

SHAFFER ELEMENTARY SCHOOL



Student Handbook
2017-2018

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Superintendent/Principal

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WELCOME

Dear Shaffer Families:

Welcome to Shaffer Elementary School! We look forward to an exciting and successful School year. This handbook not only contains information specific to primary, intermediate, middle school students, but also contains guidelines for student behavior. The contents of this handbook should provide information regarding policies, practices and procedures of the Shaffer Union Elementary School District.

The faculty/staff all extend to you an invitation to visit your child's classroom, eat lunch with your child, and become an active volunteer at your child's school. Should you have any questions concerning the contents of this handbook, you are encouraged to call our staff.

After carefully reading the handbook, please complete and return the signature page to your child's teacher or the front office.

With care,

Jeff Baker
Superintendent/Principal



Vision Statement

Graduates of Shaffer Elementary School will be

- Prepared for the 21st Century
- Creative Thinkers
- Effective Communicators
- Collaborative Workers
- People of Integrity
- Academically and Technologically Proficient
- Able to Identify, Assess, Integrate and Analyze Information in order to Problem Solve

Student Rights

1. You have the right to a safe school. This means that your school should provide safe and clean classrooms, equipment and rules to insure your safety in school.
2. You have the right to be respected and treated with kindness at school. This means that others should not laugh at you or hurt your feelings. No one is to embarrass you in front of others.
3. You have the right to be an individual at school. This means you should be treated fairly whether you are tall or short, boy or girl, dress or talk differently or if it takes you a little longer to get the right answer.
4. You have the right to work without being bothered. This means others should not bother you as you work on your studies.
5. You have the right to express yourself. This means that you may talk freely about your ideas and feelings when appropriate in the educational process.
6. You have a right to tell your side of the story. This means that you may tell your side of the story when accused of breaking a rule.

Student Responsibilities

1. You have a responsibility to come to school. This means that you come to school unless you are sick or excused.
2. You have a responsibility to practice good personal cleanliness. This means that you come to school clean.
3. You have a responsibility to take care of property. This means that you take care of school property and respect the property of others.
4. You have a responsibility to obey school rules. This means following all playground, hallway, bus, cafeteria, library and classroom rules.
5. You have a responsibility to complete your classroom assignments. This means you do your best with your class work and homework assignments. Hand them in on time.
6. You have the responsibility to take messages home. This means that it is important for you to take all school messages to your parents or guardians.
7. You have a responsibility to help make school a good place to be.

DAILY SCHEDULE

Office Hours:

7:30 a.m. Office Opens
3:30 p.m. Office Closes

All Grades - TK through 8th grade

8:15 a.m. School Starts
2:45 p.m. Dismissal

Recess and Lunch Schedule:

| | |
|-------------------------|--|
| 10:00 a.m. – 10:15 a.m. | Grades T-K-3rd |
| 10:15 am.-10:30 a.m. | Grades 4th-8th |
| 11:30 a.m. – 12:00 p.m. | Grades K-3 Lunch 12:00-12:30 p.m. Grades K-3 recess |
| 12:00 p.m-12:20 p.m. | Grades 4-8 Lunch 12:20-12:45 p.m. Grades 4-8 recess |

ARRIVAL AND DISMISSAL

Supervision is provided beginning at 7:00 a.m., so students shall not arrive at school before that time. Students need to leave for home promptly after being dismissed unless they are riders on the 2nd bus route and will be participating in the After School club. Students must check in daily with the after school supervisor. There are a variety of after school activities. Permission slips are required for participation.



PLAYGROUND SUPERVISION

School staff will supervise the students beginning at 7:00 a.m. Adults will supervise students on play areas during regularly scheduled breaks and any time students are in play areas. The playground is not supervised after school unless students are part of the After School Program and students are expected to leave for home immediately following dismissal.

ABSENCES / ATTENDANCE

Attendance in school is essential to the success for your child's education. Schools do not receive credit from the state for **ANY** absences, excused nor unexcused.

Education Code 48200 requires compulsory daily school attendance for students 6 to 18 years of age. Allowable excuses include:

1. Personal Illness
2. Funeral services for student's immediate family
3. Medical, dental and optometry services for student
4. Court appearance by the student *
5. Student caring for own ill child
6. Quarantine of student or student's family

The parent/guardian of the student must send a note and/or phone the school to clear any of these excusable absences. Failure to excuse the absence results in a recorded **truancy** on the student's record and possible notification to the Lassen County Probation Department's Truancy Officer. Habitual Truants are referred to the Lassen County School Attendance and Review Board (SARB) and can result in a referral to the District Attorney's office for prosecution. This is a serious matter.

* requires advanced notification to the school

Unexcused absences include but are not limited to:

- Going shopping
- Student's birthday
- Visiting relatives
- Oversleeping
- Family moving
- Minor illness
- Excessive absences and tardiness
- Child care by the student at home for the custodial parent

MAKE-UP WORK

The school is obligated to provide make-up work for excused absences. Students or their parents are responsible for requesting make-up work immediately upon the student's return to school. If dates of a student's absences are known in advance, the teacher should be notified and planned assignments may be given. A student may not make up work for credit for an unexcused absence.

INDEPENDENT STUDY

If you know in advance that your child will be out of town for five or more days, please advise the teacher so that an Independent Study Packet can be prepared for your child. Several days lead time is necessary for a teacher to prepare an Independent Study Packet.

TARDIES

Prompt arrival at school is expected of all students and crucial for a student's academic success. Any absence after school has started is considered tardy and will be marked tardy on the attendance roster. Any student arriving after their start time should come to the office for an admit slip. In severe cases, tardiness may be regarded as truancy and result in corrective measures as necessary.

SIGNING STUDENTS OUT

Parents taking students from school before the end of the day must sign them out in the District Office. **IF SOMEONE, OTHER THAN THE PARENT/GUARDIAN COMES TO PICK UP A STUDENT, WE WILL NOT RELEASE THE STUDENT UNLESS WE HAVE A SIGNED NOTE FROM THE PARENT/GUARDIAN.** Telephone notification can be accepted "in a pinch".

CUSTODY

In most cases, natural parents shall be given reasonable access to their children at school and to their children's school records. It shall be the responsibility of a custodial parent who has a court order restricting the rights of the other parent to access a child or the child's official school records to provide the school with a current copy of that court order.

In cases of guardianship, the legal guardian shall be responsible to notify school officials of the conditions of the guardianship and to provide school officials with all pertinent written documentations or changes.

DOCTOR AND DENTIST APPOINTMENTS

Parents are expected to make every effort to schedule doctor and dentist appointments for students outside of school hours. However, when this is not possible, students will be excused for these special appointments with proper notification to the office.

ADMISSION

New kindergarten students must be 5 years old on or before September 1 of the school year in which they are enrolling. Students who will be 5 by February 1 of the following year are eligible for Kinder-Prep, a two year transitional Kindergarten Program. New first grade students must be 6 years old on or before September 1. Registration will only be completed by verification of age with a birth certificate and with a completed immunization record. **No shots, no school.** A physical examination is required when a student enters school for the first time.



IMMUNIZATIONS

State Law requires that every student who is admitted to a public school must have evidence of a successful vaccination for diphtheria, tetanus, whooping cough, polio, Hepatitis B and varicella (chicken pox). Also required are a rubella/rubella vaccination and a tuberculin skin test. T-Dap immunizations are required for a student entering grade 7.

EMERGENCY INFORMATION

In case of emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) names(s)
2. Complete and up-to-date address.
3. Home phone and parent(s) work phone.
4. Emergency phone number of friend or relative.
5. Physician's name and phone.
6. Medical alert information



CHANGE OF ADDRESS/TELEPHONE

It is very important that every student maintain an up-to-date address and phone numbers at the school office. Notify the school immediately if you have a change of address or phone numbers during the school year.

WE NEED TO KNOW WHEN:

- Your child wishes to bring an animal to school.
- You wish to bring treats to school. Due to health guidelines, treats must be purchased pre-packaged.
- Something has happened that may be emotionally upsetting to your child.
- Your child is on medication.
- Your child has a health issue.
- There is a change in custody.
- When you have a compliment to share!

WITHDRAWALS

An application for withdrawal should be completed by parents of any student who is withdrawing during the school year. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment.

RELEASE OF RECORDS

The school will maintain cumulative records on all students. Information included in these records may not be released without written parental consent except under two circumstances: 1) a transcript of student records will be forwarded to another school when a student transfers, and 2) a transcript will be sent when a student applies for admission or for a scholarship to a post-secondary school.

VISITORS

All visitors are required to report to the school office upon entering the campus. Parents are welcome and are encouraged to visit the school. We are proud of the educational program being offered at Shaffer Elementary School. People are always welcome to visit the school and observe in the classroom. When coming on school grounds, you must first report to the office, state your purpose for being at school, sign in and receive a visitor's badge. While observing or helping in the classroom, the teacher will continue to carry on with the planned instructional activities. It is pertinent that you not attempt to engage the teacher in a parent conference and that you not bring young children and infants with you unless you previously made arrangements with the classroom teacher.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation under such circumstances parents/guardians may be notified via an automated phone dialing system. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances.

An emergency may arise in our school where we would be forced to release our students early. Emergencies may include excessive snow, flooding, and a lack of electricity or water.

In an emergency, all students will be sent home. It may be impossible to contact all parents/guardians. Please help us in this situation by setting up an emergency plan with your children. Emergency announcements will be released to local radio stations.



ATHLETIC AND OTHER EXTRACURRICULAR ACTIVITIES: ELIGIBILITY

All students are encouraged to participate regardless of their skill level or experience. A student must have approved adult supervision if they remain to watch an afterschool activity. The designated adult must be present before the school buses leave or the student will be placed on the bus to go home.

If a student is involved in a sport or other extracurricular activity in school, they must maintain a 2.0 grade point average ("C") with no more than one "D" grade and no failing ("F") grades allowed in this average. These grades are checked twice during each trimester grading period. Eligibility will be checked weekly. If a student is disqualified they will remain on probation until the following week. Student athletes will be allowed two probation periods during the duration of the sport. If they receive a third probation they will not be allowed to participate the remainder of that season.

Students who receive in school suspension or out of school suspension for misbehavior will not participate in extra-curricular or sporting events during their suspension period.



BUS TRANSPORTATION

Riding the bus is a privilege. Please remember that bus transportation is a free service to families in our district. Many school districts in California are opting to charge for transportation with the California budget cuts.

If your child is to ride the bus with another student, please make sure to send a note. We cannot let students ride without it.

When a citation is issued the principal may suspend the student from the bus service. If the citation is given under aggravated circumstances, the student will be suspended from service pending a conference with the parents, driver, and the principal. Shaffer School contracts with Lassen High School Transportation for our school bus service. Following 5 CCR 14103 (Authority of the Driver) 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.

As long as the bus driver can see the student, they are still considered in school. Our main concern is your child's safety. If you have any questions, please speak with the bus driver or contact the school office

BUS EXPECTATIONS

Please review with your students the following bus procedures and expectations:

1. Wait for the bus in a safe place; stay out of the street/road.
2. Wait quietly and orderly.
3. Stand back from the street/road as the bus approaches. Give bus plenty of room (10 ft. or more.)
4. Be lined up and ready to load.
5. Board the bus at the correct stop. You must have written permission from appropriate individuals to get on/off at the stop other than your assigned stop.
6. Keep the bus stop litter free and safe at all times. Respect the property of others.
7. You must line up, do not throw rocks, play in roadway, engage in horseplay, damage property, or have hands on behavior. Abusive and unruly conduct is not tolerated.
8. When boarding the bus, find a seat, remain seated, sitting upright and facing forward. Stay seated until the bus comes to a complete stop.
9. No standing on the bus. Seats are for sitting. There should be no climbing over or under the seats and no sitting on the floor.
10. Speak quietly. Do not create excessive or unnecessary noise.
11. Keep your hands to yourself. Respect others. Behave in a polite, courteous, and safe mannered.
12. Obey the directions of the bus driver.
13. No live animals allowed. Transporting animals of any sort, even in protected containers is not allowed.
14. No gum chewing. No tobacco, alcohol, or drug of any nature. No matches, lighters or explosives of any nature.
15. No playing with toys while on the bus. No electronic devices allowed out on the bus.
16. No jumping from bus steps.
17. Keep arms, head and objects inside the bus. No throwing objects on or from the bus.
18. Keep aisles clear. Place your belongings, including book bags, on your lap or under the seat.
19. Take care of the bus. Never write on or damage the bus in any way. Keep the bus clean.
20. Never eat, drink or bring food on the bus unless given permission.
21. Take belongings and trash off the bus when you disembark.
22. Exit through the emergency door only during an emergency, following correct procedure.
23. Walk away from the bus immediately if you don't have to cross the street/road.
24. Never run back to the bus when the door has been closed and/or the bus is moving.

The administrator of the school will be responsible for the enforcement of penalties for infractions of established bus rules. Penalties for infractions of established bus rules may result in a citation. The citation shall be transmitted to the administration who may hold a conference with the student involved and notify his or her parents if they have not already been notified.

1st Citation ----- warning or possible bus suspension.

2nd Citation ----- may result in a suspension from bus services for a period of from 1 to 5 days.

3rd Citation ----- may result in a suspension from bus service for up to thirty (30) Days.

4th Citation ----- may result in permanent suspension from bus service pending action by the board of trustees.

Every effort is made to ensure that students are picked up and dropped off on time. If there is a delay in the bus schedule, please contact the school for more information



CAFETERIA EXPECTATIONS

At Shaffer School we follow the Shaffer ROCKS rules (Respectful, On Task, Cooperative, Kind and Safe) in each and every area of the school. The following are guidelines for cafeteria behavior, based upon the Shaffer ROCKS expectations:

1. Walk in the cafeteria at all times.
2. Remove hats upon entering the cafeteria.
3. Playground equipment will be placed in the proper area during lunch.
4. Keep their hands and feet to themselves.
5. Sit at assigned tables and stay seated.
6. Use a quiet voice in the cafeteria.
7. No throwing food, paper, etc. in the cafeteria.
8. No sharing food.
9. Use manners and kind words.
10. Leave the tables and floor clean.
11. Wait calmly to be dismissed.

CAMPUS EXPECTATIONS

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits and follow the Shaffer ROCKS guidelines:

1. Enter and exit classroom courteously
2. Always walk in classrooms
3. Use break times for personal needs
4. Honor others space and property
5. Initiate and participate in collaborative discussions and contribute appropriately
6. Put forth best effort always
7. Stay focused and task oriented
8. Be considerate of other's ideas
9. Be polite, listen, and be courteous of other's needs
10. Include others in class group work
11. Utilize equipment and materials appropriately

OFF-LIMIT AREAS

Our school is maintained and operated for the benefit of our students. However, common sense and safety considerations dictate the designation of a few off-limit areas where students are not allowed. These areas include, but are not limited to, the parking lot, storage areas, inner office, teacher's lounge, kitchen maintenance area, and the trash collection areas. Students are expected to cooperate and play only in supervised areas.

PLAYGROUND EXPECTATIONS

Students are to remain on the play field or blacktop play area during outdoor recess. When the fields are muddy, excessively wet, or snowy, that area will be off-limits. Dodge Ball, Tackle football, and slide tackles during soccer are not permitted. Other dangerous activities such as piggyback riding, rock throwing, and snowball throwing are not permitted. Misuse or destruction of playground equipment will not be tolerated. Students may not climb fences and/or trees in any area of the school grounds. The riding of skate boards, skates, bikes or any wheeled item on this campus is prohibited at all times by school board policy. Again, Shaffer School follows the Shaffer ROCKS guidelines (Respectful, On Task, Cooperative, Kind and Safe.) Students need to be abiding by these rules on the playground, as well. Bullying is NEVER tolerated.

- Include everyone in games
- Respect other games and be aware of their peers
- Use playground equipment properly
- Show good sportsmanship
- Abide by the whistles (first whistle signals clean up area/second to head to class)
- Line up quickly and quietly
- Always use appropriate and kind language
- Share and take turns
- Report injuries immediately
- Stay within designated boundaries
- Run only in designated running areas (never on sidewalks)
- Demonstrate good choice of problem solving skills

CELL PHONES

Students must have a signed, updated valid cell phone contract in the office, signed by the student, the parent/ guardian and the superintendent/principal annually to possess a cell phone while on campus. The parent/guardian must request the contract and sign it in front of a school administrator or administrative designee.

School staff may confiscate any cellular telephone in a student's possession 1) without a signed contract on file, or 2) for inappropriate use. Students are expected and required to follow the guidelines outlined on the cell phone contract.

Confiscated phones will be returned only to the student's parent/guardian.

GUM/CANDY/DRINKS

Candy is only allowed to be eaten in the cafeteria during lunch or in the classrooms with teacher's permission. Candy is not to be brought to school unless it is a special event. Gum is not allowed on campus. Students are expected to comply with this policy and may be suspended or lose privileges if this rule is violated repeatedly. Sodas (soft drinks) and Energy drinks are also prohibited on school campus. If students have these drinks they will be confiscated and not returned. Students are expected to comply with this policy and may be suspended or lose privileges if this rule is violated repeatedly.

SELLING/TRADING:

Students are not allowed to sell or trade candy, gum or other items other than for a school sponsored project.

CAMPUS BEAUTIFICATION

Our school campus is one of the most attractive in our area. Keep it clean! Please, put litter in its place.

VANDALISM

Our school and school equipment are public property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that vandalism damage be paid for before a student is allowed to return to class. If a student accidentally causes damage, they should report it to their teacher immediately so that the damage is not misconstrued as vandalism.

LOITERING

Students should leave school and school grounds promptly after classes or activities are dismissed. Unnecessary "hangin' around" before school, between classes, or after school is forbidden. Non-students are not permitted on campus at any time unless they have been approved and registered as official guests in the main office.

LEAVING CAMPUS

Students are not allowed to leave the school campus during school hours or after school club for any reason without the knowledge and consent of the Superintendent/Principal.

CHEATING

Cheating is a serious compromise of a student's integrity and will not be tolerated. Consequences for cheating are at the discretion of staff and administration and may result in suspension from school.

BULLYING:

Bullying can take many forms, either physical or verbal. Students should be free from continuous unwanted remarks/comments to or about themselves or their family. They should be free from physical attacks, continuous requests for favors or personal items, etc. Bullying should be reported to the superintendent or her designee.

ALCOHOL, DRUGS and/or TOBACCO

The possession, sale, or use of alcohol, drugs, and/or tobacco on the school campus or buses, is strictly forbidden. This is in compliance with the state law and Shaffer School District policy.

DRESS CODE EXPECTATIONS

Dress guidelines are designed to promote a standard of appearance that complements the learning environment and prepares pupils for the workplace. Extreme or ostentatious apparel that disrupts the school setting and/or creates a health or safety problem is not acceptable in school. If there is doubt about a particular item of apparel, the student should contact a school administrator for a decision prior to wearing the clothing to school.

Prohibited dress or appearance includes, but is not limited to:

- Items directly or indirectly depicting or referring to drugs, alcohol, tobacco, violence, death, profanity, nudity, vulgarity, obscenity, or other socially inappropriate messages demeaning to any race, religion, sex, or ethnic group or which advocates the violation of the law.
- Revealing, provocative or inappropriate clothing such as tops that expose bare midriff, cleavage and/or undergarments or pajama-style clothing.
- Tank tops with straps less than two adult fingers wide, tops which have spaghetti straps or are backless. Under garments should not be visible.
- Pants that fall below the hip bone, pants that won't stay up without being held up or pants that are excessively baggy. Underwear should not be visible.
- Shorts/skirts with high slits or that expose more than half the thigh. Shorts/skirts are to be no higher than mid-thigh with the measuring point being the highest open point of the skirt hem.
- Excessive metal accessories: any chains (including chains on wallets), handcuff-type accessories, spikes, sharp protruding objects, safety pins as clothing, or other potentially dangerous items.
- No gang-related symbols, or paraphernalia, which may include, but is not limited to, long belts, hair nets, skull caps, bandannas, etc.
- Clothing which is purposely frayed or torn. No pants with holes exposing underwear will be allowed.
- Headgear or any type of hat or visor worn indoors or backwards. Headgear must be removed by both boys and girls inside buildings.
- Common courtesy dictates that sunglasses be removed indoors unless there is a written medical excuse.
- Unsafe footwear, including flip-flops, open toed shoes, shoes with wheels, shower shoes, bedroom slippers, clown or oversized shoes. Shoes must be worn at all times and must be appropriate for the specific activities in which students are engaged, i.e., athletic shoes must be worn during physical activities.

Consequences for dress code violations may include, but are not limited to:

- Being asked to change inappropriate item(s).
- Being given an alternative item to wear such as a large T-shirt.
- Parent notification, detention, referral or suspension for repeated offense

SHAFFER “ROCKS”: RIGHTS AND REPSONSIBILITIES

Shaffer School implements the PBIS (Positive Behavior and Intervention Supports) discipline frameworks. The rules of Shaffer School fall under the acronym of Shaffer “ROCKS.” (Respectful, On Task, Cooperative, Kind, and Safe).

The governing board of any school district shall prescribe rules consistent with law or with the rules prescribed by the State Board of Education for the government and discipline of the schools under its jurisdiction.

Rules and regulations are established to maintain an atmosphere conducive to learning. All pupils shall comply with the regulations, pursue the required course of study and abide by the authority of school staff.

Rights of Administrators:

1. To hold pupils to strict accountability for any disorderly conduct in school or on their way to and from school.
2. To take appropriate action in dealing with students guilty of misconduct.
3. Recommend suspension, exemption, exclusion and/or expulsion as the situation demands.

Responsibilities of Administrators:

1. To provide leadership that will establish, encourage, and promote good teaching and effective learning.
2. To establish, publicize, and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship among the students.
3. To request assistance in matters concerning serious instructional, behavioral, emotional, health, or attendance problems.
4. To grant access to pupil records by parent/guardian or others with proper authorization.

Rights of Pupils:

1. To remain enrolled in school until removed under due process conditions as specified in the Education Code.
2. To have access to records upon reaching the age of sixteen.
3. To be informed of school rules and procedures.
4. To seek help for problems, from parent/guardian or appropriate school staff.

Responsibilities of Pupils:

1. To follow the Shaffer ROCKS rules, demonstrating respectful, on task, cooperative, kind and safe behavior.
2. To attend classes regularly and on time.
3. To respect the rights of school personnel and other students.
4. To prepare for class with appropriate materials and work.

Rights of Teachers:

1. To expect students to behave in a manner conducive to the Shaffer ROCKS rules and expectations (respectful, on task, cooperative, kind and safe.)
2. To have parental support related to academic and social progress of students.
3. To expect students to put forth effort and participate in class in order to learn the presented material.

Responsibilities of Teachers:

1. Informing parents through report cards, phone calls and conferences about the academic progress, school citizenship, and general behavior of the children.
2. Conduct a well-planned and effective program.
3. Initiating and enforcing a set of classroom regulations consistent with school and district policies, the Shaffer ROCKS rules and procedures.
4. Notify parents within one week if a student is failing in any subject area.

Rights of Parents:

1. To be informed of district policy and school rules and procedures related to their children.
2. To be informed of fall facts and school action related to their children.
3. To inspect their child’s record with the assistance of a certified staff member for proper explanation.

Responsibilities of Parents:

1. To visit school periodically and to participate in conferences with teachers or counselors on the academic and behavioral status of their children.
2. Provide supportive action by making sure that children have enough sleep, adequate nutrition, and appropriate clothing before coming to school.
3. To be familiar with district policies and school rules and procedures.
4. School related problems encountered by parents can be resolved by contacting the teacher, principal, superintendent, and school board.

Rights of Instructional Assistants:

1. To expect students to behave in a manner which is conducive to the Shaffer ROCKS rules and expectations (respectful, on task, cooperative, kind and safe.)
2. To have support from certificated staff and administration;
3. To expect students to cooperate and participate in instructional activities.

Responsibilities of Instructional Assistants:

1. To assist in providing instruction to individual and small groups of students in an assigned learning environment;
2. To reinforce instruction in academic, artistic and physical skills.

Students will follow the Shaffer ROCKS rules and expectation showing respect to themselves, others, and property..

The behavior expected from students at school is a combination of common sense and safety considerations and is conducive to the Shaffer ROCKS rules. Students are expected to be respectful, on task, cooperative, kind and safe in every area of the campus.

DISCIPLINARY CONSEQUENCES:

Depending upon the severity of the situation, one or more of the following actions may be taken by school officials in accordance with administrative policy, board policy, and state law:

***Parents and/or students may request to view the discipline referral forms which are conducive with the Shaffer ROCKS rules. Parents may also, at any time, request to view their child’s discipline information.

Any violation that is severe in nature can be classified at a higher level than originally stated.

NOTE: Consequences listed below may be imposed either alone or in combination

Severity Scale for Rule Infractions

| | |
|---|--|
| <p>Level I- Teacher managed</p> <p>A. Academic Misconduct</p> <p>B. Bus Violation</p> <p>C. Cell Phone/Electronic Device violation</p> <p>D. Disorderly conduct/Classroom disruption</p> <p>E. Defiance of Authority/Disrespect</p> <p>F. Dress Code Violation</p> <p>G. Excessive Tardies</p> <p>H. Hall Pass Violation</p> <p>I. Lying/False Accusation</p> <p>J. Unexcused Absence/Ditching</p> <p>K. Public Displays of Affection</p> <p>L. Skateboard, Roller Blading, Scootering, ect.</p> | <p>Classroom Intervention/Administrative</p> <ul style="list-style-type: none"> • Informal talk/Verbal Warning • Written Warning • Conference • Loss of recess time • Lunch Detention(up to 2 repeat infractions) • After school Detention (3+ repeat infractions) • Loss of credit on assignment with no retake • Confiscation of items causing disruption (mandatory parent pick up) |
|---|--|

| | |
|--|--|
| <p>Level II- Teacher managed</p> <p>A. Attendance Violations B. Failure to complete Disciplinary Actions C. Forgery D. Information Systems/Computer Violation E. Gambling F. Student Speech Violation (involving peers) G. Insubordination Violations H. Repeated Level I Infractions</p> | <p>Classroom Intervention/Administrative</p> <ul style="list-style-type: none"> • In School Suspension • Community Work Service • Lunch Detention (up to 2 repeat infractions) • After school Detention/Saturday School (3+ repeat infractions) • Loss of Recess time • Loss of Computer Privileges • Suspension from Transportation |
| <p>Level III- Administrator managed</p> <p>A. Fighting B. Gang Activity/association violation C. Harassment/threatening/bullying/intimidation/hazing D. Incitement E. Medication/ Dietary Supplement (unauthorized) F. Sexual harassment/sexual offense G. Tobacco Violation H. Trespassing I. Student Speech Violation (Involving staff) J. Violent Behavior K. Repeated Level I or II Infractions</p> | <p>Administrative</p> <ul style="list-style-type: none"> • In School suspension • 1-5 Days off campus suspension • Police referral • Counseling • Referral to Alternative Program • Suspension from athletic participation • Suspension from other privileges • Suspension from extracurricular or school activities |
| <p>Level IV- Administrator managed</p> <p>A. Robbery/Extortion B. Theft C. Vandalism/defacing or destruction of property less than \$100 D. Tampering with Material, Grades, Records E. Repeated level I, II, III infractions</p> | <p>Administrative</p> <ul style="list-style-type: none"> • 1-5 Days Off-Campus Suspension • Behavior contract • Police Referral • Community Service • Restitution • Counseling • Transfer to Alternative Program |
| <p>Level V-Administrator managed</p> <p>A. Alcohol Violation B. Physical Assault of a Student C. Criminal Activity D. Drug Possession/Use Violation E. Sexual Abuse F. Vandalism/Defacing or Destruction of Property \$500 G. Violation of Behavior Contract H. Repeated Level I, II, III or IV Infractions</p> | <p>Administrative/School Board Intervention</p> <ul style="list-style-type: none"> • 5 Days Off-Campus Suspension • Police Referral/Prosecution • Exclusion from a particular class • Recommended treatment program • Behavior Contract • Restitution • Expulsion |
| <p>Level VI- Superintendent/Board managed</p> <p>A. Arson B. Assault of a Staff Member C. Distribution of Drugs D. Endangering, Health or Safety of Another E. Incendiary Device F. Possession of Firearm or Dangerous Weapon G. Threatening an Educational Institution H. Unauthorized Entry I. Vandalism/Defacing or Destruction of Property > \$500 J. Repeated Level I, II, III, IV, or V Infractions</p> | <p>Administrative/ School Board Intervention</p> <ul style="list-style-type: none"> • Police Referral/Prosecution • Expulsion |

SUSPENSIONS

The principal may suspend pupils from the school for good cause subject to section 48900 of 48900.5 of the Educational Code. The principal shall report all suspensions to the school board of trustees. Any suspension pursuant to this section shall not exceed five (5) school days.

Teachers may suspend for good cause any pupil from his or her classroom for the day of suspension and one day following. The student will be sent to the office for proper suspension procedure. The teacher will contact the student's parent or guardian regarding the suspension. A school administrator may attend if a conference is requested.

The school administrator may require parent attendance at a conference regarding the student's behavior before the student returns to class.

Procedures for Disciplinary Action:

1. An informal conference will be held with the student. The student will be allowed the opportunity to present his or her version and evidence in his or her defense. The student will be advised of the reason for the disciplinary action.
2. An attempt will be made to make phone contact with the parent/guardian regarding disciplinary action.
3. A parent/guardian will be mailed or given a written notice of suspension within twenty-four (24) hours.
4. A parent/guardian shall respond to the school's request for a conference, without delay, according to the law.
5. A parent/guardian will be informed that suspensions may be reviewed by the superintendent or designee.
6. A student may be suspended up to five (5) consecutive days.
7. A suspended student may be required to complete and receive credit for assignments and test(s) missed during the suspension, as provided by the teacher.
8. A suspended student must remain under parent supervision and is not to be on any school campus or attend any school activity for the duration of the suspension.

Expulsions:

The Education Code states that every child shall attend school, but this privilege is dependent on the continued attendance and compliance with all state and school district rules and regulations regarding student behavior. Expulsion is the most serious penalty a school can impose and one that can have long-range negative consequences for a student. An expulsion usually lasts a year and prohibits the student from attending school, or any of its activities.

DISCIPLINARY ACTIONS

Informal Talk/Verbal Warning: A school official (teacher, administrator or counselor) talks to the student and tries to reach an agreement on how the student should behave.

Conference: A formal conference is conducted with the student and one or more school officials.

Parent Involvement: The parent is notified by telephone, personal contact, letter or certified letter. A conference may be conducted with the student, parent, appropriate school officials and any other individuals concerned.

In-School Discipline: The student is subject to consequences that do not require suspension from school, such as loss of privileges, lunch detention, after school detention, school service, temporary removal from class, and assignment to an alternative learning classroom.

In-school Suspension: Temporary assignment to Transition Room (TR) is an alternative to off-campus suspension. TR may be imposed for part of a day or for one or more days. The student is removed from the regular classroom setting and is assigned to a location isolated from classmates. Class assignments will be given to a student placed in TR. All campus and activity privileges are revoked.

Administrative Behavior Contract: Assigned by the administrator, detailed consequences to address indicated behaviors.

Restitution: The student reimburses the cost to the district of restoring/replacing items damaged or destroyed.

School Board Behavior Contract: Assigned by Governing Board. Failure to abide by contract will result in immediate administration of consequences heretofore held in abeyance.

Suspension from Transportation: Removal from school transportation for a set period of time. Parents/students are responsible for making alternate arrangements.

Suspension from Athletic Participation: The privilege to participate in athletic programs, including practice, games, or the team is removed.

Suspension from Social or Extracurricular activities: The privilege to participate in social or extracurricular activities, including but not limited to school assemblies, field trips, and other events is removed.

Exclusion from a Particular Class: Student may be withdrawn from a class with loss of credit and enrolled as a study hall student for the balance of the semester.

Community Service: Sometimes in lieu of detention, or to work off a fine, students may be assigned to work with custodial or maintenance crews for a certain number of hours.

Suspension: The student is subject to a suspension of 5 school days or less. School administrators may impose suspension. During that suspension, the student is not permitted on district property or at district functions.

Expulsion: The student is permanently denied the right to attend Shaffer Union Elementary School. Expulsion is recommended by the school administrator and imposed by the Governing Board following a hearing before the board. Only the Governing Board can expel a student. Upon expulsion, a student is not permitted on district property or at district functions unless the Governing Board has readmitted the student to school or granted special permission.

Emergency Plan

Fire drills are conducted once each month. Detailed escape plans are posted inside the door of each classroom.

Intruder on campus drills, as well as other emergency drills such as earthquake drills are conducted throughout the school year.

A detailed Emergency Preparedness Plan and Emergency Action Guide is available in the school office, posted in every classroom and is updated annually. Shaffer School is committed to the safety of all students and staff. The school is prepared for a variety of emergency situations.

ILLNESS OR INJURY

In case of illness or injury, a student will be cared for temporarily by the school health aide or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the emergency room at the hospital. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

INSURANCE

Shaffer Elementary School carries accident insurance for each student, however, it should be noted that the school insurance is secondary if the family has insurance.

FIELD TRIPS

Field trips within our community and to nearby points of interest are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and be asked to sign field trip permission forms.

FOOD SERVICES

Free and Reduced Breakfast/Lunch Applications are distributed at the beginning of the school year. We ask that everyone take the time to fill the form out, even if you do not believe your child will qualify or might not be eating school breakfasts or lunches. Our funding from the government is based on this information.

Breakfast will be served for students beginning at 7:30 a.m. through the start of school. Lunches are served in two sessions:

Tk– Third Grade 11:30-12:00 and Upper Grades 12:00-12:30. School breakfasts and lunches are prepared in accordance with Federal and State nutrition guidelines. Students are encouraged to take advantage of this service. Prices for the meals are as follows:

Breakfast: Paid: \$1.60 Reduced: \$0.30 Lunch: Paid: \$2.75 Reduced: \$0.40

Due to the current economic times, and the history of bills being high and the difficulty to obtain payment, we are requiring that meal payments be made prior to consumption. A student will only be allowed to charge a maximum of 2 meals. The school will no longer be able to provide the student with a school breakfast or lunch until their charged balance is settled. It is the responsibility of the parent to provide payment as soon as possible as well as a breakfast and lunch from home. A Free and Reduced Lunch Application may be re-submitted at any time throughout the year, i.e. when a change in employment or income has occurred.

The parents or guardians of students with **special dietary needs** requiring a special meal and/or accommodation should notify the school office or nurse assistant to request the form titled: The Medical Statement To Request Special Meals and/or Accommodations. This Form must be completed and signed by the student's medical care provider in order for the food service staff to make a meal accommodation. This form must be renewed every year.

****The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)**

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

GRADUATION REQUIREMENTS FOR EIGHTH GRADE

Requirements for participation in graduation ceremony and related graduation activities:

The student with the highest scholastic standing and exceptional citizenship will be eligible to earn the recognition of class valedictorian, and will deliver the valedictory speech at the commencement. The runner up will be selected as Salutatorian. The valedictorian and Salutatorian will be selected based upon the grades that he/she has earned at Shaffer Elementary School during his/her 7th and 8th grade years. Other high-ranking graduating scholars will be duly recognized. To be eligible for valedictorian or Salutatorian students must have attended Shaffer Elementary throughout their 7th and 8th grade.

Students attending school at the Shaffer Union School District are required to meet specific standards during their eighth grade year in order to participate in the graduation ceremony, graduation related activities, and receive a diploma.

Students graduating are eligible to go through the graduation ceremony and receive a diploma – providing that all of the following requirements are met:

1. Students must have a combined passing grade point average of 2.0 or above in the following core courses:
 - a. English Language Arts
 - b. Mathematics
 - c. History/Social Science (must pass the Constitution Unit)
 - d. Physical Education
 - e. Science
2. Any students whose grades are lower than a “D” or “F” average in any class will be placed on academic probation until he/she can verify the grades have improved. All parents/guardians of students placed on academic probation shall be notified in writing and will be required to meet with the teacher and administration to place student on an improvement plan.
3. Citizenship – students may not be allowed to take part in graduation ceremonies, any 8th grade trips, or end-of-the-year graduation activities if they have received 3 or more referrals throughout the year for the same offense or have been suspended out of school more than once throughout the year. This will be written in a behavioral agreement if this appears to be a problem for the student to follow the Shaffer ROCKS rules.
4. Special standards for graduation will be set up for students who have learning disabilities qualifying for special education.

5. Students that transfer to Shaffer School shall be required to meet the Course of Study Requirements to be eligible to participate in the graduation ceremony and eighth grade activities. Determination will be made utilizing former academic records and through contact with the administrator at the school of prior attendance.

Students Not Receiving a Diploma:

Students who have not met the criteria for a diploma for academic reasons may only participate in the graduation ceremony and related graduation activities upon the approval of the Superintendent/Principal, however, these students will receive a certificate of completion instead of a diploma. The graduation committee shall consist of the middle school staff and the Superintendent/Principal and shall be empanelled to consider possible participation in the graduation ceremony and related graduation activities by students who have failed academic requirements for graduation. The graduation committee shall establish uniform written standards for allowing students who have not met the academic standards to participate in the graduation ceremony and/or graduation activities and receive a certificate of completion in lieu of a diploma. Participation in graduation ceremonies and graduation related activities by students who have not met the academic standards shall be at the sole discretion of the Superintendent/Principal.

Students Not Participating In the Graduation Ceremony and Graduation Related Activities:

These students will receive a certificate of completion and may be transferred to the high school. The high school will be advised of the student's non-diploma status.

Parent Notification

All parents will be given the graduation requirements in the student handbook at the beginning of each school year. If a student is not present at the beginning of the school year, the student will receive the student handbook at the time of enrollment.

LIBRARY

The use of our library is a privilege all our students enjoy. Like other privileges, there is also responsibility. Please help your children to take good care of library books. Remind them to have clean hands before reading; do not fold or mark pages, and decide on a safe place to keep books so pets and younger children do not damage them. Library books that are not returned will be charged to the parent at the end of the school year and must be paid for at year end check out. Each student may check out one or two books for a period of up to two weeks. There is no fine for overdue books, but lost or damaged books must be paid for. The library collection is constantly updated and expanded. Books are reviewed and chosen for either their educational and/or recreational value.

LOST AND FOUND

All clothing found on the campus, regardless of its value, is placed in the lost and found box and may be retrieved from there. Clothing items will be taken to local charities at least monthly. All other items may be turned in to the office and can be identified and claimed there.

PETS

It is sometimes educationally desirable to observe small live animals. Children may **NOT** bring any animals or pets to school without a teacher's permission. Small animals must be in a cage or carrier, brought to school by a parent, and returned as soon as possible by parent transportation. As a safety precaution, dogs should not be on campus during the hours children are in attendance. Due to insurance matters, equines are not allowed on school grounds at any time.

TELEPHONE

The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the phone to make personal arrangements such as requesting permission to go to another student's home after school.

TOYS

Students should leave all toys at home. School personnel will not be responsible for lost or damaged toys. Pokemon cards (or other type trading cards) are allowed to be used during recess time only. Little time will be spent on administration monitoring such issues as lost or damaged toys. If students bring toys, they do so at their own risk, and toys may be confiscated by adults on campus for parents to pick up in office.

VALUABLES

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school administrators and staff are not responsible for student's valuables. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them and leaving them at the main office.

STUDENT SERVICES

English Language Instruction and English Language Learners (ELL): Shaffer School provides an ELL program for those students who qualify. ELL students receive instruction in the general education setting. Qualification for ELL designation is based on specialized testing and language test scores, as well as parent and teacher input. ELL students also participate in daily ELD (English Language Development) classes.

School Site Council (SSC):

The SSC is an elected staff, community, and parent group that acts in an advisory capacity to the principal, staff and board of trustees. They meet approximately one time per month. Their goals include: assessing needs, setting goals, developing, and monitoring and evaluating a School Improvement Plan. People are welcome to attend the SSC meetings. Please check with the office for meeting dates and times.

Special Education:

Special Education is provided for those students whose needs cannot be met by the regular education program and who have been found eligible for such services through the evaluation process. Shaffer School has a Resource Specialist Program (RSP) in which students are taught in a prescriptive manner addressing their particular areas of disability for up to forty-nine percent (the maximum allowed by law) of the school day. Shaffer School also provides Special Day Classes (SDC) for students who need a more intensive program.

Speech and Language:

A speech therapist visits the school weekly. Students may be referred for evaluation by their teachers. Those who meet eligibility requirements work with the therapist on a regular basis. If any parent feels their child may need help in the area of speech development, they should contact their child's teacher to see about obtaining an evaluation from the therapist.

Student Study Team (SST):

The SST provides an intervention process in which parents are invited to attend a meeting which may include the principal, psychologist, hearing, speech and language specialist, resource specialist, regular education teacher and others involved with the student, to discuss how to better address the individual needs of a particular student. Problem-solving can include issues on academic, medical, emotional or social areas. Teachers and/or parents may call such a meeting

CONFERENCES

Parent-teacher conferences occur at the end of trimester one and trimester two. Student Study Team meetings may be held at any time based upon a child's behavior or academic concerns. Please notify the office or your child's teacher if you would like to schedule a meeting with your concerns.

Parent conferences are encouraged and can be arranged at any time during the school year. A teacher will sometimes find it necessary to request a special conference with a parent. Please make every effort to meet with a teacher if you receive such a request.

HOMEWORK

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.

PROGRESS REPORTS

Report cards are issued following the completion of each twelve-week grading period. Please carefully review your child's progress and contact the school if you have questions regarding grades. Parents may communicate with staff through email. Teachers must maintain the class page on the school website at www.shafferschool.com to keep parents informed of assignments and progress.

HONOR ROLL

Kindergarten through Grade 3 do not participate in the Honor Roll because of their grading system. Grades 4-8 participate in a GPA honor roll. To achieve Honor Roll students in 4th-8th grade must receive between a 3.0-3.99 with absolutely no D's or F's, to receive Principal's List students must achieve a 4.0 or higher.

PROMOTIONS AND RETENTIONS

Promotions and retentions are based on an evaluation of academic, physical, social, and emotional growth. The primary reasons for considering retention are: a) physical or social immaturity, b) frequent or long absences or c) indifference or lack of effort on the part of a capable student. Retention is usually considered as a more positive alternative during the kindergarten, first and second grade years.

Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year. Parents will be involved in any retention decision.

PSYCHOLOGIST/COUNSELOR

A staff psychologist and counselor visits the school on a regular basis and is available to students as needed. The psychologist may also provide the teaching staff with a variety of evaluation tools. The psychologist may also be available to parents who have special concerns about their child.

LAW ENFORCEMENT AND CPS INVESTIGATIONS:

During any law enforcement investigation, attempts will be made to notify the student's parents or guardians. A school official shall be present during any in-school interrogation. If a student is arrested, the arresting officer is required to notify the student's parents or guardians. Questioning of students at school concerning suspected child abuse/neglect by CPS (Child Protective Services) and law enforcement authorities does not require parental or guardian notification prior to the interview. A school official may be present only if such presence is necessary to the investigation. CPS social workers and law enforcement authorities may notify parents and guardians if they deem it necessary.



NURSE/NURSES AIDE

The nurse is responsible for the maintenance of health records, routine health checks, parental contact regarding health problems, care of minor injuries, and assistance in teaching health and vision screening. Please call the school nurse if your child is absent from school due to a communicable disease. Precautions need to be taken to protect other children.

MEDICATION

If a student must bring medication to school, the following requirements must be met.

Prescription Medication:

1. Must be clearly identified as to the name and type of medication.
2. Must be in a pharmacy-labeled container.
3. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
4. The prescription must be current.
5. A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions of necessary.
6. No more than one week of medication may be sent at one time.
7. Refrigeration is available.
8. Medication will be given by school personnel.
9. Long-term (more than one month) prescription medication requires a signed parent release form and a physician's request form signed by the doctor

Non-Prescription Medications:

1. Must be in the original container (aspirin bottle, cough medicine bottle, etc.)
2. Must be clearly identified as to the name and type of medication and dosage instructions.
3. A note, signed and dated by the parent, giving the child's name, medication name, dosage instructions, specific dosage times, and other necessary instructions must accompany the medication.

Note: Parents will be called before dispensing any non-prescription medication.

SAMPLE:

Please give "child's name" one teaspoonful (teaspoon provided) of "brand name" cough medicine at 10:00 a.m. and 2:00 p.m.

(Parent's Signature)

(Date)

Dear Parents:

The Shaffer Elementary School Parent/Student Handbook is our way of communicating with you general information about our school. We ask that you take time to read this handbook with your student so that they too can become more familiar with our school. If you have questions, please contact Jeff Baker, Superintendent.
Shaffer Elementary School is also governed by the Shaffer Union Elementary School District Policy and Procedures Manuals, which are available for your review at the school district office, located at 722-055 Hwy 395 N. Litchfield, Ca. 96117. Please sign and return this page to your student's teacher indicating you have read and understand the information in the handbook.

PARENTAL RECEIPT AND ACKNOWLEDGMENT

I acknowledge the receipt of this handbook.

Student Signature

Date

Parent Signature

Date

If you wish to have email notifications sent to you about events at Shaffer Elementary School please provide your email address below:

Email address: _____

PLEASE RETURN THIS FORM TO THE OFFICE