

Ramón S. Tafoya

Elementary School



Student/Parent Handbook 2012-2013

720 Homestead Way, Woodland, CA 95776

(530) 666-4324

www.tafoya.wjUSD.org

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Welcome to Ramón S. Tafoya Elementary

Ramón S. Tafoya is a caring environment for children. Our school opened in the summer of 1999.

Our school is always in the state of improving what we do for children. The staff and parents work together to make changes for the good of all children.

The mission of our school is:

At Ramon S. Tafoya we will work together to empower students to become independent life-long learners.

Vision

- create a safe and supportive learning environment
- strive for and assess individual growth toward mastery of grade level standards
- collaborate as educators to develop and implement programs
- partner with parents, students and community
- develop appropriate social skills, Character development and citizenship which will be encouraged daily by Tafoya staff
- target instruction to meet individual student needs

Value Statements

- We believe children are at the center of all we do.
- We believe all students can learn.
- We believe our school can promote positive character development.
- We believe our school plays an important role in the community.
- We believe they are all our kids!

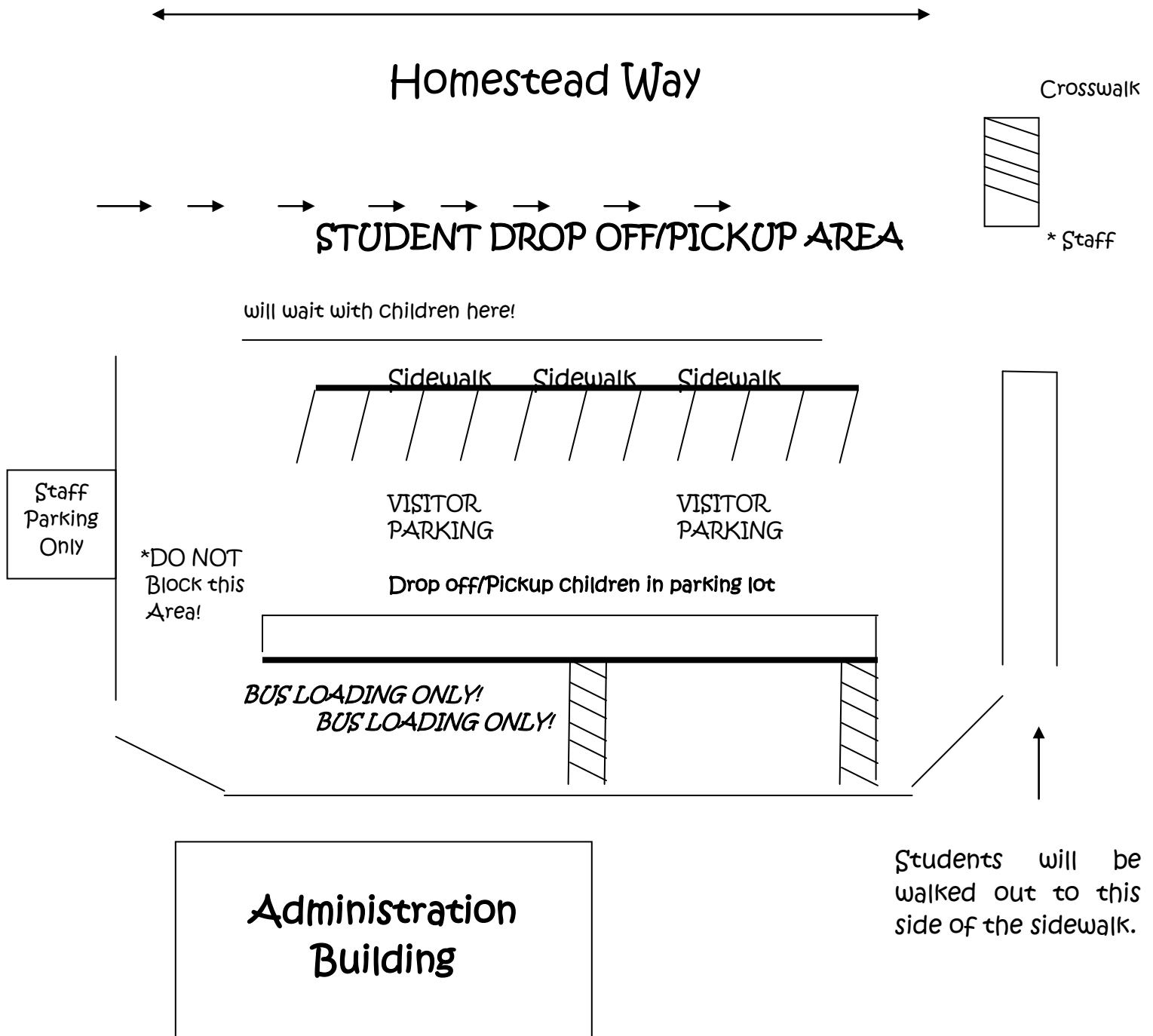
Helpful Hints for the Beginning of School

- Make sure that you have filled out the emergency card sent home on the first day of school. Be sure to list names and phone numbers of individuals, 18 years or older who are authorized to take your child home from school. Should you need to add additional contacts, please attach a separate piece of paper.
- Establish car pools or buddies for children to walk or ride with to and from school.
- Ride the bike route with your child to school and review safe biking rules. Register your bikes with the Woodland Police Department. Get a bike helmet and lock, as the School District is not responsible for damaged or stolen property.
- School lunches need to be purchased before school in the Multi-purpose room. Accounts are established for each student.
- Label lunch boxes, backpacks and clothing. Check in the lost and found buckets in the MPR of missing items.
- It is very important that the night before you and your children agree where they are to go after school.
- Establish times and places for homework and regular nightly reading.
- Make sure your children get plenty of sleep and eat a healthy breakfast.

Meeting with the Administrators

We value parent participation in their child's academic lives. Often, the Administrators are not able to immediately meet with a visitor in the office as they spend as much time as possible in the Classrooms. If you would like to schedule a time to meet with the Principal or Vice Principal, please call the school office or stop by and ask for a "Parent Concern Form". We are happy to schedule a time to meet with you and offer you sufficient time to adequately discuss your concerns or ideas.

Tafoya Elementary School Drop Off & Pick Up Procedure



Please support the use of crosswalks, as student safety is always a concern.

Due to safety issues, children are not to be dropped off or picked up in the parking lot.

12-13 Staff List

Dr. Tom Williams, Principal

TBD, Vice Principal

ADMINISTRATIVE/SUPPORT STAFF

TBD, Office Coordinator

Marilu **Jacobo**, Admin. Clerk/Registration

Lou **Rodriguez**, Admin. Clerk/Attendance

Patty **Edgar**, Librarian

Rayna **Hubert**, Cafeteria Manager

Vicki **DeLafuente**, Nurse

Keri **Johnston**, Psychologist

Cherilyn **Estrada**, Speech

Rosa **Landin**, Lead Custodian

Greg **Hales**, Music teacher

Teacher Staff

Grade

Fran Bueno

K

Lucy Villegas

K

Roseanna O'Quelly

K

Christine Ramirez

K

Kristin Babcock

1

Rebecca Archambeault

1

Janice Wirth

1

Amea Fatta

1

Jen Reick

1/2

Maria Medina

2

Hilda Herrera

2

Roz Tapia

2

Mariza Carson

3

Sue Patterson

3

Michaela Baer

3

Wanda Mast

3

Areles Gallegos

4

Harminder Kaur

4

Maria Kirkland

4/5

Meredith Rjesner

4

Jennifer Austin

5

Jeff Contreras

5/6

Alicia Gillespie

5

Janice Yparraguirre

5

Jeronimo Rjco

6

Rick Tress

6

Vicki Emory

6

Julie Bourdet

6

Myla Watson

RSP

Cheryl Morse

RSP

Sandra Bravo

RSP

Ramón S. Tafoya

2012 - 2013 Bell Schedule

REV.8/21/12

Kindergarten

Wednesday	Mon/Tues&Thurs/Fri	Minimum Days	Conference Days
8:15 - 9:45 Class (90)	8:15 - 9:45 Class (90)	8:15 - 9:45 Class (90)	8:15 - 9:45 Class (90)
9:45 - 10:00 Recess	9:45 - 10:00 Recess	9:45 - 10:00 Recess	9:45 - 10:00 Recess
10:00 - 11:00 Class (60)	10:00 - 11:00 Class (60)	10:00 - 12:00 Class (120)	10:00-12:00 Lunch (120)
11:00-12:00 Lunch (60)	11:00-12:00 Lunch (60)		
12:00-1:45 Class (105)	12:00-1:20 Class (80)		
	1:20-1:30 Recess		
	1:30-2:30 Class (60)		
TOTAL = 255 minutes (36x255=9,180)	TOTAL = 290 minutes (130x290=37,700)	TOTAL = 200 minutes (4x200=800)	TOTAL = 200 minutes (10x200=2000)

Grades 1, 2 & 3

Wednesday	Mon/Tues&Thurs/Fri	Minimum Days	Conference Days
8:15 - 9:45 Class (90)	8:15 - 9:45 Class (90)	8:15 - 9:45 Class (90)	8:15 - 9:45 Class (90)
9:45 - 10:00 Recess	9:45 - 10:00 Recess	9:45 - 10:00 Recess	9:45 - 10:00 Recess
10:00 - 12:30 Class (150)	10:00 - 12:30 Class (150)	10:00 - 12:00 Class (120)	10:00 - 12:00 Class (120)
12:30 - 1:30 Lunch	12:30 - 1:30 Lunch		
1:30 - 1:45 (15)	1:30 - 2:30 Class (60)		
TOTAL = 255 minutes (36x255=9,180)	TOTAL = 300 minutes (130x300=39,000)	TOTAL = 210 Minutes (4x210=840)	TOTAL = 210minutes (10x210=2100)

Grades 4- 6

Wednesday	Mon/Tues&Thurs/Fri	Minimum Days	Conference Days
8:15 - 10:05 Class (110)	8:15 - 10:05 Class (110)	8:15 - 10:05 Class (110)	8:15 - 10:05 Class (110)
10:05 - 10:20 Recess	10:05 - 10:20 Recess	10:05 - 10:20 Recess	10:05 - 10:20 Recess
10:20 - 11:30 Class (70)	10:20 - 11:30 Class (70)	10:20 - 12:00 Class (100)	10:20 - 12:00 Class (100)
11:30 - 12:30 Lunch	11:30 - 12:30 Lunch		
12:30 - 1:45 Class (75)	12:30 - 3:00 Class (150)		
TOTAL = 255 minutes (36x255=9,180)	TOTAL = 330 minutes (130x330=42,900)	TOTAL = 210 minutes (4x210=840)	TOTAL = 210 minutes (10x210=2,100)

Kinder = 49,680

1st - 3rd= 51,120 (51,460 max.)

4th - 6th=55,020 (55,510 max.)

School Programs

The academic program at Tafoya is based on state standards. Teachers use district adopted materials to teach the core curriculum to all students. Supplementary materials are used to meet individual student needs and to enrich the program.

All students have access to the core curriculum through a variety of instructional strategies. Teachers differentiate instruction to meet the needs of second language learners, GATE identified students, and those who need additional time to master concepts.

Language Arts

Reading, writing, speaking and listening are all important skills. Reading and writing are closely related and the best learned in conjunction with each other. Phonics, grammar and spelling are taught in the context of reading and writing. Our school is committed to having all children reading on grade level by third grade. . Students will also receive a targeted instructional block in ELA this year. During this targeted block they will work on enriching or improving specific ELA skills using an integrated curriculum.

English Language Development

Students who are learning English as a second language receive a minimum of forty - five minutes daily of English language development instruction. This instruction is designed to help students acquire the English skills necessary to function at the same level as their English only classmates. Additional English Language Development Instruction is offered in our After School program

Mathematics

Mathematics instruction includes both concepts and computational skills. An emphasis is placed on children understanding mathematical concepts and problem solving strategies.

Science

In science an emphasis is placed on students having "hands-on" experiences. Students learn to be scientists by practicing behaviors such as observing, recording, comparing and analyzing.

Social Science

Students study a variety of topics in social science: community, state, country and the world. History, geography, civics and social skills are all included in social science. Students learn the basis for a democratic society by active participation in class meetings, conflict managers and other classroom activities.

Visual and Performing Arts

The arts are as important as academic subjects in the development of the whole child. Each child has frequent opportunities to participate in drama, visual arts and music. A credentialed music teacher provides instruction for our 5th and 6th grade band. Band sign-ups for the 5th and 6th grade band are held at the beginning of the school year.

Physical Education

Our school has a well-developed physical education program for all children. We emphasize good sportsmanship, enjoyment of physical activity and participation as well as skill development. We have physical education teachers here that work, with the 4th through 6th grades.

School Policies and Procedures

Arrival and Dismissal

No student may arrive at school before 8:00 am. Supervision is not provided on the school grounds until 8:00 a.m. Please help us keep your children safe by making sure they arrive to school and leave at the proper time. Kindergartners should wait on the kindergarten playground. Other students should wait behind the MP Room for the teacher or duty who will escort them to the yard.

On Wednesday, all students K – 6th grade are released at 1:44 pm. Monday, Tuesday Thursday and Friday, students in grades K through 3rd are dismissed at 2:30 pm and 4th through 6th are dismissed at 3:00 pm. At dismissal time, teachers will walk all children to the front of the school. Students in grades K through 3rd that ride the bus must wait for the 3:00 pm bus.

Unless students ride the bus or are attending an after school program, they must leave the Campus at dismissal time.

Early Dismissal

Parents wishing a student to be released early must come to the office to sign their child out. Students must check out through the office before they leave. This helps to protect the safety of all the children.

Tardiness, Absences & Independent Study

Excused Absences

Absences are excused by State Law for reasons of: illness, medical or dental appointment, attendance at a funeral (1 day in state, 3 days if out of state) of one's immediate family, or quarantine. When a student has had 5 days of consecutive absences or 10 days of non-consecutive absences in a school year for illness, which were verified by a note or phone call to the school office, the school may require that any further absences be verified by a physician.

If absences are not verified by note, or telephone call the 3rd day the child returns to school, the absence will be logged as unexcused.

At a time when funding for public education has become increasingly scarce, there is a need to be concerned about unnecessary losses of revenue. Tafoya families can help reduce this loss by scheduling vacations to coincide with the many school holidays and off-track times. If your child must be away from school for travel or other non-excused reasons, he/she may be eligible for an Independent Study Contract.

Independent Study

Independent Study is a program that allows students who will be out of town for a minimum of 5 days, to keep up with their school work and get credit for their attendance. Parents need to FIRST notify the school office a MINIMUM of 10 school days in advance, prior to their travel date, so that the appropriate paperwork can be completed. The office will then give the Classroom teacher the contract to be completed. Independent Study contracts cannot be given the last 2 weeks before a vacation or after a vacation period, or the last 2 weeks at the beginning or end of the school year. Only students who are proficient in meeting grade level standards will be allowed to go on Independent Study. Students with individual Education Plans (IEPs) can attend independent study with the approval of the IEP team.

Transportation

Bicycles/Scooters/Skate Boards/Roller Blades (B/S/SB/RB)

In order to insure student safety, we request that parents review bike rules with their children. Parents of young children should ride the route with their children and plan your route.

- All bikes must be walked in the crosswalks.
- All bikes must be locked individually at the bike racks.
- Bikes, scooters, skateboards & roller blades are not to be ridden on school grounds at any time.
- **The school is not responsible for lost, damaged or stolen bikes.**
- Register all bikes with the Woodland Police Department.
- **All students must wear a helmet when riding their bikes. It's the law!**
- **BSS/BRB's** must be carried at all times on school grounds.
- **BSS/BRB's** may be used only to get to/from school, not on the campus.
- Students shall remove rollerblades at the yellow benches (located next to the bike rack).

Car Traffic

We ask for your cooperation in dropping off and picking up your children from school. There is no student pick up or drop off in the Visitor's Parking lot in front of the school.

- When using the green curb area in front of the school, on Homestead Way, you may not double park.
- **Please be considerate of our school buses and give them room to enter the bus area.**
- You may not enter or stop in the red-curbed bus area.
- Carpool, especially during rainy weather.

Bus Information

Students who live outside of walking area (as determined by the district) are bused to this site. For further information please contact the Transportation Department at 406-5980.

Communication with our School

Parent Newsletter - The “Tafoya Times” will be posted bi-monthly on the Tafoya website (www.tafoya.wjusd.org) in English and Spanish, some copies will also be available in the front office.

Calling the School (666-4324) – Call to report all student absences before 8:45 am. The office is open from 7:45 am- 4:00 pm daily.

Calling to Leave Messages for Students – *No phone calls are put through to classrooms between 8 am and 3 pm. Please make arrangements for carpools, appointments and after school care before your child comes to school. Teachers are assigned duty during recess, so messages may not be received before students are released.* You may call the office to leave a message for your child in an emergency.

Picking Up a Student Early – The office staff will call students into the office for you when you arrive. Please allow extra time to pick up your child, as they may be out on the playground or at lunch and will take a little longer to find. Sending a note to the teacher on the morning your child will leave early, is also recommended.

Calling for Homework Assignments - If your child will be absent for two or more days, you may call and leave a message for the teacher to make arrangements for homework. Teachers need 24 hours to prepare student homework packets.

Calling Home by Students

This is a service that we cannot provide except in an emergency or if requested by the teacher. Children will not be allowed to call home and ask for homework to be delivered to the school. Please help your child to organize their day to avoid wasting class time. Students will not be allowed to call after school to make “play date” arrangements.

Student Identification

The Woodland Joint Unified School District conforms to the State of California’s standardized student information system requirements. This information is maintained in the District’s student information data base and transferred to the State. Students are identified by their full legal name as given on the birth certificate, adoption papers, or other legal document.

Emergency Cards

New emergency cards are required each year. These cards go home on the first day of school and are due the next school day. Please make sure that you take special care to provide names and telephone numbers of individuals who are authorized to care for your child when you cannot be reached. All contacts must be over the age of 18. Please call the school if you have changes in the information listed on the card. In an emergency, every minute counts. Please provide current phone numbers. Cell phone numbers are also encouraged.

Children cannot be released to anyone whose name is not on the child's emergency card.

Dress Code

We believe that appropriate dress and grooming contribute to a productive learning environment. We expect students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. We use the District's policy on Dress and Grooming as our guide.

Guidelines

The following guidelines shall apply to all regular school activities:

1. All garments must fit. Clothing should be within one size of the student's measurements and worn in the manner in which they are designed.
2. Footwear must be worn at all times. At all elementary schools, for safety reasons, flip flops or backless shoes/sandals are prohibited; however, sandals may be worn if they have heel straps. Children must wear shoes appropriate for physical education on their PE days.
3. Clothes shall be sufficient to conceal undergarments at all times. See through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, torn off sleeves, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
4. For outdoor activities: Sun-protective clothing, not limited to hats (Ed. Code 35183.5), shall be allowed. Hats, caps and other head coverings shall not be worn indoors. Bandanas, scarves, hairnets, hair rags, etc. will not be allowed. Students may wear head coverings in observance of their religion.

5. Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol. Jewelry, accessories, or ornaments that may be considered dangerous objects are prohibited.
6. Any apparel, jewelry, accessory, school materials or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denoting membership in a gang is prohibited. Tattoos or piercing/body adornments that are obviously gang related, i.e. name of a gang, gang language, or reference to a gang are forbidden.

Health Services

In case of injury, the school will provide first aid only. Emergency assistance will be called if parents are not available, or in case of serious injury. Student insurance information will be sent home on the 1st day of school.

MEDICATION AT SCHOOL

Medication can be given at school ONLY when the following requirements are met:

1. The parent and physician must complete and sign the "Authorization for Medication Administration" form available in the school office. This is true for "over-the-counter" and prescription medications.
2. Prescription and "over-the-counter" medication must be in the **original** container with the label intact and legible. The pharmacy label with prescribing information must be on prescription medications.
3. An adult must bring the medication to the office.
4. Medication must be kept in the office in a locked cabinet.

No medication is to be carried by the student or kept in the Classroom.

**PLEASE DO NOT SEND CHILDREN TO SCHOOL WITH A CONTAGIOUS DISEASE,
FEVER, NAUSEA, OR HEAD LICE.**

Homework

Each teacher has an established homework policy, which will be explained to students in the classroom at the beginning of the school year and to parents at Back to School Night. Homework is an integral part of the curriculum and it is expected that students will give the same serious attention to homework as to all other schoolwork.

Forgotten homework does not warrant an emergency call home. If homework is brought for the student after the school day has started, it will be put into the Teachers mailbox to be picked up at the next available break time. Class time will not be interrupted to deliver the work at that time.

Forgotten Band Instruments

Phone calls for forgotten Band Instruments at home will be at the Band Teachers discretion. Instruments brought to the school office after the start of the school day will be held in the office until the students' designated Band time. Students will be released by the Band teacher to come to the office to pick up their instrument. Regular class time will not be interrupted to deliver instruments.

Lost and Found

Personal possessions found around the school are turned in to the Lost & Found totes, which are located in the multipurpose room. Clothing, lunch boxes and other items should be marked with the child's name and phone number. Items that are unclaimed are donated to a charitable organization.

Lunch & Snack Procedures

Lunch Schedule

In order to accommodate an efficient lunch time for all students, lunch is scheduled as follows: 11:00 am – 12:00 pm for K, 11:30 am– 12:30 pm for 4th – 6th and 12:30 pm – 1:30 pm for 1st – 3rd.

Lunch Prices

The district has a breakfast and lunch program available for all children. Prices for the 2012-2013 school year are \$2.50 for lunch, \$1.50 for breakfast and .50¢ for milk. *Free and reduced prices are available to qualified students.* Information about this school food program is provided in the “1st Day of School Packet” and is always available at the office.

Paying for lunch

Please see that your child has lunch money before leaving home each day (or you may pay for lunches in advance by sending in a check). **Lunches must be paid for before school** in the multi-purpose room, not as children go through the lunch line as it prevents students from receiving lunch in a timely fashion. You may also go to www.wjUSD.org and click on the link to EZ school pay to pay your child’s lunch online with a credit card. You must register first.

Courtesy Lunch Policy

- Students on full price lunches are allowed two (2) charges.
- A student may call his/her parent to tell them they will exceed the maximum charge allowed at the next lunch and let the parent make the decision to either bring in the money or provide the child a lunch from home or to instruct the student to accept the courtesy meal until such a time as other arrangements are made.
- No further charges should be allowed and a courtesy meal will be provided. A **courtesy meal** includes: Milk and fruit or vegetable of the day.

Cafeteria Lunch Program

The lunch program at Ramón S. Tafoya is a federally funded program. Federal regulations require that students receive specific items as part of the lunch program. Food cannot be shared and must be eaten in the lunch area.

Snacks

Students are encouraged to bring healthy snacks, which they may eat at the picnic tables on the playground during morning recess. Candy and soda are **not** appropriate snacks. No glass containers are allowed.

Class Parties, Birthday Treats, & Party Invitations

Please note: Red Punch (Hawaiian Punch, etc.) and Soda is **not allowed** for Class parties.

Academic time is priceless! If a treat is brought, it must be prearranged in advance with the teacher. Please arrange a specific time with the teacher for when you will be dropping off the treats at the office. The teacher will then send the student to pick them up. Party invitations **may not be handed out** as it disrupts the learning environment. Flowers and balloon bouquets **will not be delivered** to the classroom.

Parent Participation

PTA

The Parent Teacher Association is a strong organization interested in the well being and education of all students. During the year the PTA sponsors school activities, staff recognition activities and fund raising. We hope you will join PTA, support its activities and volunteer some time to your child's class or to the school. For more information on the PTA please check out the PTA information board in the school office.

Volunteers

Parents play a very important role at Tafoya Elementary School! Interest and involvement of parents in the learning process is a clear message to students that education is important and parents are part of the learning team. Volunteers can help in the classrooms on a regular basis, for a single event or to share skills and talents. Please let your child's teacher know how you may be willing to participate.

Those interested in volunteering in the classroom or on Study Trips must provide proof of a negative TB test within the last 4 years and have fingerprints cleared through the district process. Please see the school office for the appropriate fingerprinting and information paperwork. Fingerprinting costs are generally \$42 - \$49.

All volunteers must sign in at the office each time they visit school, before proceeding on campus.

School Site Council

State law requires a School Site Council to be formed in schools receiving additional state funding for special programs. Their peers elect parents and staff members to the council. All meetings are publicized and open to the public. The election of the School Site Council will take place annually in September.

English Learner Advisory Committee

Parents of English Learners are invited to participate in the English Learner Advisory Committee. Parents are invited to attend meetings to plan activities for bilingual parents and students and to review programs and instructional materials used with second language learners.

Special Programs

The Student Study Team (SST)

Our SST includes a team of specialists: Resource Program teacher, Speech and Language therapist, Psychologist, teacher, administration and parents. We focus on meeting children's special needs while supporting social and academic participation in the students' classroom. Teachers or parents may ask for an SST meeting. Please contact your child's teacher to request a meeting. Requests need to be in writing.

Title I Program

Our school receives federal funding to assist students who are not meeting grade level standards. Assistance is provided to students in a variety of ways, additional classroom support, supplementary materials and specialized teacher trainings.

Economic Impact Aid (EIA)

Our school receives state funding earmarked to assist those students who are English Learners. These funds are used to provide supplementary materials and small group instruction for those students who are most in need of learning English.

GATE

The Gifted and Talented Education program is available to students in grades 3-6. Students may be evaluated for GATE participation in the spring of second grade. Students who meet the criteria for GATE receive differentiated instruction in the regular classroom and enrichment opportunities beyond the regular classroom.

Student Recognition

Our school puts a great deal of effort into providing a safe learning environment. We also feel that it is very important to recognize students for their hard work and their success. We do this in a variety of ways both inside the classroom and at our monthly Hawk Award assemblies. The Hawk Awards are a program of "academic and social skills" which focuses on one skill each month to help students be successful in school and in life. Awards are given monthly for students who best demonstrate these "skills". Recognition is also provided for students who have perfect attendance each month. Students observed doing a good deed; receive "Caught You Being Good" notes that qualify them for a weekly prize drawing

Textbooks

Students are issued textbooks and are responsible for their care. Students will be responsible to replace any item that is lost or damaged.

Library

Students have access to a modern, computerized library with up-to-date materials. Students in grades K-3 are issued a plastic book bag to carry their library books. No student will be allowed to check out books without their bag. Replacement fee for lost or damaged book bags is \$1.00. Students are responsible for lost or damaged library materials.

Recess Equipment

Students are issued recess equipment and are responsible for returning the equipment to the classroom. Students will be responsible for replacing any items that are lost or damaged.

School Wide Discipline Plan

Student Responsibilities

It is the goal of Ramón S. Tafoya Elementary School to provide a safe and positive learning environment. Such an environment is created by having well chosen rules. We respect the rights of all persons and expect that these rules will allow us to have an environment that is fair and consistent.

Tafoya supports positive peer relations through the use of class meetings and the Conflict Manager program.

All students are expected to follow the Tafoya School Standards. Each teacher also has classroom rules with rewards and consequences that will be shared with parents at Back to School Night.

Cell Phones

Ramón S. Tafoya respects students' safety so cell phones are allowed, but must remain off and in student backpacks during the school day and while students are on campus. You may use your phone only at the park area or off campus. The School District is not responsible for lost, damaged, or stolen property. If cell phones are not left in backpacks, they will be confiscated and returned to an adult. Second time violators are subject to further disciplinary action as this interrupts academic learning time.

Anti-Bullying Program

Verbal abuse is the most common form of bullying used by both boys and girls. Younger children who haven't yet developed a strong sense of self are most susceptible. Verbal bullying can take the form of rumors, gossip, name-calling, taunting, belittling, cruel criticism, racist slurs, and sexually suggestive remarks (Coloroso, 2003).

Children who are bullied spend a lot of time thinking up ways to avoid the trauma and have little energy left for learning. Tafoya's discipline plan is based on respect. We do not tolerate bully behavior. Our goal is to teach children to see differences between people as a positive school community asset.

Tafoya School Standards

Be Safe:

- Keep hands, feet, and objects to self.
- Walk on the sidewalk and paths.
- Use equipment properly.
- Walk bikes and carry skateboards on school property.
- Enter classrooms only when a teacher is present.

Be Respectful:

- Be kind and courteous to yourself and others.
- Use appropriate language and gestures.
- Keep our environment clean.
- Allow others to learn and teachers to teach.
- Treat school and others' property with care.

Be Responsible:

- Be honest.
- Arrive on time and be prepared.
- Listen to and follow directions.
- Be prepared to help others solve problems and participate in Class Meetings.
- Accept consequences for your actions.

Consequences for not following Tafoya Standards

Consequences may include:

- Helping to fix the problem
- Losing a privilege
- Serving time at lunch, recess or after school
- Having a conference with the teacher, vice-principal, principal and /or parent
- Removal to another classroom for the day
- Suspension may be necessary if the offense is more serious

Suspensions and/or Expulsions will be imposed for any of the following reasons:

- Causing, attempting or threatening to cause physical injury to another person.
- Disrupting school activities or otherwise willfully defying valid authority of Supervisors, Teachers, Administrators, School Officials or other school personnel.
- Fighting or an attack on another person.
- Possession of a weapon (this includes 'look-alike') or dangerous objects.
- Possession of alcohol, nicotine products or any controlled substance (drugs).
- Persistent disruptive behavior or defiance of school authority.
- Intentional damage to school or personal property.
- Habitually committing an obscene act of profanity or vulgarity.
- Harassment of students or staff.

Refer to Woodland Joint Unified School District Student Code of Conduct for more complete disciplinary information.

How to Line Up

At Tafoya we freeze when the bell rings.

STOP

LOOK for the playground supervisor

LISTEN for the whistle

WALK to your line-up station quietly. Hold all equipment.

General Playground Rules

- All breakfast and lunch food must be eaten where the food is served.
- **NO GUM** is allowed at school.
- Balls are not to be thrown against buildings.
- On blacktop, no balls are to be kicked.
- **No toys, cell phones, beepers or games from home.**
- Tetherball #1 is reserved for 1st grade students only during 1st grade recesses.
- "Rock, paper, scissors" will be used to solve game rule disputes.
- Chasing games on the grass only.
- No kicking or sitting on basketballs or red balls.
- Balls are for everyone.
- Students may not decline other students from playing in games or restrict other from areas on the playground.
- Students may run on the blacktop except after the freeze whistle.
- Students must walk to their line-up stations.
- Only games with approved Tafoya rules may be played.

Games not allowed at recess:

- Tackle Football
- Baseball
- Dodge-ball
- Tag (on the black top)
- No tennis balls or racquetballs
- No Footballs

Lunch Rules

- After you sit down, no getting up unless you're excused by duties. Raise your hand if you need something.
- Listen to and follow the direction of the lunch monitor and adult staff.
- Quiet voices and noises in the lunch area.
- Don't throw anything, including food or paper.
- Put empty trays at the designated place.
- Dump any liquids into the white buckets. Milk that has not been opened goes into the milk containers.
- Walk when entering and leaving the lunch area.
- Before being excused, make sure your area is Clean (Table top and floor).
- Please do not leave any food on the table.
- To be excused for recess, students raise their hands and wait for an adult supervisor to come, check the area, and then dismiss them. **No one else** may dismiss them.
- Food must be eaten at the tables, not on the playground as this is a safety concern.
- Lunch boxes are placed in lunch buckets, not carried to the playground.
- Act respectfully and responsibly.
- No sharing food (school lunch or home lunch).

Conflict Managers

Each year, students in grades 3-6 who are identified as leaders, are eligible to become Conflict Managers. They receive on-going training in conflict resolution strategies. These students assist other students in solving problems as they occur. Conflict Managers work on our primary playgrounds during recess and lunch times. You can recognize them by their bright green vests.

Class Meetings

Our school believes that it is very important to teach students problem solving and decision making skills. Teachers are trained to run meetings in their classrooms. Students learn to constructively solve playground and classroom problems using an agenda to bring the problem to the group for help. Students & teachers positively reinforce each other through compliments. Children learn the social skills necessary to get along with others and solve problems in a positive manner.

ASES

The After School Enrichment and Safety Program is the after school program at Tafoya. Students are invited to attend based on academic need using California Standards test data, District Benchmark data, and Grade Level Assessment data. ASES runs the entire school year, but is divided into sessions. Please see the school website for more detailed information.

ASES is a program that includes several components. There is always homework time, where students are provided the opportunity to work on their teacher assigned homework. There is academic intervention time, where students work with a Classroom teacher on specific skill. Finally, there is enrichment and physical activity time.

Students in ASES are expected to adhere to the same behavior and discipline policies during the after school program as during the regular school day.

Report Cards and Conferences

Report cards

Report cards will be issued three times a year, during November parent conferences, February parent conference, and sent home on the last day of school. Additional conferences may be arranged by calling the school at 666-4324 and leaving a message for the teacher.

Effective parent-teacher conferences are important to our school and students. A parent-teacher partnership is needed if your child is to have a happy and productive school experience. You as a parent can be helpful to the teacher and can seek advice from the teacher who works with your child daily. Everyone benefits from a good parent-teacher conference.

These tips are designed to help parents have an effective conference.

Be Prepared

- Talk with your child about school and learn his/her thoughts and feelings.
- Write down your questions, which might include some of the following concerns: School's testing program, grading, homework and discipline policies, the child's ability to do schoolwork, current levels of achievement in reading, math and other areas, attitude toward school and ability to get along with others.
- Whenever possible, both parents/guardians should participate.

**Be familiar with the California State Standards, covered at your child's grade level. Pamphlets are handed out on Back To School night in your child's classroom, or you may get a copy in the office.*

During the conference

- Ask the questions you have prepared at home and be sure that you understand the answers you receive from the teacher.
- Discuss the child's: achievements, health and emotional condition, likes and dislikes, activities after school and responsibilities at home.
- Ask the teacher to identify activities for improvement or enrichment in a specific area.
- Discuss how you can best help your child learn.

After the Conference

- Jot down important points discussed.
- Share the results with the appropriate people in your family.
- Discuss the conference with your child. Stress the positive points brought out by the teacher, give compliments about the things done well, and discuss teacher's suggestion for improvement where problems exist.
- Be sure to check back with the teacher on a mutually agreed upon date to see how your child has progressed since the conference.

Parents Make a Difference

Parent involvement has more influence on children's success in school than the quality of teachers, the school, or the money spent on education.

Be Informed

- Your child spends about 1200 hours at school each year. Learn what is happening at school. Don't rely on second hand information. Know the staff members at school, volunteer if you have some time, join the PTA, attend parent-teacher conferences and keep a school file for each child including medical records, immunizations, birth certificate, pictures, fingerprints, report cards and any other pertinent information.

Encourage Your Child

- Treat your child with the same respect as you would a friend. Build self-esteem. Concentrate on the positive and recognize your child's efforts not his accomplishments.

Help with Homework

- Set aside a regular time and place for doing homework. Your child should get into the habit of doing homework at the same time each day. Be alert to problems and contact your child's teacher if you and your child do not understand the assignment.

Helping Your Child to Read

From early infancy, worthwhile experiences with reading are essential and have proven to be key factors in a child's successful school career. Here are some suggestions for you to help your child learn to read.

Reading Readiness

- Read for fun
- Read to your child regularly
- Let your child select a favorite story.
- Have a variety of good reading materials available.
- Select materials of appropriate length.
- Schedule a time to read to your child.
- Great books are read more than once.

Values

- Be a role model. Read books, newspapers and magazines.
- Give books as gifts.

Activities to Help

- Encourage the reading of signs, posters, cartoons, maps and newspapers.
- Play listening games.
- See that your child has his or her own library card.
- Give reading help, but avoid negative comments and judgments.

Ways You Can Assist Your Child

Help your child to come to school prepared to learn:

- Encourage good attendance and getting to school on time
- Provide adequate rest and diet
- Support good personal hygiene
- Monitor quantity and quality of TV
- Help your child become responsible for his/her own successes and mistakes
- Make sure he/she completes homework and other tasks when they are due
- Expect him/her to take care of their property

Take time to read and discuss schoolwork and materials your child brings home:

- Read notices from the school
- Give encouragement and show interest
- Encourage your child to have all materials for the school day ready the night before.
- Post the school calendar to monitor early release days and holidays.

Support our school:

- Show interest by attending meetings and school events
- Visit your child's Class as a volunteer
- Assist with activities at school
- Contact the school when you have concerns or ideas



Woodland Joint Unified School District

Progressive Discipline Plan

Grades K-6

The Woodland Joint Unified School District recognizes that to maximize the learning potential of each student the school environment must be safe, secure and peaceful. The following guidelines, in accordance with Education Code and Board Policy, are enforced district wide in a fair and consistent manner.

The Progressive Discipline Plan was developed for all schools within the Woodland Joint Unified School District and outlines the Alternative Means of Correction that school sites may use, as well as consequences that may be issued for inappropriate student behaviors. Each administrator must consider the age, intent, and prior offenses of the student in determining the appropriate consequences. Situations not specifically addressed in this plan or unusual or extreme cases will be dealt with in accordance with District Policy and the California Education Code. If action warrants, students may be given consequences of second and third offense on the first offense.

Alternative Means of Correction (AMC) may include, but are not limited to (no particular order):

- | | | |
|--|--|----------------------------------|
| • Parent/Teacher Conference | • Exclusion from School Activities | • Class Meeting |
| • Parent Contact | • Behavior Contract | • Student Success Team (SST) |
| • Warning | • Conflict Managers | • School Attendance Review Board |
| • Referral to Student Services Office for Intervention | • Community Referral/Services | • Cross Age Mentoring |
| • Time Out in Buddy Class | • Parent Supervise Child in Class | • Projects on Campus |
| • Loss of Recess | • Parent Escort Student to/from School | • Community Service |
| • Citation may be Issued by School Staff | • Friday/Saturday School | • Counseling |
| • Detention | | • Restitution |

Home/School communication is critical to our student's success. Therefore, ALL interventions, including most AMC, shall include a parent contact and/or conference. We want our families to be partners in education at all times.

In accordance with Education Code 48911, all home suspensions shall be preceded by an informal conference conducted by the principal or the principal's designee, the pupil, and whenever practicable, the teacher or supervisor or school employee who referred the pupil to the principal. At this conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. At the time of the suspension, a school employee shall make a reasonable effort to contact the pupil's parent or guardian in person or by telephone, and the parent or guardian shall be notified in writing of the suspension within 24 hours. If the parent/guardian can not be reached, the student's emergency contact number will be called. If the student is released to someone other than the parent/guardian, the school will make arrangements to meet to discuss the situation with the parent/guardian.

All unauthorized items brought to school and confiscated by staff may be returned to the student at the end of the school day on the first offense. Upon the second offense, parents may recover confiscated items, not held in evidence, upon administrative approval. Items not recovered by the end of the school year may be discarded. The Woodland Joint Unified School District, or any individual, is not liable for damage or loss to these confiscated items. The primary objective of requiring students not to bring restricted materials to school is to ensure students' focus on educational tasks, students' safety, and to prevent the loss or damage of private property.

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For 48915 (c) violations, the behavior must have occurred at school or at a school activity off school grounds. For all other offenses, the school has jurisdiction for behaviors occurring: while on school grounds, while going to or coming from school, during the lunch period whether on or off the campus, and during or while going to or coming from, a school sponsored activity.

Education Code Violation	1 st Intervention/ Consequence	2 nd Intervention/ Consequence	3 rd Intervention/ Consequence	4 th Intervention/ Consequence
48915(c)(1) Possession, selling, or otherwise furnishing a firearm.	5 day home suspension, notify police, and <i>mandatory</i> recommendation for expulsion.	N/A	N/A	N/A
48915(c)(2) Brandishing a knife.	5 day home suspension, notify police, and <i>mandatory</i> recommendation for expulsion.	N/A	N/A	N/A
48915(c)(3) Selling a controlled substance.	5 day home suspension, notify police, and <i>mandatory</i> recommendation for expulsion.	N/A	N/A	N/A
48915(c)(4) Committing or attempting to commit sexual assault or battery	5 day home suspension, notify police, and <i>mandatory</i> recommendation for expulsion.	N/A	N/A	N/A
48915(c)(5) Possession of an explosive <i>See Definition</i>	5 day home suspension, notify police, and <i>mandatory</i> recommendation for expulsion.	N/A	N/A	N/A
48915(a)(1) Causing serious physical injury to another person except in self defense.	5 day home suspension, notify police, and mandatory recommendation for expulsion, unless the principal finds that the expulsion is inappropriate, due to the particular circumstance.	5 day home suspension, notify police and recommendation for expulsion	N/A	N/A
48915(a)(2) Possession of any knife, or other dangerous object of no reasonable use to the pupil.	5 day home suspension, notify police, and mandatory recommendation for expulsion, unless the principal finds that the expulsion is inappropriate, due to the particular circumstance.	5 day home suspension, notify police and recommendation for expulsion	N/A	N/A
48915(a)(3) Possession of any controlled substance except for the first offense of possession of not more than one ounce of marijuana.	5 day home suspension, notify police, and mandatory recommendation for expulsion, unless the principal finds that the expulsion is inappropriate, due to the particular circumstance.	5 day home suspension, notify police and recommendation for expulsion	N/A	N/A
48915(a)(4) Robbery or Extortion	5 day home suspension, notify police, and mandatory recommendation for expulsion, unless the principal finds that the expulsion is inappropriate, due to the particular circumstance.	5 day home suspension, notify police and recommendation for expulsion	N/A	N/A
48915(a)(5) Assault or battery upon a school employee	5 day home suspension, notify police, and mandatory recommendation for expulsion, unless the principal finds that the expulsion is inappropriate, due to the particular circumstance.	5 day home suspension, notify police and recommendation for expulsion	N/A	N/A
48915(c)(1) Possession, selling, or otherwise furnishing a firearm	5 day home suspension, notify police, and <i>mandatory</i> recommendation for expulsion.	N/A	N/A	N/A

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Education Code 48900(a)-48900.7 offenses are outlined below. Interventions are offered and consequences are given when a student commits one of these violations.

Education Code Violation	1 st Intervention/ Consequence	2 nd Intervention/ Consequence	3 rd Intervention/ Consequence	4 th Intervention/ Consequence
48900(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person;				
Threats	<ul style="list-style-type: none"> • AMC • Suspension (1-2) 	<ul style="list-style-type: none"> • Suspension (1-3) 	<ul style="list-style-type: none"> • Suspension (2-5) 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for expulsion
Fighting (may include pushing, shoving, or punching)	<ul style="list-style-type: none"> • AMC • Suspension (1-3) • Counseling 	<ul style="list-style-type: none"> • Suspension (1-5) • Counseling • Notify police 	<ul style="list-style-type: none"> • Suspension (2-5) • Counseling • Notify police 	<ul style="list-style-type: none"> • Suspension (3-5) • Recommendation for expulsion
48900(a)(2) Willfully used force or violence upon another person, <i>battery</i>	<ul style="list-style-type: none"> • Suspension (1-3) 	<ul style="list-style-type: none"> • Suspension (2-5) 	<ul style="list-style-type: none"> • Suspension (3-5) • Expulsion recommendation 	<ul style="list-style-type: none"> • Suspension (5) • Expulsion recommendation
Police notification if serious bodily injury occurs (see definition)				
48900(b) Possession, sale, or furnishing any knives, firearms, or other dangerous objects	<ul style="list-style-type: none"> • Suspension (1-5) • Recommendation for Expulsion, unless the principal finds that the expulsion is inappropriate, due to the particular circumstances • Notify police in case of possession of firearm or knife 	<ul style="list-style-type: none"> • Suspension (2-5) • Recommendation for Expulsion • Notify police in case of possession of firearm or a knife 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for Expulsion • Notify police in case of possession of firearm or knife 	<ul style="list-style-type: none"> • Prior action in effect
48900(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance or an intoxicant of any kind				
Under the influence	<ul style="list-style-type: none"> • AMC or • Suspension (1-3) • Counseling 	<ul style="list-style-type: none"> • Suspension (1-5) • Counseling and/or community service 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for expulsion 	<ul style="list-style-type: none"> • Prior action in effect
Possession	<ul style="list-style-type: none"> • AMC or • Suspension (1-5) 	<ul style="list-style-type: none"> • Suspension (1-5) • Counseling and/or community service 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for expulsion 	<ul style="list-style-type: none"> • Prior action in effect
Furnishing	<ul style="list-style-type: none"> • Suspension (1-5) • Recommendation for expulsion 	<ul style="list-style-type: none"> • Suspension (5) and • Recommendation for expulsion 	<ul style="list-style-type: none"> • Prior action in effect 	<ul style="list-style-type: none"> • Prior action in effect

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Education Code Violation	1 st Intervention/ Consequence	2 nd Intervention/ Consequence	3 rd Intervention/ Consequence	4 th Intervention/ Consequence
Sale Police notification for all substance violations	<ul style="list-style-type: none"> Suspension (5) Recommendation for expulsion - <i>mandatory</i> 	<ul style="list-style-type: none"> Prior action in effect 	<ul style="list-style-type: none"> Prior action in effect 	<ul style="list-style-type: none"> Prior action in effect
48900(d) Offering, arranging, or negotiating to sell drugs, alcohol or any intoxicant and then substituting a look-alike substance intended to represent drugs, alcohol, or an intoxicant Police Notification	<ul style="list-style-type: none"> Suspension (1-5) Counseling Recommendation for expulsion 	<ul style="list-style-type: none"> Suspension (5) and Recommendation for expulsion 	<ul style="list-style-type: none"> Prior action in effect 	<ul style="list-style-type: none"> Prior action in effect
48900(e) Committed or attempted to commit robbery or extortion. Police Notification	<ul style="list-style-type: none"> Suspension (3-5) Recommendation for expulsion - unless the principal finds that the expulsion is inappropriate, due to the particular circumstances. 	<ul style="list-style-type: none"> Suspension (5) and Recommendation for expulsion 	<ul style="list-style-type: none"> Prior action in effect 	<ul style="list-style-type: none"> Prior action in effect
48900(f)* Caused or attempted to cause damage to school or private property (including graffiti)	<ul style="list-style-type: none"> AMC Suspension (1-3) Restitution 	<ul style="list-style-type: none"> Suspension (1-5) Restitution 	<ul style="list-style-type: none"> Suspension (5) Recommendation for expulsion Restitution 	<ul style="list-style-type: none"> Prior action in effect
48900(g)* Stealing, or attempting to steal school or private property	<ul style="list-style-type: none"> AMC Suspension (1-3) Restitution 	<ul style="list-style-type: none"> Suspension (1-5) Restitution 	<ul style="list-style-type: none"> Suspension (3-5) Restitution 	<ul style="list-style-type: none"> Suspension (5) Recommendation for expulsion Restitution
48900(h)* Possessed or used tobacco or nicotine products	<ul style="list-style-type: none"> AMC Counseling 	<ul style="list-style-type: none"> AMC Suspension (1-3) Counseling 	<ul style="list-style-type: none"> Suspension (1-5) Counseling 	<ul style="list-style-type: none"> Suspension (1-5) Counseling
48900(i)* Committed an obscene act or engaged in habitual profanity or vulgarity <ul style="list-style-type: none"> Obscene act/ gesture Profanity 	<ul style="list-style-type: none"> AMC Suspension (1-3) AMC 	<ul style="list-style-type: none"> Suspension (1-3) AMC Suspension (1) 	<ul style="list-style-type: none"> Suspension (3-5) Suspension (2-3) 	<ul style="list-style-type: none"> Suspension (5) Recommendation for expulsion Suspension (3-5)
48900(j)* Possessed, offered, arranged, or negotiated to sell any drug paraphernalia	<ul style="list-style-type: none"> AMC Suspension (1-3) Counseling 	<ul style="list-style-type: none"> Suspension (1-5) Counseling 	<ul style="list-style-type: none"> Suspension (5) Counseling 	<ul style="list-style-type: none"> Suspension (5) Recommendation for expulsion

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Education Code Violation	1 st Intervention/ Consequence	2 nd Intervention/ Consequence	3 rd Intervention/ Consequence	4 th Intervention/ Consequence
48900(k)* Willful defiance and/or disruption of school activities and/or the learning environment <ul style="list-style-type: none"> Cheating/Plagiarism Forgery Dress code violation Gambling Electronic device violation Pulling fire alarm Bystander in a fight 	<ul style="list-style-type: none"> AMC 	<ul style="list-style-type: none"> AMC Suspension (1-3) 	<ul style="list-style-type: none"> Suspension (1-5) 	<ul style="list-style-type: none"> Suspension (1-5)
48900(l)* Knowingly received stolen school or private property	<ul style="list-style-type: none"> AMC Suspension (1-3) Restitution 	<ul style="list-style-type: none"> Suspension (1-3) Restitution 	<ul style="list-style-type: none"> Suspension (1-5) Restitution 	<ul style="list-style-type: none"> Suspension (1-5) Restitution
48900(m)* Possession of an imitation firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm	<ul style="list-style-type: none"> AMC Suspension (1-5) Confiscate object 	<ul style="list-style-type: none"> Suspension (3-5) Confiscate object 	<ul style="list-style-type: none"> Suspension (5) Confiscate object 	<ul style="list-style-type: none"> Suspension (5) Confiscate object Recommendation for expulsion
48900(n) Committed sexual assault or battery <i>See Definition</i> Police Notification	<ul style="list-style-type: none"> Suspension (5) and Recommendation for expulsion - <i>mandatory</i> 	<ul style="list-style-type: none"> Prior action in effect 	<ul style="list-style-type: none"> Prior action in effect 	<ul style="list-style-type: none"> Prior action in effect
48900(o)* Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding for the purpose of intimidation or retaliation	<ul style="list-style-type: none"> AMC Suspension (1-3) 	<ul style="list-style-type: none"> Suspension (1-5) 	<ul style="list-style-type: none"> Suspension (5) Notify Police 	<ul style="list-style-type: none"> Suspension (5) Recommendation for expulsion Notify Police
48900(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma Police Notification	<ul style="list-style-type: none"> Suspension (5) and Recommendation for expulsion 	<ul style="list-style-type: none"> Prior action in effect 	<ul style="list-style-type: none"> Prior action in effect 	<ul style="list-style-type: none"> Prior action in effect
48900(q)* Engaged or attempted to engage in an act of hazing initiation or pre-initiation into a student organization <i>See Definition</i>	<ul style="list-style-type: none"> AMC Suspension (1-3) 	<ul style="list-style-type: none"> Suspension (1-5) 	<ul style="list-style-type: none"> Suspension (3-5) Notify Police 	<ul style="list-style-type: none"> Suspension (5) Recommendation for expulsion

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Education Code Violation	1 st Intervention/ Consequence	2 nd Intervention/ Consequence	3 rd Intervention/ Consequence	4 th Intervention/ Consequence
48900(r)* Engaged in an act of bullying, including, but not limited to electronic act, directed toward a pupil or school personnel	<ul style="list-style-type: none"> • AMC • Suspension (1-3) 	<ul style="list-style-type: none"> • Suspension (1-5) 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for expulsion 	<ul style="list-style-type: none"> • Prior action in effect
48900(t)* Aiding or abetting infliction or attempted infliction of physical injury to another person	<ul style="list-style-type: none"> • AMC • Suspension (1-3) 	<ul style="list-style-type: none"> • Suspension (1-5) 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for expulsion 	<ul style="list-style-type: none"> • Prior action in effect
48900.2 Committed sexual harassment (grades 4 -12) <i>See Definition</i>	<ul style="list-style-type: none"> • AMC • Suspension (1) • Counseling 	<ul style="list-style-type: none"> • Suspension (1-3) • Counseling 	<ul style="list-style-type: none"> • Suspension (3-5) • Counseling 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for expulsion
48900.3 Caused, attempted to cause, threatened to cause, or participated in any act of, hate violence (grades 4-12) <i>See Definition</i>	<ul style="list-style-type: none"> • Suspension (1-3) • Counseling 	<ul style="list-style-type: none"> • Suspension (1-5) • Counseling 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for expulsion 	<ul style="list-style-type: none"> • Prior action in effect
48900.4 Engaged in harassment, threats, or intimidation, directed against school district personnel or pupils. (grades 4-12) <i>See Definition</i>	<ul style="list-style-type: none"> • Suspension (1-3) 	<ul style="list-style-type: none"> • Suspension (1-5) 	<ul style="list-style-type: none"> • Suspension (3-5) 	<ul style="list-style-type: none"> • Suspension (5) • Recommendation for expulsion
48900.7 Making terroristic threats against students, school officials and/or property Police Notification	<ul style="list-style-type: none"> • Suspension (1-5) 	<ul style="list-style-type: none"> • Suspension (5) and • Recommendation for expulsion 	<ul style="list-style-type: none"> • Prior action in effect 	<ul style="list-style-type: none"> • Prior action in effect

* E.C. 48900.5 states that suspension may occur on the first offense only if "the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process."

DEFINITIONS:

Assault: An unlawful attempt, coupled with present ability, to commit a violent injury to someone.

Behavior Contract: This is a contract written by the classroom teacher for the purpose of assisting the student with a specific behavior.

Bystander: This is a student who verbally encourages negative behavior to continue. These behaviors may include, but are not limited to: remaining at a fight even when directed to leave, saying things to encourage the fight to continue.

Battery: A willful and unlawful use of force or violence upon another and where there is a clear victim and clear abuser.

Dangerous Object: Any object used in a dangerous way or an object that might cause harm to the student or others. Examples include, but are not limited to: safety pins, laser pointers, paper clips that are opened.

Detention: A student is assigned to a supervised area for a specified period of time before or after school, or at lunch. Students may not be detained for more than one hour after the close of the maximum school day, unless otherwise arranged with the parent/guardian. If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. The student shall not be detained unless the principal or

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designee notifies the parent/guardian. If, after talking with the parent, the student is unable to remain after school on that day, another day will be arranged (including Saturday, where applicable).

Expulsion: Expulsion means the removal of the student from their school for a specified amount of time. When a school site recommends expulsion, the site will forward the request to the Director of Student Services. The Student Services Department will notify the family to arrange for a meeting to discuss the recommendation.

Explosive: Defined as "a destructive device" which includes, but is not limited to: bomb, grenade, rocket with propellant charge of greater than 4 ounces, missile with a charge of greater than ¼ ounce, mine, similar devices, a weapon that can expel a projectile by explosive or propellant action, and parts which can be assembled into a destructive device.

DEFINITIONS:

Extortion: Using threats to obtain money or property from others.

Fight: Mutual combat. A physical confrontation between two or more students.

Hate Violence: Willful interference with or threatening another person's personal or property rights due to his/her race, ethnicity, national origin, religion, disability or sexual orientation.

Harassment, Threats & Intimidation: Intentionally engaged in harassment, threats or intimidation directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and expected effect of materially disrupting class work, creating substantial disorder and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

Obscene Act/Gesture: Any act or gesture that is considered offensive to others. Examples include, but are not limited to: using inappropriate hand gestures, rotating ones hips in a suggestive manner, or other similar behaviors.

Knife: As used in this section, 'knife' means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3½ inches, a folding blade that locks into place, or a razor with an unguarded blade (EC 48915(g)).

Robbery: Taking property by the use of violence (PC 211).

Serious Bodily Injury: A serious impairment of physical condition including, but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement. (PC 243)

Sexual Battery: As described in Penal Code section 243.4(d)(1): "Any person who touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse." Intimate part means the "sexual organ, anus, groin, or buttocks of any person, and the breast of a female."

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature, if this behavior is sufficiently severe or pervasive to have a negative impact on the individual's academic performance, or creates an intimidating, hostile or offensive educational environment.

Student Success Team (SST): School-based teams who explore, in a structured procedure, alternatives for students experiencing attendance, academic, and/or behavioral problems.

School Attendance Review Board (SARB): Multi-disciplinary team at the District level. SARB committee is made up of school employees and community agencies who meet to discuss issues involving severe attendance and/or behavior issues. Referrals can be made to law enforcement and/or the District Attorneys Office for failure to follow the SARB directives.

Truancy: It is the expectation of this district that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy or otherwise absent from school activities. Students may be asked to serve detention before or after school or during lunch time. Students may also be asked to attend Friday and/or Saturday School to make up for lost instructional time.