



**Golden Feather Union School District**  
**Concow School at Spring Valley**  
**Parent / Student Handbook**  
**2021 / 2022**  
**Updated: March 2022**

## **GOLDEN FEATHER UESD - STAFF REGISTER / DIRECTORY**

### **Teachers**

Cristina Hawkins	TK / K / Intervention	533-3467, ext. 207	chawkins@gfusd.org
Jennifer Diaz	First / Second	533-3467, ext. 204	jdiaz@gfusd.org
Lexi Southam	Third / Fourth	533-3467, ext. 205	lsoutham@gfusd.org
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Jonathan Frazer	SpEd / Intervention	533-3467, ext. 208	jfrazer@gfusd.org
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### **Classified**

Dave Frieze	Operations Technician	533-3467, ext. 206	dfrieze@gfusd.org
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Jennifer Napoli	AP Clerk / Op Tech	533-3467, ext. 105	jnapoli@gfusd.org
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### **Confidential**

Pearl Lankford	Executive Assistant	533-3467, ext. 102	plankfor@gfusd.org
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### **Board of Trustees**

Deborah Ingvaldsen	Board President, 2022	Don Saul	Trustee, 2022
Richard Miller	Clerk, 2024	Matt Morris	Trustee, 2022
Shelly Henderson Mitchell	Trustee, 2022		

## After School Program

Raynee Sewall	Site Coordinator	533-3467, ext. 203	rsewall@bcoe.org
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Kaylee Boucher	School Activity Assistant	533-3467, ext. 203	kboucher@bcoe.org

## DISTRICT / SCHOOL ADDRESS

Spring Valley School

2771 Pentz Rd

Oroville, CA 95965

## District Website

[www.gfusd.org](http://www.gfusd.org)

## Concow School Facebook

[www.facebook.com/ConcowSchool](http://www.facebook.com/ConcowSchool)

## School Highlights

- Chromebook or iPad for **EVERY** student
- Google classroom and 21<sup>st</sup> century technology
- School-wide use of i-Ready to fill academic gaps
- Online gradebook and report cards with Aeries
- Full day offered from 8 AM to 6 PM (with ASP)

## Mission Statement

Concow School at Spring Valley is a place of learning where we strive to educate students to become successful, productive, and responsible members of society.

## Vision

The vision of the Golden Feather Union School District is to educate and inspire all students to be successful lifelong learners in a continually changing world. In cooperation with parents, staff, and community, all students will develop a strong foundation for continual learning by working to high standards and expectations for achievement. Our school district will provide students with a safe and secure learning environment where they will encounter a wide variety of resources and learning strategies.

## **ATTENDANCE OBLIGATIONS**

Regular attendance is the necessary first step in earning an education and essential for a successful school year. Loss of school time places a student at a serious disadvantage both in terms of completing assignments and in maintaining enthusiasm. We are asking all parents to help us ensure the regular, on-time attendance of their children at school.

California law states that absences are excused only if the child is ill or there is an excuse which meets the requirements of the California Education Code Section 48205. Even excused absences that cause your child to miss significant amounts of school can cause your child to fall behind in class. Education Code Section 48260 defines a truant as a pupil who has missed more than 30 minutes on three days without a valid excuse in one school year.

California is now tracking chronically absent students. Students are labeled chronically absent if they miss 18 school days or 10% of the school year. The district is implementing an improvement plan to curb chronic absenteeism among students in the district.

Our goal is to have all children present in school every day and on time. Our district's policy is that we may require verification of absences due to illness or quarantine, if your child has missed school for three consecutive days. Please be aware that going "out of town" when school is in session with your child is an unexcused absence. Students who are identified as having excess absences may be referred to the School Attendance Review Board.

Education Code Section 48200 requires that every person between the ages of 6 and 18 attend school daily, with the exception of the following:

- A. Students 16 to 18 years of age who are attending a continuation high school or ROP or are employed and enrolled in adult education, ref EC 48400.
- B. Students enrolled in a valid private school. Case law clearly states that non-credentialed parents teaching their own children does not constitute a private school.
- C. Students being tutored by a credentialed teacher, ref. EC 48224.
- D. Students between ages of 12 and 18 arriving from out of state within 10 days of the end of school, ref EC 48231.

The District may use appropriate legal means to correct the problems of excessive absence or truancy. Students having more than three unexcused absences **and/or** three unexcused tardies of more than 30 minutes each, or excessive excused absences are considered truant. Such students shall be reported to the Superintendent or designee. The parent/guardian of a truant student shall be notified of the following: a) The student is truant b) The parent/guardian is obligated to compel the student to attend school c) The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290 et seq. d) The parent/guardian must meet with appropriate school personnel to discuss solutions to the student's truancy e) If truancy continues, the

parent/guardian and student will be referred to SARB (School Attendance Review Board) and appropriate county agencies, and f) Failure to respond to truancy situation may result in legal action being taken against parents, ref EC 48290.

Senate Bill 727 has placed requirements on schools and parents. Though our school is mostly funded on property tax, some of the district's state funding is still based on actual daily attendance. In other words, excused absences do not help fund the school because the school only gets state funding based on the actual days the student is on campus for 30 minutes or more. Losing daily revenue could result in the loss of staff as well as student programs. We are asking for your help by encouraging daily attendance, even for part of the day. To encourage better attendance, the superintendent meets every year with the Golden Feather Parent Advisory, teachers, staff, and students to develop strategies for consistent school attendance.

### **POLICY ON ILLNESS**

Please notify the school by telephone and keep your child home when he/she experiences illnesses or diseases as such as COVID-19, mumps, chicken pox, measles, scabies, ringworm, sores or impetigo, pinkeye, head lice, and Hepatitis A. Parents may also send a written note to school to clear an illness absence.

### **EXCUSED ABSENCES**

Although the district no longer receives funds for any type of absence, a student may be excused from school and not considered truant for the following reasons:

1. Due to his/her illness
2. Due to quarantine under the direction of a county or city health officer
3. For the purpose of having medical, dental, vision or chiropractic exams and/or treatments
4. For the purpose of attending funeral services of a member of his/her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. For justifiable personal reasons including, but not limited to, an appearance in court, observance of a holiday or ceremony of his/her religion, or attendance at religious retreats (shall not exceed four hours per trimester) when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal pursuant to uniform standards established by the governing board.

A student absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit.

## **HEALTH SCREENINGS**

The District provides systematic screening for students in vision, hearing and scoliosis. GFUESD will provide all families with a Screening Authorization Form and an Emergency Consent Form. Submit these forms back to your child's school site. If the school does not receive the completed Screening Authorization Form, then your child would then be exempt from any screening examination unless there is a good reason to believe that the student is suffering from a contagious or infectious disease. If the school does not receive the completed Emergency Consent Form, then the district cannot act as your agent (when you cannot be located and advised of an emergency medical situation) to consent to any emergency medical treatment for your child, including diagnosis or hospital care by a licensed physician.

## **PREVENTION AND CONTROL OF COMMUNICABLE DISEASES**

Each student must have received all immunizations required by the State of California at the time of school registration to qualify for school enrollment. The District is responsible for maintaining records to ensure that all students have met these requirements. Non-compliance with the immunization requirements may result in the student being sent home and not permitted to return until the immunization requirements have been met. A new California law requires all students entering 7th through 12th grades to be immunized with a pertussis (whooping cough) booster shot called Tdap. Pertussis is a very contagious respiratory disease that can be severe and last for months. The immunity received from either early childhood immunization or pertussis disease wears off over time, leaving older students and adults susceptible to pertussis. The Tdap booster shot can protect students, schools and communities against pertussis.

This new requirement affects all students in both public and private schools in California including current students, new students, and transfer students. All students entering into 7th grade will need proof of a Tdap booster shot before starting school.

## **STUDENTS REQUIRING MEDICATION DURING SCHOOL DAY**

All medications administered to students, including prescription and over-the-counter, must have written authorization from both a physician AND the student's parent/guardian. This is California State Law and has recently been clarified by the California School Nurses' organization. Therefore, no Tylenol, Aspirin, Calamine, Neosporin ointment, Tinactin or cough drops, etc. can be given to any student without written physician/parental authorization. The written statement from such physician shall detail the method, amount, and time schedules by which such medication is to be taken. All medications are to be dispensed from a current labeled prescription bottle. Families should have the pharmacy give them two bottles: one for home and one for school.

## **RESPONSIBILITY FOR SCHOOL PROPERTY**

Students are responsible for books, supplies, materials, equipment, and/or other school property and will be held accountable for damage or loss of school property. Parents are liable for loss or damage and for school property loaned to pupils. In order to take better care of books, students are expected to keep a book cover on all assigned textbooks (a brown paper grocery bag works great).

## **EMERGENCY DATA FORM**

It is mandatory that each student have a current emergency data form on file at the school. Please complete, sign, and return this form to school officials at the beginning of the school year. This emergency data form will let school officials know which physician to contact in case of emergency.

## **STUDENT ACCIDENT INSURANCE**

A group plan of pupil accident insurance is carried by the District for every pupil registered in the district. In the instance where a student is hurt at school or at a school-sponsored event, those parents/guardians who do not have private medical insurance or Medical may request an insurance claim form from the district office provided a student accident report has been completed and submitted to the district office by a school official.

## **OTHER MEDICAL INSURANCE – HEALTHY FAMILIES / MEDI-CAL for CHILDREN / COVERED CALIFORNIA**

These programs offer low-income working families the opportunity to provide comprehensive health, dental, and vision care services for their children at either a low cost or at no cost dependent upon program qualifications.

## **CHILD ABUSE REPORTING MANDATE**

When an employee in the District observes or reasonably suspects that a student has been physically, mentally or sexually abused, that person is required by California law to immediately file a verbal report with the police, sheriff, probation or welfare department. A follow-up written report must also be filed within 36 hours. The name of the person required to file the report shall be kept confidential. When Children's Services follows up on a referral, they may talk to your child without first calling for parental permission, as they are acting in an investigative capacity.

## **ADVISORY PROGRAMS**

Our District is extremely fortunate to be able to offer a variety of advisory programs to students in grades K-8. These programs are provided by counselors, psychologists, nurses, and by qualified personnel from community service agencies. In the event that you do not wish your

child to participate in such programs, please contact the school principal in writing. Parents are encouraged to contact their child's school for more information.

### **SEX OFFENDER INFORMATION**

In accordance with Education and Penal Codes, the Superintendent of a school district is required to develop a plan for notification of parents after the district has been contacted by law enforcement and informed that a registered sex offender is residing within district boundaries. Requirements and procedures as outlined in board policy and administrative regulations are as follows:

- The superintendent will contact law enforcement to coordinate the receipt of information, and all information from law enforcement is to be forwarded to the superintendent.
- It is law enforcement's duty to notify the public upon determination of a degree of risk.
- Parents, once notified, may contact law enforcement for additional information.

If the superintendent is notified by law enforcement of the residency or permanent employment of a sex offender within the district, the superintendent will implement the following procedures:

- Notify the principal of each school site.
- Notify all teachers, instructional assistants, and supervisory personnel, particularly those responsible for watching students on the playground and those responsible for registering visitors.
- Meet with bus / van drivers and discuss possible courses of action while transporting students to guarantee their safety and well-being.
- Provide all the aforementioned with a description of the offender and with a photo, should such be available.
- If the offender is seen near the school, the principal and superintendent should be notified and he/she, in turn, will notify the sheriff's department (local deputy).
- If the superintendent believes parents should be notified of the presence of a "high risk" or "serious" sex offender in the community, the superintendent shall ask law enforcement to conduct a broader notification. Should law enforcement refuse to conduct a broad notification, the superintendent may, after consulting with legal counsel, notify parents about the presence of the sex offender.

### **ASBESTOS MANAGEMENT**

The facilities of the District have been inspected for asbestos-containing materials and an "Asbestos Management Plan" has been developed for each facility in the District. A copy of the "Asbestos Management Plan" is available through the District's Transportation Department. As required by law, re-inspections of all facilities are conducted on a regular basis. Some asbestos-containing material was removed from Concow and Spring Valley Schools. Additionally, small amounts of asbestos-containing material will be periodically encased and/or removed on an as-needed basis to complement the use and maintenance of those facilities.



## **PESTICIDE USE**

On September 27, 2000, Governor Gray Davis signed AB 2260, the Healthy Schools Act, which encourages school districts to act responsibly in applying pesticides and to consider alternative methods, beside pesticides in controlling pests such as weeds and insects.

One of the requirements of the Healthy Schools Act is that all school districts must annually provide a list of all anticipated pesticides to be applied for the year to all. The list is as follows: Product-Ecotrol-EC for general pest control, Mother Earth Granules for Ants, Roaches and Spiders, and Max-Force Baits for Ants/Roaches. There will be no pesticide applications during regular school hours, unless the presence of that pest is deemed more dangerous than the treatment. The herbicide, Roundup ProMax, will be applied primarily in the spring on Fridays. Students will not be allowed in the area of its application.

## **PARENT INVOLVEMENT POLICY**

**To promote family involvement in the Title I Program, Concow School will provide:**

- Opportunities to meet with teachers and staff members in order to improve student achievement
  1. Back to School Night, Open House / Science Fair, etc...
  2. Parent conferences with teachers
- Access to information about the academic progress and expectations of students
  1. Three reporting periods with progress reports
  2. Direct teacher communication available through phone, notes home, email, text, Aeries Parent Portal, Class Dojo, and conferences
  3. Back to School night curriculum, standards, and expectation discussion with teachers
- Communication about school activities and parent involvement opportunities
  1. All call/text system to parents, staff, and community
  2. [gfusd.org](http://gfusd.org) website / Facebook
  3. School//Parent/Student compact sent home a yearly basis for review and signatures
  4. Class Dojo
  5. Aeries Parent Portal

- Direct parent involvement opportunities in school activities and guidance
  1. Parent volunteers for school activities
  2. Site Council / Parent Advisory meetings
  3. Parent volunteers for curricular programs such as reading, math, music, and the arts
  4. Chaperoning for field trips and school dance.
  5. Parent help with large school events such as Back to School Night, Fall Fest, Spring Fling, and more.
- Parent information about nutrition and health care:
  1. Counselor support and guidance
  2. Nutrition curriculum included in Common Core
  3. Health information on the school website
  4. Physical Education teacher
  5. Academic support for English Language Learners

A committee of parents, teachers, support staff, and community members developed this policy. This policy will be distributed at the beginning of each school year with the school registration packet and will be posted on the school web page. The site council and its advisory committee will conduct a survey on a yearly basis to find out what is important to families, staff, and community members in order to update this document. The Site Council / Parent Advisory and the Golden Feather Board of Trustees will revise this policy as needed and ratify it on a yearly basis.

Concow School's notification to parents of this policy will be in an understandable and uniform format and, to the extent practical, provide to parents in a language the parents can understand.

Concow School's staff and School Site Council / Parent Advisory welcomes parent involvement in support of their children's education.

### **School-Parent Compact**

Concow has jointly developed with and distributed to parents of Title I students a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It also describes how the school and parents will develop a partnership to help children reach proficiency on the California standards.

The school-parent compact describes the following items in addition to items added by parents of Title I students:

- The school's responsibility to provide high-quality curriculum and instruction
- The parents' responsibility to support their children's learning
- The importance of ongoing communication between parents and teachers through, at least, annual conferences, reports on student progress, access to staff, and opportunities to volunteer and participate in and observe the educational program.

### **PARENT RIGHTS AND RESPONSIBILITIES**

Within the full packet being sent to you at the beginning of the school year, there is our district's policy and administrative regulations on your rights and responsibilities with regard to your school-age children. Should you have any questions concerning the policy or regulation, please feel free to contact your child's school principal. (Copy of Policy 5020 available at school offices)

Parents may request Non-Discrimination (BP 0410) and Harassment (BP 5145) policies at the school offices. Parents may request information on the level of achievement of the child in each of the required State academic assessments grades 3-8 and the qualifications of teachers and para-professionals providing instruction.

### **WILLIAMS UNIFORM COMPLAINT PROCEDURES**

Education Code 35186 requires that the following notice be posted in your child's classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.
3. To file a complaint regarding the above matters, complaint forms can be obtained at the principal's office, district office, or can be downloaded from the California Department of Education's website.

### **PARENT/GUARDIAN LIABILITY FOR PUPIL MISCONDUCT**

Education Code Section 48904(a) provides that the parent or guardians of a minor is liable for damages caused by the willful misconduct of the minor that results in the injury or death of any pupil, school district or private school employee, or school volunteer. The parent or guardian is also liable for damages to real or personal property belonging to the school district or personal property belonging to a school employee, resulting from the willful misconduct of the minor. The liability of the parent or guardian is limited to \$10,000.

## **HOMELESS EDUCATION ASSISTANCE ACT (MCKINNEY-VENTO)**

If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground or on the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- doubled up with friends or relatives because you cannot find or afford housing

Your preschool-aged and school aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. For more information contact the homeless liaison at the district office at 533-3467.

## **FAMILY LIFE CLASSES**

The District offers family life, human growth and development, and HIV/AIDS prevention instruction at the upper elementary/junior high levels. Before any instruction on family life, human sexuality, AIDS, or sexually transmitted diseases is given, the parent/guardian will be provided with written notice explaining the instructions that will be given and information stating the parents/guardian's right to request a copy of the Education Codes pertaining to sex education. This notification will also inform parents/guardians that they may request in writing that their child not attend the class. No student shall attend such instruction if the school receives this request.

## **INTERNET ACCESS**

The district provides electronic information resources (Internet access) to students. This connection allows access to local, national and international sources of information and collaboration vital to intellectual inquiry in a democracy. In return for this access, every user has the responsibility to respect and protect the rights of every other user in our community and on the Internet.

Users and account holders are expected to act in a responsible, ethical and legal manner, in accordance with Golden Feather Union School District Internet Acceptable Use Procedure. A copy of Internet Acceptable Use Policies is available at the district office.

Users are prohibited from accessing, posting, submitting, publishing or displaying harmful matter or material that is threatening, profane, obscene, disruptive or sexually explicit, advocates illegal acts or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.

## **TITLE I PROGRAM**

To enrich the educational experiences of qualifying students, Federal Title I funds are used to provide additional classroom materials and/or services for those identified students. Annually, parents will be provided with the opportunity to attend a public meeting to discuss the purpose

and goals of the Title I Program. Additionally, parents will be provided with periodic opportunities to meet with school representatives to:

1. Participate in the planning, operation, and evaluation of the school program;
2. Discuss parents' rights; and
3. Assist with the development, implementation and evaluation of the school program.

### **INDIVIDUALIZED INSTRUCTION**

A student with temporary disabilities which make attendance in regular school day classes impossible or inadvisable shall receive educational services as provided by the District in a home or hospital setting. You are requested to notify the school principal of your child's temporary disability and the need for individual instruction.

A student with a temporary disability who is placed in a hospital or other residential health facility (excluding a state hospital) located outside of the school district in which he/she resides will comply with the school residency requirements in the school district in which the facility is located. You are requested to notify the school district in which your student is housed of the student's presence and the need for instructional services.

### **SPECIAL EDUCATION**

In an effort to meet the individual needs of all students, the District offers specialized programs in various educational areas. Special education services are available to qualified students with disabilities (physical, academic, mental, and emotional) that substantially limits one or more of such major life activities such as walking, seeing, hearing, speaking or learning. Parents who feel that their child is not benefiting from the regular program due to a handicapping condition may refer their child for consideration for special education.

Any individual, public agency, or organization has the right to file a written complaint if it feels its rights have not been met under this section. For information or procedures regarding complaints, please call your child's school or district office.

### **STATE TESTING PROGRAM**

All students in grades 3-8 are required to participate in the Smarter Balanced Assessment Consortium Test Program. Standardized tests are administered annually in the areas of reading, language arts, and math. Students in grades 5 and 8 are tested in science.

A parent or guardian may submit to the school a written request to excuse his/her child from any or all parts of any test provided pursuant to Education Code section 60640. The parent or guardian must initiate the requests and the school district and its employees shall not solicit or encourage any written request on behalf of any child.

## **PARENTAL PERMISSION**

During the school year, assemblies, field trips, student-productions, and other activities may be photographed or recorded to supplement the regular academic program. Permission to be photographed or recorded will be assumed unless the parent indicates otherwise. If you do not wish to have your child photographed or recorded in school activities, please notify the school in writing.

## **RELIGIOUS ACTIVITIES**

With your written permission, your child will be released from school to observe a holiday or ceremony of your child's religion. You are encouraged to schedule any religious instruction for your child during non-school hours since students will not be excused from school to receive religious instruction.

## **SCHOOL NUTRITION PROGRAMS**

The District offers a breakfast and lunch program for students in terms of free/reduced meals. All students at Concow School are eligible for the free breakfast and lunch program regardless of income.

## **RIGHT TO EDUCATION**

The Golden Feather Union Elementary School District ensures equal opportunities for all students in admission and access to educational programs, guidance and counseling programs, athletic programs, testing procedures, and other activities. All District programs and activities shall be free from discrimination (including harassment) with respect to race, color, national origin, gender, religion, and physical or mental handicap.

The lack of English language skills will not be a barrier to admission and participation in the district's programs. Inquiries regarding equal opportunity, the filing of grievances, or requests for a copy of the grievance procedures covering discrimination complaints may be directed to either your school office or the district office. Further, the District recognizes its obligation to provide overall program accessibility throughout the district for handicapped persons. Contact your school's principal to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by the handicapped person. Inquiries regarding federal law and regulations concerning non-discrimination in education or the district's compliance with those provisions may also be directed to: U. S. Department of Education, Office of Civil Rights, 50 United Nations Plaza, Room 239 San Francisco, CA 94102.

## **LOST AND FOUND ITEMS**

Articles of clothing and other personal belongings that are left at school are placed in the lost and found area. Parents are encouraged to label jackets, coats, caps, and other items to help in identification and limit the possibility of theft. Unclaimed lost and found items are periodically donated to a non-profit organization.

## **STUDENT RECORDS**

Each school maintains student records (permanent, interim and permitted). All records are located at the school site and remain under the supervision of the school principal .

Individuals having access to student records are natural and adoptive parents or legal guardians, District employees as directed by school officials, officials of other public schools or school systems, authorized representatives of selected government offices where such information is necessary pursuant to federal or state law. Upon request, copies of student records will be made available to persons having access to those records according to adopted district procedures, at their own expense.

The district may release pupil records via subpoena to the local police department, California Highway Patrol, Butte County District Attorney, Butte County welfare fraud investigators or any prosecuting agency, Butte County Probation Department, and Butte County Child Protective Services. If you (the legal custodial parent or legal guardian) either question or disagree with the content of your child's records, you may request that the school principal authorize requested modifications. You also have the right to file a complaint regarding your child's records with the U. S. Department of Health, Education and Welfare.

"Student Directory Information" may include name, address, phone number, date and place of birth, height & weight, dates of attendance, school most recently attended, recognized activities and sports, and awards received. This information may be forwarded by school officials to the local police department, California Highway Patrol, the Butte County District Attorney, Butte County welfare fraud investigators or any prosecuting agency, Butte County Probation Department, Butte County Child Protective Services, Butte County

Sheriff's Department, local news media, or non-profit organizations as provided by law. The parent, legal guardian, or adult student may refuse to let the district designate any or all of the above types of information about the student as directory information by notifying the school principal in writing by the end of the third week of the school year. Information about former students may be released without meeting specified conditions.

## **SAFETY DRILLS**

A fire drill will be conducted each month. It is important that the students take fire drills seriously. The fire drill is used to evacuate the buildings in a quiet and orderly fashion. Other safety drills will be conducted periodically throughout the year. Students need to behave as though each drill is an actual emergency.

## **DRESS CODE**

The purpose of a dress code is to help ensure that all students have a suitable learning environment. In order to accomplish this, the teachers and administrators work jointly to limit distractions and provide a safe place for children.

Clothing may not be obscene, vulgar, or likely to have a disruptive effect on the educational process. Clothing, jewelry, backpacks, hats & caps, etc. shall be free of writing, pictures, logos, or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic, gang affiliation or religious prejudice including the use of drugs, alcohol, or tobacco. Chains secured between wallets and trousers are not allowed as they can be used as a weapon (diameter of links, and weight to be determined).

Shoes should be worn at all times. Students should wear appropriate footwear for the educational environment. Not included as appropriate footwear, and therefore, not allowed at school for reasons of student safety are heelys and similar footwear. Students need to wear athletic shoes when participating in sports, recess in the outer field, as well as physical education. If a student needs a storage area for athletic shoes, one will be made available. Hats, caps, and other head coverings shall not be worn indoors. Clothes shall be sufficient to conceal undergarments at all times; see-through or fish-net fabrics, shirts with oversized arm openings, halter tops, off-the-shoulder or low-cut tops, bare midriffs are prohibited. Appropriate skirts and shorts are measured by the end of fingertips when placed to the students' sides. During swimming season, bathing suits may be worn under clothing. Students are encouraged to be clean and neatly groomed. Student clothing and personal appearance should promote an environment of school pride and respect.

## **PERSONAL PROPERTY**

We encourage students to leave personal items at home. The rule of thumb is that "if you value it, don't bring it to school." The school will not assume financial responsibility for items that are lost, stolen, or destroyed.

## **PETS**

Pets are not allowed at school at any time unless special arrangements have been made with the teacher and permission given by the principal or special pet activities at the school are scheduled.

## **SCHOOL OFFICE**

The school office is a place of business. Students are not to stand around in the outer office or hallway area unless they have been given a referral pass from a teacher or are late in arriving at school. No one is to enter the office area unless invited to do so by the secretary, principal, or other responsible adult. The school office telephone is not available for student use. Phones are available in each classroom for this purpose.



The school office is not a storage area for student backpacks, clothing, athletic gear or equipment, or other personal items. The students have their classrooms within which to keep these items.

### **EARLY STUDENT ARRIVAL**

Students should not arrive at school earlier than 7:00 a.m. as there are no supervisory personnel available until that time. For class starting times, we ask that you refer to the school bell schedule. For those parents who must go to work earlier and want to drive your child to school first, we request that you consider making arrangements to drop your child off with a neighbor or friend. In this way the school bus / van can pick up the child or the friend/neighbor can drive them to school.

### **PARENT PARTICIPATION**

There is no one in a child's life that is more influential or important than the parent. The involvement and support from parents is the single most influential indicator of student success. The greater the interest the parent takes in the educational performance of the child, the more likely the child will have a successful school experience. The following are a few things you, as parents, can do to demonstrate interest in your child's success:

1. Provide a quiet place where your child can complete homework.
2. Take time to discuss your child's day at school.
3. Help your child with their work. Take an interest in what they're doing.
4. Read with your child daily. Share a book, read recipes, take turns reading; the key is to read as much as possible.
5. Help your child by providing a proper diet and plenty of rest.

You, as a parent, are the most important teacher in your child's life. This is a very challenging and important responsibility. Don't be discouraged. Stay involved in their school life. Just because they may be older, the need for your approval and involvement never stops and may actually be greater as they grow older.

### **CLOSED CAMPUS**

Our district observes a closed campus policy, which means that once a student has arrived at school he/she may not leave until such time as school ends or the student is picked up by the parent. Students who ride the bus / van in the morning must ride his/her regular bus / van in the afternoon unless the parent has indicated otherwise in writing.

All parent notes must be cleared through the school office prior to the dismissal bell at the end of the school day. When a student

must leave for medical or dental appointments, the parent or designee must come into the school office and sign the child out in the sign-out book. Individuals other than parents must have the written permission of the parent before the child will be released to that individual. If

there is a personal emergency whereby the child needs to be picked up by someone other than the parent, the parent must call the school and speak with the secretary, principal, or a responsible adult.

Students who live within walking distance of the school may not go home at lunch without written authorization from the parent.

The written authorization must include a statement by the parent releasing the school and district from any and all liability for the child's safety while he/she is away from the school site.

Parents and/or other adults coming onto campus are to check in with the school office. Anyone coming onto the campus without having been checked-in through the school office will most likely be asked to explain his/her presence and may be asked to wait in the school office or outside school grounds.

## **EMERGENCY EVACUATION PROCEDURES**

### **Circumstances Necessitating Evacuation of School:**

When it is determined that it is necessary to evacuate the students, the following procedure will be enacted:

- A. When students are outside, a bell will be sounded and all students will report to their respective homeroom classes.
- B. The homeroom teacher will take roll. Any absences will be reported to the office.
- C. Students will be escorted by the classroom teacher in class groups to the bus / van loading zone and will board each bus / van in succession from the first to last. The teacher will bring the roll sheet / device with Aeries and will also board and ride the bus / van to assist in maintaining order.
- D. When the buses / vans are loaded they will proceed via the safest route to the Thermalito Forebay. Students will remain in class groups.
- E. The superintendent will notify news media, both radio and television, about the evacuation as well as the Office of Emergency Services. The notification will include a phone number and where the students may be picked up, after authorization to release students has been given by the designated school officials (KPAY 1290AM or 95.1FM, KHSL TV-Channel 12).
- F. The school secretary will follow the buses/vans to the Thermalito Forebay. She will take the student emergency cards, school attendance registers, and a cellular phone.

G. When all personnel and students have been evacuated, the school superintendent / principal, executive assistant, and one Op Tech will make a sweep of the school, securing all exterior doors as they leave.

H. All district personnel will report to the Thermalito Forebay to assist until such time as the students can be safely taken home or are picked up by parents.

I. Because it is imperative that school site phone lines are available for communications with the Office of Emergency Services and other emergency personnel, parents are instructed to please not place calls to the school, district office, or transportation department.

### **Circumstances Where Evacuation Is Not Advisable or Impossible:**

When it is determined that an emergency condition exists whereby evacuation of students is not advisable or impossible, the following procedures will be instituted:

A. The District Office Personnel will call the County Office of Emergency Services and report the nature of the problem, the severity of conditions, and the reasons why evacuation is inadvisable or impossible.

B. The Superintendent or designee will notify the local news media, both radio and television, of conditions and procedures being followed.

C. A bell will be sounded and all students will report to their homeroom class where roll will be taken and the school notified of any absences.

D. In the event that power has not been lost, the students will be allowed to remain in class during daylight hours. At dusk, or if power has been lost, the students will be taken to the cafeteria where they will be fed an evening meal.

E. Students will remain in the cafeteria until such time as it is determined by OES that they can be safely evacuated or taken home. In any event, students will remain under the direction of their teacher until they are released to their parents via checkout through the appropriate school administrative official. Teachers will not have the authority to release students to parents.

In the event of loss of power, it is possible to provide lighting to the cafeteria. The cafeteria also allows the students to be consolidated in one area should another type of evacuation be mandated by the Office of Emergency Services.

A. Students will remain in class during daylight hours. At dusk, students will be taken to the multi-purpose room where they will be fed an evening meal. They will remain in the room for the night.

B. Students will remain in the classroom or multi-purpose room, depending on the situation, until such time as it is determined by the Office of Emergency Services that they can be

safely evacuated or taken home. In any event, students will remain under the direction of the principal until they are released to their parents.

C. Parents will receive information through the media (radio and television) as to when the students will be able to be released to their parents. This authorization for release will come from the Office of Emergency Services. No release of students will take place until such authorization has been given.

### **STUDENT CONDUCT AT LUNCH PERIODS**

Students may eat their lunch outside as weather permits or inside classrooms. All students must follow these simple rules of proper conduct:

- Leave the area clean; discard all trash in garbage can and stack the lunch tray
- Walk with your hands to yourself
- Use indoor voices
- Stay seated while eating
- Seat time requirements from CDC:
  - 10 minutes for breakfast
  - 20 minutes for lunch

### **STUDENT BEHAVIOR**

The purpose of any system of behavior modification is to encourage students to make good choices when dealing with others. There are, however, consequences for inappropriate behavior (poor choices). These consequences vary in the manner in which they are handled. For the vast majority of situations, restorative practices will be used to repair relationships and right wrongs.

The consequence for electing any of the following behaviors **may** result in a student being suspended or expelled on his/her first offense and **will definitely** result in suspension on the second and all subsequent offenses:

- Mutually combative fighting and any unprovoked assault
- Possession or use of tobacco or tobacco product
- Possession, distribution, use, or sale of a controlled substance
- Possession of a weapon or explosive device (real or replica)
- Verbal or written threats of violence towards other students, staff, or administrators
- Sexual harassment
- Intimidation of other students, or extortion
- Otherwise endangering the welfare of fellow students

Other behavioral issues such as defiance of school authority, disruption of school activities, disregard for authority, continual profanity, gum chewing, throwing rock or other dangerous objects, etc. **can** result in any of the following actions: parent conference, reflection/detention,

behavioral contract, some mutually agreeable community/school service, in-house suspension, and/or regular suspension.

Students are encouraged to solve their own problems as they arise. They are also asked to consider alternative approaches to behaviors which have proven to be inappropriate. In most situations students will be given the responsibility of providing solutions; some consequences, however, are dictated either by Education Codes and district policies and regulations.

### **STUDENT BEHAVIORAL STANDARDS**

A student may be subject to suspension or expulsion for committing any of the acts listed below and shall be suspended and/or expelled when so required by law.

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold or otherwise furnished real or replicas of any firearm, knife, explosive, pepper or mace spray, or any other dangerous object.
3. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance as defined in the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage or an intoxicant of any kind and then either sold, delivered or otherwise furnished to any person another liquid substance or material and represented the liquid substance or materials as a controlled substance, alcoholic beverage or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco or any products containing tobacco or nicotine products including, but not limited to cigarettes, cigars, e-cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
9. Discriminated, intimidated, or harassed any person with respect to ethnic group, religion, gender, color, race, national origin and physical or mental disability.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Unlawfully possessed, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia as defined in the Health and Safety Code (Section 11014.5).
12. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
13. Knowingly received stolen school property or private property.
14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286.2888, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.

Students in grades 4 through 8 are also subject to suspension or recommendation for expulsion for any of the acts listed below:

1. Committed sexual harassment as defined in Education Code 212.5.
2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 33032.5
3. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.

A student may be suspended or expelled for any of the acts listed above if the act occurs while on school grounds, while going to or coming from school, during lunch or recess periods, or during, going to, or coming from a school-sponsored activity. In addition, each school publishes discipline rules and information specific to that school. The District supports a zero tolerance approach to serious offenses. This approach makes the removal of potentially dangerous students from the classroom a top priority. It ensures fair and equal treatment of all students and requires that all offenders be punished to the fullest extent allowed by law. Staff will immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy, and Administrative Regulation as cause for suspension or expulsion.

The District recognizes that behavior problems that develop in the middle grades can have serious detrimental effects. In order to provide special attention at this critical time, the District may suggest or refer to alternative schools for those students who are at risk, exhibiting irregular attendance or disorderly/insubordinate behaviors. In addition, the District believes that parental involvement plays an important role in the resolution of classroom behavior problems.

When initial efforts by teachers fail to bring about improvement, current law enables parents/guardians to be absent from work without endangering their employment status in order to attend a portion of their child's school day at a teacher's request.

Besides furthering improved classroom behavior, such attendance can promote positive parent-child interactions. When appropriate, the school may inform parents/guardians of available school and community resources and counseling which may assist them in developing more effective parenting skills.

An individual with exceptional needs currently enrolled in a special education program may be expelled for the same reasons as a regular education pupil providing that an Individual Education Program (IEP) team has met prior to the District Board ordering expulsion.

### **ACCESS TO PENAL AND CIVIL LAWS OF THE STATE**

The Attorney General has made available information concerning crimes committed against persons or property on school grounds. This information includes, but is not limited to, reporting requirements, explanations of crimes and procedures for reporting crimes, explanation of the procedures by which any person or the school may initiate the prosecution of offenders for these

crimes, any explanation of parental liability for injury or property damages resulting from the intentional acts of a minor, and an explanation of any right benefits as a consequence of injury or damage resulting from these crimes.

### **TOBACCO FREE SCHOOLS BP 3513.3 & BP 5131.6**

The Governing Board recognizes that tobacco use presents serious health risks and desires to provide support and assistance in the prevention and intervention of tobacco use among youth.

The Governing Board recognizes the health hazards associated with smoking, vaping, and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff.

Students shall not smoke, vape, or use tobacco, or any product containing tobacco or nicotine, while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. (Education Code 48901)

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

This prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event.

### **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

**All infractions of school rules or regulations that compel a staff member to document the incident by filling out a slip will result in intervention by the campus supervisor, principal (or his/her designee), or the teacher.** In all such cases a reasonable effort will be made to notify parents. The Concow School Code of Conduct Level/Step chart in this handbook is designed to represent the District's "progressive discipline" policy. It is possible for a subsequent infraction to result in a more severe consequence than is indicated at a particular "Level," if there have been other infractions at different levels.

### **GOLDEN FEATHER UESD DISCIPLINE PLAN**

The Golden Feather Union Elementary School District, committed to excellence in its school program, considers discipline essential to the educational process. Our goal is to provide students with a calm, safe, secure environment for education.

The district believes all students can behave at school, and have a responsibility to behave in a manner that allows teachers to teach and students to learn. Students cannot violate the best interest of any person in the school community.

Students are expected to meet our adopted expectations - Be Safe, Be Responsible, and Be Respectful. We are all EAGLES.

Everyone  
Acts responsibly,  
Gives respect,  
Listens attentively,  
Encourages others,  
Stays safe

## **Standard Disciplinary Procedures**

When a student is involved in some form of misbehavior, a careful review of the incident will occur. Generally speaking, consequences are typically progressive when a student repeats behavior inappropriate for the educational environment. It should be noted that any offense or combination of offenses may lead to expulsion if other means of correction fail to bring about a change in behavior or if the student's presence on campus constitutes a danger to others. It is our intent to change misbehavior at the lowest possible level. The Golden Feather UESD Code of Conduct outlines the minimum and maximum consequences for each infraction.

## **Guidelines for Appropriate Behavior**

- Students shall enter the classrooms in an orderly manner.
- They shall be seated, quiet, and ready for work.
- They shall bring all necessary materials.

Rules of courtesy to teacher and fellow classmates shall be followed at all times:

- Giving courteous attention when anyone is addressing the class
- Raising of hand for permission to speak
- Respecting public and private property
- Holding private conversations during passing periods rather than in class time.

Students shall meet each teacher's standards concerning such class procedures as:

- Sharpening pencils
- Getting needed materials
- Staying in seats
- Each student shall be responsible for keeping the classroom neat.
- The teacher shall dismiss the class, not by the passing bell.
- Students shall leave classrooms in an orderly manner.
- No student shall be out of class without permission.
- **GUM IS NOT ALLOWED on campus at any time.**
- **SPITTING IS NOT ALLOWED.**
- **HATS & HOODS CANNOT BE WORN INSIDE ANY BUILDING.**
- Valuable Electronic DEVICES should not be brought to school. The care of a V.E.D. is the responsibility of the student.
- TOYS and TRADING CARDS are not allowed. (The return of confiscated items will be made to the parent at the discretion of the administration.)



## Conduct Outside the Classroom

- There shall be orderly behavior at all times outside the school buildings. This requires walking on campus and keeping voices at a normal level.
- Students shall take good care of furniture, books, lavatories, and other facilities and equipment provided for their use. All school personnel shall be treated and addressed in a respectful manner.
- School offices are the center of business activities. Students entering any office shall have a legitimate purpose and shall conduct themselves accordingly.

Students shall be expected to comply with all rules and regulations for behavior on the **school grounds** and in the **cafeteria**, such as:

- Eating in assigned area
- Helping maintain a neat and orderly cafeteria and campus
- No rough-housing, pushing, or shoving
- No public display of affection **PDA** (hugging, kissing, holding hands, etc.)

## Electronic Device / Cell Phone Policy

Electronic Devices (Cell Phones, Tablets, MP3 Players, CD Players, Gaming Devices, etc.): All electronic devices must be **turned off from the time they arrive at school** until the bell rings at the **end of the school day**. If the device is used or turned on, it will be confiscated and turned into the main office.

Consequence: The student's parent or guardian will be required to come to the school to pick up the device.

Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.

The school takes no responsibility for the loss or damage of such devices and will not investigate loss or theft.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code [48901.5](#))

School Board Approved with Parent, Staff, and Stakeholder Input – 2017

## Schoolwide Positive Reinforcement - PBIS

Positive rewards are an essential part of the Discipline Plan. Students following the school rules will be offered positive rewards. Students displaying appropriate behavior will earn:

- ***Satisfaction of learning***
- Teacher and administrative recognition
- ***Friendly interactions from staff members and peers***
- Reward activities
- Award assembly
- Honor roll
- Perfect attendance recognition
- Classroom rewards/activities
- Eagle bucks / Student store

### **Reflection / Detention**

- Reflection / Detention is quiet.
- Time will be allowed for a restroom break.
- Students will reflect upon their behavior during this time.
- Parents will be notified

### **Suspension**

Suspension means removal of a student from ongoing instruction in an attempt to bring about proper conduct. It also means that the student is not to attend or participate in school activities for the duration of the suspension. Students are not eligible to attend the weekly/monthly reward activity. Reasonable effort will be made to notify parents of a suspension immediately. Students in danger of accumulating more than 20 days of suspension in a single year will be counseled to explore options to a regular schedule, i.e. referral to Community Day School or other alternative education program.

### **Expulsion**

Expulsion means removal of a student from the school in which the infraction(s) took place. A student who is expelled may be referred to an Alternative Educational placement.

### **Citizenship**

Students will be receiving a citizenship grade each trimester on their report card in addition to academic grades. Citizenship grades will not be used for grade point average, but it will be used as criteria for participation in school related events. Concow students share in the responsibility of maintaining a learning atmosphere, which respects the right of others to learn.

### **FIELD TRIPS**

Teachers will schedule field trips for their students periodically throughout the year. Field trips are an extension of the classroom and help to provide a real or hands-on experience that cannot be found in the classroom. All students going on a field trip must have a district-approved permission slip signed and on file at the school. Parents are encouraged to read, sign, and return the district permission slip in a timely fashion as notes written by the

parent are no longer acceptable. Students who do not submit a signed district form will not be allowed to participate in the field trip. Permission for students participating in and being transported to and from athletic events must be provided on a different district-approved form. The athletic permission slip will be valid for all field trips within that sport activity. Appropriate behavior shall be a factor when considering eligibility of students to participate in an off campus field trip. Reward and/or Honor trips will have good behavior and academic achievement eligibility criteria that each student will need to attain to participate in the trip.

### **AUTHORITY OF BUS / VAN DRIVER**

Pupils transported in a school bus / van or in a school pupil activity bus shall be under the authority of, and responsible to, the driver of the bus / van. The bus / van driver shall be held responsible for the orderly conduct of the pupils while they are on the bus / van or being escorted across a street, highway or road. As bus / van transportation is a privilege, disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus / van driver shall not require any pupil to leave the bus / van en route between home and school or other destinations.

### **BUS / VAN RULES**

The following outlines student responsibilities for maintaining the privilege of riding a school bus / van. Each student will be expected to adhere to these regulations or possibly lose their bus / van privileges.

1. The driver has complete authority in operating his/her bus / van at all times. If for any reason a driver determines that a child's behavior is creating an unsafe situation on the bus, the driver has the authority to deny continued transportation privileges.
2. No pupil is permitted to interfere with or to molest the property of another pupil while riding on, waiting for, or going to and from the bus / van.
3. Playing musical instruments, eating, chewing gum, whistling, yelling, loud talking, profane language, throwing articles, shooting rubber bands, scuffling, or any other distracting commotion is strictly forbidden on the bus / van.
4. No animals, glass items, sharp objects, weapons, or incendiary devices may be transported on the bus / van. This is California State Law.
5. Any pupil damage to the bus / van that cannot be considered ordinary wear and tear must be paid for by the pupil or his/her parents/guardians.
6. After leaving the bus / van, the pupil shall go directly to his/her home.
7. While on the bus / van, no part of the pupil's body shall be out of the window. This includes hands, arms, legs, etc.
8. When the pupil enters the bus / van, he/she seats himself/herself as directed by the driver. He/she does not move from that seat until the driver stops the bus / van at the student's destination unless the student has permission from the driver.
9. No pupil shall leave the bus / van at any other designated stop than his/her regular stop unless there is a note from the parent/guardian to that effect. The note must also be

signed by office personnel and presented to the driver as the student enters the bus / van on his/her way home.

10. The student is responsible to the school and must follow school rules from the time you leave home in the morning until you arrive back home after school, provided you go directly home from the bus / van stop.

**NOTE:** Continued violations or severe violations may result in permanent denial of transportation privileges.

## **GOLDEN FEATHER UNION SCHOOL DISTRICT**

### **HOMEWORK POLICY**

It is the intent of the Board of Trustees to set high expectations for all Golden Feather students and to reward those who work diligently at school and at home. However, the Board and staff recognize that individual student circumstances may at times result in difficulty completing the assigned workload. Further, the Board and staff are interested in finding ways to help students succeed in and out of class without abandoning commitment to Board approved standards. Therefore, when parents realize their child is not succeeding in homework performance, the Board and staff emphatically encourage parents to call and/or visit their child's teacher or the Superintendent/Principal. In cases in which the Superintendent/Principal is contacted first, parents will most often be referred directly to the teacher prior to administrative intervention. When staff observe a student falling behind as a result of homework deficiencies, the parent will be contacted directly or through progress reports or other forms of contact.

#### **The Following is Approved Grade Specific Homework Rationale:**

##### *Primary Level (K-3):*

Homework will reinforce concepts taught in class.

##### *Intermediate Level (4-6):*

Homework may continue to reinforce concepts taught in class, and may also include other meaningful assignments, or include completing assignments assigned in class but not finished.

##### *Junior High School (7-8):*

Homework may include the rationale for intermediate level classes above; however, it should also address a variety of curricular subjects. One goal of homework at the Intermediate and Junior High School level is to progressively increase the amount of time a student spends practicing study skills, practicing self-discipline and practicing time management. This practice will prepare students for the homework rigor they will encounter in today's high school that is likely to include daily homework in all academic classes and many elective classes.

## **EIGHTH GRADE GRADUATION PROMOTION**

1) All students who are being promoted to 9<sup>th</sup> grade should be allowed to participate in graduation ceremonies.

- However, if the teacher believes that a student may disrupt the graduation ceremony (based on discipline history), the teacher may call a meeting with the parents, the student and the Superintendent/Principal to discuss the concerns and make a determination regarding student participation in the ceremony.
- A student will not be allowed to participate in graduation ceremonies if the student fails the 8<sup>th</sup> grade, but is referred to the high school district because of age or it was determined that he/she would not benefit from retention.

2) A student who has an “F” any trimester in the areas of math, reading, language arts, science, or history may be a candidate for retention. This may also be the case if a student falls below a 1.5 G.P.A.

- A student may not be promoted if there are two trimesters with an “F” in the core areas of math, reading, or language arts during the 8<sup>th</sup> grade year. Extenuating circumstances will be considered in this determination.
- Students who do not meet the criteria for promotion by the end of the summer, but will reach 15 years of age before December 1, will be assigned to the high school program.

3) Appropriate behavior shall be the primary factor when considering eligibility of students to participate in off campus field trips, after graduation activity, and other graduation or end of the year activities.

- Students may be prevented from participating in these activities if:
  - A student is suspended twice (in-school or at home) within the last trimester of school.
  - A student receives an excess of five pink slips after January 1.
  - A student is suspended more than three times in the school year.
  - A student receives an “F” in citizenship for more than one quarter during the year, according to the discipline plan.

## **NOTICE TO PARENTS**

As a parent of a student at Golden Feather Union Elementary School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child.

Federal law allows you to ask for certain information about your child’s classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child’s classroom teachers.

- Whether the California Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.

- Whether the California Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so the subject of the degrees.
- Whether any teacher's aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.
- Timely notice that your child has been assigned or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified

If you would like to receive any of the information, please call the district office at 533-3467.

### **PARENTS' CLUB**

The Golden Feather Union Elementary School District invites everyone to join the Parents' Club. This Club meets monthly and parents and community members are encouraged to join. The Parents' Club holds fund raising activities for school needs and supports the school programs. Contact the school site office for more information.

### **PARENT VOLUNTEERS**

Golden Feather Union Elementary School District welcomes parent involvement. Parent involvement is essential to helping students achieve. Studies show that parents who play an active role in their children's education are more successful. The goal of the teaching staff at Golden Feather Union Elementary School District is to help each child make progress in all areas. Parent involvement will help reach this goal.

## 5-8 CODE OF CONDUCT

Violation	Step 1	Step 2	Step 3	Step 4	Step 5
<b><u>Level 1</u></b>  Weapons, explosive devices Threat to teacher Assaults Firecrackers Drugs: Possession of/use of drugs on campus Sale of drugs Hazing Sexual Harassment	GO TO STEP 5  <i>8<sup>th</sup> grade students ineligible for all extra-curricular activities.</i>	GO TO STEP 5  <i>8<sup>th</sup> grade students ineligible for all extra-curricular activities.</i>	GO TO STEP 5  <i>8<sup>th</sup> grade students ineligible for all extra-curricular activities.</i>	GO TO STEP 5  <i>8<sup>th</sup> grade students ineligible for all extra-curricular activities.</i>	<u>Minimum:</u>  5 day suspension  <u>Maximum:</u>  Recommendation to Board of Education for expulsion and referral to law enforcement  <i>8<sup>th</sup> grade students ineligible for all extra-curricular activities.</i>
<b><u>Level 2</u></b>  Smoking/Possession of tobacco or tobacco paraphernalia including vaporizers (vapes)  Fighting, robbery/extortion  Damaging school property  Theft  Dangerous games such as "Choking Game"	GO TO STEP 3	GO TO STEP 3	<u>Minimum:</u>  1 day suspension  <u>Maximum:</u>  Expulsion	<u>Minimum:</u>  3 day suspension  <u>Maximum:</u>  Expulsion	<u>Minimum:</u>  5 day suspension  Referral to anger management counseling  <u>Maximum:</u>  Expulsion  Referral to Community Day School  Citation by law enforcement
<b><u>Level 3</u></b>  Bullying, cheating, forgery, profanity, threats, disrespect, defiance, theft  Tardies during school day  (K-8 will not be suspended for defiance / disrespect)	<u>Minimum:</u>  Bench time  Parents notified  <u>Maximum:</u>  1 day suspension	<u>Minimum:</u>  Reflection/ Detention  Parent, teacher, principal conference  <u>Maximum:</u>  2 day suspension	<u>Minimum:</u>  1 day suspension  Referral to Study Team  <u>Maximum:</u>  5 day suspension	<u>Minimum:</u>  2 day suspension  <u>Maximum:</u>  5 day suspension	<u>Minimum:</u>  5 day suspension  <u>Maximum:</u>  Expulsion

<b><u>Level 4</u></b>  Roughhousing, spitting, name calling  Unacceptable playground behavior such as throwing rocks, sticks, and sand  Excessive display of affection  Negative comments/ put downs	<u>Minimum:</u>  Bench time  Parents notified  <u>Maximum:</u>  1 day suspension	<u>Minimum:</u>  Reflection / Detention  Principal conference  Parents notified  <u>Maximum:</u>  2 day suspension	<u>Minimum:</u>  1 day suspension  Parent, teacher, principal conference  Referral to Study Team  <u>Maximum:</u>  3 day suspension	<u>Minimum:</u>  2 day suspension  <u>Maximum:</u>  5 day suspension	<u>Minimum:</u>  3 day suspension  <u>Maximum:</u>  5 day suspension
<b><u>Level 5</u></b>  <b>Bus / Van Misconduct</b>  30 days with no violations will return status to Step 1	<u>Minimum:</u>  Warning  <u>Maximum:</u>  Bench time  1 day suspension	<u>Minimum:</u>  Transportation suspended until parents meet with school officials  <u>Maximum:</u>  3 days suspension	<u>Minimum:</u>  Transportation suspended for 3 days  <u>Maximum:</u>  5 days suspension	<u>Minimum:</u>  Transportation suspended for 5 days  <u>Maximum:</u>  Loss of bus / van privileges	<u>Minimum:</u>  Loss of bus / van privileges
<b><u>Level 6</u></b>  Dress Code violation  Gum chewing, littering	<u>Minimum:</u>  Warning  <u>Maximum:</u>  Bench time	<u>Minimum:</u>  Reflection / Detention  <u>Maximum:</u>  Notify parents	<u>Minimum:</u>  Reflection / Detention  <u>Maximum:</u>  1 day in-house suspension	<u>Minimum:</u>  1 day in-house suspension  <u>Maximum:</u>  1 day school suspension  Referral to Study Team	<u>Minimum:</u>  2 day suspension  Referral to Study Team  <u>Maximum:</u>  5 day suspension



## K-4 CODE OF CONDUCT

Violation	Step 1	Step 2	Step 3	Step 4	Step 5
<u><b>Level 1</b></u>  Weapons, explosive devices  Assault on staff  Firecrackers / Fireworks  Drugs:  Possession of/use/sale of drugs on campus  Sexual Harassment	GO TO STEP 3	GO TO STEP 3	<u>Minimum:</u>  1 day suspension   <u>Maximum:</u>  Expulsion	<u>Minimum:</u>  3 day suspension   <u>Maximum:</u>  Expulsion	<u>Minimum:</u>  5 day suspension   <u>Maximum:</u>  Recommendation to Board of Education for expulsion and referral to law enforcement
<u><b>Level 2</b></u>  Smoking/Possession of tobacco or tobacco paraphernalia including vaporizers (vapes)  Robbery/extortion  Damaging school property  Obscene Act	GOT TO STEP 3	GO TO STEP 3	<u>Minimum:</u>  1 day suspension   <u>Maximum:</u>  Expulsion	<u>Minimum:</u>  3 day suspension   <u>Maximum:</u>  Expulsion	<u>Minimum:</u>  5 day suspension  referral to anger management counseling  <u>Maximum:</u>  Expulsion  Referral to Community Day School  Citation by law enforcement
<u><b>Level 3</b></u>  Bullying, cheating, fighting Profanity, threats, disrespect Defiance, graffiti Tardies during school day Throwing food Lying  (K-8 will not be suspended for defiance / disrespect)	<u>Minimum:</u>  Warning Bench time Parent, teacher, conference  <u>Maximum:</u>  2 day suspension	<u>Minimum:</u>  Reflection / Detention  Parent, teacher, principal conference  <u>Maximum:</u>  2 day suspension	<u>Minimum:</u>  1 day suspension  Referral to Study Team  <u>Maximum:</u>  5 day suspension	<u>Minimum:</u>  2 day suspension  <u>Maximum:</u>  5 day suspension	<u>Minimum:</u>  5 day suspension  <u>Maximum:</u>  Expulsion

<b><u>Level 4</u></b>  Roughhousing, spitting, name calling  Unacceptable playground behavior such as throwing rocks, sticks, and sand  Excessive display of affection  Negative comments/ put downs	<u>Minimum:</u>  Warning  Bench time  Parents notified  <u>Maximum:</u>  1 day suspension	<u>Minimum:</u>  Reflection / Detention  Principal conference  Parents notified  <u>Maximum</u>  2 day suspension	<u>Minimum:</u>  1 day suspension  Parent, teacher, principal conference  Referral to Study Team  <u>Maximum:</u>  3 day suspension	<u>Minimum:</u>  2 day suspension  <u>Maximum:</u>  5 day suspension	<u>Minimum:</u>  3 day suspension  <u>Maximum:</u>  5 day suspension
<b><u>Level 5</u></b>  <b>Bus / Van Misconduct</b>  · 30 days with no violations will return status to Step 1	<u>Minimum:</u>  Warning  <u>Maximum:</u>  Bench time  1 day suspension	<u>Minimum:</u>  Transportation suspended until parents meet with school officials  <u>Maximum:</u>  3 days suspension	<u>Minimum:</u>  Transportation suspended for 3 days  <u>Maximum:</u>  5 days suspension	<u>Minimum:</u>  Transportation suspended for 5 days  <u>Maximum:</u>  Loss of bus / van privileges	<u>Minimum:</u>  Loss of bus / van privileges
<b><u>Level 6</u></b>  Dress Code violation  Gum chewing, littering	<u>Minimum:</u>  Warning  <u>Maximum:</u>  Bench time	<u>Minimum:</u>  Bench time  Parent, teacher conference  <u>Maximum:</u>  Conference with principal	<u>Minimum:</u>  Bench time/ Notify parents  <u>Maximum:</u>  2 days bench time	<u>Minimum:</u>  1 day in-house suspension  <u>Maximum:</u>  1 day school suspension	<u>Minimum:</u>  Parent, principal conference  Referral to Study Team  <u>Maximum:</u>  2 day suspension