

READY SPRINGS ELEMENTARY SCHOOL



Student Handbook

2018/2019

We Are Safe

We Are Respectful

We are Responsible

10862 Spenceville Road, Penn Valley CA 95946

432-1118 / Fax: 432-9473

www.pvuesd.org

(8/9/18)

Penn Valley Union Elementary School District
Ready Springs Elementary School

Dear Families,

We welcome you to a new school year at Ready Springs Elementary School. By working together, we believe that we can make learning a fulfilling and positive experience for everyone involved.

When the student, their family, and school staff join efforts to create a school community that supports and provides an environment rich in learning opportunities, success is inevitable. We have to work together by clearly communicating our expectations, sharing our challenges, and celebrating our accomplishments.

Please read this handbook as a family to gain an understanding of Ready Springs Elementary School. Thank you for signing and returning the "Partners in Learning" contract at the end of this handbook. We hope this resource can be used as a guide to support all of our students' academic success at Ready Springs Elementary School.

Shaun Hurtado
Principal, Ready Springs School

Penn Valley Union Elementary School District
Board of Trustees

Rob Moen - Board President
Carolyn Bronson - Clerk
Tina Skrukrud - Trustee
Linda Collins - Trustee
Ann Driver - Trustee

Torie England, Ed.D. - Superintendent

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<i>(Please Sign and Return)</i>	

Ready Springs Elementary School
432-1118 / (fax) 432-9473
Staffing for 2018-2019 School Year

<u>Administration</u>	England, Torie, Ed. D.	Superintendent, 432-7311	ext. 301
	Hurtado, Shaun	Principal	ext. 203
	Thompson, Aurora	Special Ed. Dir. 432-1118	ext. 224
	Justin Rupert	School Psychologist, 432-1118	ext. 232
	Vela, Meghann	School Counselor	ext. 239
<u>Office Staff</u>	Astesana, Linda	Office Manager	ext. 202
	Mosman, Sandy	Office Clerk	ext. 201
<u>Teachers</u>	Bell, Kimberly	Transitional Kindergarten	ext. 235
	Blythe, Cheryl	Grade 5	ext. 234
	Bradley, Devin	Grades 7/8	ext. 220
	Foote, Jennifer	Special Education	ext. 212
	Gale, Shirley	Special Education	ext. 208
	Girton, Linda	Title 1	ext. 227
	Grebe, Tim	Grades 7/8	ext. 216
	Jamison, Katy	Grades 6/7/8	ext. 215
	Keeble, Trinity	Grade 6	ext. 219
	Mazhar, Roshan	Grades 7/8	ext. 222
	McKeown, Christine	Grade 4	ext. 230
	Nielsen, Hannah	Grade 2	ext. 229
	Perdue, Anne	Kindergarten	ext. 228
	Smith, Erica	Grade 3	ext. 231
	Ten Eyck, Veronica	Grade 1	ext. 236
Vaughn, Susanne	Grade 6	ext. 217	
<u>Support Staff</u>	Bernal, Micky	Custodial PM, Student Lunch Aide	
	Cassaro, Veo	SASSS	
	Diltz, Carol	SASSS	
	Garren, Heather	SASSS	
	Hansen, Lana	SASSS	
	Jennings, Tammy	ASES Coordinator	
	Johannsen, Terri	SASSS	
	Kopec, Vicki	SASSS/Title 1	
	Maddux, Erica	ASES Assistant, Student Lunch Aide	
	McClelland, Lisa	SASSS	
	McCormack, Inger	SASSS, Library Clerk	
	Mickel, Debbie	ASES Assistant	
	Neher, Sadie	SASSS. Cafeteria Assistant	
Parke, Pam	ASES/Title 1, Student Lunch Aide		
	Pearson, Jennifer	SASSS/Before School Coordinator	
	Prosser, Jennifer	Student Lunch Aide, VP Office Assistant	
	Senseney, Chantel	ASES Assistant, Special Education Secretary	
	Smith, Annette	Custodial AM	
	Tyrrell, Kurt	Technology Assistant	
<u>Special Services</u>	Nadler, Ilka	Speech Therapist	
	Sweeney, Mary Jo	School Nurse	

*Student Academic & School Support Specialist = SASSS

EMAIL: To email a staff member, use the first initial of their first name, plus the full last name followed by @pvuesd.org. (Example: shurtado@pvuesd.org)

UPDATED 2018-19 CALENDAR

IMPORTANT DATES

Minimum Days (12:45 Dismissal)

Every Wednesday

Back To School

August 15

Oct. 16 ó 19 Conferencing days
Mar. 12 ó 13 Conferencing days

Open House

TBD

End of Trimester:

1st Trimester Nov. 9
2nd Trimester Feb. 22
3rd Trimester June 7

Progress Notices sent out Mid Trimester

Report Cards sent home at end of each Trimester
and mailed home at the end of the school year

Staff Development Days (5): Aug. 10, 13 - 14, Sept. 17, Jan. 28, Apr. 22

CAASPP (CA Assessment of Student Performance and Progress (formally STAR): April - May

SCHOOL HOLIDAYS

Labor Day	Sept. 3	Lincoln's Day	Feb. 15
Fall Break	Oct. 22-26	Washington's Day	Feb. 18
Veterans Day	Nov. 12	Snow Day	June 12, 13
Thanksgiving	Nov. 21-23	Spring Break	April 15-19
Winter Break	Dec. 24 ó Jan. 4	Memorial Day	May 27
M.L. King Day	Jan. 21		

BELL SCHEDULES

<p><u>TK – 5th Grade:</u></p> <p>Monday, Tuesday, Thursday, Friday:</p> <p>8:30 School Begins 10:10-10:25 Break 11:39-12:14 Lunch 2:45 Dismissal</p> <p>Wednesday:</p> <p>8:30 School Begins 9:30-9:45 Break 11:55-12:15 Lunch 12:45 Dismissal</p>	<p><u>6th - 8th Grade:</u></p> <p>Monday, Tuesday, Thursday, Friday:</p> <p>8:30 School Begins 7:55-8:00 Homeroom 8:02-8:27 PE 8:29-9:36 Core 1 9:36-9:46 Break 9:46-10:53 Core 2 10:55-11:39 Elective 11:39-12:14 Lunch 12:14-1:21 Core 3 1:23-2:50 Core 4</p> <p>Wednesday:</p> <p>8:30-8:50 Assembly 8:15-8:45 HR/Class Mtgs. 8:45-9:30 Core 1 9:32-10:15 Core 2 10:15-10:25 Break 10:25-11:10 Core 3 11:12-11:55 Core 4 11:55-12:45 Lunch/Dismissal</p>
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GENERAL SCHOOL POLICIES AND PROCEDURES

ABSENCE/ATTENDANCE POLICY

Regular attendance is critical in a pupil's standing at school and has a decided effect on grades. Each student should try to maintain a very good attendance record. The school maintains records on all student absences for truancy and other legal reasons.

It is the parents' responsibility to insure that children between the ages of 6 and 18 shall attend school the full time public schools are in session (California Ed. Code, Sec. 48200).

PARENTS MAY CALL THE SCHOOL OFFICE, 432-1118, ext.204, PREFERABLY BETWEEN 7:30-8:30 AM, TO LET THE ATTENDANCE CLERK KNOW THAT THEIR CHILD WILL BE ABSENT. The school also has an answering machine for calls after hours, which parents are encouraged to use. Please select extension 204 to leave a message. If the student will be absent more than one day, parents should call each day the child is absent; or, parents may send a note with the student when he/she returns to school. Excuse notes should be given to the student's homeroom teacher. Parents are strongly encouraged to schedule medical and dental appointments during non-school hours. Whenever possible, a student, who is absent for a reason other than illness, should attend at least the minimum school day.

Students who are displaying absent or tardy concerns will be notified and a conscientious effort will be made by the school to communicate and meet parents to discuss attendance concerns. In order to comply with State law, all schools are required to report both excessive excused and unexcused absences and/or excessive excused and unexcused tardies to the Nevada County School Attendance Review Board (SARB). California compulsory education law requires that everyone between 6 and 18 years of age attend school. Some students, however, violate compulsory education laws and have a pattern of continued absences. Although truancy and excessive absenteeism are not new problems, they create costly, long-term problems for students, schools, and the community.

SARBs create a safety net for students with persistent attendance or behavior problems by maximizing the use of all available resources and services and avoiding unnecessary duplication of resources. Students are referred to SARB if they have persistent attendance and behavior problems in school and when the normal avenues of classroom, school, and district counseling do not resolve the situation. Although the goal of SARB is to keep students in school and provide them with a meaningful educational experience, SARBs do have the power, when necessary, to refer students and their parents or guardians to court.

The Nevada County SARB is held at the courthouse and is convened by Chairperson Scott Lay, County Superintendent of Schools. The Board is composed of school representatives and members of the community at large, including representatives from law enforcement, social services, probation, mental health, and the District Attorney's Office. Members work collaboratively to diagnose the problem and recommend alternative solutions to alleviate circumstances that contribute to specific truancy, attendance, or behavior problems. This Board meets with parents and students regarding complying with the attendance laws and may result in an attendance agreement. Violation of the agreement may result in a citation issued by county law enforcement.

The District's Administrative Regulations read in part as follows below (see full Regulations in Appendix B).

Excused Absences

A student's absence shall be excused for the following reasons:

1. Personal illness (Education Code 48205).
2. Quarantine under the direction of a county or city health officer (Education Code 48205).
3. Medical, dental, optometry, or chiropractic appointments for the student (Education Code 48205).
4. Attendance at funeral services for a member of the immediate family (Education Code 48205).
5. Participation in religious instruction or exercises in accordance with district policy
6. Some instances outlined in Education Code regarding appearance in court; e.g., custody hearing (Education Code

Irregular Attendance Due to Excessive Excused Absences

Students who are absent from school 14 times or more for excused reasons within the school year may be required to present a doctor's note when absent.

Unexcused Absences and Tardies

Students shall be classified as truant if absent from school without a valid excuse three full days in one school year, tardy on three occasions for more than any 30-minute period during the school day without a valid excuse, or any combination thereof. Such students shall be reported to the Superintendent or designee. (Education Code 48260). Beginning Oct. 23, 2017, students with excessive tardies from school (at any time of the day) for 1-29 minutes shall be subject to the following procedure: 6 tardies of less than 30 minutes equal one (1) unexcused absence when considered for truancy and a referral to the school truancy officer and a possible referral to the School Attendance Review Board (AR 5113.1 3(c)).

Independent Study

IF A CHILD MUST BE OUT OF SCHOOL FOR FIVE (5) OR MORE CONSECUTIVE DAYS, AN INDEPENDENT STUDY PROGRAM CAN BE ARRANGED. The student is given class assignments to be completed while away from school, which helps alleviate lost class time and keeps the student current with his/her class. If it is necessary for a child to be on an Independent Study Program, please CONTACT THE SCHOOL OFFICE AS SOON AS POSSIBLE. We will need at least **5 school days** to make these arrangements. ***For students to be given credit for the independent study, all homework must be completed and turned in to the school office on the first day the student returns to school.***

Illness during the school day

When a student becomes sick during the school day, he/she will be accompanied or sent to the office. Parents will be contacted. The emergency contact will be called in cases where a parent/guardian cannot be reached.

ASSEMBLIES

Students are asked to be on their best behavior and follow the behavior expectations outlined for school assemblies. Students who do not demonstrate self-discipline may be removed from the activity. On Wednesdays, all students join together for morning assembly where students are recognized for safe, respectful and responsible behavior, school spirit activities occur, and announcements are made about upcoming events, achievements, etc. by either the staff or student council. Parents are invited to attend any of our school assemblies.

Honor Roll and Perfect Attendance Assembly

At the end of the first and second trimesters, an assembly will be held to recognize students who achieve academic honors. Those obtaining a 3.0-3.49 grade point average earn Honor Roll status. Distinguished Honors will be given to students recording a 3.5-3.99 grade point average. Students with a 4.0 grade point average are awarded Highest Honors. At the end of each month and at the end of the first and second trimester, we also honor students who have perfect attendance.

BEFORE/AFTER SCHOOL CARE

Before school care is provided for families that need a safe place for students to be supervised prior to the start of the regular school day. Hours of operation are 7:15 . 8:15 am. Parent/guardian/caregiver will escort children into the gym and sign each child in with before school personnel. Students will not be signed in prior to 7:05 am and may not sign themselves in to the program.

BICYCLES, SCOOTERS, SKATEBOARDS AND ROLLER SKATES AT SCHOOL.

As of January 1, 1994, California Vehicle Code requires all bicyclists to wear protective helmets. Bicycles are to be parked and locked in the bike rack from the time you arrive at school until the time you leave. The campus allows only pedestrian traffic during business hours, this includes after school activities. Bicycles, scooters, skateboards and roller skates are **not** to be ridden on the sidewalks, in the courtyard, in the parking lot, or on playgrounds before, during or after school. Scooters, skateboards and roller skates may be stored during school or business hours (please ask for assistance from maintenance/custodial supervisors).



BOUNDARIES

You may arrive on campus anytime after 8:15 a.m. Certain areas are designated off limits because of safety or noise factors. These areas are clearly noted; temporary areas may be added when necessary.

General guidelines are as follows:

Students may only be in rooms when a supervising staff member or designated adult is present.

All parking lots, roadways and bike racks are off limits except when loading and unloading, arriving or departing.

All areas under construction are off limits.

During recess and before school you must stay in supervised areas and within direct vision of yard duty supervisors.

All staff rooms, copy rooms and custodial closets are off limits to students, except with staff permission.

BREAKFAST/LUNCH PROGRAM

Our school provides nutritious breakfasts and lunches every day of the school year. School breakfasts are provided free to all students. Hot lunch costs are \$3.75 daily. Lunch may be purchased daily or a ticket for five (5) days may be purchased for \$18.75. Milk is provided with each lunch. Students may purchase milk for 0.50. Lunch menus are sent home with students at the beginning of each month and menus are posted on the website. ***Students in all grades must pay for their lunches in the School Office before the 8:25 bell. Lunches are ordered by 9:00 am. If a student arrives late, a lunch may be ordered when arriving to school.***

Policy on Lunch Loans and Consumption/Payment of Lunches

We want to be sure none of our students goes without a lunch. However, the school office cannot loan money for lunches. Therefore, in the event that a student has forgotten his/her lunch money, he/she may: (1) telephone a parent or neighbor; or (2) receive a left over lunch with a charge to be sent home. If a student orders a lunch but fails to pick up or consume the lunch, the lunch will still be charged to the student's account. However, students who leave campus because of illness or emergency will not be charged for a previously ordered lunch.

Free/Reduced Lunch Program

Forms are available to apply for reduced price and free lunches. Applicants must meet federal and state guidelines. Students receiving free and reduced price lunches are not to share them with other students.

Cafeteria Manners/Sack Lunches

With over 100 students eating lunch each day in the gym or outside at the tables, good manners are important in helping others enjoy their lunch. Noise must be kept at a conversational level. Students are expected to put all trash in the litter receptacles. Lunches brought to school by parents will not be forwarded to students in class, but students will be notified when the lunches arrive and may check with the School Office prior to lunch.

BUS TRANSPORTATION (route schedule posted on website)

Bus transportation to and from home and on field trips is provided by the District through a contract with Durham Transportation Services. Riding a bus is a privilege, and certain rules must be employed to ensure the safety of all students. In accordance with California State regulations and laws, students transported in a school bus are under the authority of the driver. The driver is responsible for the orderly conduct of the students on the bus and while being escorted across a roadway. For everyone's safety, the following rules and disciplinary actions have been established.

Bus Safety Rules

Students are expected to ride **safely** (do not block the front door and stay behind the line), **respectfully** (wait patiently), and **responsibly** (listen to directions of bus driver and monitor). Other safety procedures include the following:

1. Remain properly seated at all times, facing front.
2. Don't distract the bus driver.
3. Don't eat, drink, chew, spit, smoke, litter, or throw objects.
4. Be courteous to everyone.



5. Keep everything inside of the bus.
6. Don't damage or tamper with the bus.
7. Don't bring glass, animals, or insects on the bus.
8. Stay away from buses when you are outside.
9. Use your own bus stop only and be on time.
10. A note from home is needed if student is getting off at a different bus stop or if a non-bus riding student occasionally rides the bus.
11. Students who are not enrolled in the Penn Valley Union Elementary School District are restricted from riding the PVUESD bus.

Disciplinary action taken by the school for improper behavior on the bus:

1. First Referral - Warning.
2. Second Referral - Suspended from bus for two days.
3. Third Referral - Suspended from bus for two weeks.
4. Fourth Referral - Suspended from bus for two months.
5. Serious misbehavior may result in immediate suspension from the bus.

CAMPUS CLEANLINESS

Students play an essential role in keeping our campus clean. To maintain a clean campus: gum, spitting, and littering are not allowed.

CHANGE OF ADDRESS OR PHONE NUMBER

If a student should move during the school year, but stays within the Ready Springs School attendance area, please notify the office of the new address and telephone number. Also, if a parent's work telephone number or emergency telephone numbers change, please notify the office. It is very important that the office have this information, especially in the case of an emergency. An Inter-district, or Intra-district Agreement will be necessary if student is living out of the district.

COMMUNICATION

It is Ready Spring School's goal to communicate with families on a regular basis. This will be done in a variety of ways, through classroom and site newsletters, email blasts, school website and the school messaging system.

COMPLAINTS/CONCERNS/PROBLEMS

If a problem should arise between your child and his/her teacher, the following steps should be taken:

1. First and foremost, discuss the problem with your child's teacher. Most difficulties are able to be solved in this way.
2. If the problem cannot be solved, schedule a conference with the principal and teacher, or submit an oral or written complaint.

Annual Notice to Students of Uniform Complaint Procedures: The purpose of this notice is to inform you of your right to file a complaint about certain matters. The school district has different procedures for handling different kinds of complaints. Please read the following carefully and see the school office if you have questions about this information.

You may complain to the office concerning a lack of textbooks, a teacher who does not have the credential to teach a class, or a condition of the school grounds or buildings that poses a safety threat. There is a complaint form that must be completed. The form will be provided to you. You may obtain assistance completing the form. If your complaint is valid, the school must correct the situation within 30 workdays. You are also entitled to a written response within 45 workdays of submitting your complaint.

Complaints concerning discrimination against a student based on age, sex, sexual orientation, ethnic group, race, ancestry, national origin, religion, color, mental disability, or physical disability are filed with the office of the Superintendent. There are also laws and regulations that the District is required to follow in special programs, such as career/technical education and nutrition services. If you believe the District is not following those laws, you may file a complaint with the Superintendent. The main office can assist you in obtaining the complaint form. You may obtain assistance completing the form. The school will forward the written complaint to the Superintendent, who must give you a written response within 60 calendar days.

For all complaints, there are procedures for appealing the decision of the school site of the Superintendent. The District's policies and administrative regulations contain more details concerning

your appeal rights and the process for lodging complaints. Copies of District Policies and Administrative Regulations are available at the school office or at the District office.

COMPUTERS

Students in grades TK-3 have access to computers in their classrooms. Students in grades 4-8 have 1:1 access to Chromebooks in their classrooms. Students are expected to follow all code of conduct rules when using computers, and no food or drink is allowed near the computers. Additionally, students may only use the computers for school and projects and must have a signed internet use agreement on file to use the internet. All internet use will be supervised by an adult staff member. Proper use and care of the computer equipment is fully explained to all students. Using the computer lab is a privilege that may be revoked for improper behavior or improper use of the equipment.



CONFERENCES

Assigned conference times occur twice a year, once in the fall and once in the spring. Both student and parents are encouraged to attend these conferences with their teacher(s). Personal conferences can always be arranged by contacting the student's teacher. In the late fall, Nevada Union High School and other local high schools come to visit the 8th graders. Nevada Union sends counselors to discuss schedules with incoming 9th graders to discuss course expectations for high school and students get to spend a day on the high school campus to become familiar with the facilities and programs offered.

DOCTOR / DENTIST

Whenever possible, parents should arrange for medical and dental appointments during non-school hours. Students who must be excused from school for an appointment with a doctor or dentist should bring a note from their home to the office before school. Students will need to be signed out at the office by the parent/guardian or authorized person designated by the parent/guardian.

ELECTRONIC DEVICES

Cell phones

Cell phones have become a way of life, a technological convenience that has impacted all of our lives in one way or another. However, in the school environment, cell phones have become a distraction, interruption, a method of illegal exchange of information and a weapon of bullying towards others. The ringing of the cell phone during class or the text-messaging takes away from the valuable time needed for instruction and most importantly, student learning. We do recognize that cell phones can be a safety/security tool; however, they can be a detriment in the event of a building emergency and our protocol to manage such emergencies in a safe and effective manner. Parents are urged to utilize the school phone to relay any messages that may be urgent in nature to their child. We will do our best to relay any urgent information to your child.

No student will be allowed to possess or use a cell phone during the hours of 7:15 am to 2:55 pm. Cell phones must be off and secured in the student's backpack. Cell phone use will not be allowed on the school bus when riding to or from campus. Of course, the best security for the cell phone is to leave it at home.

If a student is found to be in possession or use of a cell phone, the phone will be confiscated, placed in a labeled envelope, and delivered to the office. The consequences will be as follows:

1st offense:

- Cell phone held in office until the end of the next day
- Student will sign for the cell phone at the end of the next day in the office

2nd offense:

- Cell phone held in office until the end of the next day
- A parent or guardian will need to sign for the cell phone at the end of the next day in the office

3rd offense:

- Cell phone held in office for three days
- A parent or guardian will sign for the cell phone after a meeting with the student and principal.
- The student will be subject to one (1) day in-school suspension. Additional offenses will be considered as acts of insubordination and subject to further disciplinary action. Any student that

refuses to comply with a request to surrender their cell phone by any member of the faculty or staff and/or administrator, will be considered insubordinate.

Note: If a cell phone is confiscated on a Friday or a day before a vacation, it will be returned to the student at the end of the school day with the understanding that the phone is to be surrendered upon return to school. The phone will then be kept overnight for the duration of the offense and returned at the end of that school day.

Our goal is to create a safe environment, conducive to learning, and free of all distractions that hinder the learning process. Please remind your child that videotaping, uploading to YouTube or other sites and texting must be done with discretion. Posted videos and pictures are accessible to millions of people and students need to remember these are not private conversations between friends. We urge parents to be consistent monitors of their child's cell phone content; recording images without an individual's knowledge, posting images on public sites without permission of those involved can be considered a violation of an individual's rights and could result in police involvement. The school is not responsible for lost or stolen cell phones unless the phone has been confiscated by a staff member at the school.

Readers/Tablets

Electronic devices such as Nooks, Kindles or tablets, where a student has downloaded a book he/she is currently reading, may be used only with adult permission and under adult supervision during class time only.

Toys/Games

Game Boys, DS players, radios, etc. are not allowed during the school hours.

The school is not responsible for lost or stolen cell phones. The best security for the cell phone is to leave it at home. Parents are urged to utilize the school phone to relay any messages that may be urgent in nature to their child.

The following are consequences for violating electronic device safety rules:

- a. 1st confiscation/offense = Cell phone held in the office until the end of the next day; student will sign for the cell phone at the end of the next day in the office
- b. 2nd confiscation/offense = Cell phone held in the office until the end of the next day; a parent or guardian will need to sign for the cell phone at the end of the next day in the office
- c. 3rd confiscation/offense = Cell phone held in the office for three (3) days; a parent or guardian will sign for the cell phone after a meeting with the student and principal. The student will be subject to one (1) day in-school suspension.

Additional offenses will be considered as acts of insubordination and subject to further disciplinary action. Any student refusing to comply with a request to surrender their cell phone by any member of the faculty or staff and/or administrator, will be considered insubordinate. Per District Policy (BP 6163.4(a)), student's personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules. Note: If a cell phone is confiscated on a Friday or a day before a vacation, it will be returned to the student at the end of the school day and parents will be notified.

EMERGENCY CLOSURE OF SCHOOL

In the event of an emergency, where children must be sent home before the regularly scheduled time, parents will be notified by an automated calling system and information will also be provided to radio station **KNCO 830 on the AM dial**. Parents are encouraged to remain at home or at work during emergency closure of school and allow the school buses to deliver the children home or wait for information regarding dismissal procedures.

If possible, we will use our school-wide automated calling system to contact parents with current information. There will be times when, under the best existing operation conditions, County and State road departments cannot clear the roads in time to start school. In addition, when power failures occur, school cannot be held since our heating and electrical systems require electricity at some stage. However, school may remain open during anticipated short term power outages. Again, you should tune to KNCO 830 AM for closure information.

GUIDELINES FOR EXCLUSION OF CHILDREN FROM SCHOOL

Communicable Disease Control

A child shall be excluded from attendance at school when he/she exhibits one or more of the following signs of communicable disease:

1. Oral temperature at or above 100 degrees.
2. Axillary temperature at or above 99.6 degrees.
3. Questionable skin lesion: oozing, purulent, crusty, itching, blistering, inflamed, bleeding, or rashes.
4. Variations in child's normal behavior, e.g. unusually fussy, lethargic, or irritable.
5. Symptoms of abdominal discomfort, e.g. pain, vomiting, diarrhea, distention, excessive gas.
6. Upper respiratory symptoms, e.g. coughing, difficulty breathing, nasal discharge, or sore throat.
7. There is evidence of lice infestation.

A credentialed school nurse, if available, will examine any child suspected of having a communicable disease and will make the decision regarding exclusion. When a school nurse is not available for direct examination or consultation with staff, the Superintendent, Principal or designee shall make the decision regarding exclusion. This policy has been adopted for the safety and well-being of your child, his/her classmates and all staff members. The student can be readmitted to school either with a doctor's note or when he/she is well.

Failure to Comply with Immunization Policy

Students not properly immunized can be excluded from school until such time as they receive the proper immunizations. A waiver of immunizations can be signed and filed with the school office because of religious or personal beliefs, but a meeting with the school nurse is required if a waiver is elected by a family.

HOME ACCESS CENTER:

Parents in grades 6-8 have access to Home Access Center (HAC) through our school website (www.pvuesd.org) to monitor their child's attendance, classwork and academic progress. Parent log-in and passwords are distributed through PVS at the beginning of the year.

LEAVING CAMPUS

Students are expected to be in class from 8:30 am to 2:50 pm, Mon., Tues., Thurs., and Fri. and 8:30 am to 12:55 pm on Wed. Whenever leaving campus prior to normal dismissal time, students are required to bring a note from home stating the reason and time they are leaving. This note must be submitted to the office and the student must check out in the office before leaving campus. If returning to school that same day, students must check in at the office. Parents must check their students out of school by signing them out in the school office. Upon returning to school, parents are requested to sign them back into school in the school office.

LIBRARY

The library is a place where students and teachers can expect to find a quiet place to read and themselves. Keep the library neat.



of the library will be. Most students come to the library with their classes once a week. Books are checked out for two weeks, but may be returned any time before the due date. The library provides a range of academic resources and Accelerated Reader books for all students. Students are responsible for the care of all books they check out. If books are damaged, students are expected to pay the replacement cost.

where students and teachers can expect to find a quiet study. All students will be required to conduct accordingly. Those students who do not follow the rules asked to leave and may lose their library privileges. No food or drinks are allowed in the library.

LOST AND FOUND

The Lost and Found is located in the office for small valuables and in the Custodian office for large items such as coats, shoes, etc. Students should check occasionally for lost items. Teachers may have their own lost and found box for materials, books and clothing left in their classrooms. Unclaimed books are returned to the library or the appropriate teacher. Unclaimed clothing or other items will be donated to local charities during the fall, winter, spring and summer breaks. Please mark clothing with names for ease of identification.

MEDICAL PROCEDURES

If a student becomes ill or is injured at school, the student should report to the nearest adult. Students will be excluded from school if their oral temperature is at or above 100° (see the section on Leaving Campus). Parents are contacted.

MEDICATION--PARENTS, READ CAREFULLY!

The need for the administration of medications to students is increasing. To prevent errors and ensure accuracy, it is important for parents to follow procedures outlined in Administrative Regulation 5141.21. Students who need to take prescription medication may do so only upon submission of a Medication Authorization form completed by the child's physician. No medications may be administered without a physician's authorization. This includes over-the-counter medications such as Tylenol, allergy medications, etc. The school does not supply Tylenol or other pain relief medications. All medication must be brought to the school office by PARENTS, not sent with students. Parents/guardians are asked to obtain duplicate prescriptions, one for home and one to be kept at school. Any container of medication must be PROPERLY LABELED with the student's name, medicine name, dosage, doctor's name, and telephone number and name of the pharmacy. Medications not properly labeled will be returned to parents. NO GENERIC CONTAINERS OR ENVELOPES WILL BE ACCEPTED. An office employee issues a receipt to the parent/guardian for medication received. If an entire bottle of tablets is delivered, the contents of the bottle shall be counted and the number noted on the receipt. Medication of a different dosage or unit of measure will not be added to an empty bottle labeled differently. Physician's medical authorizations are to be renewed each school year.

MESSAGES TO STUDENTS:

Parents are encouraged to make after school plans prior to the school day. Messages may be called in to the school office if necessary but delivery may be delayed due to demands on school office staff. All personal messages will be given to students by approximately 2:30 pm.

P.E. UNIFORM REQUIREMENT – LIMITING PARTICIPATION

P.E. uniforms are not required for P.E. participation; however, athletic shoes should be worn during P.E. for safety purposes. If for any reason a student cannot take part in the full P.E. program, the parent/guardian must send a note or provide documentation from a physician stating the reason and duration of time the student's activity must be limited. Parents/guardians may excuse a student from P.E. for up to 3 days; longer periods of time must be requested by a physician. Notes are to be brought to the school office before school and a copy given to the P.E. teacher or homeroom teacher prior to class.

PERSONAL PROPERTY

Students must assume sole responsibility for loss or damage of any school or personal property issued to or belonging to them, such as garments, sports equipment, electronic equipment (including cell phones, iPods, etc.), cameras, books, or musical instruments. Personal items such as coats, backpacks and P.E. clothes need to be labeled with the child's name. Because the District is not responsible for personal equipment, unless part of their required educational program, students should **NOT** bring items such as toys, radios, cell phones, MP3 players, iPods, animals, skateboards, roller skates, scooters, or excessive money to school.

PRINCIPAL CHATS

Once a month on a Wednesday following morning assembly, the Principal will meet with parents and/or community members. This is an open agenda meeting where a variety of topics are discussed. See the website calendar for dates or call the school office for more information. Beverages and breakfast items are served.

RAINY DAYS

On rainy days, all in the gym until remain in the



students arriving at school will go to the gym. Students will stay the 8:25 warning bell rings. If there is an assembly, students gym.

RESTROOMS

Restrooms must be respected as places of privacy and quiet. Please inform a teacher or another adult of any unsafe or unclean conditions, including needed supplies. Restroom use will be assigned to grade levels.

SAFETY

Students are urged to conduct themselves as responsible people and to utilize common sense and reasoning when on the school campus or on the way to and from school, so that accidents do not occur.

Specific safety lessons are presented to students school wide. Fire drills are held monthly to assure the safe exit of students, staff, and visitors in case of fire. Other drills for earthquake, lock down, disaster and evacuation are scheduled throughout the year. If evacuation of the school is necessary, students and staff will be moved to the football field or bused to a further site if necessary. This further site will be announced on radio station **KNCO 830 on the AM dial**.

Animals

Animals are not allowed on campus before, during or after school. Please leave your pets at home when picking up your student or visiting campus.

Closed campus

Ready Springs School maintains the policy of having a closed campus. This means that students cannot leave school at any time during the day, including the lunch period, without parental permission. This also includes the time period when students arrive at school through private transportation, walking, or getting off the school bus in the morning. Permission to leave the school grounds during the school day is granted for the following reasons: Doctor or dental appointments (requires written permission of parents or guardians before the student will be excused) **OR** personal emergencies (notify the office for permission).

Pickup-Drop off Procedures

Please stay in your vehicle if you are dropping off or picking up your child. Stay in the center lane at the stop sign in order to enter the circle area and move forward as traffic flow allows.

Please do not leave your car unattended, running and/or parked in loading/unloading, red or handicap areas.

If you wish to park, use the designated spaces provided.

You may not double park in the circle area or behind parked cars.

When dropping off your student before the buses have arrived, you will not be allowed to enter these designated areas.

Follow all directions of the teacher(s) on duty in the traffic area.

Safety Drills

Safety drills are conducted several times throughout the school year on a regular basis to practice what to do in various kinds of emergencies such as fires, earthquakes, intruder on campus, rabid animal, etc. Students practice evacuation or shelter in place procedures depending on the nature of the emergency drill. We reflect upon these practices following each drill. We work collaboratively with our County Law Enforcement Agencies and the County Superintendent of Schools Safety School Climate Coordinator to ensure our Comprehensive Safety Plan and safety procedures meet compliance regulations. All visitors who are on campus during a drill are expected to participate and follow the directives of either the classroom teacher or other school official.

Visitors

For student, staff and community safety, our school requires that all visitors sign in at the office prior to entering the campus boundaries and receive a visitor's badge which should be visibly displayed while on campus. Please check out from the office prior to leaving the campus.

SCHOOL COLORS AND MASCOT

Ready Springs School colors are blue and white. Our mascot is the Raider.

SCHOOL HOURS

TK . Grade 3: 8:30 am . 2:45 pm; 12:50 on Wednesday (Minimum days)

Grades 4 - 8: 8:30 am . 2:50 pm; 12:55 on Wednesday (Minimum days)

Warning bell rings at 8:25 am

Adult supervision of students arriving to school begins at 8:15 AM.

SCHOOL OFFICE

The school office is a place of business and is not to be used by students for social purposes. If any student wishes to see an administrator, he/she should inquire in the office for an appointment. In all cases, it is the responsibility of the student speak to his/her teacher before leaving the classroom for requests to go to the office.

The school office telephone is with permission. Students are recess and lunch recess, not during be let out of class to use the



illness, students should come to the office to notify office personnel, who will then contact parents.

available for students to call parents/guardians encouraged to use the phone during morning instructional time. Students may not request to telephone unless it is an emergency.

In case of

Office hours are 7:30 a.m. . 4:00 p.m., Monday-Friday.

SCHOOL SITE COUNCIL

Site Council provides a means for parents/guardians and other community members to become involved in the education of Ready Springs School students. The Council is composed of parents/guardians, teachers, an administrator and other school staff. It makes recommendations to the school district regarding planning, funding, implementing and evaluating the educational programs. All parents/guardians, whether elected representatives or not, are welcome and encouraged to attend any and all the meetings of the Council. The meetings are held once a month and are publicized. For additional information, please inquire at the school office.

SCHOOL WEBSITE

We encourage parents and students to use our school website (www.pennvalleyschools.k12.ca.us) to view important announcements, school calendar, class pages and other information. This is one of our main sources of communication to our school community.

SERIOUS OFFENSES

Ready Springs School and the Penn Valley Union Elementary School District Board of Trustees follow California Education Code in regard to serious offenses. Student use or possession of weapons, serious violence or threat of violence, and use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, controlled substances, look-alike+ drugs, steroids or possessing drug paraphernalia on the school premises or at any school function (home or away) **are strictly prohibited and any student found in violation of the Education Code covering these prohibited substances will be immediately suspended, referred to law enforcement and possibly recommended for expulsion.**

Information about drug and alcohol counseling and related programs may be obtained by asking any Ready Springs School staff member (particularly our school psychologist or administrator), the Nevada County Office of Education or the Family Resource Center.

Additional Prohibited materials

Certain items are not to be brought on school premises because they are considered either dangerous, a nuisance, or not in keeping with an educational setting. Examples of such items are: gum air soft pistols, cap and water pistols, caps or fireworks, glass, slingshots, water balloons, trading cards, or electronic devices. If such items are brought to school, they may be confiscated and returned to parents.

Search and Seizure

The law provides school administrators with wide latitude to search students, and their possessions in the ongoing effort to maintain a safe and secure campus. When an administrator/designee has a reasonable suspicion+that a student may be in possession of an illegal item or dangerous object, the student and his/her possessions may be searched by the administrator/designee in the presence of another adult. Students should be aware that any item found in their possession will be assumed to belong to them. In addition, when a site administrator has a reasonable suspicion that a violation has occurred, he/she will call the local law enforcement and the student's parents regarding the confiscated cell phone and possible inspection and search of the phone's contents as necessary to maintain a safe school environment or enforce other school policies and state law.

TARDINESS

Students are to be in their classroom no later than the final bell at 8:30 am. A student will be considered tardy after the final bell and must report to the school office for a Tardy Slip in order to be admitted to class. A student is on time to class when they are in one's seat, lined up for roll call, etc. School office personnel and teachers will question all tardiness. Teachers who detain students after class will issue a classroom note to those students so they may be admitted to their next class. Whenever tardiness is without a reasonable excuse, a disciplinary consequence may be imposed. Students tardy to school are to be checked in by a parent or bring a note from home explaining tardiness. In cases of chronic tardiness, tardy procedures will be followed, parents will be notified, a meeting may be necessary between parents and administration and possible disciplinary action could occur. If tardy behavior does not improve, a referral to the School Attendance Review Board may follow. Please refer to the attendance section in the Handbook for full attendance guidelines.

TEXTBOOKS

Textbooks are issued at the beginning of each school year. Students are responsible for the care and condition of the textbooks assigned to them. If lost, misplaced or damaged, it is the student's financial responsibility to purchase a replacement book. Families have the option to buy their own textbooks so students do not have to transport the books to and from school. Textbook/Library Book Contracts are required to be signed by students outlining the charges which will be assessed for damaged or lost books.

TOBACCO AND DRUG FREE ZONE

The Governing Board believes that the use of alcohol, tobacco or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful and has serious social and legal consequences. Therefore, **all school facilities are tobacco, alcohol and drug free sites. The use of any tobacco, alcohol or drug products is prohibited. This prohibition also applies to all individuals attending events on school campuses or representing the district at school-sponsored activities that are held at locations other than district property.**

TRANSFER TO ANOTHER SCHOOL

If a student plans to move out of the school area, parents should notify the office and fill out a student check out form. This is important as it ensures that the school records can be forwarded promptly. The checkout slip is to be signed by all of his/her teachers and the librarian. All books are to be returned and any assessed fines are to be paid. The form must then return to the office for completion of the transfer and necessary office signatures.

TRANSPORTATION

All automobiles used for transportation of Ready Springs School students to or from school sponsored activities for any reason, must be insured to meet the minimum state requirements. Parents who transport students other than their own must each year fill out a Private Vehicle Authorization Agreement to be kept on file in the school office together with a copy of their vehicle insurance liability page, driver's license, a 10 year DMV driving record, updated annually, and must be TB cleared and fingerprinted. Students are required to use seat belts when riding in private vehicles, therefore, the number of students per car is determined by the number of functional seat belts.

VISITORS

Parents or other relatives are encouraged to visit our school at any time during the school year. We require that visitors, including parents, sign in at the school office and obtain a visitor's badge prior to going on campus. Students from other schools may not visit classrooms or the school during school hours without at least 48 hours advance permission from the Principal/Superintendent. This rule is to prevent the disruption of classes. Classroom visits by parents can be arranged through the homeroom teacher. Parents who bring items for their student, such as forgotten lunches, should leave them in the school office. **Strangers observed loitering on or near the campus should be reported to the Principal or other badged school employee at once.**

VOLUNTEERS

Parents and community members are strongly encouraged to volunteer in classes. Ready Springs School has a volunteer handbook filled with many helpful tips and procedures to follow when volunteering on our campus. All volunteers must check in at the school office and have a current TB clearance test. Our volunteer handbooks are available in the front office.

EXPECTATIONS FOR STUDENT CONDUCT

**Everyone follows the 3 Raider Values:
We Are Safe, We Are Respectful, We Are Responsible**

STUDENT'S RIGHTS

All rules and regulations at Ready Springs are based on these fundamental rights:

- The right to a school setting and staff that provide the best educational opportunities.
- The right to speak and to be heard in all matters.
- The right to safety and security while attending and traveling to or from school.

No student should be allowed to take any of these rights away from another student.

BUS RIDING

The bus is an extension of the school environment, therefore, school expectations should be followed at all times when waiting for or riding the bus. Safety is the utmost goal and should be maintained while at the bus stop, loading and unloading, and riding the bus.

For infractions related to the bus, students may be issued a verbal or written warning. A copy of written warnings will be sent home to the parent for signature. The level of consequence is determined by the number, severity, and frequency of citations received by the student. See the section in General School Policies and Procedures under Bus Transportation for information on bus safety rules and consequences for riding in an unsafe manner.

CODE OF CONDUCT

Our efforts to develop a safe school for all students are accomplished with collaboration between school and home. Ready Springs School implements a Positive Behavior Intervention and Support (PBIS) program to promote positive social behavior in all school settings by acknowledging students for positive behavior, making clear expected behaviors, and maintaining consistent consequences. Our school utilizes frequent summary data about student behavior to evaluate progress and develop further intervention plans.

The RAIDER VALUES: See Appendix A of this handbook which lists expected behaviors in all school settings under each category: SAFE, RESPECTFUL AND RESPONSIBLE (e.g., arrival/dismissal, assemblies, bathroom, bus, general, lunch, office, passing, playground/recess and safety drills). Each teacher develops their own classroom codes of conduct with their students based on the Raider Values.

CONTROLLED SUBSTANCES

State law mandates that student possession, use, or sale of drugs, alcohol or intoxicant of any kind, (including related paraphernalia) will result in suspension and possible recommendation for expulsion from the district. A student/parent/administrator hearing will be scheduled during the suspension period.

The student will be suspended or expelled for any offense related to a school activity or school attendance which occurs at any time, including but not limited to:

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

DANCES

At Ready Springs School, dances are for 6th through 8th graders only. Students may not bring non-Ready Spring School student guests to dances. Students must be in attendance at school on the day of the dance for more than 4 core subject periods, or if held on a Saturday, the day before. Students must practice good citizenship while attending a dance. Eligibility to attend a dance will be based upon good citizenship, with no suspensions since the last school dance and/or more than a pre-determined number of action plan slips between dances designated by the junior high team teachers (students will be informed of this well in advance of an upcoming dance). Students finding

themselves ineligible to attend a dance may be required to bring a chaperone. Students must dress appropriately (Dress Code applies). Anyone deemed inappropriately dressed by a chaperoning official will be required to change their clothes before being admitted to the dance. Dances are scheduled to run from 6:00 p.m. to 8:00 p.m. Students must stay at the dance until it is over, unless a parent signs a student out early. All students must be picked up by 8:15 p.m., unless he/she is part of the clean-up committee. Failure to follow the rules will result in exclusion from the next dance.

DRESS CODE

Students are expected to attend school in clean, neat clothing. These guidelines are intended to define "appropriate student attire" and personal grooming while still providing the students with means of self-expression and general comfort. The purpose of a dress code is to prevent disruption in the classroom, as well as eliminate distractions in the learning environment and the education process. It is also intended to help protect the health and welfare of the individual student. Any student in violation of the dress code will be asked to call home for appropriate clothing to be brought to school or be required to wear Ready Springs apparel if parents cannot be reached. All members of the Ready Springs staff will assist in the enforcement of the dress code. **Students will remain in the office until they are in compliance with the dress code.**

All students shall abide by the following:

HAIR: Students' hair shall be clean and neatly groomed.

SHOES: Shoes must be worn at all times and be appropriate for active play and P.E. each day. No flip-flops or strapless sandals will be allowed for reasons of safety for grades K-3. Grades 4-8 may wear flip-flops during class time but students are required to have shoes appropriate for P.E. on hand. If shoes for P.E. are not brought, students' P.E. grade will reflect negatively showing non-compliance with the dress code.

HATS: Hats, caps and other types of head coverings for boys and girls shall not be worn indoors.

SUNGLASSES: Sunglasses are to be worn outside only.

CLOTHING:

- Commercial lettering or printing on clothing, jewelry and accessories will be allowed as long as it is appropriate school attire. Logos or words that promote alcohol, tobacco, gangs, violence, discrimination, profanity, sexual connotations or any other attire that in the opinion of administration could pose a threat to the physical well-being or safety of the students or others, are not permitted.
- Garments shall be sufficient to conceal undergarments at all times:
 - ✓ No spaghetti strap, halter or tube top shirts.
 - ✓ No bare midriffs, strapless, low-cut, revealing or off the shoulder tops. Shirts not tucked in shall cover the belt-line and the midriff area should not be exposed when reaching upwards.
 - ✓ Shells and sleeveless blouses and shirts must be modest at arms and neck.
 - ✓ No overly tight or revealing clothing.
 - ✓ Dresses, skirts and shorts must be of modest length for grades K-4.
 - ✓ Dresses, skirts and shorts must be modest at mid-thigh length for grades 5-8.
 - ✓ No sagging pants or pants that reveal undergarments. Holes in pants must be below the mid-thigh.
 - ✓ Leggings may be worn, with a long shirt/blouse or dress covering the lower torso completely.
 - ✓ No see-through or fishnet blouse/shirt may be worn without layering with another top underneath.
 - ✓ Pajama pants and slippers may be worn only on a designated Pajama spirit day.

FIELD TRIPS

Each grade level may have several field trips throughout the year. During field trips all school rules still apply. Permission slip(s) must be turned in by the specified due date or the student will be excluded from the trip and other alternative academic arrangements will be made. Students may also be excluded from a field due to discipline and/or safety concerns. Please note that PVUESD policy does not allow families to bring siblings on trips. Volunteers are welcome and encouraged but please note that all appropriate procedures must be followed as outlined in the volunteer handbook in order to be accepted as a volunteer on a field trip.

FIGHTING

We have a hands-off policy at Ready Springs School. Any student engaging in fighting, whether serious or not, may be suspended from school at the discretion of the administration.

HARASSMENT

Any student who feels that he/she is being harassed should immediately contact the teacher, the principal, or another school adult in order to obtain a copy of the complaint procedure. Complaints of harassment will be filed in accordance with this process. The District prohibits retaliatory behavior against any complainant or related participants.

Bullying

A safe school environment is the first expectation for learning to happen. To that end, Ready Springs School uses two effective social skills curriculums in each classroom (4-8). The Olweus Anti-Bullying Program and Second Step teach students to recognize, report and stand up to bullying. Those who bully others will be dealt with as presented in the discipline plan. A person is being bullied when he/she experiences repeated exposure over time to negative actions from others, which can include:

- Physical (hitting, shoving, grabbing)
- Verbal (teasing, name-calling, racial or sexual slurs)
- Social (spreading rumors, shunning or excluding)

The four anti-bullying rules are:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that someone is being bullied, we will tell an adult at school and an adult at home.

Cyber Bullying

Cyber bullying is another form of bullying, and will be dealt with as presented in the discipline plan. Cyber bullying is when someone bullies another person using the internet, cell phones, or cyber technology including:

- Sending mean text, email, or instant messages
- Posting inappropriate pictures or messages about others on the internet
- Using cyber technology to spread rumors or lies about someone else

Sexual Harassment

Sexual harassment involves the unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone in the education setting.

Sexual harassment is prohibited and includes:

- Sexual Assault
- Physical abuse (unnecessary or unwanted touching, pinching or cornering)
- Verbal abuse (propositions, lewd comments, sexual jokes or innuendos)
- Subtle or overt pressure for sexual favors accompanied by implied or overt threats
- Leering, gestures, or displaying material designed to embarrass or intimidate

The Board of Trustees prohibits sexual harassment (defined by BP 5410, see Appendix D) in the Penn Valley Union Elementary School District Board Policies manual by any student or by anyone from the District. Any student, who engages in the sexual harassment of anyone in or from the District, will be subject to disciplinary action including the possibility of expulsion. Each complaint shall be promptly investigated in a way that respects the privacy of all parties concerned.

Threats

If a student feels threatened or knows about a serious threat to someone else, he/she should seek assistance from a teacher or staff member. Staff will take all threats seriously. A threat is any expression of an intent to harm someone. Threats may be:

- Spoken, written, or expressed in other ways through gestures
- Direct (%an going to beat you up.+) or Indirect (%an going to beat him up later.+))
- Vague (%an going to hurt her.+) or Implied (%ou better watch out!+))
- Possession of a weapon will be investigated as a possible threat.

PLAYGROUND BEHAVIOR EXPECTATIONS

Boundaries: Grades TK-5

1. All students must remain within playground boundaries before school and during recess time unless they are given specific permission from a staff member. Students going to the library, office, etc., must have permission from a teacher/yard duty supervisor.
2. The following areas are off limits unless students are under the direct supervision of an adult:
 - The patio area
 - Baseball diamond
 - The lawn and sidewalk areas by the learning center and primary wing
 - The blacktop area behind the library
 - No students are allowed in the classroom without a teacher or aide present.
3. Students need to stay away from fence line surrounding the lower field.
4. Students must be able to be seen by the yard duty personnel at all times.
5. TK-5th. Before school on rainy days, students are to go to the gym and stay until they are picked up by teachers.
6. During wet weather, students shall stay off the field and out of the puddles.
7. No loitering or playing around the restrooms.
8. No toys from home are permitted, including electronic devices.

Safety

1. Running is allowed on the large, blacktop area; there should be no running in the area between the TK-5 classrooms.
2. Students need to remain seated while eating or drinking.
3. The area between the TK-5 classrooms is reserved as a quiet area (no bouncing balls, eating or playing).
4. Kicking and throwing games (kickback, kickball, football, catch, soccer, etc.) are to be played on the field, not on the blacktop.
5. Heading the ball in soccer is not allowed (to avoid injuries).
6. Equipment is to be safely and properly used:
 - There is no standing tips or jumping off of climbing equipment.
 - Slide: One person at a time, sitting. Stairs are to be used to climb the slide.
 - Swings: One person per swing; sitting only; to and fro only; no climbing on swing poles; students not using swings need to stay away from swings; no bailing out.
7. Rough housing or play fighting is not permitted. Hands off policy.
8. No throwing of rocks or other harmful objects.
9. When playing by the ball wall, no throwing of balls at other students.
10. No climbing on trees, buildings, fences, poles, tables, railings, planters or on school bell.
11. Due to health concerns and respect to others, spitting is not allowed.

Bell

When the end-of-recess bell rings, all students are to stand still. When the yard duty person blows the whistle, all students are to walk directly to their classrooms and quietly line up.

Boundaries: Grades 6-8

1. All students must stay within the marked boundaries, away from perimeter fences, and within supervising distance before school, at recess, and at lunch (yellow lines and signs indicate boundary lines).
2. Students must have a pass from the yard duty supervisor to be out of the boundary lines. This includes going to the office, library, lost and found, or to go to another teacher's classroom.
3. On rainy days, before school (until 8:15), at recess, and at lunch, students must be in the gym until they are released by the yard duty supervisor. The stage is off limits.
4. No loitering in the outside patio area. Get drinks, use the restroom and leave the area.
5. Gazebo is an 8th grade privilege.
6. No students are allowed in the classroom without a teacher or aide present.

Safety

1. Students are to line up in the designated bus lines only. Stay within the boundary lines and wait patiently for the bus to arrive. Students not taking the buses are to be picked up by parents on the benches by the bell.

2. All recreation equipment is to be used correctly. This includes:
 - swings are to be used in a forward and back motion only. No side to side, chain whips, or bailing out is allowed.
 - use the proper area for the correct sport. Basketball courts for basketball games, etc. Kicking and throwing games (soccer, football, baseball, etc.) are to be played on the fields, not on the blacktop.
 - there is no climbing on top of the bars, flipping, or any other unsafe activities on the bars.
3. No climbing on trees, buildings, fences, basketball poles, tables or railings
4. Stay out of the parking lots at all times unless you are boarding the bus or being picked up by parents.
5. There is to be no throwing of any objects other than the appropriate playing equipment.
6. Fighting, hitting, kicking, pushing, bullying or behaviors which endanger other students are never allowed.
7. On wet/muddy days, only pavement areas within the boundaries are to be used for play. No swings, volleyball or playing on the fields.
8. Students must be able to be seen by the yard duty personnel at all times.
9. Due to health concerns and out of general respect for others, students are not to spit.
10. Students are to respect all adults that are on yard duty. This means all administrators, teachers, aides, volunteers and parents.

Bell

When the bell rings, students are to walk directly to their assigned area. If a teacher is not in the classroom, do not enter. Wait quietly until the teacher arrives.

PROPERTY

Any student who cuts, defaces, or otherwise injures property belonging to the school or another person is liable for suspension or expulsion. In such case, the parent/guardian shall be liable for damages caused by the student. The parent/guardian is also liable for any school property loaned to the student that is returned damaged or is lost.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection between students, such as kissing, hugging, and holding hands, are inappropriate at school and may result in disciplinary action.

TOYS

Toys from home are not allowed at school unless permission is granted by school personnel.

WEAPONS

A student found in possession of a firearm, knife, explosive or other dangerous objects (not limited to those listed here) at school or a school-sponsored activity will be suspended and recommended for expulsion. The Board of Trustees may order the student expelled if it is determined that he/she violated the appropriate subdivision of Ed. Code Section 48900.

DISCIPLINE PLAN

Penn Valley Union Elementary School District encourages students to help create a safe, respectful, and orderly campus environment. Students are therefore expected to demonstrate responsible behavior which does not interfere with the safety, well-being, or educational opportunities of themselves or others. By encouraging students to accept differences in others, students are able to work cooperatively and solve problems in positive ways. We believe in praising students for proper behavior. We also understand that students sometimes need guidance to improve the choices they make at school. The Discipline Plan set forward is designed to effect positive changes in behavior, which will promote healthy self-esteem and respect for others.

We have found that a carefully developed discipline plan is a vital component to a successful education at Ready Springs School. This plan has been derived to achieve the following objectives through high student behavior expectations.

Student Expectations:

Follow the Raider Values

We are safe when all students act in ways that do not put themselves or others in physical danger or that threaten others' emotional safety.

We are responsible through making responsible decisions regarding behavior, academic achievement and accept responsibility for one's own actions. We will speak kindly without the use of inappropriate language, profanity or vulgarity; treat property belongings of the school and others with respect; and be honest and respectful.

We are respectful through knowing that all persons have the right to be treated with respect, courtesy and dignity.

Staff Expectations:

Student Conferences: School staff will teach expected student behaviors. The students will problem solve about what actions to take next time to avoid further incident. Students will conference with staff if an incident occurs.

Parent Contact: Teachers will contact parents when necessary in an effort to garner parental support.

Professional Judgment: The age of the student, his/her awareness of breaking rules and the motivation for the rule breaking will be taken into account when students are disciplined.

Consistency: Teachers, support staff, and administrators will strive for consistency in the application of this policy.

Documentation: When students frequently engage in misbehavior or engage in severe misconduct, records will be kept which will cite the specific misbehavior, which occurred in clear, factual, non-judgmental language. This document will serve as a basis for determining the consequences for subsequent misbehavior. The effectiveness and integrity of the discipline program requires careful and consistent documentation of violations and corrective efforts taken. Through such efforts, the fairness and effectiveness of the plan may be demonstrated.

POSITIVE REINFORCEMENT FOR APPROPRIATE BEHAVIOR

The Ready Springs School community recognizes that although students must be held accountable for their actions, people are more likely to avoid misconduct when positive behavior is recognized, appreciated or rewarded. For that reason, staff, parents and other students support the P.B.I.S. (Positive Behavior Interventions & Support) program that encourages recognition, appreciation and rewards positive behavior. Below is a list of positive approaches used by the staff:

Verbal praise and recognition given to the student personally and publicly.

Special classroom privileges and responsibilities.

Communication to family when the student makes a positive contribution to the school.

Regular (weekly, monthly, trimester) school-wide activities which give recognition to students who excel academically and/or make consistent positive choices in regards to citizenship.

INTERVENTIONS TO ASSIST ALL STUDENTS IN MEETING EXPECTATIONS

Ready Springs School has divided levels of discipline violations into three tiers:

LEVEL 1:

Minor misbehavior, inside or outside of the classroom, is most appropriately dealt with by the staff person on duty who observes the behavior.

Examples of Level 1 Disciplinary Offence: Tardiness, talking without permission, failure to pay attention or follow instructions, inappropriate attire, gum chewing, rough play, littering.

1. Consequence/Process: Action will be brought to the student's attention, and then he/she will be redirected to appropriate behavior using the following steps:

What did you do?

Is this acceptable? (Relate to school rules)

How did this affect you and those around you?

What better choice or response could you have made?

Ask for a commitment to make a better choice next time.

Use a logical consequence if needed.

Monitor for appropriate behavior and reward when demonstrated

2. Documentation: The teacher may request a student to fill out an action plan form. The teacher may also fill out an incident referral form when appropriate and follow the process for parental contact.

LEVEL 2:

Behavior that interferes with the learning process or which creates a disrespectful or unsafe school environment is the responsibility of the teacher. If incident occurs outside the classroom, the support staff observing the situation will inform the student's teacher either verbally or in writing.

Examples of Level 2 Disciplinary Offense: Cheating, lying, defacing or damaging property, excessive number of tardies, refusal to complete assignments or comply with direction, disrupting the learning process, bullying peers, shoving or kicking, abusive or inappropriate language.

1. Consequence/Process: After a student conference, the student's teacher may choose an appropriate consequence such as phoning the parent, assigning detention, developing a student contract, sitting out recess or other activity, cleaning or repairing any damaged property, or rebuilding positive relationships with peers.
2. Documentation: A staff member observing these types of behaviors outside the classroom can write an incident referral report and turn this into the homeroom teacher. It is then up to the Homeroom Teacher to follow up on the referral. A Homeroom Teacher observing the behavior in class may fill out an incident referral when appropriate. This form will show the cited behavior and the consequence. Parents will be informed via a copy of this report requiring their signature and return. Three Discipline Referrals within a six-week period may result in administrative intervention. In these cases, a Behavior Support Team meeting may be necessary to come up with an acceptable behavior plan, requiring home and school collaboration.

LEVEL 3:

Major behavior that seriously endangers self or others, either physically or emotionally, will require immediate administrative attention.

Examples of Level 3 Disciplinary Offense: Possession and or under the influence of alcohol, tobacco products or illegal drugs. Assault, fighting, repeated obscene acts, excessive use of profanity or vulgarity that continues after being asked to stop. Blatant disobedience, disrespect, threats, or hate crimes. Sexually suggestive comments, gestures or actions. Possession of fireworks, lighters, matches or other fire-lighting devices, or any other potentially dangerous items. Any behavior, which clearly endangers others.

1. Consequence/Process: The staff member observing such behavior will refer the student to the principal (or designee in his absence) immediately. After a student conference, appropriate consequences will be assigned. In some instances, suspension is required (see Ed. Code 48000). Other consequences may include detention, in-class or in-school suspension, or ineligibility for school sponsored activities. If a state or local law has been broken, the appropriate authorities will be notified.
2. Documentation: The Principal (or designee in his/her absence) will complete an Incident Referral form. This form will be sent home to the parent. A phone conversation between the parent/guardian and the Principal (or designee) is recommended in these cases. A Behavior Support Team meeting may also be necessary to come up with an acceptable behavior plan, requiring home and school

collaboration. In extreme circumstances, when serious behavior persists, the School Attendance Review Board (SARB) process may be invoked. (See Ed. Code 48263 and 48291)

GROUNDS FOR SUSPENSION/EXPULSION FROM SCHOOL

Suspension from School

Students may be suspended by administration/designee for repeated offenses or serious/major violations of school rules and expectations. Students on suspension are not allowed to be on campus at any time during the suspension. When a student is suspended from school the parent/guardian is notified and a formal letter of suspension becomes part of the student's permanent school record.

Expulsion from School

In cases of repeated or extreme violations of the CA Education Code, the Principal may recommend that expulsion proceedings be initiated. An expelled student has gone through an extensive legal process, is no longer allowed to attend school on a regular campus, and must enroll in an alternative setting.

California Education Code 48900

A student may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occurs at any time including, but not limited to, any of the following:

- a) Caused, attempted to cause, or threatened physical injury
- b) Willfully used force or violence on another person, except in self-defense
- c) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object
- d) Possessed, used, sold, furnished or been under the influence of a controlled substance, alcohol or intoxicant
- e) Offered, arranged, or negotiated to sell a controlled substance, alcohol or intoxicant and then provided a replica substance
- f) Attempted or committed robbery or extortion
- g) Attempted or caused damage to school or private property
- h) Attempted or stole school or private property
- i) Possessed, or used a tobacco product
- j) Committed an obscene act or engaged in habitual profanity or vulgarity
- k) Possessed, offered, arranged, or negotiated to sell drug paraphernalia
- l) Disrupted school activities or defied school personnel
- m) Knowingly received stolen school or private property
- n) Possessed an imitation firearm
- o) Attempted or committed sexual assault or committed a sexual battery
- p) Harassed, threatened, or intimidated a student complainant or witness in a school disciplinary matter
- q) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma
- r) Engaged in, or attempted to engage in, hazing
- s) Engaged in an act of bullying
- t) Aided or abetted in the attempted or infliction of physical injury to another. Expel only when connected to (a).

48900.2-Sexual harassment (grades 4-12)

48900.3-Hate violence (grades 4-12)

48900.4-Harassment, threats, or creating an intimidating or hostile educational environment (grades 4-12)

48900.7-Made terrorists threats against school officials, school property, or both

ACADEMIC POLICIES

ACADEMIC HONESTY

Cheating is defined as any use or attempt to use the work efforts of another student, with or without the consent of that student, or any previously published material to benefit their grade status. This includes plagiarism. All students involved in the incident will be held accountable for their actions (e.g., zero on

papers). Students involved in cheating on examinations or finals may be referred to school administration for disciplinary action.

HOMEWORK

Homework is expected of Ready Springs School students and is an important part of the school program. The amount of homework will vary from day to day and week to week. Each grade level will have homework assignments that fit the needs of the children at that grade level.

Administrative Regulation 6154 (see Appendix C) approved by the Board allows the Principal and staff to set the following guidelines for homework: Monday through Thursday nights, 10 minutes of homework is given per grade level; including Accelerated Reader (AR) reading. Example: Grade 4 = 40 minutes of homework.

INDEPENDENT STUDY PROGRAM

IF A CHILD MUST BE OUT OF SCHOOL FOR FIVE (5) OR MORE CONSECUTIVE DAYS, AN INDEPENDENT STUDY PROGRAM CAN BE ARRANGED. The student is given class assignments to be completed while away from school, which helps alleviate lost class time and keeps the student current with his/her class. If it is necessary for a child to be on an Independent Study Program, please CONTACT THE SCHOOL OFFICE AS SOON AS POSSIBLE. We will need at least one week to make these arrangements. ***For students to be given credit for the independent study, all homework must be completed and turned in to the school office on the first day the student returns to school.***

RETENTION FOR ALL GRADE LEVELS

The Superintendent or designee shall identify students who should be retained or who are at risk of being retained at ALL grade levels.

Students shall be identified on the basis of either assessment results or grades and other indicators of academic achievement, as established by Board Policy 5123. Once it is determined that a student performance is below the minimum level of proficiency in a grade, the student may be retained in the current grade level unless the teacher makes a written determination that retention is not an appropriate intervention to address the student's academic shortcoming. The teacher must specify why and recommend other interventions to assist the student in attaining acceptable levels of performance.

As early as possible in the school year and in students' school careers, the Superintendent or designee shall identify students at risk of being retained. In writing, this notice will be provided to the student's parent/guardian as early in the school year as practical. The Superintendent or designee shall also provide a copy of the District's promotion/retention policy and administrative regulation to those parent/guardian who have been notified that his/her student is at risk of retention. The parent/guardian shall be provided an opportunity to consult with the teacher(s) responsible for the recommendation to promote or retain the student.

The teacher's recommendation to promote or retain a student may be appealed consistent with Board Policy, the Administrative Regulation and applicable law. The burden shall be on the appealing party to show why the teacher's recommendation shall be reversed.

8th Grade PROMOTION POLICY



Academic Achievement

Students must earn and maintain a cumulative 6.0 (C) grade point average (2.0 gpa per trimester) by the end of the third trimester in order to be eligible to participate in promotion ceremony and activities. Promotion activities may include 8th grade party, dance and/or 8th grade trip. Any student whose grade point average is below 2.0 will be considered a candidate for retention (see retention policy).

Attendance

Students must maintain 90% (absences not to exceed 18 days) cumulative attendance for eighth grade. Students with excessive absences will be referred to the SARB (School Attendance Review Board) and/or Nevada County Probation, Truancy Division (a waiver process will be available for students who experience special circumstances).

Appeals

Appeals by students and their parents may be made to the Principal if the above requirements are not being met and promotion is in jeopardy. Said appeals must be made prior to the final evaluation deadline of one week prior to graduation.

Behavior

Students may be excluded from promotion activities for excessive misbehavior referrals, truancy, tardies, safety concerns and/or suspensions.

GRADING POLICY

Students are evaluated on the three critical areas that make a successful student: **Academic Achievement, Effort and Citizenship.**

Grades

4th - 8th grade: Letter grades of A, B, C, D, and F are given for most classes. Some classes or activities will be given grades of Satisfactory, or Needs Improvement. Students earning a grade point average below 2.0 or receiving F on their report card will be placed on academic probation and will be required to attend a special Academic Probation meeting concerning lack of academic progress. Corrective steps will be suggested and an individualized intervention plan will be written and put in place. Teachers may give grades of ~~incomplete~~ ^{incomplete+}. Students have two weeks to make up any incompletes.

The student's grade point average is calculated by adding up all accumulated points given for each class and then dividing that number by the number of courses taken. Courses such as P.E., computer technology, electives, etc., which may not meet every day, have their grade point averages based on hours attended. The point system at Pleasant Valley School is:

A+, A, A- = 4.0	D+, D, D- = 1.0
B+, B, B- = 3.0	F = 0
C+, C, C- = 2.0	

TK - 3rd grade: Number representation of standards attainment will be given; 4=proficient at standards, 3=approaching standards, 2=below standards and 1=far below standards.

Report Cards and Mid-term Progress Reports

Ready Springs School has three reporting periods of approximately twelve weeks each. Report cards will be issued at the end of each trimester. Midway through each of the three trimesters, students in grades 4-8 will receive progress reports. At the end of each of the three trimesters, students in all grades will receive report cards. These report cards will be sent home to the parent with a copy retained at the school. Conferences are held in the fall and spring. Parents/guardians can always contact their child's teacher for special conferences.

ELIGIBILITY REQUIREMENT STANDARDS

Athletics

Ready Springs School may offer a full complement of team sports for boys and girls. In order for students to participate in our athletic program, students are required to maintain at least a 2.0 grade point average (BP 5380).

Fall Sports:

Cross Country 4 - 8 grade
Girls Basketball 7 & 8 grade
Flag Football 7 & 8 grade
Boys Volleyball 7 & 8 grade

Winter Sports:

Boys Basketball 7 & 8 grade
Wrestling 4 - 8 grade

Spring Sports:

Track 4 - 8 grade
Girls Volleyball 7 & 8 grade

1. Coaches will monitor students' eligibility and will deliver lists of students trying out for teams or who have made a team to the Athletic Director who may check these lists for eligibility.
2. Referrals to the office for misconduct will be grounds for ineligibility. This student will be removed

from the team for participation in games, but not removed from practice the week of the incident.

3. Students may be removed from a team for unsportsmanlike conduct.

4. To participate in the activity scheduled for the day, students must attend at least four periods on the day of the activity.

Student Council/Leadership

Student Council/Leadership is comprised of elected members of the 7th and 8th grade classes. The Student Council positions include: President, Vice President, Secretary and Treasurer. The Council provides the school with a positive climate where students are encouraged to present their ideas.

Additionally, representatives selected from each class in all grades participate in the leadership meetings. Students on the Council and Leadership team must maintain at least a 2.0 grade point average at the time of elections to participate. Their eligibility will be reviewed each trimester. Students may be disqualified for misbehavior.

STUDENT RECOGNITION

Ready Springs School is proud of the academic, athletic, and citizenship accomplishments of our students. The major awards presented to students are described below:

Honor Roll

Honor Roll is calculated each trimester for grades 4-8. At the end of the first and second trimesters, an assembly will be held to recognize students who achieve academic honors. Those obtaining a 3.0-3.49 grade point average earn Honor Roll status. Distinguished Honors will be given to students recording a 3.5-3.99 grade point average. Students with a 4.0 grade point average are awarded Highest Honors. Names of all honor roll students are sent to the local newspapers. Any student receiving a grade of D or F automatically removes them from candidacy for scholastic honors that trimester. Each student receives a certificate. Parents are invited. Students who earn honor roll on two or more trimesters during the school year (one must be the third trimester) may be given the opportunity to go on an honor roll trip at the end of the school year.

Blue and White Award

The Blue and White award is given in all grade levels at the end of each trimester. Each teacher selects students to be recognized. Reasons for selection vary, but often include such criteria as academic or behavioral improvement, excellence in academics, citizenship, special accomplishments on a project or overall progress. Students receive these certificates at the end of the trimester assembly for Honor Roll and Perfect Attendance. Parents are invited.

Perfect Attendance

Each trimester, students in grades TK-8 with perfect attendance receive recognition at a morning assembly and are eligible for a drawing of a gift certificate or new bicycle generously donated by Jim Self from Horace Mann Insurance Company. Students will also receive recognition for monthly perfect attendance.

Promotion Awards

Many special awards are presented to outstanding 8th grade graduates during the promotion ceremony. Among these are awards for outstanding achievement in each subject area, athletics, performing arts, citizenship and school service and the President Academic Achievement award.

Other Student Awards

Every Wednesday at the morning assembly, individual students in each class are recognized for safe, respectful and/or responsible behaviors. Additionally, each teacher has individual classroom awards and recognition for students

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

STUDENT CONDUCT AT EXTRACURRICULAR AND CO-CURRICULAR EVENTS

When attending or participating in extracurricular and co-curricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or co-curricular activities in accordance with Board policy and administrative regulation. When appropriate, the Superintendent or designee shall notify local law enforcement (BP 6145).

AFTER-SCHOOL ATHLETIC PROGRAM

Ready Springs School offers after-school programs in athletics to boys and girls interested in pursuing various sports. These sports programs include competition with other schools. These include flag football, basketball, cross-country, wrestling, and volleyball. To defray league costs, we are requesting a monetary donation per child, per sport.



State law requires any student wishing to participate in interscholastic sports to have adequate medical insurance prior to being allowed to participate. Student health insurance through Healthy Families is available for a reasonable rate.

Students participating in after-school programs must abide by the School Athletic Code, a copy of which will be given to each athlete at the beginning of each sport. Should a child violate the School Athletic Code, they may be disqualified from the sport for the remainder of the season.

Students participating in after-school programs will be under the direct supervision and control of the school personnel assigned as coaches. Parents wishing to coach or volunteer to assist a coach will need to follow the district requirements when working with students. Please call the office for information if you are interested.

Students absent from school or at school for less than four (4) periods on the day of an event may not participate in the practice or event without special permission from a school administrator. Please refer to **Eligibility Requirement Standards for Sports** below for academic and citizenship rules.

Ready Springs School does not provide or arrange for transportation to events. It is the responsibility of the parent to transport their child to and from the events.

ELIGIBILITY REQUIREMENT STANDARDS FOR ATHLETICS

In order for students to participate in our athletic program, students are required to maintain a minimum of a 2.0 grade point average on a scale in all enrolled classes (BP 6145).

1. Coaches will monitor students' eligibility and will deliver lists of students trying out for teams or who have made a team to the Athletic Director who may check these lists for eligibility.
2. Referrals to the office for misconduct will be grounds for ineligibility. This student will be removed from the team for participation in games, but not removed from practice the week of the incident.
3. Students may be removed from a team for unsportsmanlike conduct.
4. To participate in the activity scheduled for the day, students must attend at least four periods on the day of the activity.

DANCES

At Ready Springs School, dances are for 6th through 8th graders only. Students may not bring non-Ready Springs student guests to dances. Students must be in attendance at school on the day of the dance, or if held on a Saturday the day before. Students must practice good citizenship while attending a dance. Eligibility to attend a dance will be based upon good citizenship, with no suspensions since the last school dance and/or more than a predetermined number of action plan slips between dances designated by the junior high team teachers (students will be informed of this well in advance of an upcoming dance). Students finding themselves ineligible to attend a dance may be required to bring a chaperone. Students must dress appropriately (Dress Code applies). Anyone

deemed inappropriately dressed by a chaperoning official will be required to change their clothes before being admitted to the dance. Dances are scheduled to run from 6:00 p.m. to 8:00 p.m. Students must stay at the dance until it is over, unless a parent signs a student out early. All students must be picked up by 8:15 p.m., unless he/she is part of the clean-up committee. Failure to follow the rules will result in exclusion from the next dance.

PARENT PARTICIPATION

Parent participation is very important in all phases of the program at Ready Springs School. Parent volunteers in the classroom and in other areas of the campus provide valuable support to the instructional process. Parents are also welcome as resource people and to help with special activities in the educational program. Interested parents should contact individual teachers.

PARENT/STUDENT NEWS

Agenda Books . Grades 4-6 uses an agenda book to help organize their calendars, assignments and notes for each class.

Communication Folder - Each Monday students may bring home communication from the school. Students will use regular folders to transport this information. This folder will be filled with materials that will keep parents informed of all school business and activities. We often post some of the information to the website as well; check the website regularly for any new information. Students who do not use folders may use their backpacks, thank you for checking these as well.

School Calendar - A calendar is posted by the office manager announcements, events and student activities are given.



to the website where

School Newsletter - A school newsletter is posted monthly on is available upon request in the front office or from your child's

the website. A hard copy teacher.

PTC (PARENT-TEACHER CLUB)

All parents, community members, and school district personnel are welcome to become members of the Parent-Teacher Club (PTC). The primary purpose of the PTC is to raise funds through various activities to provide for needed school items that the district cannot financially afford, and to support all students. The PTC sponsors many events throughout the year such as the school carnival, family suppers, etc. Meetings are generally held once a month in the evening. Please inquire at the school office.

SCHOOL SITE COUNCIL

Site Council provides a means for parents/guardians and other community members to become involved in the education of Ready Springs School students. The Council is composed of parents/guardians, teachers, an administrator and other school staff. It makes recommendations to the school district regarding planning, funding, implementing and evaluating the educational programs. All parents/guardians, whether elected representatives or not, are welcome and encouraged to attend any and all the meetings of the Council. The meetings are held once a month and are publicized. For additional information, please inquire at the school office.

VOLUNTEERS

Parents and community members are encouraged to volunteer on campus. PVUESD has a volunteer handbook with procedures to follow when volunteering on our campuses. Please pick one up in the school office. All regular volunteers must have a current TB clearance and read and sign the volunteer handbook. Volunteers must register in and out of the office each and every time they come on campus.

SERVICES

FAMILY RESOURCE CENTER

The Family Resource Center is open to all of our schools and is located on the Ready Springs School campus. The FRC is funded through grants and provides a wide variety of services and referrals for all families of Penn Valley. Parenting classes, infant and toddler programs, family counseling, job and career assistance are all made available to you. Please contact Laurie DeMartini at 432-1118 x 249 or come and visit. The FRC is located in the building between the Raider Club building and Vantage Point Charter School (check into the office for directions).

**READY SPRINGS SCHOOL
PARTNERS IN LEARNING AGREEMENT**

We believe that children learn from adults and that love, care, encouragement, positive support and a wholesome, nurturing environment are critical to the health and development of every child. We are committed to working together, with each of us doing our best to promote achievements.

As a Student, I pledge to:

Tell the truth, be responsible for myself, treat others with respect, and work cooperatively to resolve problems.

Work as hard as I can and complete all of my school and homework assignments.

Talk to my parents about what I am learning in school.

Follow my classroom's and school rules, the Raiders Values.

Arrive at class on time and prepared to work.

Student's Name

As a Parent, I pledge to:

Provide a quiet student time at home and encourage good study habits.

Talk with my child about his/her activities every day.

Play an active role in my child's education by attending conferences, looking at school work, contacting/speaking with my child's teachers, reading the newsletters, and volunteering when available.

Ensure my child arrives at school on time.

Provide a caring environment that includes adequate food and rest so my child is ready to learn each morning.

Encourage my child to read, and monitor his/her Internet activities and television viewing.

As Teachers, we pledge to:

Provide motivating and interesting learning experiences in our classrooms.

Explain our goals, expectations, and grading systems to students and parents.

Use teaching methods and materials that work best for each student.

Hold high expectations for every student's achievement.

Teach and practice classroom and school behavior expectations, review the student handbook, and assess our students on their understanding.

Work with parents to ensure that their children receive the best possible education that we can provide.

Provide a safe and positive atmosphere for learning.

As Administrators, we pledge to:

Create a welcoming and positive learning environment at our school.

Talk with students and parents about the school's mission and goals.

Provide a safe, orderly learning environment.

Support the partnership between parent, student and staff.

Provide appropriate in-service and training for teachers and parents.

We have read the RSS Handbook and discussed its contents and agree that we will promote safe, respectful and responsible behavior.

First Period Teacher's signature

Date

Administrator's signature

Date

Student's signature

Date

Parent's signature

Date

After you have signed this page, please detach and return to your Homeroom Teacher.

READY SPRINGS SCHOOL *STUDENT BEHAVIOR EXPECTATIONS*

Area	We are Safe	We are Respectful	We are Responsible
General	Walk facing forward Keep your body to yourself Practice good hygiene Tell an adult All candy, gum, toys and electronics stay at home	Use kind words and actions Clean up after yourself Follow adult instructions Be honest Accept consequences Have a positive attitude	Take care of personal belongings and school property Use appropriate voices and words Remove hat or hood when entering a building Be mindful and ready
Arrival	Before 8:15 go to the cafeteria After 8:15 go to the playground or upper grade area	Walk to designated area Respect property of others Say goodbye to your parent	Place backpack in designated area Arrive on time
Pick-Up	Walk to benches/Raiders Sit and wait at benches Wait until you are called by an adult to enter your vehicle	Listen to direction of adult monitor Watch for your vehicle	Keep items with you at all times Go only with your <i>planned</i> adult
Bus Lines	Stay away from the curb Stay in your line	Wait patiently Be respectful and polite to your bus driver Whisper voices while waiting	Listen to directions of bus driver and staff members
Inside the Bus	Sit properly in your seat Stay seated Keep voices low Keep all body parts inside the bus	Follow directions of the bus driver	Keep hands, feet and objects to yourself
Playground/ Recess	Be aware of people and activities around you Use equipment appropriately Wait for the supervisor before entering the play area Keep your body to yourself	Include everyone Respect personal space Follow the game rules Show good sportsmanship	Eat food at the table Use the restroom and get a drink Help others if they are in trouble Put away play equipment Be honest
Cafeteria	Keep all food to yourself Sit in your designated area Hands and feet to yourself Eat <i>your</i> food only Walk at all times	Allow anyone to sit near you Wait in line patiently Use good manners Keep your voice low Keep area clean	Eat food at your table Clean up after yourself Raise your hand for permission to leave your seat
Bathrooms	Keep your feet on the floor Wash your hands with soap Keep water in the sink Lock stalls only when occupied	Give people privacy Flush toilet after use Use quiet voices Keep facilities neat and clean	Do your business and exit Return to class quickly & quietly Report bathroom problems to an adult Use bathroom passes
Assemblies	Enter and exit a directed Wait for dismissal instructions before leaving	Sit or stand quietly Maintain attention on the speaker Respect others	Use audience manners Participate appropriately
Office	Sit in chairs with feet on the floor	Enter quietly Wait patiently for office staff to assist you	Ask for permission to use the phone Use a quiet voice

		Remove your hat/hood	Clearly tell the office staff why you are there
Library/ Computer Lab	Use tables and chairs appropriately Sit with your back straight and feet on the floor	Listen to the directions from the librarian or adult in charge Treat books/equipment with care Use a quiet voice Wait patiently if in need of help	Return materials to proper places on time Use internet appropriately Print only what is needed Ask for help
Safety Drills	Stay quiet Wait for and follow directions Follow specific drill procedures Stay with your class/group	Keep hands, feet and objects to yourself	Help others when needed Be calm Stand straight and be still Be aware of your surroundings
Passing Time	Stay on sidewalks/pavement Walk quietly Stay in your lane	Keep your hands to yourself Keep your feet on the ground	Use drinking fountains and restrooms appropriately Move to class on time with materials
Field Trips	Stay with designated group at all times Dress appropriately for occasion (walking shoes, jacket, etc.)	Listen to person in charge Raise hand to speak in a group setting Be considerate of people, animals, and others Use appropriate language	Leave all electronics at home Participate appropriately Follow school rules on the bus and during the event Return permission slips on time
Nighttime events	Stay with your family member	Follow adult direction	Follow school rules Enter and exit quietly
Before/ After School Program	Come directly to Raiders Be where you should be Stay in adult supervision Avoid puddles and mud Tell an adult	Use kind words and actions Use appropriate language Use good manners during snacks Follow routines during attendance, activities and homework time	Continue to follow school rules Help with clean up Take care of personal belongings Take care of school property Attend homework time

READY SPRINGS SCHOOL PARENT/GUARDIAN BEHAVIOR EXPECTATIONS

Area	We are Safe	We are Respectful	We are Responsible
Volunteers	Follow all safety rules Always wear your badge Remember to return your badge Picture taking is prohibited	Leave cell phones and personal items in vehicle Dress appropriately Maintain confidentiality Have a positive attitude Keep conversations professional If you need to speak to the teacher about your child, schedule an appointment outside of your regular volunteer time	Sign in and out in the office Know the school rules Be on time for your assigned job Do the job you are assigned to do If you have a question-ask Remember you are a <i>role-model</i> Remember you are there for all students, not just your own child Complete required paperwork
Visitors	Follow all safety rules Always wear your badge Remember to return your badge Picture taking is prohibited Follow prearranged visitor plans (place/time)	<u>Visit by prearrangement only</u> Respect routines of the classroom Stay within the scheduled time frame of your visit Leave cell phones and personal items in vehicle Dress appropriately Maintain confidentiality Have a positive attitude Keep conversations professional If you need to speak to the teacher about your child, schedule an appointment outside of your regular visiting time	Sign in and out of the office Know the school rules Remember you are a <i>role-model</i>
Arrival/ Dismissal TK-K	At dismissal, be sure staff knows you are taking your child Students must be picked up at the benches	Unattended vehicles must be in a parking space When dropping off your child, be sure he/she is in the quad before you leave After school, students must either go to Raiders or wait at the benches to be picked up	If your child is late (after 8:30) check them in the office and be sure they get to the classroom safely Notify office staff of any changes in after school plans
Pick Up (1-8)	Be sure your child knows the after school plan for the day (Raiders, pick up or bus) Keep pets at home Supervise your own child and keep them close Clear bench area after retrieval of child	Park your car in a parking space (not in carpool lane or along curb), use crosswalks and sidewalks to get your child, leave campus Wait patiently for staff to direct your child to your car as you wait in the carpool lane Follow staff directions	Talk to front office staff if student's normal routine changes Be on time Talk to office staff if you will be late
Before/ After	Be sure your child knows the afterschool plan for the day	Engage in conversation with child and staff	Pick your child up by 6:00 pm

School Program			Keep information updated (phone numbers, emergency contacts, etc.) Label child's gear Dress child appropriately Encourage your child to attend to homework time
Parking Lot	Drive at 5 mph Follow traffic patterns <u>Smoking is prohibited</u> on campus, even in your vehicle Turn your vehicle off if you are leaving it Use crosswalks and sidewalks Be aware of pedestrians and other cars Keep bus area clear	Park your car in a parking space (not in carpool lane or along curb), use crosswalks and sidewalks to get your child and leave campus Follow staff directions Refrain from playing <u>loud</u> music	Put your cell phone away
Field Trips	Stay with designated group at all times Dress appropriately for occasion (walking shoes, jacket, etc.)	Listen to the person in charge Use appropriate language	Leave all electronics at home Follow school rules on the bus and during event Return permission slips on time Remember you are there to do a job
Nighttime Events	Be in charge of your child	Follow adult direction	Follow school rules
Lunch/ Recess	Communicate to school staff regarding food allergies	Involve your child in selecting healthy snack/lunch items	Pay lunch/milk bills on time Pack healthy snacks/lunches

RAIDERS CODE EXTENSION FOR HOME

Area	We are Safe	We are Respectful	We are Responsible
Morning/ Before School	Dress appropriately for dress code and weather	Send your child to school ready to learn	Feed your child a healthy and well-balanced breakfast Pack a healthy snack and lunch for the day Even if your child is getting hot lunch, pack a healthy snack Take care of personal hygiene Be on time Support your child in developing a consistent morning routine
Homework Time		Celebrate your child's successes!	Check in folder nightly Provide a quiet work space Provide appropriate materials (coloring utensils, scissors, glue stick, number line, pencils, pens, paper) Communicate with teacher if help is needed
Dinner/	Eat a healthy and well-	Use proper manners while	Develop meal time

Meal Time	balanced meal	eating Value family meal times	routines that include your child Encourage your child's participation in meal preparation, set up, and clean up in age appropriate ways
Bedtime/ Night Tim	Maintain a consistent bedtime on school nights (8-10 hours of sleep) Limit screen time Brush teeth and take care of other personal hygiene		Read aloud to your child or offer a set reading time Develop a nighttime routine Prepare for the next day (clothing, lunch, snack, backpack with homework, etc.)