elementary School District and

will be maintained in the eighth grade class account. Any unexpended funds at the close of the school year will carry forward to the incoming eighth grade class. All fundraising for the eighth grade class trip will be secured in a separate account. Individual students and/or parents will not be given funds from this account. It is understood that the fundraising is completed for the school field trip activity and promotion ceremony. Students are required to earn this privilege and will not be given funds in the event they decide not to attend, or lose the privilege of attending.

7. Prior to departure on the class trip, the school shall have on file the necessary medical and emergency information for each student which will be placed in a sealed envelope in the care of the advisor/designee. The eighth grade class advisor(s) will also provide to the school an itinerary and schedule of where the group can be reached in an emergency (with the understanding that changes while underway may be unavoidable).