

Surprise Valley Elementary School

CULTIVATING responsible learners and citizens through ACTIVE student, family, and community ENGAGEMENT

Welcome Letter

790 High Street
P.O. Box 100
Cedarville, CA 96104
(530) 279-6161

PUPIL/PARENT HANDBOOK 2015-2016

Welcome to Surprise Valley Elementary School. For more than 100 years we have provided our community a strong educational program for students who reside in our area. The district currently operates two sites. Surprise Valley Elementary is located at 790 High Street and serves grades zero through seventh grades and Surprise Valley High School is located at 470 Lincoln Street.

Traditionally, our students have performed well on standardized tests, however, as achievement standards continue to rise our schools continue to demand more of our students. Our curriculum is aligned with Common Core standards and emphasizes the skills and concepts necessary to have our students become productive members of society. Please talk with your child's teacher for the specifics about their program at that grade level.

The material in this handbook provides the guidelines upon which we operate on a daily basis. Please carefully review the material contained in the Pupil/Parent Handbook, discuss appropriate sections with your child, and sign the acknowledgement that you have read and understand the content of the handbook. Please keep this handbook accessible for reference throughout the school year. It will be helpful to you.

It is our belief that an effective partnership between home and school provides the most successful basis for the education of our children. We will be communicating with you on a regular basis and encourage you to come to school to observe and to be involved. We would also appreciate hearing from you if you have questions or concerns.

Rikki-Lee Carey,
Principal
(530) 279-6161 Extension 222

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Our District Mission, Vision, and Goals

Vision Statement:

CULTIVATING responsible learners and citizens through ACTIVE student, family, and community ENGAGEMENT.

Mission Statement:

The Surprise Valley Joint Unified School District, in partnership with families and communities is committed to:

- ❖ Embracing diversity and value of our small community; Nurturing a safe, healthy school environment;
- ❖ Cultivating self-directed, respectful, confident, productive students;
- ❖ Fostering creative expression, critical thinking, meaningful collaboration, effective communication, and technological literacy;
- ❖ Implementing rigorous standards of teaching and learning;
- ❖ Providing opportunities for well-rounded learning in the classroom and community; Promoting a "college-going" culture with families and students; and
- ❖ Preparing students who will make successful transition to the next level of achievement in a global society.

Surprise Valley Elementary School Phone Directory

School Main Number-----	279-6161
Principal-----	Rikki-Lee Carey ex. 222
Secretary-----	Eunice Eelkama ex. 221
Kindergarten-----	Heather Pratt ex. 230
First Grade-----	Allison Wallgenbach ex. 232
Second/Third -----	Gene Hedlund ex. 233
Math Teacher-----	Kathryn White ex. 231
Fourth/ Fifth-----	Jenny Grove ex. 226
Sixth/Seventh-----	Doris Dunning ex. 224
Music Teacher -----	Shauna Alexandar x. 235

General Information

Athletics

SVES encourages participation in sports and other extracurricular activities. All of our sports programs are sponsored by SEALS After School Program or other organizations. The school does not have information regarding these sports programs and parents will need to contact the club sponsoring the sport for any information including coaches, teams, and practice times and dates. Very often non-school sponsored sports are canceled. When this occurs the coach of the activity will notify the school and the parent. The school will notify the student. After being notified, parents are requested to call the school secretary to inform the school of the arrangements they have made for their child after school. Students will be directed to check with the secretary regarding the new arrangements.

Students will not be allowed to call home to notify parents during class time.

School Buses/ Transportation

Bus stops are designated by the district.

The district offers home-to-school transportation on a daily basis. Before the start of each school year, routes will be posted. Any time a student wishes to be dropped off or picked up at a stop other than their own, a written note signed by a parent or guardian is required.

PLEASE TURN THIS NOTE INTO YOUR TEACHER OR SCHOOL SECRETARY, IT WILL BE GIVEN TO THE BUS DRIVER

Bus Safety

Riding a bus to school is an everyday occurrence for most of our children and a lot of time and effort goes into planning to ensure their safety. The bus driver is trained extensively in bus safety and routes are carefully planned.

RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT. For safety reasons students are expected to respond promptly to the bus driver's instruction. Violators will be given referrals and may lose their bus riding privilege. California Code of Regulations, Title 5, Section 14103, Authority of the Driver is as follows: (c) Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of and responsive directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus en-route between home and school or other destination.

Loss of bus privilege is **NOT** a legitimate reason to miss school. Parents must transport student to and from school, or make arrangements with family, friends or neighbors to transport student.

It is very important that each child is also trained in bus safety. Please refer to the "Here Comes the Bus" information packet.

If your child rides a bus to and from school, please take some time with him/her to go over the bus rules and the importance of bus safety.

Riding the school bus is a privilege, whether it is for home-to-school, activities, field trips, or athletics. To ensure safety, the following procedure applies to all students using district transportation at any given time. Any disrespectful, profane or vulgar language, changing seats, standing or walking when the bus is moving, throwing objects, fighting, eating or having anything in your mouth, tampering with bus equipment, or being uncooperative will require a referral to be issued. Under certain circumstances drivers may allow students to eat or drink on the bus. A parent or guardian must acknowledge referrals before the pupil will be allowed to ride the bus again.

Bus Quiet Zones

For the safety of all, bus quiet zones have been established. A quiet zone is where no talking or making noise is permitted. Quiet zones exist at all school sites, railroad crossings, backing maneuvers, and as deemed necessary by the driver.

For further information regarding the bus please refer to the "Here Comes the Bus" hand out provided separately to all students.

Student Change of Address

It is the parents' responsibility to keep the school informed about any change of address or telephone number. Please send a written note with updated information as soon as possible when there is a change. In the event of accident or other emergency, it is important that parent's contact information is current.

School Dances

Several times a year students will have the opportunity participate in school dances. Students must have a dance permission slip turned in prior to the dance in order to attend. These permission slips will only need to be completed once a year. Student guests will need to be approved by the site principal.

Dress Standards

Children should come to school wearing clean, comfortable clothing that will allow them to be ready to learn. Board policy gives the principal the authority to develop proper standards for dress and grooming. If the teacher and principal determine that a student's attire is distracting, the student will be requested to change. Clothing with inappropriate language or with logos pertaining to liquor, smoking, drugs, or that are sexual in nature are not acceptable. Hats and hoods may not be worn in the buildings or classrooms. Skirts and dresses should extend beyond student's fingertips when standing. All clothing should conceal undergarments. See-through, ripped up or fishnet fabrics, halter tops, off the shoulder or low-cut tops, and midriffs baring tops are prohibited. Pajamas and slippers are not allowed.

Electronic Devices

Surprise Valley Elementary School recognizes the value technology brings to education. Personal cell phones, iPods, and MP3 players are to remain in student backpacks and turned off

during school hours unless they are being utilized for educational purposes and teacher directed. Electronic readers are acceptable for reading purposes. If students are using these devices for reasons that are not part of instruction they will be subject to confiscation and will be returned only to the student's parent or guardian. Please note that the school is not responsible for lost or stolen items.

Field Trips

Students going on field trips away from school will need signed parent permission slips. Field trips are **optional** and attendance is not required. Students not attending will be provided an alternate activity. Students who receive three referrals within the 30 days prior to an overnight trip will not be allowed to attend. The impact of student suspensions on the student attending will be addressed at the time of the trip and will depend on the reason for the suspension. **Students who are going on field trips must attend school the day before the trip begins unless they have prior permission from the teacher and principal.**

Often trips are planned as a reward for achievement. These trips may be subject to additional requirements. Parents and students will receive information regarding merit trips and requirements as they are offered.

Parents attending field trips will need to sign the parent portion of the field trip form.

Food Services

The cost for lunches for the 2016-2017 school year will be as follows:

Preschool - 7th grades	\$2.15
Adults	\$3.90

Students may **not** charge lunches. Lunches should be paid for in advance.

Parents eating school lunch must let the office know no later than 8:45 am the day they intend to eat.

Lunchroom Rules

1. Speak softly
2. Be well mannered
3. Clean up your space
4. Stay seated until excused
5. Eat first - visit second
6. For health reasons, there will be no sharing of food

Chewing Gum

Gum chewing may be allowed in individual classrooms at the discretion of the teacher. It is **NOT** allowed on the playground, in the lunchroom, gym, or computer lab/ library.

Illness and Accidents

In case of illness or accident, the school will make every effort to contact parent or guardian or

emergency number listed. Parents must sign their child out in the office when taking them from school.

Policy and Procedure for Administering Medications

No medication - including vitamins, aspirin, antacids, cough drops - or any other form of tablet, liquid or ointment will be given or applied to any student at school without a "Request for Medication" form completed and signed by a doctor. The forms must be submitted to the school with the medication in the original package. The form must be updated yearly.

Internet

Before students may use the internet in the school, the student and parent/ guardian must agree to the Terms and Conditions described in the Elementary School Internet Agreement. When signed, the student understands that he/she will abide by the provisions and conditions of the contract. The student also agrees that a violation of the regulations may result in disciplinary action and/ or revoked internet privileges.

Lost and Found

Lost and found items are to be turned into the school office. Owners may claim lost articles by proper identification. At each trimester of the school year, items not claimed will be donated to local charities.

Personal Property

The school assumes no responsibility for any personal property brought to school or taken on school-sponsored events. It is recommended that all valuable items as well as large amounts of money be left at home.

School Closure

Occasionally severe weather creates unsafe conditions that make it necessary to close school. We will make the decision to close school before 7:00 a.m., and earlier if conditions permit. Parents will be notified by the school should this occur. Should it be necessary to close school after students are on site, we will attempt to notify parents by phone.

School Library

Individual teachers will provide their own check out system. Here is what you can do to help your child:

1. **Decide with your child where you will keep library books in your home. Be sure it's out of the reach of pets and younger siblings.**
2. **If the book is late, be sure it is returned as soon as possible!**
3. **If a book needs mending, please let the teacher know.**
4. **Once the book leaves the library and/or classroom, your child is responsible for it. If it is damaged beyond repair or loss, you will have to pay for replacement.**

Books must be returned or renewed weekly unless other arrangements have been made with the teacher. Check out privileges may be withheld until books are returned or restitution is made.

Report cards may be held if a book is long overdue. Please take care of problems promptly.

As part of our Accelerated Reader program, Surprise Valley Elementary School offers a wide variety of reading materials for all grade levels. Students using the library/computer room should observe the following rules:

1. Respect other people trying to study, read, and do research when in the library/ computer room.
2. Enter and exit the library quietly.
3. Lost, ruined, abused books, or materials will have to be paid for by the user.
4. Help maintain an attractive and orderly library.
5. Students are to be in the library only under the direction of their teachers.
6. Students who violate the above rules may lose library privileges.
7. No food, drinks, or gum allowed.

School Property

Students should take pride in seeing that school property is not defaced, damaged, lost or destroyed. Any expense incurred by the school district in replacing or repairing school property lost, damaged or destroyed by a student shall be paid for by the student, his parents or guardian.

Students are responsible for the textbooks, iPads and library books that are checked out to them. Damaged or lost materials must be paid for. Special care should be taken to protect books and iPads from bad weather and abuse.

Selling/Trading Items at School

Students may not bring any items for the purpose of selling or trading. It does not matter whether items are being sold for a profit or not; there can be no selling by students at school. School fundraisers fall under different guidelines and will be addressed as necessary.

Student Use of Telephones

Telephones in the school offices are available for student use on an emergency basis only. Students may only use the phone with adult consent. Phones are available during teacher prep times and after school for parent/teacher contact. All other communication must go through the office. Students will not be allowed to use cell phones to contact their parents during the school day. Every teacher has voicemail and messages can be left.

Temporary Guardianship

Students who will temporarily be under the guardianship of an individual who is not the legal guardian of the school will be required to fill out a Temporary Care Givers Consent Form. The forms are available in the office.

Transitional Kindergarten

What is transitional kindergarten?

A transitional kindergarten is the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate. Pursuant to law,

(EC 48000[c]), a child is eligible for transitional kindergarten if a child will have his or her fifth birthday between September 2 and December 2. If your student qualifies for transitional kindergarten, the teacher will require a parent conference to go over transitional kindergarten with you.

How long is the transitional kindergarten day?

Pursuant to law (EC 48000), a transitional kindergarten shall not be construed as a new program or higher level of service. By statute, the maximum school day in kindergarten is four hours (EC 46110). This is the requirement for TK.

For more information on TK please contact the school.

Visitors

Parents, adult visitors and volunteers are always welcome at Surprise Valley Elementary School. All persons visiting the school must check into the school office first and receive a pass and a nametag before going into the buildings, classrooms, or onto the playground. After they check in the secretary will notify the teacher that they will be visiting the classroom. **Please be sure if you are attending a conference with a teacher you schedule a time with them as they are often unable to accommodate conferences without prior arrangements.** This procedure helps minimize disruptions during valuable instructional time and honors teacher planning time before, during, and after school.

Students who would like to visit the campus must make that request 24 hours prior to the day they would like to visit. The teacher and principal will have final approval regarding any request to visit the school. The school is not always able to accommodate student visits and each request will be decided on an individual basis. Visits that are approved will be limited to one day.

Behavior, Expectations & Attendance

Academic Dishonesty, Cheating & Plagiarism

Cheating is intentional fraud or deception for the purpose of improving a grade and includes all behavior intended to gain unearned academic advantage. Cheating also includes either helping or attempting to help another person cheat for the purpose of academic gain or advantage.

Plagiarism is using another person's words or ideas without properly giving them credit.

Students who choose to cheat or plagiarize will receive no credit for their work.

Bullying

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons.

This definition includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

Types of Bullying

Bullying can take on many forms. Listed below are some types of bullying.

1. Verbal bullying including derogatory comments and bad names
2. Bullying through social exclusion or isolation
3. Physical bullying such as hitting, kicking, shoving, and spitting
4. Bullying through lies and false rumors
5. Having money or other things taken or damaged by students who bully
6. Being threatened or being forced to do things by students who bully
7. Racial bullying
8. Sexual bullying
9. Cyber bullying (via cell phone or internet)

Please report all bullying behavior to a teacher or administrator.

School Rules and Rewards

The entire staff of S.V. Elementary School has, as one of many goals, that of establishing a safe, secure, pleasant atmosphere where maximum opportunity to learn exists.

In an effort to accomplish that goal, we have developed a school-wide discipline plan. The plan specifies rules that cover the behavioral expectations for our students. The plan also states that students who break the rules will receive consequences in keeping with our district policy.

Our school-wide rules are:

1. Follow directions the first time.
2. Keep hands, feet, objects and put-downs to yourself.
3. Use appropriate language.
4. Come prepared with needed materials for class.
5. Stay in assigned areas.
6. Respect one another and the property of everyone.
7. Disruptive behavior is not allowed.

Playground:

1. Run on grass only.
2. When the bell rings, freeze, and then walk to class.
3. Use equipment appropriately.
4. Follow directions the first time.
5. Keep hands, feet, objects, and put-downs to yourself.

Students who do not follow these rules will receive a warning. More than one warning may result in a student losing time from recess or other consequences. If the same problems continue,

parents may be asked to come to school to conference with the teacher and/or principal regarding this matter.

We are confident that clearly stated school-wide discipline plans will teach our children to be responsible for their actions and make this school year a positive and motivating experience. We ask for your complete support in our efforts. Please discuss this with your child.

School-Wide In-Class Discipline:

The goal of our school-wide discipline plan is to reward positive behavior and to eliminate inappropriate behavior. A list of rules and consequences will be posted. Behavior is tracked by color-coded card changes.

A **yellow** card is a warning.

An **orange** card requires participation in the "Think It Over" process. Students receiving three orange cards in a week will serve lunch or after school detention.

A **red** card results in a student referral to the office.

Think It Over Process

This process encourages students to think about their behavior and the effect it had on their classmates, teachers and themselves. It also encourages them to think about how they can change their behavior.

The process: Upon receiving an orange card, students will be excused to another room to complete a Think It Over form. Students who receive three orange cards in one week will be required to serve lunch or after school detention. Students will also be required to make up work missed during the detention time.

A letter outlining each classroom's policies and procedures will be discussed with students the first day of school and with parents on Back to School Night. **Parents will be asked to sign and return these forms.**

Discipline

Discipline by a teacher

For disciplinary reasons, a teacher can:

- Suspend a student from his/her class for the day or the fraction of and the next day.
- Upon parent notification a teacher can detain a student for up to one hour at the end of the school day or the following day.
- Require a parent conference.
- Refer the student to the school administrator.

Discipline Policy: The discipline policy is divided into several categories. Each category outlines consequences for the violation of school rules and is supported by Education Code.

Category A

- Disruption of the educational process
- Disrespect to staff members
- Profanity

- Loitering
- Cheating/Plagiarizing
- Disrespect to other students

Actions:

Student / Teacher Conference

- Administrative Referral & Parent Contact
- Teacher/Parent/Administrator Conference
- Loss of School Privileges
- Suspension

Category B

- Smoking or any use of Tobacco
- Graffiti
- Forgery
- Fighting
- Defiance of Authority
- Offensive Acts/ Sexual Harassment
- Fighting
- Bullying
- Behavior Dangerous to Students and Staff
- Cutting Class
- Leaving Campus Without Permission of school officials
- Defacing or Destruction of School Property (Parents are subject to payment for the offense).

Actions:

- Administrator/Teacher/Student/Parent Conference
- Loss of School Privileges
- Suspension
- Expulsion

Category C

- Physical attack or threat of attack on staff member or students including bullying
- Other threats to staff members or other students
- Sexual assault
- Vandalism- parent subject to pay for the cost of vandalism
- Possession, sale, drinking or under the influence of alcohol
- Possession of weapon or other dangerous object
- Extortion
- Arson
- Theft
- Possession, sale or under the influence of drugs

Actions

- Administrator/Teacher/Student/Parent Conference
- Loss of School Privileges
- Suspension
- Referral to law enforcement
- Expulsion

Community service on the school grounds during the school day or a written reflective assignment may supplant suspension (Section 48900.6).

Sexual Harassment

It is the policy of the Surprise Valley School District to provide an educational environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law.

General Definition

Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature occur. Sexual harassment is conduct that has three components or parts:

1. It is sexual in nature
2. It is unwelcome
3. It denies or limits a student's ability to participate in or benefit from a school's education program.

Please see the district sexual harassment policy for more information.

The Sexual Harassment Complaint Form can be found in the appendix of this handbook.

Students on Campus

SVES is a closed campus. Students are not to leave or return to the school grounds during the school day unless with parents or designated person. Students who do not ride the bus are not to arrive at school before 8:15 a.m. as there is no supervision before that time, and they must return home at the end of their regular school day. **Parents who pick up their student must sign their student out in the office and the school secretary will call the classroom for the student.**

Supervision

All students are to follow the directions of supervisors, whether or not the particular supervisor is that student's teacher.

Students must show respect and follow the directions of **ALL** adults in the employ of the Surprise Valley Elementary School including secretaries, aides, cafeteria personnel and general staff. The adult on duty is in charge of the playground and has the responsibility to enforce such rules as necessary to keep play areas safe.

Academic Information

Academic Intervention

Special Education Site-Based Services

Students who are behind or at risk of falling behind may be recommended for site-based services with the special education teacher. These services will target specific areas of need.

RTI (Response to Intervention) and Enrichment

Based on both formative and summative assessments, students will be placed in an intervention based on their individual needs. These intervention placements will be reviewed each trimester.

Every effort will be made to notify parents' of students participating in pullout programs including the ones mentioned above, however other curricular programs may be utilized by the district at the discretion of the teacher without notice. These curricular programs are implemented based on individual student need as shown by assessment results.

Special Education

Special education is an individualized education program designed to help students reach their potential. Qualifying students receive special education instruction and services according to their specific needs. Placement in special education is only considered after the resources of the general education programs have been utilized.

Students will be tested and assessed to determine qualification for special education placement.

Services at S.V.E.S include Resource Specialist, Speech and Language and psychological services.

Achievement Tests

The district administers the SBAC (Smarter Balanced Assessment Consortium), which is the standardized testing done in the spring. Copies of your student's scores will be sent home as the school receives them, typically in the fall. These test scores, as well as other assessments, will drive individual teacher's curriculum, instruction, and intervention. Please see your child's teacher for more information.

Attendance

The California law says parents **MUST** send their children to school and children **MUST** attend school. Being at school and on time is imperative for maximum learning to take place. It is also essential to the funding of our school and student learning. According to Education Code Section 48260, a pupil who is absent from school without a valid excused absence for three days in one school year or is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is truant.

The absence of a student from school or class shall be deemed an excused absence in computing

the attendance of a student if such absence was:

- (1) Illness- not to exceed three days in a school year without a doctor's note.
- (2) Quarantine under the direction of a county or city health officer, or
- (3) For the purpose of attending the funeral services of a member of an immediate family member, so long as such absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California, or
- (4) Exclusion from school pursuant to Section 3381 of the Health and Safety Code, so long as such absence is not more than five school days pursuant to Section 46010.5.

A phone call from the school secretary will be made the day your child is absent. It is very helpful if you call the school if your child is going to be absent. You may call the school office, 279-6161 Ex 221, 24 hours a day and leave a message.

Attendance letters will be sent home to those students who have excessive tardiness and/or absences excused or not excused. If attendance does not improve, the school will refer students to the School Attendance Review Board (SARB). At this time, SARB explores the available ways of improving school attendance by reviewing all the efforts made by the school. After thoroughly reviewing the situation, the SARB will make recommendations to help with the child's school attendance problems.

It is our goal to work with you to avoid the SARB process. Some ways to avoid this are:

1. Make doctor appointments outside of school hours whenever possible.
2. Schedule vacations during school breaks.

Additionally, the California Tribal Partnership as well as the County Welfare Office annually requires confirmation from school of acceptable attendance. **Students who have excessive unexcused absences will be marked as having unacceptable attendance.**

Homework Policy

Homework for children should help develop good study habits, foster positive attitudes toward school, and communicate to students that education is valued at home as well as at school. We believe that homework is the responsibility of the student. To be effective, homework should not place an undue burden on students and families. Homework at S.V.E.S has four important purposes that follow researched guidelines for homework.

- To teach responsibility.
- To practice a concept a student has familiarity with.
- To prepare students for new content or have them elaborate on content they are familiar with.
- To include parents in the learning process.

Current research recommends students spend approximately 10 times their grade level each night (a 2nd grader would spend 20 minutes, a 4th grader would spend 40 minutes). 20 minutes of this time should be AR reading.

Our objective at S.V.E.S is to promote quality time between child and parent. Homework should

be:

1. Child centered
2. Age appropriate
3. Limited pressure

As a general guideline, designate time to read together as a family unit daily. Students should be taking an Accelerated Reader book home nightly. In helping students with homework and foster responsible study habits, parents should:

1. Become aware of homework standards and expectations as established by the classroom teacher and principal.
2. Show interest in the student's work and discuss homework assignments with your child.
3. Encourage the student and offer counsel, but insist that the student do his/her own work. What is most important to praise is effort, not how smart he or she is.
4. Provide a suitable schedule, time and place for study, free from distraction.
5. Have students return homework with other activities.
6. Assist in balancing schoolwork with other activities.
7. Talk with teachers as the need arises if assignments seem to be causing students continuing problems.
8. Share thoughts and ideas with your children that are of interest to you and them.
9. Keep in touch with the school program through calls, facebook, visits, and participation on school committees.

Homework Requests

Parents must request homework before 9:30 a.m. of the day of the student's absence. Teachers will complete the collection of homework requests and have it ready to pick up by 3:30 p.m. in the office. An absence request for more than one day needs to be given 48 hours in advance to receive work prior to the absence. While every attempt will be made to send all assignments home, there may be assignments students will still need to make up upon their return.

Students who miss schoolwork because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to the assignments and test missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. (Education Code 48205)

Option 1: Students who miss schoolwork because of excused absences shall be given the opportunity to make up missed work. This work will need to be completed within a designated period of time for full credit. Assignments exceeding this time period may receive partial or no credit. Teachers shall assign such makeup work as necessary to ensure academic progress.

Option 2: Students who miss schoolwork because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Students will need to complete the work within a specific time period designated by the teacher. Assignments exceeding this time period will be expected to be completed but students will receive no credit. Teachers shall assign such makeup work as necessary to ensure academic progress. BP 6154(b)

PowerSchool and Communication

It is our goal to communicate with parents, the community, and students. One way we can do that is through our district website www.svjusd.org. We will continue to update the site to provide the most current information regarding your child's program. We also frequently update parents and the community on Facebook. We also use a robocalling phone system for important updates.

PowerSchool is a link on our website which will give access to your child's academic progress. We do our best to keep the information accurate. If you have lost your username or password, please call Eunice, the site secretary for assistance.

Through the district website and PowerSchool you may access teacher email links. We encourage you to use this resource.

It is our goal to continually improve communication between parents, teachers, and students. The communication we provide is ongoing. If you have questions or concerns about communication please notify the teacher or principal.

Medication

Designated school personnel will give the student the medication prescribed on the "Request for Medication" form and the prescription bottle. If the prescription on the form and medication bottle is different, the medication will not be given until the doctor is contacted and the discrepancy is resolved. Students are not allowed to self medicate at school.

Report Cards

Report cards will be sent home at the end of each trimester (12 weeks) and progress advisories will be mailed every six weeks.

Parent-Teacher Conferences for all students will be scheduled at the end of the first and second trimesters. All other conferencing will be scheduled as needed with the teacher.

SST

The Student Success Team is established to provide a positive, problem solving process, which identifies strategies, and programs that may resolve academic, attendance, or behavioral difficulties that students are having. The SST process is a regular education responsibility that must be considered prior to a referral for special education services. It can be requested by the principal, classroom teacher, or parent.

Sexual Harassment Complaint Form

Complaints shall be filed with:
Rikki-Lee Carey, Principal
Surprise Valley Elementary School
PO Box 100
Cedarville, Ca 96104

From: _____

1. Identify the offending person or persons.
2. Give specific examples of offensive conduct. (Attach additional pages if necessary)
3. How would you like to see this resolved?
4. Describe any informal efforts you made to correct the situation described above.

Student Signature _____ Date: _____

Date Received _____ By _____

Date Resolved _____ By _____

Board Policy:5114.17