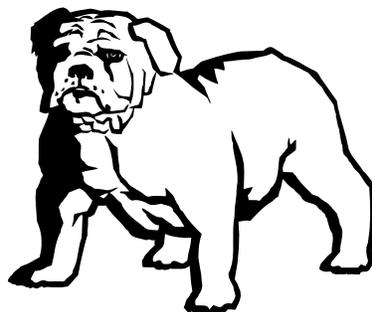


# Valley Springs Elementary School



Handbook of Rules and Procedures  
for Students and Parents

*Show Respect*  
*Make Good Decisions*  
*Solve Problems*

**Home of the Bulldogs**  
240 Pine Street  
Valley Springs, CA 95252  
754-2141  
FAX (209) 772-1013

## CALAVERAS UNIFIED SCHOOL DISTRICT

P.O. Box 788 - 3304 Highway 12  
San Andreas, CA 95249

Main Phone Number- 754-2300

Transportation Department- 754-2315

Emergency/Bus Route Info. Line- 754-2321

Food Service - 754-2120

Special Education - 754-2324

CUSD PreSchool/Childcare-754-2327

District Website <http://www.calaveras.k12.ca.us>

School Website [vse.mybigcampus.net](http://vse.mybigcampus.net)

### EMERGENCY INFORMATION

Tune to 92.7 FM after 5:30a.m (KVML Sonora) 736-9350

Tune to 93.5 FM after 5:30 a.m. (KKBN Sonora) 736-9350

KNGT Hometown Radio

KXTV Channel 10

KCRA-TV Channel 3

Dear Families,

Welcome to Valley Springs Elementary School! We are excited to have you and your child as a member of our school community, and are eager to celebrate successes as we embark on a new school year.

The staff at Valley Springs is prepared to provide your child with the best education possible. Our school's mission is clear: in partnership with students and their parents/guardians, we seek to provide a quality education, in a safe and supportive learning environment, where your child can grow as an individual academically, socially, and emotionally to become a productive member of society.

Your role in this mission is critical, and I highly encourage you to become involved in your child's education, through classroom volunteering, involvement with our PTO, and/or through communication and contact with your child's teacher and support staff.

Please keep the lines of communication open as much as possible, so we can address issues directly and in a timely manner. If you have any questions, comments, or concerns please feel free to contact either your child's teacher, or myself directly.

This booklet outlines some of the school's rules and procedures. **Please read through and review this booklet with your child so that you are adequately informed.**

We look forward to forging a strong partnership with you, as we work together to support the needs of your child.

Sincerely,

Valley Springs Elementary Staff Members

**DAILY SCHEDULE**

Monday through Thursday (TK-6<sup>th</sup>):

School day begins: 7:45  
School day ends: 2:00

Fridays and Minimum Days (all grades TK-6<sup>th</sup>):

School day begins: 7:45  
School day ends: 12:00

**\*Minimum Day for Staff Planning and Professional Development will be every Friday\***

**BELL SCHEDULE**

<b><i>Regular Day</i></b>	TK & Kinder	1st & 2nd	3rd & 4th	5th & 6th
School Begins	7:45	7:45	7:45	7:45
AM Recess	9:10 to 9:30	1st: 9:10 to 9:30	3rd: 9:35 to 9:55	5th: 10:00 to 10:20
AM Recess		2nd: 9:35 to 9:55	4th: 10:00-10:20	6th: 10:00 to 10:20
Lunch	11:10 to 11:30	11:35 to 11:55	12:00 to 12:20	12:25 to 12:45
Lunch Recess	11:30 to 11:50	11:55 to 12:15	12:20 to 12:35	12:45-1:00
Dismissal	2:00	2:00	2:00	2:00

<b><i>Minimum Day</i></b>	TK/Kinder/1st	2nd & 3rd	4th through 6th
School Begins	7:45	7:45	7:45
AM Recess	9:10 to 9:30	9:35 to 9:55	<b>No Recess</b>
Lunch	11:20-11:45	10:50-11:15	10:20-10:45
Dismissal	12:00	12:00	12:00

**AFTER SCHOOL PROGRAM**

“Kid’s Place” is a before and after school program operated by the Calaveras Unified School District. “Kid’s Place” is located on the Valley Springs campus and offers programming to Valley Springs students in grades TK through 6. Programming for all TK through 6<sup>th</sup> grade students runs from 2:00 to 6:00 p.m. Monday-Thursday and 12:00-6:00 p.m. on Fridays. For registration and information, please contact Patti Luna at the school or the District ASP office at 754-2327.

**APPOINTMENTS DURING THE SCHOOL DAY**

Effort should be made to schedule medical, dental, or other appointments outside of the school day. When that is not possible, please have your child attend school for **any** portion of that day that is possible. When students attend for a portion of the school day, the student gets credit for attending and our school receives funding from the state.

**ATTENDANCE**

Research clearly indicates that good attendance has a direct, positive effect on student achievement, promotion, graduation, behavior, and employment potential. We believe that it is important for our students who will someday be entering the world of work to learn that punctuality and excellent attendance are keys to job retention and success. When considering grade advancement at Valley Springs Elementary, attendance is one of the

four criteria for advancement. Students with perfect attendance are honored and awarded prizes at the end of each trimester.

State school attendance accounting procedures changed in 1998, in an effort to improve student attendance. We will be enforcing required attendance laws as follows:

- Parents are required to notify the school if their student is absent in order to justify the absence. This may be done by note or phone call to the office (754-2141).
- Justified absences include the following reasons: personal illness, medical appointments, death of an immediate family member, jury duty or other court appearance, or observance of a religious holiday. All other reasons for absences are unjustified.
- Repeated absences due to illness may require a doctor's note.
- Absences for reason of family vacation are considered unjustified. Independent study contracts may be developed if a student will be absent from school for 5 or more days. In order to have the option of independent study, it is critical that you notify the office well in advance (at least 3 weeks in advance).
- When students have 3 or more unexcused absences, a truancy letter will be sent to you notifying you of the need to improve attendance. Should unexcused absences continue, additional letters may be sent. If attendance still continues after receiving two letters, a SARB hearing may be scheduled at the County Office of Education. Following that hearing, charges may be filed against guardians.

It is our hope that we can keep in close communication concerning school attendance so that a SARB referral does not become necessary.

### **BEHAVIOR EXPECTATIONS**

All students at Valley Springs Elementary School are entitled to an education in a positive environment that is safe and conducive to learning. Our staff is committed to providing a supportive atmosphere where each student can attain his/her maximum potential. It is our intent to address all aspects of the child; emotional, social, academic, behavioral and ethical.

With regard to behavior, high standards are set and expected to be met. These standards apply not only while students are on campus and in the classroom, but while going to and from school, and at any school sponsored function.

When school rules are broken, discipline is assigned in a **Personal, Developmental, and Progressive** manner.

- **Personal:** The discipline of a student is confidential and is discussed only with the student and his/her teachers and parents. Discipline is not discussed with other parents or students.
- **Developmental:** Children of different ages and with different issues are assigned consequences that fit their individual needs. All issues will be dealt with in a way that promotes individual responsibility and assures student safety.
- **Progressive:** Repeat violations warrant more serious consequences which may include loss of privileges, in house or at home suspension (ed. code 48900), behavior contract, district hearings, requirement of parent to attend portions of the school day (ed. code 48900), and/or expulsion.

To provide a positive educational atmosphere, the following expectations have been established.

#### **Valley Springs Elementary Discipline Policy**

Our three personal standards/school rules: Show respect, make good decisions, and solve problems.

All teachers will communicate with students and parents/guardians concerning classroom rules and expected behavior. Failure to observe classroom rules will result in the following:

#### **Disciplinary Procedures**

Failure to observe classroom rules will result in the following steps. If the teacher's classroom policy/consequence/reward system and subsequent parent communication is not redirecting behavior, the student will be referred to the principal.

	Behavior Infraction	Consequence
Level A	Dress code violation	One discipline point
	Out of class without a pass	
	Inappropriate classroom behavior	Classroom consequences,

	Rough/boisterous behavior Inappropriate lunchroom or playground behavior Leaving school without checking out Unprepared for class Use of electronic device at school Gum/littering/spitting Profanity or vulgarity Gossiping Out of bounds	conflict resolution, incentive charts, apology letters and/or Parent phone call and/or one recess detention
Level B	Bus citation Disrespect to students/staff Bullying or harassing behavior Cheating or forging Hazing/ gang activity Classroom disruption Computer/internet violation Tobacco possession or use Defiance of authority Any second occurrence of Level A offense	Two or three discipline points  Any Level A consequences and/or Recess detention and/or class suspension
Level C	Abusing or defacing school/personal property Fighting (2-5 day suspension) Threatening others (Physical injury-law enforcement called (p.c. 241.2) Dangerous behavior Inappropriate display of public affection Fireworks Any second occurrence of Level B offense	Three to five discipline points  Any Level A consequences and/or Detention and/or suspension
Level D	Possession of or use of alcohol controlled substances Committing hate crimes Assault/battery of adults/students Terrorist threats toward school officials/school property Threat to adults Attempting or committing sexual assault Theft Possession or use of weapons Any second occurrence of Level C offense	Six points  Three to five suspension and possible referral to district discipline hearing

**AT THE ACCUMULATION OF 5 POINTS:**

Parents/guardians will be notified by telephone or mail that their student has reached five points.

**AT THE ACCUMULATION OF 10 POINTS:**

A Site Disciplinary Hearing with the parent/guardian, student and administrator will be scheduled. The student will be warned of more serious disciplinary action if behavior continues. A behavior contract may be developed at this time and a S.A.R.B. letter will be sent if appropriate. A positive reinforcement play may also be put in place for the student.

**AT THE ACCUMULATION OF 11-14 POINTS:**

Student Study Team Meeting (SST) -The administrator will schedule an S.S.T. meeting of student, parent/guardian, teachers, and an administrator. The meeting will include discussions about the student's academic standing, discipline, and attendance. Consequences will include the development or evaluation of a behavior contract and in addition, a warning will be given regarding a possible change of placement or expulsion and a possible SARB referral.

**AT THE ACCUMULATION OF 15 POINTS:**

The student and parent/guardian will meet with the District Disciplinary Review Panel, a site administrator and a representative of alternative education to create a plan to help the student be successful and to review the student's behavioral contract. The student will be prohibited from participating in extra or co-curricular activities for twenty days. Change of placement or possible expulsion will be considered.

**AT THE ACCUMULATION OF 20 POINTS:**

District hearing -changing the student's placement or recommending expulsion will be discussed.

**EDUCATION CODE 48915 STATES THAT THE GOVERNING BOARD SHALL EXPEL ANY STUDENT WHOM THE BOARD CONCLUDES HAS COMMITTED ONE OF THE FOLLOWING OFFENSES:**

Possessing, selling, or otherwise furnishing a firearm.

Brandishing a knife at another person.

Unlawfully selling a controlled substance

**BOARD POLICY STATES THAT THE SCHOOL ADMINISTRATION SHALL RECOMMEND FOR EXPULSION ANY STUDENT WHO COMMITS ONE OF THE FOLLOWING ACTS:**

Assault and battery

Use or possession of weapons or explosives

Use or possession of alcohol or drugs

Theft, robbery or extortion

Sexual harassment or hate violence

Serious vandalism or arson

Attempting or committing sexual assault or battery

## **BULLYING POLICY**

**Rationale:** All students at Valley Springs Elementary School have the right to learn in a safe, nurturing and non-threatening environment. Only then will all members of our school community be able to achieve to his/her maximum potential. Bullying of any sort prevents this from happening.

**Definition of Bullying:** Bullying is a form of aggressive, hurtful behavior, which is persistent and unprovoked. It involves an abuse of power. It may take various forms, including physical, verbal, and emotional. Examples of bullying include but are not limited to: physical: kicking, pushing, tripping, hitting; verbal: name-calling, teasing, spreading rumors; emotional: excluding from play, threatening, making faces.

**Expectations:**

Students have a responsibility to behave in a caring manner towards all members of our school community and to help create an environment where bullying is not accepted. They are expected to report to staff any suspected or witnessed instances of bullying.

Teachers and other staff members have the responsibility to investigate and take seriously, all reported incidents of bullying. They are expected to do all they can to ensure that the students of Valley Springs Elementary feel safe and secure both physically and emotionally.

Parents are entitled to expect that their child will be educated in an environment that is safe, caring and respectful of their individual needs. Parents have a responsibility to ensure that their child cooperates with teachers, other staff, and other students. They have a responsibility to inform the school on any incidents of bullying that they are aware of.

Action to be taken when bullying behavior is suspected:

- Listen carefully and sympathetically to the student's concerns.
- Ask the student what they would like to see happening to resolve the situation and what they think would make it worse.
- The student should be asked to give the names of potential witnesses.

- The student should be told he/she must take some responsibility for his/her own safety-keep away from the alleged instigator, do/say nothing to provoke bullying behavior from the instigator, and report any further incidents.
- Discuss with the student others that they could talk to: friends, other teachers, parents.
- Support and protection should be ensured and agreement reached on an appropriate course of action.
- If the situation warrants it, the child's parents should be kept fully informed.
- Check with the student, in a few days, on how they are feeling, if any further incidences have occurred, who they have talked to.
- The student doing the alleged bullying should be interviewed quickly. Explain calmly and dispassionately the allegations of bullying behavior.
- The student doing the alleged bullying should be given an opportunity to tell their story and if necessary asked to give the name of potential witnesses.
- The implications of bullying behavior, whether intentional or not, should be pointed out.
- Assurances that the bullying will not be repeated should be sought.
- The student doing the alleged bullying should be told that the student(s) being targeted has been told to report any further incidents from any source and that he/she must also report any incidents where the student being targeted says/does anything connected to the original incident.
- Depending on the record of the student doing the alleged bullying and the seriousness of the bullying incident, the parents should be contacted and informed of the circumstances, discuss any relevant background information and secure support for any remedial action to be taken.
- The student doing the alleged bullying may be referred to a school administrator.
- It may be considered appropriate if both students agree, to bring the two parties together and reach an agreement on the nature of further relationships.

Sanctions for bullying, depending on the perceived seriousness and previous involvement in similar behavior, include behavioral referrals, detentions, suspensions, and ultimately expulsion.

### **CHARACTER EDUCATION**

Each month, Valley Springs Elementary names a virtue to focus on in our interactions with each other. These monthly virtues are:

July: RESPECT	January: PERSEVERANCE
August: COOPERATION	February: HONESTY
September: RESPONSIBILITY	March: SENSE OF HUMOR
October: FRIENDSHIP	April: POSITIVE ATTITUDE
November: GENEROSITY	May: ACCEPTANCE
December: COMPASSION	June: PATIENCE

Please help us by reinforcing these important positive character traits at home and discussing the importance of them with you child.

### **CIVILITY POLICY (Board Policy 1313 a )**

Members of CUSD staff will treat parents and other members of the public with respect and expect the same in return. The District is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility and orderly conduct among District employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of this District, as well as the community, CUSD encourages positive communication, and discourages volatile, hostile, or aggressive actions. The district seeks public cooperation with this endeavor.

Any individual who disrupts or threatens to disrupt school/office operations; the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school district

property, will be directed to leave school or district property promptly by the Site Administrator or designee.

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that the meeting, conference, or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.

When an individual is directed to leave under circumstances such as listed on paragraphs 1 or 2 above, the Site Administrator or designee shall inform the person that s/he will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 626.7, if he/she reenters any district facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending the school.

### **CLASSROOM INTERRUPTIONS AND MESSAGES**

To reduce classroom interruptions, we request that parents and other visitors leave messages, forgotten lunches, books, etc., in the office for their child. In this way, the teacher is given the article or message at his/her break time, rather than interrupting students' precious learning time. Excessive messages also cause a hardship for the office staff, especially if there are sick or injured children that need attention and must take first priority. This may result in you child not receiving his/her message.

Please discuss after school care and bus change plans with your children BEFORE they leave for school. Bus changes should be in writing and dropped in the office in the morning. We realize there are unavoidable circumstances that may necessitate giving a message to a student during the school day. We ask that you get your messages to the office in the morning for posting in the teacher's mailbox. Teachers will pick-up messages during their lunch break (see lunch schedule). Student messages received after the scheduled lunch times will be delivered to the classroom only in the case of an emergency. We do appreciate your cooperation in keeping these messages to a minimum.

### **COMMUNICATION FROM HOME TO SCHOOL & SCHOOL TO HOME**

#### **Tuesday Envelopes**

Our school sends information home on Tuesdays. Your child will be bringing home their first envelope on the first day of school. There may occasionally be a need to send other information home on days other than Tuesdays, so please check your students backpack nightly.

#### **E-Mail Newsletter & Monthly Calendar**

Each month, a newsletter and updated school calendar will be sent out via email to parents who have submitted their e-mail address to the school. If you don't have access to e-mail, hard copies will be available in the front office. The e-mail newsletter will contain current information about events happening around school and important announcements about how to stay involved/connected with your child's education. Please submit your e-mail to the office so you can receive these monthly e-mails.

#### **Valley Springs Website**

Keep up to date with events, newsletters, calendars, and the school handbook via our VSE web page: [vse.mybigcampus.net](http://vse.mybigcampus.net)

#### **On-Going Communication**

If you need to meet with any of our staff please give us a call, drop us a note, or leave a message in the office. We will make every attempt to contact you as soon as possible, just please understand that we cannot always meet immediately due to our daily commitments and schedules. If you need to speak with a teacher during the instructional day, the best option is to leave a note or message in the office. A convenient time will be set up that does not take away from daily instruction.

In addition, teachers maintain communication with parents through parent conferences, regular classroom newsletters, formal and informal progress reports, and telephone calls. VSE prides itself on communicating effectively with parents and students...please help us to keep the lines of communication open and working.

## **DRESS CODE**

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction, which would interfere with the educational process.

When gangs constitute a danger to students, the Superintendent or designee may restrict student dress and grooming as necessary to comply with Board policy related to gang activity.

The purpose of the dress code is to communicate to students and parents what is and is not considered appropriate in order to reduce missed class time when students have to change their clothing. Any clothing deemed inappropriate or disruptive by the school administrators will not be tolerated. **If you are unsure, don't wear it!**

Please choose to wear clothing that is appropriate for weather conditions and will not create any distractions. The following articles of clothing are inappropriate for the school setting, and are **not acceptable**:

- Shirts or pants exposing the midriff, bras or cleavage, tube tops, halter-tops, spaghetti straps, see-through tops
- Pajamas (except on spirit days!)
- Clothing with profanity, obscenities, violence, references to drugs or alcohol, or is sexually suggestive
- Halters or oversize, loose-fitting tank tops
- Hoods/hats need to be off at all times inside the classroom
- Clothing with gang-related symbols or colors
- Racially offensive messages
- Bare feet, inappropriate shoes that can create a safety issue
- Sagging pants / excessively baggy clothing
- Clothing that is torn, has rips, or excessive holes in it.
- Skirts/Shorts length: if you place your hands directly on the side of your body, the pair of shorts or skirt should be no shorter than the end of your fingertips
- Makeup or dyed hair that becomes distracting to the learning process
- No body writing or writing on clothes that becomes disruptive
- Hats may be worn outside and are important for sun and weather protection. Students are expected to take hats off when entering any building. If a child is constantly reminded about following this rule, the hat may be confiscated and returned after the principal communicates with parents. Baseball caps must be worn with the bill forward.

Students failing to comply will be sent to the office and will be given the option to change into other clothes, call home for a change of clothing or remain in the office until a change of clothes is provided. Repeated violations will result in a disciplinary consequence.

## **DROP OFF/PICK UP EXPECTATIONS**

Maintaining student safety on our campus remains a top priority and we need your help to continue to make sure that students are safe during morning drop off and afternoon pick-up. Please read the below guidelines:

### **Morning Drop-Off**

- Please use the drop off zone in the front of the school. The back parking lot is not designed as a drop off zone for the school. Use the drop off zone in the front of the school. Only the following cars will be allowed in the back parking lot:
  - VSE teachers & staff
  - Parents of pre-School students
  - Parents of kindergarten students
  - Cars displaying a blue disabled placard (disability access)
- Please pull all the way forward in the cone zone to help alleviate traffic back-up.
- All students must exit from the right hand side of the car so that they can walk on the yellow safe zone and not on the road where cars may be driving.

- If you need to access the back parking lot because you are dropping off a pre-school/special needs student, please approach the entrance to the front parking lot very cautiously and wait for the direction of the adult supervising the entrance to let you through.
- If driving in the back parking lot, please drive very slowly. Please hold your child's hand in the parking lot and walk with them until you arrive on the campus safely.
- Please do not drop off your child on the Veterans road in the back of the school and allow them to walk up the hill and cross the back parking lot unsupervised. This is dangerous.
- **MOST IMPORTANTLY:** Please reduce your speed when approaching and driving on the school campus. Reducing your speed at all times is the most effective way to ensure student safety.

#### **Afternoon Pick-up**

- Please park your vehicle and pick-up your child from inside the MPR.
- Once a child is handed off to parents, parents are responsible for maintaining appropriate behavior with their child. Children will not be allowed to run, slide, or play around in the MPR.
- Do not load students in the middle of the road as this causes traffic back-up.
- We realize parking is limited after-school. Please parallel park responsibly to avoid unsafe situations. We need to ensure that students have a safe place to walk to their vehicles/homes. Do not park in a crosswalk where students need to walk safely.
- Exercise caution when backing up your vehicle.
- If you are walking to your car with your child/children, please hold their hand or keep them close to you to make sure they are safe at all times.
- **MOST IMPORTANTLY:** Please reduce your speed when driving in/around our school zone. Please be aware that students are walking home or to their cars and reducing your speed is the best way to ensure students are safe.

Let's continue to work together to make sure that our students are safe when arriving and departing from school. This requires a collective effort and true team effort on everyone's behalf.

#### **EARLY RELEASE**

If you need to pick up your child up for an appointment, please come to the office first and the office staff will contact your child's teacher. Early releases will not be allowed after 1:50 p.m. (unless an emergency) as teachers are getting students wrapped up for the day and this is disruptive to the closure process.

#### **ELECTRONIC DEVICES**

To eliminate the distraction caused by excessive noise and to avoid problems, broken, lost, or stolen property, students are not allowed to bring iPods, MP3 players, radios, game systems, or other disruptive electronic devices to school.

Cell-phones are used by some students to assure safety before and after school. If a student chooses to carry a cellular phone by permission from a parent, **the phone is to remain OFF at all times and kept in the student's backpack.** Once on campus, students cannot use the cell phone before school, during class time, and during lunch. The cell phone can only be used after school hours. In the event, a student disrupts the learning environment with these items at school; items will be confiscated and held in the office until his/her parent picks them up. Students needing to make a call should talk to a staff member and call from the office. Use of a cell-phone to take pictures of other students, text message, or make calls will result in disciplinary actions especially if the device aids in bullying. Staff will not spend time dealing with any lost electronic devices.

#### **EMERGENCY CARDS**

Emergency cards are filled out by parents when a student initially registers for school, but in an effort to conserve resources we do not send new cards home every year. The cards should be filled out completely, giving the school as many names and phone numbers of relatives as possible in the event a crisis arises. Students occasionally are severely injured or experience extreme health problems, and it is imperative we have accurate information in order to obtain proper health services. Any changes in address, phone numbers, physicians, etc. can be reported to the school by either visiting or calling our office. Students cannot be released to people whose names are not on the emergency card unless they have a note from the parent.

## EMERGENCY EVACUATION PLAN

When a fire alarm is pulled all students are to go to the field area and remain there until further instruction. If there is a need for the students to evacuate the field, teachers escort their students to the following places in the order given:

First - The Methodist Church on Pine Street

Second - Clay Pits (ball field) on the opposite end of town from school

Third - Students will be transported by bus to Toyon Middle School

Students will be signed out to parents at a centralized check-out point. Only parents and other authorized adults will be allowed to pick up a child. All children will be checked-out by the office staff.

## FIELD TRIPS

Field trips are for the benefit of students and contribute to their overall learning. Students may be excluded from field trips for discipline reasons, especially if safety is a concern. Destinations, departure and arrival times and other information regarding field trips will be communicated in writing. Students are required to have a signed permission slip for any field trip in order to attend. If a student does not bring back a signed permission slip, he/she will be excluded from the field trip.

Parents who attend field trips are needed in a supervisory capacity. The teacher has the right to choose the adults who will serve as chaperones. Parent chaperones should expect to be given specific tasks and responsibilities from the teacher when attending field trips. Under normal circumstances, other siblings or friends should not attend field trips with chaperones.

## HEALTH INFORMATION

### EXCLUSIONS FROM SCHOOL

- **Rashes:** Any child with an abnormal skin condition or any body-rash not related to an allergic contact (especially if accompanied by fever) should be excluded from school until seen by a medical provider.
- **Impetigo:** Children are excluded from school until 24 hours after prescription medication prescribed by a doctor is started and lesions are dry. All exposed lesions must be covered while at school.
- **Scabies (itch):** Children are excluded from school until 24 hours after prescription medication prescribed by a medical provider is started.
- **Ringworm (skin or scalp):** Children are excluded from school until prescription medication prescribed by a medical provider is started. Exposed areas should be covered when the child is at school.
- **Common Cold:** Children should be kept home if his/her temperature is 100 degrees or above, if they have excessive cough, large amounts of yellow/green nasal discharge, or if they are too ill to function adequately in the classroom. Much depends on individual circumstances depending on the student's age, hygiene habits, and developmental level
- **Influenza (Flu):** (fever, cough, sore throat, runny nose, body aches) Children are excluded from school for at least 24 hours after fever is gone (without using fever reducing medicine).
- **Chicken Pox:** Children are excluded from school until ALL blisters are dry and crusted, usually 7-10 days.
- **Strep Throat/Scarlet Fever:** Children are excluded from school for 24 hours after prescription medication prescribed by a medical provider is started.
- **Pediculosis (Head Lice):** Students infested with active, adult head lice are excluded from school and parent(s) given information about recommended treatment procedures and sources of further information. The student may return to school after treatment the next day.
- **Infectious Conjunctivitis (Pink Eye):** Children with the symptoms of pink eye or with thick, yellowish discharge from eye(s) are excluded from school until 24 hours after prescription medication prescribed by a medical provider is started.

## ***TO GO OR NOT TO GO TO SCHOOL THAT IS THE QUESTION***

Sometimes it is difficult to know when to keep your student home from school due to illness. Here are some guidelines to help you decide.

### **STAY HOME IF:**

Fever 101°F or higher (should be fever free for 24 hours before returning to school).

Nausea and/or vomiting.

**Rashes – any body rash not related to allergic contact especially if accompanied by fever.**

Thick, yellowish discharge from eye(s).

Infectious Conjunctivitis (pink eye) – may return 24 hours after starting antibiotic.

Cold sores or fever blisters – lesions must be dry to attend school unless student has age and maturity to use good hygiene.

Severe diarrhea

Head lice – may return after being treated.

Ringworm – may return when treatment is started.

Impetigo – may return 24 hours after treatment is started and lesions are dry.

Scabies – may return 24 hours after being treated.

Chickenpox – may return when ALL blisters are dry and crusted, usually 7-10 days.

Strep Throat – May return 24 hours after treatment is started and no fever for 24 hours.

Asthma – if needing a nebulizer (breathing) treatment more frequently than every 2 hours.

Upper respiratory infections such as cold or bronchitis – keep home if have excessive cough, large amounts of yellow/green nasal discharge, or too ill to function adequately in the classroom. Much depends on individual circumstances depending on the student's age, hygiene habits, and developmental level.

### **REASONS NOT TO STAY HOME:**

Allergies

Constipation with or without abdominal pain

Cold without a fever (see explanation above)

Asthma (unless needing a breathing treatment more frequently than every 2 hours)

Cold/Cough unless accompanied by fever

Temperature less than 100°F (see above)

### *Stomachache*

Poison Oak (if there is drainage, it should be covered by clothing or a dressing)

Minor Anxiety

Homework is not done

**There are only four reasons an absence is excused:** (Education Code 48205):

1. Pupil's personal illness (not parent or sibling)
2. Quarantine directed by county or city health officer
3. Having medical, dental, optometry, or chiropractic services rendered
4. Attending funeral services of a member of the pupil's immediate family

When a student has had **14 absences** in the school year for illness, a physician must verify any further absences for illness. (Board Policy Administrative Regulations 5113)

**\*\*Please remember that if your student needs to take medication at school both the parent and the physician must complete a "Medication Required During School Hours" form. This form is necessary for all medication both prescriptions and over-the-counter.**

If you have any questions regarding these guidelines contact the school or the district nurse at 754-2322.

### Resources:

*Amador County Unified School District: "To Go Or Not To Go To School That Is The Question"*

American Academy of Pediatrics: [Red Book](#)

CUSD Board Policy 5113

Calaveras County Public Health Department

California Department of Health Services

California Education Code: 46010-46014, 46100-46119, 46140-46147, 48205

Code of Regulations, Title 5: 306, 420-421

### **HOMEWORK POLICY**

Homework may be required and has a place in the educational program at Valley Springs Elementary. The purpose of homework is to review skills already learned in class, to develop good study habits, and to prepare for tests.

Homework should not require that parents teach students a new skill, but many children require supervision to complete their homework and all children benefit from having parents check over their work prior to turning it in.

A good guideline for how much time your child should be spending on homework is 10 times the grade level they are in (for example 30 minutes in 3<sup>rd</sup> grade). Children should also have a reading time set aside in addition to homework.

### **MEDICATIONS**

California Education Code 49423 allows the school nurse or other designated school personnel to assist students who are required to take medication during the school day. This service is provided to enable the student to be functional at school and participate in the educational program. Medication must be in the original container in which it was purchased with the pharmacy label attached, and must be prescribed to the student to whom it will be administered. No medications (including over-the-counter medications such as aspirin, Tylenol, and cough remedies) will be given at school without current M.D. / Nurse Practitioner / Dentist / Podiatrist prescription. Both you and your child's medical or dental provider must complete the "Parent Request for Giving Medication at School" form.

### **PARENT CONFERENCES**

At Valley Springs, we believe strongly that parents are partners in the education of their child. Parent input is welcomed and you are invited to request a conference any time during the school year. Contact your child's teacher to set up an appointment time.

Parent conferences for the 1<sup>st</sup> trimester have been scheduled for **November 3-9, 2015**. This is an important time for parents and teachers to communicate about student progress. Each parent is given an appointment time for a conference. It is to every child's advantage that parents attend this vitally important individual conference. It might be helpful to write down any questions you have prior to the conference so that you are sure all your questions and/or concerns are addressed.

### **RETENTION**

California legislation has established rigorous state standards in all academic content areas. Teachers are expected to consider retaining students who do not possess the minimum skill level to allow a chance for success in the next grade level. Conferences will occur to discuss retention near the end of the year, and parent concerns will be considered as the school makes decisions about retention.

1. Students are identified as being at risk for retention on the first report card due to performance below the state standards. The district retention/promotion evaluation form is filled out for the report card as an indicator.
2. An intervention plan is created for the student. Parent involvement is expected. The intervention plan's main purpose is to provide opportunities for remedial instruction and to help the student overcome the academic deficiencies.
3. A parent teacher conference occurs for notification of possible retention. The official school wide parent/teacher conference may be used.
4. A Child Study Team (CST) meeting occurs if improvement has not occurred.
5. CUSD'S retention form is filled out for any student performing below grade level. If retention is recommended, parents sign showing agreement or disagreement for retention. If parents disagree with the recommended retention, they may meet with the superintendent or his designee and appeal the decision.
6. If the decision is made to uphold the teacher's recommendation, the parents may appeal to the superintendent or school board. The decision of the board or the superintendent is final.

## **SCHOOL MEALS**

- Breakfast and lunch are available to all students.
- Free and reduced meals are available to those students who qualify- forms are available in the office or you can register on-line at [www.calaveras.k12.ca.us](http://www.calaveras.k12.ca.us).
- Money can be added to accounts in the cafeteria from 7:15 a.m. to 8:15 a.m. or online ([www.calaveras.k12.ca.us](http://www.calaveras.k12.ca.us)).
- Lunch is \$2.50, Breakfast is \$1.25, Milk is \$0.35
- If there is no money on a student account, a peanut butter sandwich will be provided for lunch.

## **SCHOOL SITE COUNCIL**

Our School Site Council (SSC) is established as the governing body for our School Based Coordinated Program. The SSC is a vital advisory group at Valley Springs and is responsible for:

- ✓ assessing student and teacher needs by developing a comprehensive plan designed to improve the effectiveness of the school program
- ✓ allocating funds for School Improvement (SIP) and Economic Impact Aid/Limited English Proficient (EIA/LEP)
- ✓ advise on other compensatory categorical education funds that VSE receives, such as Title I, IV, and VI money
- ✓ annually review the school plan, establish a budget, and if necessary, make appropriate modifications in the plan to address changing needs at VSE
- ✓ plan and approve one time site expenditures allocated in the annual state budget
- ✓ meet on a regular basis to become informed, share information/ideas, discuss VSE needs and successes, and plan program improvements
- ✓ develop and implement a system for ongoing communication with parents, community members, the school staff, and the school board
- ✓ work cooperatively with other VSE groups, committees, associations, and organizations

Teachers, parents, other staff members, and the principal serve on Site Council. Representatives are elected by their peer groups and usually serve for two years.

The SSC meets at least four times per year. All meetings are open to staff, parents, and community members. Agendas and minutes are posted in the school office. Watch for meeting dates in our school newsletter and on the VSE marquee.

## **SCHOOL VOLUNTEERS**

The Governing Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. Community volunteers in our schools enrich the educational program and strengthen our school's relationships with homes, businesses, public agencies and private institutions. By their presence in the classroom and on school grounds, volunteers may also enhance supervision of students and contribute to school safety. (BP 1240)

For the safety of both students and volunteers:

- All volunteers must be at least 18 years old.
- All volunteers are required to annually submit evidence that they are free from active tuberculosis.
- All volunteers may be required to submit to fingerprinting if they are working with students unsupervised or alone. A law enforcement agency will conduct an automated records check to determine that the individual is not a registered sex offender.
- All volunteers shall act in accordance with district policies and regulations.
- All volunteers must fill out a Volunteer Information Form
- All volunteers must maintain confidentiality of student information at all times

## **SEXUAL HARRASSMENT**

The Governing Board prohibits unlawful sexual harassment or discrimination of any kind by any student. Students engaging in this behavior may be subject to disciplinary action, which may include expulsion.

Any student who feels that he/she is being harassed should immediately contact the principal or designee or another district administrator in order to obtain a copy of AR 131.3 Uniform Complaint Procedures.

Legal Reference:

BP 5145/7

Ed. Code 212.6 Sexual Harassment Policy

## **STUDENT CHECK-IN/OUT**

In order to ensure the safety of all students, it is necessary for any student leaving campus to be checked out through the school office. No student shall be released by a teacher, without prior notification from the office. Students will only be released to a parent/guardian or authorized adult listed on the emergency card. The only exception to this procedure would be if a student has a signed and dated note from the parent.

Students are expected to arrive at school by 7:45. If students arrive after 7:45, they must check in at the office, and obtain a **late slip** before going to their classroom. Lates/tardies are recorded on student report cards.

No student may leave the campus during the school day, including lunch, without prior authorization by the parent.

## **TECHNOLOGY USAGE**

The Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. In addition, electronic resources foster workplace skills that may be transferable to new technologies. Before using on-line services, the student and parent/guardian shall sign the district's user contract indicating that the student understands and agrees to abide by specified user obligations and responsibilities.

The District Student Use of Technology and Use Agreement can be found in the CUSD District Handbook. To ensure that all students and parent/guardians are aware of this agreement, which is necessary for student internet access, a copy will be included in each student's back-to-school package.

## **TOBACCO FREE SCHOOLS**

The Calaveras Unified School District Board of Trustees is committed to providing a healthy, safe and productive environment for its employees and students. Therefore, the Governing Board believes it is in the best interests of students, employees and the general public to prohibit smoking and the use of all tobacco products anywhere, anytime on property that is owned, leased or rented by the district and in district vehicles or private vehicles that are used to transport students. This ban includes all school buildings, school sites, and school vehicles, by all persons, including employees, students, and visitors attending any activities, athletic events or meetings.

Legal References:

Education Code 48901 - Smoking and use of tobacco

Health and Safety Code 39002 - Control of air pollution from non-vehicular sources.

PERB Ruling - CSEA #506 and Associated Teachers of Metropolitan Riverside

BP 3513.3 Tobacco Free Schools

## **TOYS/GAMES/CARDS ON CAMPUS**

Valley Springs Elementary School is an academic institution focused on educating students. In order to maintain an effective learning environment free from distractions, students are not allowed to bring toys, action figures, stuffed animals, trading cards, or any other toy or game that detracts from the learning environment at school, unless they have permission from their teacher or administrator.

## **TRANSPORTATION RULES**

Many Valley Springs students are transported to and from school by CUSD school buses. Riding the bus is a privilege. Each student is under the authority of the bus driver. Misconduct of any kind while riding the bus may result in suspension of bus privileges and/or other disciplinary action by the administration.

**Rules for Riding the Bus:**

1. There is to be no smoking on the school bus.
2. There is to be no unnecessary conversation with the bus driver.
3. There is to be no profanity, offensive, or abusive language or gestures.
4. There is to be no excessively loud talking, singing or whistling.
5. There is to be no eating, drinking, or gum chewing on the bus.
6. No glass containers are to be brought on the bus.
7. There is to be no spitting or throwing of objects.
8. All parts of the body must be kept inside the bus.
9. Students are to remain seated while on the bus unless directed to move by the driver.
10. There is to be no spiked or cleated footwear worn in the bus.
11. Feet must be kept off the seats.
12. No live animals are to be brought on the bus except for service dogs.
13. There is to be no abusive body contact (slapping, hitting, poking, shoving, pulling hair, fighting, etc.) in the bus or when loading or unloading the bus.
14. There are to be no unauthorized exits from the bus. Emergency doors and windows are not to be used to exit the bus except in the event of an emergency.
15. Students are not to engage in any activity on the bus that might be hazardous to the safety and welfare of themselves or other students and the driver or which might be distracting to the driver.
16. All riders will need to show their bus pass upon boarding and upon request by school staff member.
17. Students must arrive at their stop five minutes prior to the scheduled time.
18. No skate boards (dismantled or complete) or large radios (boom boxes) will be allowed on the bus.

**Special Note:** Students are subject to being recorded on video cameras at any time they are riding a school bus.

**Disciplinary Action:**

Following a verbal and a written warning the bus driver may issue a citation for breaking the rules. The driver will indicate the severity of the offense as A, B, or C on the citation form. Certain serious offenses, such as fighting, climbing out of a window or emergency exit, extreme profanity, etc., will result in an automatic minimum “B” citation with or without the verbal or written warning. Offenses involving a serious violation of safety may result in immediate “C” offense and suspension of bus riding privileges.

**Message to Parents or Guardians of Children That Are Passengers on Buses**

Parents or guardians are ultimately accountable for the behavior of their minor children. The drivers need your cooperation and support in their efforts to enforce the rules that are essential to the safety and security of your children. While the drivers represent you in a parent-like role, the students must obey them regarding the rules for students the same as if you, the parents or guardians, were enforcing them.

**VISITORS TO CAMPUS**

All visitors to campus must sign in at the front office unless they are walking their child to class before 7:45 AM. For those parents who walk their children to class, the school will provide a badge that can be kept by the parent and worn each morning.