

**Los Olivos Elementary School
Parent Student Handbook
2018-2019**



Los Olivos School
2540 Alamo Pintado Ave.
PO Box 208
Los Olivos, CA 93441

805.688.4025 phone
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ATTENDANCE POLICIES:

Closed Campus Policy

Los Olivos Elementary School has a closed campus policy. Students are not allowed to leave unless they are personally checked out by a parent/guardian or someone listed on the emergency card.

Morning Drop Off

The school day begins at 8:15 a.m. daily. Students are to arrive on campus **NO** earlier than 8:00 a.m. There is no supervision of the playground prior to 8:00 a.m. If your child arrives earlier than 8:00 a.m. they will be required to remain in the courtyard area until 8:00 a.m. when the teacher on duty releases them to the playground. Please make every effort to arrive between 8:00 a.m.-8:15 a.m. daily.

Attendance

All absences must be reported to the attendance office. Absences can be reported by phone (688-4025), email (lcortez.losolivivos@gmail.com) or in person in the school office. Absences not reported will be considered unexcused and a truancy.

Regular attendance is essential to your child's success in school. Please make every effort to avoid having your child absent. Each day that a student is absent, their parent must call the attendance clerk. If a parent is unable to call during an absence, students are required to report to the office upon returning with a note from their parent giving the date, number of days absent, and reason for the absence. If a student returns without parent excuse, notification must be given within two school days or the absence will be considered truant. Parents will be notified if students are absent excessively. If a student will be out for more than five days, the parent should call the office at least five days before the absence to request an Independent Study Agreement. A student on Independent Study is responsible for the completion of all work assigned during the absence.

Students who arrive late to school must report first to the main school office. Attendance is taken first thing in the morning and if late students do not report to the attendance office they may be counted as absent for the entire day.

Los Olivos School will be adhering to the policies set forth by the School Attendance Review Board and California State Law. Students who meet the criteria for unexcused absences (including any 30 minute period during the school day) and/or tardies in excess of 30 minutes will be subject to the law.

Please note that Ed. Code §48205 states that your child will be excused for absences only when it is:

1. Due to illness. (If a student is absent more than 3 days a written doctor's note is required).
2. Due to quarantine under the direction of a city or county health officer
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of your immediate family so long as the absence is not more than one day, if the service is conducted in California, and not more than three days if the services is conducted outside of California.
5. With your written permission, your child may be excused to attend religious services away from school. However, your child will be required to complete a certain number of minutes for that day. Such absences are limited to four days per month. (E. C. section 46014)
6. Upon your written request and approval by the school principal, your child may be excused from school for justifiable personal reasons such as an appearance in court, observation of religious holiday or ceremony, attendance at religious retreats, or an employment conference.

Los Olivos School Attendance Policy:

Los Olivos School will be enforcing the School Attendance Review Board (SARB) and California State Law regulations for students with unexcused absences or unexcused tardies:

3 unexcused absences

Truancy Letter #1

6 unexcused absences	Truancy Letter #2 and mandatory meeting with SARB
9 unexcused absences	Truancy Letter #3, meeting with Principal, and classified as Habitual Truant
12 unexcused absences	Truancy Letter #4, meeting with Truancy Mediation Team, and District Attorney
14 unexcused absences	Truancy Letter #5, meeting with SARB, District Attorney, and Probation.

Students who are truant (absent without a valid excuse) may not receive credit for make-up work. Parents will be notified of any truancy and the consequences listed above will be followed.

Los Olivos School Tardy Policy:

In addition, Los Olivos School will be holding students accountable with a detention policy for unexcused tardies. Listed below is the Los Olivos School tardy policy that will be implemented.

Students whom have three unexcused tardies in a trimester will serve detention.

- Grades 1-3: Ten Minutes
- Grades 4-8: Fifteen Minutes

Students whom have six unexcused tardies in a trimester will serve detention.

- Grades 1-3: Twenty Minutes
- Grades 4-8: Thirty Minutes

Students whom have nine unexcused tardies in a trimester will serve detention.

- Grades 1-3: Thirty Minutes
- Grades 4-8: Forty-five Minutes

Our goal is to reinforce the importance of being on time and at school. Parents can certainly help by supporting our goal with implementing family routines at home. Student attendance is one of the keys to a successful school experience.

Independent Study

The Superintendent/Principal or designee shall determine that the prospective independent study student understands and is prepared to meet the district’s requirements for independent study. Independent study entails a commitment by both the parent/guardian and the student. As the student gets older, he/she assumes a greater portion of the responsibility involved. Independent study may be offered only to students who can achieve in this program as well as or better than they would in the regular classroom.

To foster each student’s success in independent study, the Board establishes the following maximum lengths of time which may elapse between the time an assignment is made and date by which the student must complete the assignment work shall be as follows:

- For students in grades K-3: 1 week
- For students in grades 4-8: 2 weeks

If a parent/guardian requests more than 25 days of independent study during a school year the Superintendent/Principal or designee may determine that an alternative is appropriate.

Early Dismissal

If a child needs to be taken out of school before the regular dismissal:

1. Parents need to come to the office to sign the student out.

2. Parents please do not go to the classroom to get your child.
3. The office will send for your child.

COMMUNICATION

Contacting Your Child

In order to protect the integrity of the learning environment, we ask that you not go directly to your child's class to deliver a message. If it becomes necessary to deliver a message to your child during the school day, please call 805-688-4025 or come by the school office. Please make arrangements for lunch, car pools, babysitting, etc., with your child BEFORE he/she leaves for school in the morning. In the event of an emergency or change of plans, the office staff will relay messages to your child's teacher. Please do not ask the office staff to contact your child or interrupt a class for messages that are not critical.

Forgotten Lunches/Homework

Lunches and homework brought to school by parents should be left at the school office and office staff will contact your child to get his/her lunch or homework. Please do NOT interrupt the smooth process of class to deliver a forgotten lunch or homework. Children will not be allowed to use the phone to ask parents to bring forgotten homework. Learning to take responsibility for getting homework to school is an important part of your child's growth. It is important for children to take personal responsibility and shoulder the consequences if need be.

Student Use of the Phone

The school phone is to be used for business and emergency purposes only. It is available for use only with permission of the teacher or office personnel. Students will not be allowed to use the phone for such reasons as asking permission to visit a friend, staying for a recreational program, etc. These arrangements should be made beforehand.

School to Home Communication

The staff of Los Olivos Elementary School is concerned that parents are well informed about school activities. All regularly scheduled events and holidays are on the website and posted on Parent Square. In addition, classroom teachers have regular communication with parents through flyers, our school website and Parent Square. Please check your child's Friday folder for newsletters and other school communication on a regular basis, and sign up for our weekly newsletter sent in a Friday email.

Electronic Device Policy

We advise parents not to supply their child with a cell phone while on school campus. Any students seen using a cell phone during school hours without permission will have that device confiscated. During school hours all devices are to be turned off and stored in the student's backpack. If a student must call home for an emergency the school office phone is available.

Electronic devices such as iPods and MP3 players are not permitted for use during the school day, unless students have received teacher consent for a special reason (examples: long field trips, mile runs, or special events). Electronic readers such as Kindles, iPads, and Nooks may only be used with parent consent and teacher approval. These devices may only be used during class time and are not allowed outside of class. Electronic devices used without consent will be confiscated. All confiscated devices will be turned in to the office and will be released only to a parent or guardian.

The school is not responsible for the loss or security of personal electronic devices.

SAFETY:

Accidents

If you are injured at school, this should be reported to a teacher. The best advice with any injury is **DON'T MOVE**. Movement often makes an injury worse. If you are injured have someone get a teacher or playground supervisor to come to you. In the event of an injury your parents will be contacted and/or an EMT unit will be called. It is school policy that an accident report must be completed for all injuries or accidents that occur at school.

Fire Drills, Earthquake Drills and Lockdown Drills

Fire drills are held once a month and are signaled by a series of bells. During a fire drill, you should follow the directions of your teacher and proceed to the designated safe area in an orderly and quiet manner.

Earthquake drills take place at various times during the school year. Your teacher will tell you to **DROP, COVER, and HOLD**. When given this direction, you should drop to the floor, get under a table or desk, and hold onto the legs of the table or desk. After a few minutes have passed, your teacher will ask you to leave the room in the same manner as a fire drill.

Depending upon the severity of an earthquake, you may be required to stay in the designated safe area for a long period of time. **YOU MUST NOT LEAVE SCHOOL** should an earthquake occur. Stay in the designated safe area until you are released to a parent or guardian.

Lockdown drills are practiced throughout the school year. When the school is in lockdown mode, no one is allowed to leave or enter the classroom for any reason. If a parent is on campus they must also be in the nearest building participating in the lockdown. No one is allowed to use cell phones or electronic devices during a lockdown. During a lockdown classroom doors must remain locked, students and staff must be quiet, and classroom lights must be turned off.

In the event of a real emergency school personnel will contact parents to communicate the situation and the designated student pick-up location if it is not at Los Olivos School. Our designated alternate pick-up location is St. Mark's Church in Los Olivos.

Drug and Alcohol Abuse Prevention

Los Olivos School provides drug and alcohol abuse prevention education as part of the health class in junior high. Drugs and alcohol can destroy a young person's life. The school takes a strong stand in assuring that every student has the knowledge and methods to allow him or her to "Just Say NO" to alcohol and drugs. Any student found to be under the influence or in possession of drugs or alcohol on the school campus will face immediate suspension, will be reported to local law authorities, and will face possible expulsion from school. The 5th grade classes participate in the DARE program.

Bullying Education

Los Olivos School teaches an Anti-Bullying curriculum in grades K-6. In grades K-3 the curriculum is called "Second Step", it focuses on teaching young students Empathy, Communication, Problem Solving, and Responsibility. In grades 4-6 the curriculum is called "Steps to Respect", it focuses on Bullying Behaviors, Bystanders, and Reporting Bullying. Our Junior High students are participating in a specialized Life Skills program called SPAN that is provided through the Santa Ynez Valley Youth Coalition.

Bullying

Los Olivos School has a "No Tolerance Policy" for bullying (BP 5145.3). If Bullying has occurred it must be reported immediately to a staff member or the principal and disciplinary consequences will be enforced. The Los Olivos School Board prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

Harassment

Harassment of any sort is against the law. The law includes sexual, physical, and emotional harassment. Any such harassment should be reported immediately to a teacher or administrator.

Playground Rules

1. A "hands off" rule applies to all games. There is to be no tackling, pushing, tripping, or other actions that might cause injury to others. Touch football is acceptable.
2. Throwing a ball at persons standing against a backstop or handball area is not allowed.
3. Please do not bring any equipment from home to use for a school game.
4. All snacks must be eaten and garbage must be placed in a trash receptacle before playing.
5. Climbing over the playground fence is not permitted.
6. Students must stay within school boundaries.
7. Students are not to be playing in the bathroom.

Student Medication

Medical treatment is the responsibility of the parent and the family physician. Medications are rarely given at school. Parents are urged to work with their family physician to plan a medication schedule for non-school hours. If it is an absolute necessity that medication be given at school we need the following:

1. We **MUST** have a written statement from the doctor "detailing the method, amount, time schedule by which medication is to be taken, and common side effects" (Education Code 49423)
2. A signed release from the parents for the school to assist in administering medication.
3. Medication must be in the prescription bottle, labeled with the student's name; the name of the medication; proper dosage and instructions; name of the prescribing physician; name of the pharmacy or manufacturer who dispensed the medication.
4. Forms are available in the school office. (This is also the policy for over the counter drugs, such as aspirin, eye drops, cough drops, etc.)
5. Medication authorization forms must be renewed each academic school year.

Children may carry and self-administer a blood glucose level test and diabetes care, inhaled asthma medication and auto-injectable epinephrine if the above rules are met. If your child is on a continuing medication regimen for a non-episodic condition, you are required to notify the district designee of the medication being taken, the current dosage, and the name of the supervising physician. (Education Code 49480).

Volunteer Requirements

The Los Olivos School District requires the following in becoming a volunteer for our school.

1. Attend Volunteer Orientation in the fall.
2. Upon arrival on campus please sign in with the office.
3. Obtain a Visitor's vest to be worn at all times while on campus.
4. Upon leaving campus please sign out with the office and return Visitor's vest.

TRANSPORTATION:

Bus Transportation (To and from school)

Transportation is currently provided without cost to families. All pupils being transported are under the authority of the bus driver and must obey his or her requests. Riding the school bus is a privilege that can be revoked at any time for disruptive and unsatisfactory conduct.

All students will:

- Enter the bus quietly and quickly.
- Remain seated while the bus is moving.
- Keep all parts of the body inside the bus.

- Remain seated until the bus is stopped and the door is opened.
- When crossing the street, do so in front of the bus and use appropriate crosswalks.

Transportation by Private Vehicle

BP 3541.1 The Superintendent/Principal or designee may authorize the transportation of students by private vehicle when the vehicle is driven by an adult age 21 or older who has a good driving record and who has registered with the district for such purposes. Drivers shall be required to possess a valid California driver's license and at least the minimum insurance required by law.

An adult can register with the district for such purposes by filing a completed School Driver Certification Form. When filing the School Driver Certification Form, all drivers shall be issued the Driver Instruction sheet and asked to keep it in their car. All student passengers shall provide permission slips signed by their parent/guardian. Additionally, drivers will need to provide the district with a DMV printout of their driving record.

Owners, drivers and passengers shall be informed that the registered owner and his/her insurance are responsible for any accidents that may occur. District personnel who frequently transport students in their private vehicles are urged to carry insurance of \$300,000 or more per occurrence.

A seat belt must be provided for each passenger. Children under the age of 8 must be secured in a car seat or booster seat in the back seat. Children under the age of 8 who are 4' 9" or taller may be secured by a safety belt in the back seat. Children who are 8 years and over shall be properly secured in an appropriate child passenger restraint system or safety belt. Trucks and pickups may not transport more persons than can safely sit in the passenger compartment.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed and should not in any case exceed ten.

Owners of private vehicles shall not accept reimbursement from passengers in excess of the cost of operating the vehicle.

Bicycles

In addition to the rules listed below, we ask all students to adhere to traffic safety rules. These rules apply from 8:00 a.m. to 6:00 p.m.

1. All bikes shall be parked in the bike racks – rain or shine.
2. Bikes are not allowed in the hallways or quad.
3. Bikes shall be walked through all crosswalks.
4. Students riding to and from school must wear a bike helmet.

The bike rack area is not supervised during the school day, so we encourage students to chain and padlock bikes to the rack.

In-Line Skates, Skateboards, and Scooters

In-line skates, rollerblades, scooters, and skateboards may not be ridden on campus. If you ride a skateboard to school, you must store it in the office until the end of the day. Scooters can be stored in the bike racks.

EXTRA CURRICULAR ACTIVITIES:

Athletics

The school offers a wide range of after school sports programs for boys and girls. Sixth through eighth graders are eligible to participate; however, if there is a sufficient number of seventh and eighth graders to fill a team, sixth graders will not be able to participate.

Sports offered include boys and girls volleyball, basketball and tennis. Your homeroom teacher or school office will announce signup dates and beginning practice dates. Team practices are held after school hours depending upon the scheduling of the coaches. Games are generally scheduled during the week. If you are absent from school on a practice or game day, you will not be allowed to participate in that day's scheduled practice or game. Parents and coaches will need to provide transportation to events. Schedules will be distributed prior to the start of each sports season.

The school furnishes uniforms, but students need to supply their own socks and shoes. Students who lose or damage uniforms are responsible for replacement costs.

Grade requirements for athletics are dictated by state law and by school board policy; in order to be eligible to participate a students must have no "F"s on the last report card, a "C" average or a 2.0 GPA, and be in good standing in the school discipline program. Students who do not meet these requirements will be placed on the "INELIGIBLE LIST." Students who are ineligible may not practice or play in games.

Gates Foss Community Center Gym

Eating or gum chewing in the gym is not allowed. The only beverage allowed in the gym is water. Persons found eating or drinking beverages other than water may be asked to leave the gym or to throw away the food/drink items in their possession.

Field Trips

During the school year, field trips may be planned in connection with classroom work. Students are required to have parent signed permission slips when attending a field trip. Students will NOT be allowed to call parents and receive verbal permission. If you do not have a signed permission slip for a trip, you will be assigned to another classroom for the day.

Field trips are an extension of the school and students are expected to adhere to all school rules as well as special rules set up by your teacher. Please remember that YOU represent our school and we ask that you behave in a manner, which will reflect well upon you, your parents, and our school.

Any child wishing to participate on a field trip must be in school the morning of the trip.

Assemblies

During an assembly students are expected to have respectful behavior. Each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, yelling, uncalled-for-clapping, and talking during a program. Students who exhibit disrespectful behavior will be escorted out of the assembly into the Library for a period of time. Los Olivos students are known for their respectful and responsible behavior, and we want to keep this reputation going!

CONFERENCES AND REPORT CARDS:

Reporting Student Progress

Home/school communication is extremely important, particularly in regard to student performance. We feel that the teacher and parent share joint responsibility for this communication. There are several ways for you to be informed about your child's academic progress.

The formal reporting procedure includes:

1. **Back to School Night:** This is an evening set-aside for parents to familiarize themselves with their child's classroom, teacher, and school. Classrooms are open to explain the curriculum that will be undertaken by the students during the school year. Grade level expectations, classroom expectations, classroom daily schedule, discipline and homework policies will be discussed.
2. **Conferences** will be scheduled with parents twice a year. This is a very important opportunity for you to discuss your child's academic and social growth with the teacher. If the scheduled time is inconvenient for you, please contact the school office to reschedule.
3. **Report Cards** will be issued at the end of each trimester. Student report cards reflect how well your child is doing in each subject. The grades earned in junior high school can have some bearing on the types of classes students will be allowed to take in high school. All students in grades 6, 7, and 8 use the traditional grading scale of A, B, C, D, and F. Standards based report cards are used in grades K-5. Student grades and work habits will affect their eligibility for extracurricular activities.
4. **Parent Portal:** Teachers in 3rd-8th grades use the online parent portal provided through Schoolwise. Grades are regularly updated to reflect current student progress. Every parent may access this information with your personalized login information that will be provided to you at the beginning of the school year by your child's classroom teacher.
5. **Progress Reports** are sent out at least once during the trimester for students in 3rd-8th grades. Students in junior high receiving a "D" or "F" in any subject will have their progress report mailed home.

Informal reporting

Teachers may provide informal reporting at any time. Parents please first contact your child's teacher with any questions or concerns you may have about what is occurring in the classroom, as the teacher is the best source for this type of information.

Honor Roll/Awards

Achievement Awards will be distributed to students according to each teacher's discretion. Students in 6-8 grades will receive special recognition for honor roll at the end of each trimester. Honor Roll eligibility is determined based on a student's academic GPA. Students in grades 6-8 with a 4.00 GPA will earn Superintendent's Honor Roll, and students with a 3.50-3.99 GPA will earn Honor Roll.

Homework

Homework is assigned on a regular basis in every class. Students should take their homework assignments seriously. Teachers use the grades on these assignments, along with class work and participation, to determine final grades. Students are responsible for the completion of all classwork and homework assigned during absences. Classroom teachers have their own specific homework and make-up policies and procedures.

Books (Text and library)

School and library books are provided to all students. It is the student's responsibility to keep the books in good condition. Students should cover all textbooks to help keep them protected and to minimize wear and tear. Any lost or damaged books will result in fines and could result in a student's report card and yearbook being held at the end of the year.

STUDENT CONDUCT AND DRESS CODE:

LOS OLIVOS SCHOOL DRESS AND GROOMING

(BP 5132) The Board of Trustees 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' clothing must not present a health or safety hazard or a distraction, which would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

Dress Code Requirements:

1. Shoes must be worn at all times. Flip-flops and open-toed sandals may not be worn on campus during school time. Tennis shoes are required for physical education classes.
2. Clothing, jewelry and personal items (backpacks, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Hats may be worn to school, but must be removed in the classroom or office.
4. Clothes shall be sufficient to conceal undergarments at all times. No beach or swimwear allowed at school.
5. Shirts and/or blouses that are off the shoulder, low-cut, or halter-tops are prohibited. Tank tops must have a strap that is 2 inches wide. Tank tops with spaghetti straps/and or see-through blouses may be allowed if a shirt is worn over or underneath. Shirts that expose the navel (bellybutton) or midriff are not permitted.
6. All students may wear pants of any type as long as the waist size and inseam measurement matches the student's correctly measured waist and inseam size. Baggy pants that allow underwear to show or pants that will fall off without a belt may not be worn on campus.
7. Shorts, skirts, and dress lengths must be mid-thigh length. When buying shorts, skirts, and dresses for school have your student stand up straight, place their hands at their sides, if the longest finger's tip touches the material of the shorts, skirt, or dress; the garment is long enough. If the fingertip makes contact with the skin on the leg; then the garment is too short to be worn to school.

Coaches and teachers may impose more stringent dress code requirements to accommodate the special needs of certain sports and/or classes.

School dress must not cause health problems, safety problems, discipline problems or instructional problems.

Improperly dressed students (e.g. "baggy pants, revealing tops, short skirts or shorts") WILL be required to call parents to bring proper clothing to school or be sent home to change.

GANG-RELATED AND DRUG RELATED APPAREL

(AR 5132) The Superintendent/Principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1)

Because gang-related symbols are constantly changing, definitions of gang-related apparel may be reviewed at least once each trimester and updated whenever related information is received.

Student may not wear clothing with off-color sayings, double meaning or those that promote drug and/or alcohol use, or the use of violence. Clothing and personal items (back packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol, or tobacco company advertising promotions and likenesses, or which bear any symbol or insignia that is inflammatory or indicates/advocates hatred based on group membership.

GUIDELINES FOR STUDENT CONDUCT

Introduction

Because of our interest in student safety, success, and well-being, policies and rules must be carefully followed. If students understand and follow these rules carefully, they will have a pleasant school experience.

Student Code of Conduct

As a student you will be expected to:

1. Be considerate of the rights, safety, property, and feelings of others.
2. Be courteous and respectful to all teachers, adults and students on campus.
3. Be responsible and accountable for all materials issued to you (textbooks, library books, etc.).
4. Be on time to all of your classes.
5. Bring proper materials to school each day.

Students have the right to be free from violence and abuse, and have the responsibility not to subject others to violence or abuse. Acts of intimidation, extortion, bullying, harassment or physical attacks on students, school personnel, or other authorized persons on campus will not be tolerated or excused. Immediate and appropriate action will be taken against any person involved in such behavior.

Student Responsibilities

1. Respect the rights of other students.
2. Attend school regularly and punctually.
3. Take responsibility for your own education; come prepared for class; bring books, pencils, homework, dress appropriately, and be courteous to staff and other students.
4. Obey the rules and regulations of the classroom and school.
5. Show respect for school staff and recognize their authority.
6. Understand and obey district policy that no student has the right to interfere with or disrupt the learning process in any way.
7. Take responsibility for personal items.

Parent Responsibilities

1. Become involved in the school community.
2. Support the rules and regulations of the school.
3. Send the student to school prepared for work with books, pencil, homework, and appropriately dressed.
4. Ensure that the student attends school regularly and punctually.
5. Provide a home environment that encourages respect for the school and the learning process; provide a healthy environment, adequate nutrition, rest, and insist that the student attends school in appropriate and safe clothing.

6. Cooperate with school officials and respond to school requests for conferencing regarding their student's behavior, academic progress, attendance, and other school matters.
7. Take corrective action when requested by the teacher or principal.

Teacher Responsibilities

1. Work with colleagues to develop an integrated curriculum that provides a meaningful real-world context for student learning.
2. Be in the classroom on time, ready to receive students with a well-prepared lesson focused on developing students' knowledge and skills.
3. Teach students the school rules and regulations.
4. Require students to follow these rules and regulations.
5. Assume responsibility for all students of the school, not just those in individual classrooms.
6. Communicate with parents regarding students' behavior and performance.
7. Keep accurate records.
8. Create an atmosphere that invites and engages students in their own educational process.

Principal Responsibilities

1. Create a school environment that empowers all members to become active participants in the learning process.
2. Enforce board adopted policies, rules, and regulations.
3. Work with staff, students and parents to formulate and enforce school rules and regulations.
4. Involve parents in student disciplinary problems when appropriate.

DISCIPLINE POLICY:

DISCIPLINE PROCEDURE

Behavior Notice and Disciplinary Referral Form

The following process will happen when students receive a Detention Notice or Disciplinary Referral Form.

1. A student will receive a warning by the supervising adult.
2. If the behavior continues the teacher will write up a Detention Notice.
3. After a student receives three detention notices in a trimester, the teacher will fill out a Disciplinary Referral and submit to the administrator.
4. A Disciplinary Referral will trigger a parent conference with the student, teacher and administrator.
5. Three office referrals will trigger the Behavior Contract process.

Detention Samples

Detention is given for inappropriate behavior. The following is a sample of reasons for detention.

- | | |
|------------------------------|--------------------------|
| *late to school | *away from assigned area |
| *late to class | *cutting detention |
| *cutting class | *disturbing class |
| *gum, candy, eating in class | *being disrespectful |
| *uncooperative attitude | *talking in class |

An academic detention is given for:

- | | |
|-----------------------------|---|
| *being unprepared for class | *incomplete class or homework assignments |
| *lack of essential supplies | *missing class work or homework assignments |

Failure to attend detention will result in another detention and the time is doubled.

It is required that parents read and sign all detention slips (If the detention slip is lost, a note from your parent/guardian stating they are aware of your detention is acceptable.)

Detention is held afterschool from 2:45 to 3:15p.m. Students must bring homework and/or school related reading material to detention. Students may also receive recess restriction as a detention.

DISCIPLINE AREAS OF CONCERN

Tardiness

Arrives late to school or classes.

Defiance of School Personnel's Authority

Refusal to comply with reasonable requests of school personnel.

Disorderly Conduct, Including Profanity and Obscene Behavior

Conduct and/or behavior which is disruptive to the orderly educational procedure of the school.

Bus Conduct

Not following bus rules. Refer to Bus Transportation.

Destruction or Defacement of Property

Destroying or mutilating property or materials belonging to the school, school personnel or other persons.

Fighting/Assault

Engaging in or threatening an act which causes or might cause harm to another person; mutual combat between two people.

Harassment

Knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose.

Sexual Harassment

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Other types of conduct which are prohibited in the district and which may constitute sexual harassment include (EC 212.5):

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Displaying sexually suggestive objects in the educational environment.
9. Continuing to express sexual interest after being informed that the interest is unwelcome.
10. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Hate Crimes

Actions committed because of the victim's race, color, religion, nationality, country, or origin, ancestry, disability, or sexual orientation.

Hazing

Hazing is any method of initiation into a student organization or group that causes or may cause physical harm or personal degradation or disgrace resulting in physical or mental harm to a student.

RELATIONSHIP BETWEEN PROBLEM AREA AND DISCIPLINARY ACTION

The following chart indicates in general the types of disciplinary action that apply to each problem area. In each instance a minimum and maximum action is suggested, as well as a suggested action for the first occurrence and one for repeated occurrences. If a student has continually been involved in problem areas, the disciplinary action would probably be the maximum action listed.

YOUR RIGHTS – DUE PROCESS

This handbook has explained the major disciplinary problem areas and the actions that will result for those students who cannot follow the rules.

Hopefully, students will never be in a situation where they need the protection of due process. If however, a student does become involved in a situation in which a suspension or expulsion might result, both the student and his/her parents will be given a more detailed description of the due process procedures. The following summary is only to acquaint students and parents that such a procedure exists.

SUSPENSIONS AND EXPULSIONS

The school principal or designee has the right to suspend a student for a period of up to five days.

The school principal or designee has the right to recommend to the district superintendent that a student would be expelled (expulsion). In cases of this type, the hearing will be conducted before an administrative panel of the Los Olivos School District.

If a student has violated a school rule, and is subject to expulsion, both the student and his/her parents will be formally notified. Part of the notification process will include detailed instruction regarding the due process procedure.