

READY SPRINGS ELEMENTARY SCHOOL



Student Handbook

We Are Responsible

We Are Safe

We are Respectful

**10862 Spenceville Road, Penn Valley CA 95946
432-1118 / Fax: 432-9473
www.pvuesd.org**

Dear Families:

We welcome you to an exciting new school year at Ready Springs Elementary School. This year we will be focusing on the power of partnering to help our students develop into the very best version of themselves. We believe in the power of three; *Family, Child, School*. We are, *Stronger Together!* We will communicate expectations, celebrate successes, grow through challenges and become a stronger community together.

This commitment begins with all of us understanding the expectations and the roles and responsibilities we hold. Please read this handbook as a family to gain an understanding of Ready Springs Elementary School. Inside are explanations of procedures and important information to help families, students and staff remain united. 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 student’s success at Ready Springs Elementary School.

“Coming together is a beginning. Keeping together is a process. Working together is a success.” Henry Ford

Chrissy McKeown
Principal- Ready Springs School

Penn Valley Union Elementary School District
Board of Trustees

- Rob Moen- Board President
- Linda Collins - Clerk
- Ann Driver - Trustee
- Amanda Connell – Trustee
- Vacant - Trustee

Torie England, Ed.D. - Superintendent
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READY SPRINGS PARTNERS IN LEARNING AGREEMENT(last page) *(Please Sign and Return)*

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

Administration England, Torie, Ed. D. Superintendent, 432-7311 ext. 301 McKeown,
Chrissy Principal ext. 203

Sara Martinez Special Ed. Dir. 432-1118 ext. 224
Sara Martinez District Psychologist, 432-1118 ext. 232
Vela, Meghann School Counselor ext. 239

Office Staff Astesana, Linda Office Manager ext. 202 Mosman, Sandy Office Clerk ext.
201

Teachers Anderson, Alexandra Transitional Kindergarten ext. 235 Blythe, Cheryl Grade 5
ext. 234

Nelson, Michael Grades 7/8 ELA ext. 220
Kelker, Natalie Special Education ext. 212
Samuel Lemley Special Education ext. 208
Girton, Linda Title 1 ext. 227
Grebe, Tim Grades 7/8 ext. 216
Jamison, Katy Grades 7/8 ext. 215
Keeble, Trinity Grade 6 ext. 219
Mazhar, Roshan Grades 7/8 ext. 222
Kirk, Natalie Grade 4 ext. 230
Nielsen, Hannah Grade 2 ext. 229
Perdue, Anne Kindergarten ext. 228
Eklund, Lecile Grade 3 ext. 231
Ten Eyck, Veronica Grade 1 ext. 236
Erica Smith Grade 6 ext. 217

Support Staff Anglim, John Custodial PM

Cassaro, Veo SASSS
Diltz, Carol SASSS
Garren, Heather SASSS
Fox, Paula SASSS
Jennifer Jargick ASES Coordinator
Kopec, Vicki SASSS/Title 1
Maddux, Erica ASES Assistant, Student Lunch Aide
Machado, Renee SASSS
McCormack, Inger SASSS, Library Clerk
Aurora Whattam 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

Teal Caddy Special Education Secretary
 Smith, Annette Custodial AM
 Marshall Motley Technology Assistant
 Special Services Nadler, Ilka Speech Therapist
 Bobbie McKenzie 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: cmckeown@pvuesd.org)

PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT
School Calendar - 2019/2020

JULY				
M	T	W	TH	F
1	2	3	H	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST				
M	T	W	TH	F
			1	2
5	6	7	8	9
PD	PD	FD*	15	16
19	20	21*	22	23
26	27	28*	29	30

SEPTEMBER				
M	T	W	TH	F
H	3	4*	5	6
9	10	11*	12	13
16	17	18*	19	20
PD	24	25*	26	27
30				

OCTOBER				
M	T	W	TH	F
	1	2*	3	4
7	8	9*	10	11
14	15*	16*	17*	18*
B	B	B	B	B
28	29	30*	31	

Student Days 13 Staff Days 15

Student Days 19 Staff Days 20

Student Days 18 Staff Days 18

NOVEMBER				
M	T	W	TH	F
				1
4	5	6*	7	ET
H	12	13*	14	15
18	19	20*	21	22
25	26	B	B	B

DECEMBER				
M	T	W	TH	F
2	3	4*	5	6
9	10	11*	12	13
16	17	18*	19	20*
B	B	B	B	B
B	B			

JANUARY				
M	T	W	TH	F
		B	B	B
6	7	8*	9	10
13	14	15*	16	17
H	21	22*	23	24
PD	28	29*	30	31

FEBRUARY				
M	T	W	TH	F
3	4	5*	6	7
10	11	12*	13	H
H	18	19*	20	ET
24	25	26*	27	28

Student Days 17 Staff Days 17

Student Days 15 Staff Days 15

Student Days 18 Staff Days 19

Student Days 18 Staff Days 18

MARCH				
M	T	W	TH	F
2	3	4*	5	6
9	10	11*	12	13
16	17*	18*	19	20
23	24	25*	26	27
30	31			

APRIL				
M	T	W	TH	F
		1*	2	3
B	B	B	B	B
13	14	15*	16	17
20s	21	22*	23	24
27	28	29*	30	

MAY				
M	T	W	TH	F
				1
4	5	6*	7	8
11s	12	13*	14	15
18	19	20*	21	22
H	26	27*	28	29

JUNE				
M	T	W	TH	F
1	2	3*	4*	LD*
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Student Days 22 Staff Days 22

Student Days 16 Staff Days 16

Student Days 19 Staff Days 19

Student Days 5 Staff Days 5

School Breaks & Holidays	
September 2, 2019	Labor Day
October 21-25, 2019	Fall Break
November 11, 2019	Veterans Day
November 27-29, 2019	Thanksgiving Break
Dec 23, 2019- Jan 3, 2020	Winter Break
January 20, 2020	M.L. King Day
February 14, 2020	Lincoln's Day
February 17, 2020	Washington's Day
April 6-10, 2020	Spring Break
May 25, 2020	Memorial Day

Other Dates	
August 14, 2019	First Day of School (Minimum Day)
August 15, 2019	RS Back to School Night
August 22, 2019	WR Back to School Night
September 17, 2019	VP Back to School Night
October 15-18, 2019	Parent Conferences
March 17-18, 2020	Parent Conferences
May 20, 2020	RS Open House
May 19, 2020	VP Open House
May 21, 2020	WR Open House
June 5, 2020	RS Promotion
June 5, 2020	VP Promotion/Graduation
June 5, 2020	Last Day of School
Apr 20 & May 11, 2020	Snow Day Makeup **

Key To Symbols	
B	School Break
H	Holiday
*	Minimum Day
PD	Professional Development (No School)
SD	Snow Day Makeup
FD	First Day of School
LD	Last Day of School/End of Trimester
ET	End of Trimester

Instructional Days 180
 Teacher Contract Days 185¹

**Snow Day Make-up (4/20 and 5/11)- if there are school closure days earlier in the year, these dates may be school days.

¹ One Additional "Floating" Professional Development Day

IMPORTANT DATES

Minimum Days (12:45 Dismissal TK-3, 12:50 4th-8th) **Back To School** Every Wednesday

August 15

October 15th – 18th Conferencing days **Open House** March 17th-18th

Conference day May 20th

End of Trimester:

1st Trimester Nov. 8th 2nd Trimester

Feb. 21st 3rd Trimester June 5th

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. 12th-13th, Sept. 23rd, Jan. 27th

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

SCHOOL HOLIDAYS

Labor Day Sept. 2 Fall Break Oct. 21-25
Veterans Day Nov. 11 Thanksgiving Nov.
27-29 Winter Break Dec. 23 – Jan. 3 M.L.
King Day Jan. 20

Lincoln's Day Feb. 14 Washington's Day
Feb. 17 Snow Day 4/20 & 5/11 Spring
Break April 6-10 Memorial Day May 25

BELL SCHEDULES

TK – K Grade:

Monday, Tuesday, Thursday, Friday:

8:30 School Begins 9:30-10:00
Recess
11:20-11:55 Lunch
2:00-2:30 Afternoon Recess 2:45
Dismissal

Wednesday: TK-K

9:30-10:00 Recess
11:20-11:55 Lunch
12:50 Dismissal

Monday, Tuesday, Thursday, Friday:

8:30 School Begins 10:15-10:30
Recess (1st-3rd) 10:35-10:50 Recess

3rd-5th Grade:

(4th-5th) 11:50-12:25 Lunch
1:30-1:45 Recess (1st-3rd) 2:45 Dismissal
(1st-3rd) 2:50 Dismissal (4th-5th)
*Wednesday AM schedule is the same with
dismissal at 12:45

6th-8th Grade:

8:30 School Begins 12:30-1:05
Lunch
2:50 Dismissal

Wednesday

12:35-12:55 Lunch
12:55 Dismissal

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.201, 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 201 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 office. 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 who are having difficulty 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 ed code 48200
6. Some instances outlined in Education Code regarding appearance in court; e.g., custody hearing (Education Code ⁴⁸²⁰⁰)

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 work 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 by the office staff. 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. We are Responsible, Safe and Respectful. Students who do not demonstrate self-discipline may be removed from the activity. Twice monthly 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 leaders. Parents are invited to attend any of our school assemblies. See assembly schedule.

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. RSR awards will also be awarded to students showing exemplary RSR behavior.

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 must escort children into the gym and sign each child in with before school personnel. Students will not be signed in prior to 7:15 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 any time 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 students 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 300 students eating lunch each day in the gym or outside at the tables, good manners are important in helping others enjoy their lunch. RSR behavior expectations are expected. 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. Additionally, assignments and projects the internet. All internet use care of the computer is a privilege that may be revoked for improper behavior or improper use of the equipment.



CONFERENCES

Assigned conference times occur twice a year for TK-5th grade, once in the fall and once in the spring. During the same time 6th-8th grade have drop in times for families and teachers to connect. 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 and delivered to the office. The consequences will be as follows:

1st offense:

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

3rd offense:

- Cell phone held in office 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. for three school days

- A parent or guardian will sign for the cell phone after a meeting with the student and principal.

Note: If a cell phone is confiscated on a Friday it will be returned at the end of that school day and parent contacted.

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 technology devices. The best security for the device is to leave it at home.

The following are consequences for violating electronic device safety rules:

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

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)), students' 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 4-8 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 study. All students will be required to conduct themselves accordingly. Those students who do not follow the rules of the library will be asked to leave and may lose their library privileges. Keep the library neat. No food or drinks are allowed in the library. 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.



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LOST AND FOUND

The Lost and Found is located in the office for small valuables and in the gym 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

Proper attire is required for full participation in P.E. P.E. uniforms are not required for P.E., however, athletic shoes must be worn during P.E. for safety purposes. Shirts must not reveal skin above the waistband or drape to reveal the chest region when doing P.E. movements. I.E. push-ups, jumping jacks, active body movement. Students will be docked points due to not being able to fully participate. 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 following our monthly 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 the gym until the the gym. Hilltop issues.



students arriving at school will go to the gym. Students will stay in 8:25 warning bell rings. If there is an assembly, students remain in students may be escorted to the upper middle room due to space

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 student's 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.**

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.

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.
- Please teach younger students to buckle their belts if you are using the pick-up circle. This significantly helps the flow of traffic.
- Please remain in your car if utilizing the traffic circle. A staff member escort your child to your car.

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



available for students to call parents/guardians encouraged to use the phone during morning instructional time. Students may not request to be let out of class to use the telephone unless it is an emergency. **In case of illness, students should come to the office to notify office personnel, who will then contact parents.**

Office hours are 8:00 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 (<http://www.pvuesd.org>) 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.

Restorative Justice

A restorative justice program aims to get offenders to take responsibility for their actions, to understand the harm they have caused, to give them an opportunity to redeem themselves and to discourage them from causing further harm. For victims, its goal is to give them an active role in the process and to reduce feelings of anxiety and powerlessness. Restorative justice is founded on an alternative theory to the traditional methods of justice, which often focus on retribution. However, restorative justice programs can complement traditional methods. We will institute restorative practices whenever possible to help support students to take responsibility for their actions. Examples include, but are not limited to the following- school community service/beautification, apology notes, peer conferences, peer support.

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: It's the Penn Valley way!
We Are Responsible, We Are Safe,
We Are Respectful**

STUDENTS 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: RESPONSIBLE, SAFE, AND RESPECTFUL (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 (on-site or home) 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. Dance times will be announced and students are to be picked up at the conclusion 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 required to wear Ready Springs apparel. The garment will be checked out to the student and exchanged for the clothing in violation with the dress code. A brief meeting with the principal will be held. If dress code violation becomes a chronic problem the guardian will be contacted and a meeting held with student, guardian and administration. 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 be offensive, 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.
 - ✓ Tank tops must have a minimum of a 1 inch shoulder strap and cover undergarments. ✓ 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 hands above the head. ✓ Open backs on shirts are not permitted.
 - ✓ Shells and sleeveless blouses and shirts must be modest at arms and neck. ✓ Tank tops must cover the torso and not hang under the arms.
 - ✓ Dresses, skirts and shorts must have a minimum of a 5 inch inseam.
 - ✓ No sagging pants or pants that reveal undergarments. Holes in pants must be below the 5 inch inseam.
 - ✓ Leggings may be worn, with a long shirt/blouse, shorts or dress covering the buttocks to where a 5-inch inseam would land.
 - ✓ No see-through or "fish net" 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 effective social skills curriculums in each classroom. Programs will be used to teach students to recognize, report and stand up to bullying. In addition, character education and leadership skills will be taught in homeroom and supported throughout the campus. 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 (“I’m going to beat you up.”) or Indirect (“I’m going to beat him up later.”) • Vague (“I’m going to hurt her.”) or Implied (“You 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 courtyard
 - 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. 1st--5th – Before school on rainy days, students are to go to the gym and stay until they are dismissed to their teacher.
6. TK-K go to their classrooms as usual.
7. 6th-8th will start in the gym and may be transitioned to the upper middle room due to crowding. 8. During wet weather, students shall stay off the field and out of the puddles. 9. No loitering or playing around the restrooms.
10. 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 voices are low. (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 “flips” 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. (What’s on the ground, stays on the ground.) 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 may be picked up by parents at the courtyard, or students may walk to their cars as long as they are not crossing through traffic driving in. 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. Both hands should be holding the chains at all times.

- 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.

No climbing on trees, buildings, fences, basketball poles, tables or railings.

3. Stay out of the parking lots at all times unless you are boarding the bus or being picked up by parents.

4. There is to be no throwing of any objects other than the appropriate playing equipment. 5. Fighting, hitting, kicking, pushing, bullying or behaviors which endanger other students are never allowed.

6. On wet/muddy days, only pavement areas within the boundaries are to be used for play. Due to health concerns and out of general respect for others, students are not to spit.

7. Students are to follow directions from all adults on yard duty. This means all administrators, teachers, aides, volunteers and parents.

8. Students must be able to be seen by the yard duty personnel at all times.

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 for a special occasion.

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 Offense: 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. Restorative Justice implemented.

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. Restorative Justice implemented.

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)

Restorative Justice

We are part of a growing movement toward “restorative” approaches to discipline focuses more on repairing the damage rather than suspending or expelling students. Throughout the year you will hear the term “Restorative Justice.” Our goal is to help students make better choices after they have made a mistake through a series of conferences, sometimes meeting with the victim and or giving back to the community through service.

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 of school activities or defied of 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. Please be aware that these guidelines based on a student working diligently for the suggested amount of time and some students may need additional support or time if falling behind on assignments.

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



Behavior

Students may be excluded from some or all promotion activities for excessive misbehavior referrals, truancy, tardies, safety concerns and/or suspensions. Meetings will be held with student and families in the third trimester if satisfactory behavior has not been maintained.

Attendance

Students must maintain 90% (absences not to exceed 14 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.

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's 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.

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.
5. Appropriate school behavior is required to participate in school sponsored sports.

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.

RSR Award

RSR 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 students who are consistently Responsible, Safe and Respectful. They are students who act with outstanding integrity on a daily basis. 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 COCURRICULAR 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.

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 or major behavior issues 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. 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 the designated time, 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 3-6 uses an agenda book to help organize their calendars, assignments and notes for each class.

Communication Folder - 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 available upon request in the front office or from your child's teacher.

the website. A hard copy is

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).

The SARC (School Accountability Report Card) is completed and published each year by February 1st. The SARC can be found on the District's website at pvuesd.org under the About Us section. A paper copy will be provided upon request to the school office. The purpose of SARC is to provide parents and the community with important information about each public school. A SARC can be an effective way for a school to report on its progress in achieving goals.

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 *As a Student, I pledge to:*

promote _____
achievements.

Student's Name

- 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.

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

_____ Parent's
signature Date

_____ Student's
signature Date

_____ Administrator'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
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General	<ul style="list-style-type: none"> ● Walk facing forward ● Keep your body to yourself ● Practice good hygiene ● Tell an adult ● All candy, gum, toys and electronics stay at home 	<ul style="list-style-type: none"> ● Use kind words and actions ● Clean up after yourself ● Follow adult instructions ● Be honest ● Accept consequences ● Have a positive attitude 	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● Before 8:15 go to the cafeteria ● After 8:15 go to the playground or upper grade area 	<ul style="list-style-type: none"> ● Walk to designated area ● Respect property of others ● Say goodbye to your parent 	<ul style="list-style-type: none"> ● Place backpack in designated area ● Arrive on time
Pick-Up	<ul style="list-style-type: none"> ● Walk to benches/Raiders ● Sit and wait at benches ● Wait until you are called by an adult to enter your vehicle 	<ul style="list-style-type: none"> ● Listen to direction of adult monitor ● Watch for your vehicle 	<ul style="list-style-type: none"> ● Keep items with you at all times ● Go only with your <i>planned</i> adult
Bus Lines	<ul style="list-style-type: none"> ● Stay away from the curb ● Stay in your line 	<ul style="list-style-type: none"> ● Wait patiently ● Be respectful and polite to your bus driver ● Whisper voices while waiting 	<ul style="list-style-type: none"> ● Listen to directions of bus driver and staff members
Inside the Bus	<ul style="list-style-type: none"> ● Sit properly in your seat ● Stay seated ● Keep voices low ● Keep all body parts inside the bus 	<ul style="list-style-type: none"> ● Follow directions of the bus driver 	<ul style="list-style-type: none"> ● Keep hands, feet and objects to yourself
Playground/ Recess	<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● Include everyone ● Respect personal space ● Follow the game rules ● Show good sportsmanship 	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● Allow anyone to sit near you ● Wait in line patiently ● Use good manners ● Keep your voice low ● Keep area clean 	<ul style="list-style-type: none"> ● Eat food at your table ● Clean up after yourself ● Raise your hand for permission to leave your seat

Bathrooms	<ul style="list-style-type: none"> ● Keep your feet on the floor ● Wash your hands with soap ● Keep water in the sink ● Lock stalls only when occupied 	<ul style="list-style-type: none"> ● Give people privacy ● Flush toilet after use ● Use quiet voices ● Keep facilities neat and clean 	<ul style="list-style-type: none"> ● Do your business and exit ● Return to class quickly & quietly ● Report bathroom problems to an adult <ul style="list-style-type: none"> ● Use bathroom passes
Assemblies	<ul style="list-style-type: none"> ● Enter and exit a directed ● Wait for dismissal instructions before leaving 	<ul style="list-style-type: none"> ● Sit or stand quietly ● Maintain attention on the speaker ● Respect others 	<ul style="list-style-type: none"> ● Use “audience manners” ● Participate appropriately
Office		<ul style="list-style-type: none"> ● Enter quietly 	

	<ul style="list-style-type: none"> ● Sit in chairs with feet on the floor 	<ul style="list-style-type: none"> ● Wait patiently for office staff to assist you ● Remove your hat/hood 	<ul style="list-style-type: none"> ● Ask for permission to use the phone ● Use a quiet voice ● Clearly tell the office staff why you are there
Library/ Computer Lab	<ul style="list-style-type: none"> ● Use tables and chairs appropriately ● Sit with your back straight and feet on the floor 	<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● Return materials to proper places on time ● Use internet appropriately ● Print only what is needed ● Ask for help
Safety Drills	<ul style="list-style-type: none"> ● Stay quiet ● Wait for and follow directions ● Follow specific drill procedures ● Stay with your class/group 	<ul style="list-style-type: none"> ● Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> ● Help others when needed ● Be calm ● Stand straight and be still ● Be aware of your surroundings
Passing Time	<ul style="list-style-type: none"> ● Stay on sidewalks/pavement ● Walk quietly ● Stay in your lane 	<ul style="list-style-type: none"> ● Keep your hands to yourself ● Keep your feet on the ground 	<ul style="list-style-type: none"> ● Use drinking fountains and restrooms appropriately ● Move to class on time with materials
Field Trips	<ul style="list-style-type: none"> ● Stay with designated group at all times ● Dress appropriately for occasion (walking shoes, jacket, etc.) 	<ul style="list-style-type: none"> ● Listen to person in charge ● Raise hand to speak in a group setting ● Be considerate of people, animals, and others’ property ● Use appropriate language 	<ul style="list-style-type: none"> ● Leave all electronics at home ● Participate appropriately ● Follow school rules on the bus and during the event ● Return permission slips on time

Nighttime events	<ul style="list-style-type: none"> • Stay with your family member 	<ul style="list-style-type: none"> • Follow adult direction 	<ul style="list-style-type: none"> • Follow school rules • Enter and exit quietly
Before/ After School Program	<ul style="list-style-type: none"> • Come directly to “Raiders” • Be where you should be • Stay in adult supervision • Avoid puddles and mud • Tell an adult 	<ul style="list-style-type: none"> • Use kind words and actions • Use appropriate language • Use good manners during snacks • Follow routines during attendance, activities and homework time 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Follow all safety rules • Always wear your badge • Remember to return your badge • Picture taking is prohibited 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> ● Follow all safety rules ● Always wear your badge ● Remember to return your badge ● Picture taking is prohibited ● Follow prearranged visitor plans (place/time) 	<ul style="list-style-type: none"> ● <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 	<ul style="list-style-type: none"> ● Sign in and out of the office ● Know the school rules ● Remember you are a <u>role-model</u>
Arrival/Dismissal TK-K	<ul style="list-style-type: none"> ● At dismissal, be sure staff knows you are taking your child ● Students must be picked up at the benches 	<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● If your child is late (after 8:30) check them in at 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)	<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● Park your car in a parking space (not in carpool lane or along curb), use crosswalks and sidewalks to get your child, leave campus 	<ul style="list-style-type: none"> ● Talk to front office staff if student's normal routine changes ● Be on time ● Talk to office staff if you will be late

	<ul style="list-style-type: none"> ● Clear bench area after retrieval of child 	<ul style="list-style-type: none"> ● Wait patiently for staff to direct your child to your car as you wait in the carpool lane ● Follow staff directions 	
Before/After School Program	<ul style="list-style-type: none"> ● Be sure your child knows the afterschool plan for the day 	<ul style="list-style-type: none"> ● Engage in conversation with child and staff 	<ul style="list-style-type: none"> ● Pick your child up by 6:00 pm ● Keep information updated (phone numbers, emergency contacts, etc.) ● Label child's gear ● Dress child appropriately

			<ul style="list-style-type: none"> ● Encourage your child to attend to homework time
Parking Lot	<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● Put your cell phone away
Field Trips	<ul style="list-style-type: none"> ● Stay with designated group at all times ● Dress appropriately for occasion (walking shoes, jacket, etc.) 	<ul style="list-style-type: none"> ● Listen to the person in charge ● Use appropriate language 	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● Be in charge of your child 	<ul style="list-style-type: none"> ● Follow adult direction 	<ul style="list-style-type: none"> ● Follow school rules
Lunch/ Recess	<ul style="list-style-type: none"> ● Communicate to school staff regarding food allergies 	<ul style="list-style-type: none"> ● Involve your child in selecting healthy snack/lunch items 	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● Dress appropriately for dress code and weather 	<ul style="list-style-type: none"> ● Send your child to school ready to learn 	<ul style="list-style-type: none"> ● 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

<p>Homework Time</p>		<ul style="list-style-type: none"> ● Celebrate your child's successes! 	<ul style="list-style-type: none"> ● 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
<p>Dinner/ Meal Time</p>	<ul style="list-style-type: none"> ● Eat a healthy and well balanced meal 	<ul style="list-style-type: none"> ● Use proper manners while eating ● Value family meal times 	<ul style="list-style-type: none"> ● Develop meal time routines that include your child ● Encourage your child's participation in meal preparation, set up, and clean up in age appropriate ways
<p>Bedtime/ Night Time</p>	<ul style="list-style-type: none"> ● Maintain a consistent bedtime on school nights (8-10 hours of sleep) ● Limit screen time ● Brush teeth and take care of other personal hygiene 		<ul style="list-style-type: none"> ● 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.)