

Parents, Students, and Community

Once again we find ourselves eagerly preparing for the new school year. Last school year was a wonderful success and I am very confident that the 2014-2015 school-year will even be more successful. A special "Thank You" to all the parents and community members who have helped make Traver School the wonderful place that it is. I truly feel we have the best kids in the valley; and I know as we set the bar higher and higher for our students they will continue to reach their goals. I look forward to a great 2014-2015 school year!

Mr. Ramirez - Principal/Superintendent

Steve Ramirez

Principal/Superintendent

Board Members:

Barbara Watkins
Jackie McDonald
Erlinda Esquibel

Traver Early Readiness Program

(Tulare County First Five)

Teacher Director – Magda Flores
Assistant – Marcella Cardenas
Assistant – Lily Molina
Assistant – Herandi Vera
Assistant – Diana Meras

Teachers 2013-2014

Grades TK-3 Cris Dewey
 Holly Erling
 Kelda Rosales
 Amanda Angulo
 Susan Ervin
Grades 4-6 Abel Bertussi
 Paul Meadors
 Elizabeth Rodriguez
Grades 7-8 Sonia Gonzalez
 Brandon Pettitt

Classroom Tutors

Janet Hawkins
Lloyd Hawkins
Linnea Hess
Amanda Navarro
Marcella Tau

Business Manager

Yolanda Miller

Food Service

Patty Brehm
Anna Villanueva

Driver/Maintenance-Grounds

Yolanda Sanchez

Prog. Coord. Christy Lowry
Music Teacher Mike Groft
School Nurse Sandra Dutch

Secretary
Linda Navarro

Driver/Custodial

Frank Arrevalo
Dena Flores
George Hernandez

School Psychologist- On call counselor - Sarah Humason
Nurse TCOE- Sandra Dutch
Family Service Worker- Noelia Hernandez
Speech & Hearing /Special Ed. Resource Teacher – Judy Gregory / Assistant - Robin Artin
Migrant Program Coord.- Anabel Gonzalez

SCHOOL OFFICE

Traver School Office is open from 8:00 A.M. to 4:00 P.M. Mrs. Navarro, Secretary or Mr. Ramirez, Principal are ready to help you.

STUDENT INSURANCE

Although not required by law to do so, the School District does carry insurance on students. If it is necessary to take a student to the doctor or hospital because of a school related injury, please come by the office to get the proper forms to take with you to all who provide service to you.

REGULAR ATTENDANCE

Any child who misses school also misses important instruction. Students with excessive absences quickly fall behind academically, usually receive lower grades and are often considered for retention. With your support this can often be avoided.

Children need to be in school to learn. Trying to catch up on days of missed instruction can be an overwhelming and frustrating experience for many children. Make sure that when your child misses school, it is only for a legitimate reason. **Babysitting and family outings are not legitimate excuses.** Special provisions can be made with your school principal for a limited amount of independent study for students who **must** miss school.

Regular attendance also increases the amount of money your school has to spend on your child's education. Most important, good attendance helps your child's ability to learn and succeed in school. Community agencies such as SARB, CARB, and Probation are also concerned about children who are not at school, especially if they are also not at home. They are often more likely to get into serious trouble. **Remember, it is your duty as a parent to call the school when your child is ill.** This should be done the morning of your child's absence. If we do not hear from you, we will call your home. Absences not cleared within two (2) days will be classified as unexcused.

What Can You Do?

Impress upon your child the importance of prompt and regular attendance. If your child does miss school, clearly state the reason for the absence in your phone call or note.

Be sure to read all communication from your school. Your school might be trying to notify you about an attendance problem that you did not even know existed. If you are concerned about your child's attendance, call your school.

Daily Schedules are as follows:

	<u>Grade K-3</u>	<u>Grades 4-8</u>
Monday	8:10-2:00	8:10-2:00
Tuesday	8:10-2:00	8:10-3:00
Wednesday	8:10-2:00	8:10-3:00
Thursday	8:10-2:00	8:10-3:00
Friday	8:10-2:00	8:10-2:00

***Parents are encouraged to make appointments for doctor, etc. After regular school hours and during holiday periods so that students do not miss class time.**

***Arrangements for going to destinations other than a student's home should be made before coming to school.**

Except in an emergency, please do not call and ask that a message be given to your child.

Class time is valuable and we are making every effort to limit interruptions.

Thank you for your cooperation.

School Accountability Report Card

The governing board of any school district shall annually issue a School Accountability Report Card for each school in the school district, publicize such reports, and notify parents or guardians of students that a copy will be provided upon request.

READMISSION AFTER ABSENCE

Parents are required by law to send a note explaining the reason for each absence. These notes may be in English or Spanish. If a note is not possible, we will accept phone calls, but notes are highly preferred. In cases of serious illness, a written physician's note may be required for readmission. This would include such conditions as surgery, hepatitis, scarlet fever or tuberculosis. Physician's notes are the exception, not the rule. If in doubt, following a serious accident or illness, please phone the school nurse.

EMERGENCY CARDS - Please keep up to date!

Early in the school year we will ask you to fill out an emergency card. This card will give us the location or telephone where we can get in touch with you, or a neighbor or relative designated by you. If you do not specify a doctor, we will take your child to emergency at the Selma Hospital in case of an accident requiring medical attention. Your cooperation in giving us complete information and letting us know of any changes during the year is very necessary and will be greatly appreciated.

STUDY TRIPS

You will be informed of study trips through the Weekly Calendar. When K-3 age students go on a trip, you will receive a permission slip, which must be returned signed before leaving.

SCHOOL SUPPLIES - Paper, Pencils, etc.

Basic school supplies are supplied by the school. We urge students to use these in a responsible manner. It is expected that students will, at times, need to purchase supplies for their own personal use.

SPECIAL AFTER SCHOOL DESTINATIONS

Students getting off at a stop other than their regular one must have a permission note from their parents or the school office. Drivers will not let children off at an unusual stop without a note.

Students need to board the bus or go home promptly after classes are dismissed. We cannot provide supervision after their assigned school hours.

AFTER SCHOOL ACTIVITIES - Unless students are staying for a supervised activity after regular school hours, all should go home promptly following dismissal.

PUPILS LEAVING DURING SCHOOL HOURS

According to law and for their safety, it is most important that pupils not leave during school hours (this includes the lunch hour), except under these conditions:

1. Pupils who go home for lunch regularly must have a note on file with the school office. A single note will serve for the entire year. If a pupil goes home occasionally on an irregular basis, a note should be sent each time.

2. The lunch hours are as follows:

Grades K-3

11:30-12:15

Grades 4-8

12:10-12:55

3. If a pupil is to leave during school hours for other reasons than lunch, parent may appear in person at the school office and be identified. Children may not be released to other relatives or adults unless special arrangements are made at the school office.

AUTOMOBILE DROP OFF OR PICK UP BY PARENTS

Supervision on the grounds begins at 8:00 AM daily. Students are advised not to come early. Any student coming earlier than 8:00 AM must report to and stay in the cafeteria until 8:00 AM.

When dropping off or picking up your child at the beginning or close of the day, use extreme caution. Please park in the parking area directly in front of the school and always watch for walkers.

TARDINESS

Students with unexcused tardies may be required to make up time at noon or after school. Unexcused tardiness could occur at the beginning of the day or following a recess during the day. Children are excused for such things as car trouble (**with a call from a parent**) or illness (**with a Dr. Excuse**), but are unexcused for such things as oversleeping or playing too long at recess. Excessive tardiness will eliminate a student from "Perfect Attendance" honors.

RESPECT FOR SCHOOL PERSONNEL AND PROPERTY

A prime factor in a successful school is the mutual respect displayed by staff and students. We consider each pupil an important individual who has his rights and responsibilities. You as a parent can contribute to a better school for your child by encouraging his/her respect for staff members.

You can also be of assistance by helping us emphasize the cost and care of school property.

CONFERENCES AND REPORT CARDS

Parents-Teacher conferences will be scheduled upon the completion of the first 12 weeks of school. Report cards will be discussed and sent home at that time. A second report card will be sent home upon the completion of a second 12-week period. A final conference will be scheduled when approximately 12 weeks remain in the school year.

If additional conferences are needed teachers are available either before or after school. It is suggested that you make an appointment by phone in order to avoid time conflicts. In most cases between 3:00-3:30 pm is the best time.

FREE BREAKFAST AND FREE LUNCH

Doing your best begins with having a good breakfast everyday! Breakfast "in the classroom" is provided for all students.

Both Lunch and Breakfast are free to all students.

No person in the United States shall, on the grounds of sex, race, age, handicap, color or national origin, be excluded from participation in or denied the benefits of, or be otherwise subjected to discrimination under the child nutrition programs.

PARENT INVOLVEMENT AT SCHOOL

There are many ways you can volunteer time to help at Traver School. It is a good experience for you and shows your children that you are concerned enough to take action in a helping way. Talk to your child's teacher or Mrs. Nishimine if you have any questions about how you can help.

PARENTS AND TEACHERS GROUP (P.A.T.)

You are invited to participate in P.A.T. which provides an avenue of cooperation and understanding between school and community and makes a stronger school. Activities include support of the teachers through volunteer room mothers, fund raising events, monthly board meetings and other special activities.

COMPUTER LAB

Each classroom has two or more computers that have Internet capability. Students access to the Internet is limited and is monitored by each teacher. Improper use of the computer will require that the offending student will lose the privilege of using the computer for a period of time... perhaps the remainder of the year. If your child has major access to the computer and/or the Internet he/she will be required to sign an acceptable use agreement.

PHYSICAL EDUCATION

All students are required to participate in physical Education classes unless excused by written permission from the parents. In extended illnesses, a doctor's excuse will be requested.

BICYCLES

Pupils riding bikes to school are required to park them at the bike racks. By law, students are required to wear a helmet when riding a bike. **Locks are recommended.** Bikes are not to be taken from the racks until leaving for home. Children are not to play with anyone else's bike. The school strives to protect bikes while at school but cannot assume responsibility for damage or theft. The student must realize that there is a risk involved in **bringing any valuable item to school.**

Please Note: Bicycles, skateboards and scooters are not to be ridden on the school grounds at any time.

REWARDS FOR GOOD EFFORTS AND BEHAVIOR

Individual teachers and units of teachers plan regular "reward activities for students who demonstrate good citizenship and academic efforts. Parents and students will be informed of these activities and the requirements to be involved at various points through the year.

HONOR ROLL - GRADES 5-8

All achievement grades will be assigned a value as follows:

A= 4 points B= 3 points C= 2 points D= 1 point F= 0 points

The total points achieved by adding the points together and dividing by the number of grades given will equal a "grade point average." (GPA)

There will be three (3) levels of Honor Roll:

Gold Certificate	3.6 GPA and above
Silver Certificate	2.9 GPA to 3.5 GPA
Certificate	2.0 GPA to 2.8 GPA

An "F" in any achievement-graded subject eliminates a student from being on the Honor Roll.

Trimester Honor Roll Certificates will be given to all students in Grades 5-8 who achieve the required GPA.

NO PASS-NO PLAY

By state law, in order to be eligible to be involved in extra-curricular activities, including but not limited to sports, yearbook staff cheerleading and dances a student shall have earned a minimum 2.0 or "C" grade point average with no contributing grade to be less than 1.0 or "D" grade during the preceding grading period. (For a complete text of the policy, please contact the school office.)

Traver School Discipline Guidelines

SCHOOL DISCIPLINE PROCEDURE

The primary function of education is to prepare young people to live in the present and prepare for the future. This preparation calls for a classroom atmosphere that allows the teacher to teach and the child to learn without other students interfering with that function.

Basic Rights:

- 1) Every student has the right to learn.
- 2) Every teacher has the right to teach.
- 3) Everyone has a right to a safe and orderly environment.

Basic Expectations:

- 1) Keep hands, feet, objects, and unkind words to yourself.
- 2) Model the Six Pillars of Character.
- 3) Be in class on time, with all the proper materials, and ready to learn.
- 4) Abide by school dress code.
- 5) Every student is expected to work up to their maximum potential.

Assertive Discipline Procedure:

Traver JESD follows Assertive Discipline. It is a classroom discipline plan that clearly lets the student know the teacher's expectations and how they are expected to behave to maximize the learning process. Assertive discipline defines behaviors in two categories. The first is moderate. Moderate infractions are not serious and the teacher is expected to help the student modify these behaviors. If not, they can become serious. The second category is severe infractions and lead to the student being referred to the Administration. Below you will find a partial list of both categories of behaviors.

When a student misbehaves he/she is placed on a five step card. Your child has several chances to improve their behavior and the teacher will notify you when behaviors are becoming severe. When the student reaches step three, you will be notified. If a student reaches step five, he/she is referred to Administration for discipline. Generally, the student can be suspended from one to five days.

Administration will always notify the parent when this occurs.

A severe behavioral infraction automatically sends the student to the office regardless of where they were on the discipline step form. The teacher will use the severe behavior conduct referral. Major behaviors generally lead to a suspension.

BEHAVIORAL CATEGORIES (Not Inclusive)

Minor/Moderate

- gum/candy/food
- tardy/late to class
- unprepared for class/supplies
- put downs/unkind words/bullying
- inappropriate language
- unreturned parent communication
- out of seat without permission
- public displays of affection
- throwing objects in class
- lying
- cheating
- no show for detention
- not following classroom rules
- dress code
- lasers
- self tattooing
- felt tip markers
- electronic devices
- running in the halls or cafeteria
- permanent felt tip markers
- in halls without a pass
- hats/headgear inside
- leaving supervised areas
- in the hallway without permission
- inappropriate playground behavior

Severe

- fighting/dangerous play
- defiance/open disrespect
- refusal to work in class
- severe bullying/threats/cyber bullying
- habitual profanity
- sexual harassment
- drugs/pornography/tobacco
- vandalism of school property
- vandalism of personal property
- graffiti/gang writing/gang signs
- racial slurs
- verbal, written, or physical abuse
- dress code (severe)
- theft/stealing
- inappropriate hair style
- weapons/matches/lighters
- vulgarity toward staff/students
- stealing
- weapons of any type
- lewd or lascivious acts
- extortion
- inappropriate websites
- in construction zone
- leaving campus without permission
- cell phones on campus

SUSPENSION AND EXPULSION

A student may be suspended and expelled for any of the following actions while he or she is on school grounds or while he or she is off school grounds and involved in activity related to school attendance.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Causing, attempting to cause or threatening to cause physical injury to another person except in self-defense.
4. Possessing, selling, or otherwise furnishing any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds.
5. Unlawfully possessing, using, or otherwise furnishing or being under the influence of a restricted drug, alcoholic beverage or intoxicant.
6. Possessing or using tobacco on school grounds or at a school activity off school grounds.
7. Committing an obscene act or engaging in habitual profanity or vulgarity.
8. Disrupting school activities or defying the authority of school supervisors, teachers or administrators.

SUSPENSION: Removal of the student from class for disciplinary measures by the teacher or principal

EXPULSION: Expulsion is enacted by an action by the governing board to remove a student from the school because of serious offenses or where other methods of correction have repeatedly failed to bring about proper conduct.

Traver JESD
36736 Canal Dr/P.O. Box 69
Traver, Ca. 93673

Notice of Student Suspension

Student's Name _____ Grade _____ Type of Suspension: In School _____ Home _____

This is to confirm that your son/daughter has been suspended from school for the following violation(s): (Education Code 48900)

- a(1). caused, attempted to cause, or threatened to cause physical injury to another person;
- a(2). willfully used force or violence upon the person of another, except in self-defense;
- b. possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a CERTIFICATED school employee, which is concurred in by the principal or the designee of the principal;
- c. unlawfully possessed, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11052) of Division 10 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind;
- d. unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant;
- e. committed or attempted to commit robbery of extortion;
- f. caused or attempted to cause damage to school property or private property;
- g. stolen or attempted to steal school property or private property;
- h. possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products;
- i. committed an obscene act or engaged in habitual profanity or vulgarity;
- j. had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code;
- k. disrupted school activities of otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties;
- l. knowingly received stolen school property or private property.
- m. possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- r. engaged in an act of bullying, included but not limited to bullying by means of an electronic act and directed specifically toward a pupil or school personnel.

ADDITIONAL REASON(S) FOR SUSPENSION OR EXPULSION:

- 48900.2 Sexual harassment as defined by Section 212.5 to mean unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting;
- 48900.3 caused, threatened to cause, or participated in an act of, hate violence, as defined in subdivision(s) of Section 33032.5;
- 48900.4 Harassment. The pupil intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils that is sufficiently severe or pervasive to have the actual and reasonable and expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

Date: _____ Time: _____ Location: _____ Reported by: _____
Description of incident: _____

Suspended from (date) _____ through _____, to return on _____ Length of suspension _____ days
Suspension from school requires that the student remain under your personal supervision during the regular school hours and is not to be on or near a school campus during the time of suspension. This is a violation of the Penal Code Section 626.2 and can result in a jail sentence of up to six months or up to a \$500.00 fine. The student also may not attend, as a participant or spectator, any school activity either at this school or another school during the time of the suspension.

You and/or the student have the right to request a meeting of the Superintendent or his/her designee to appeal this suspension, and also have the right to have access to the school records pertaining to this suspension during normal hours and as can be conveniently arranged for both parent/student and school administrators.

Parent/Guardian contacted on _____ at _____ by: phone _____ in person _____ through interpreter _____ .
date time

Pupil: I have been given the opportunity to explain my side of the story and have been told why I am being suspended

Student's Signature _____ Date _____ Principal or Designee _____ Date _____
If noted below, it is requested that you attend a conference with school officials regarding your student's behavior. State law requires that a parent or guardian respond to such a request without delay. Please contact the administrator at 559 -897 -2755.
Conference with administrator scheduled for: _____ at _____ or conference not needed at this time _____.
Extracurricular activity involvement: Yes _____ Type _____ No _____.
Police Report Filed # _____

DRESS CODE - GOOD GROOMING AND PROPER CLOTHING

We believe that coming to school properly dressed and groomed helps to establish worthwhile lifetime habits. Cleanliness, neatness, modesty and suitable clothes are very important. Parents need to be aware of what their children are wearing. In the interest of safety, parents need to be sure that clothing and colors worn are not related to gangs in any way. Should we see like colors or styles that may be gang related, they will be prohibited.

Inappropriate attire consists of, but is not necessarily limited to, the following:

- 1) Bare back or bare midriff out fits.
- 2) Sagging/baggy pants, cut-offs, hanging belts, suspenders or straps hanging off the shoulders and skirts, shorts or pants that expose posteriors or that do not cover undergarments at any time are not allowed.
 - a) **Appropriate size pants will stay at waist level (the top of the hip) without the use of a belt or other form of support.**
 - b) **Appropriate size pants worn properly do not allow undergarments to be exposed.**
 - c) **An appropriate top does not allow skin to be exposed when, standing, sitting or reaching the top of the door.**
Tops and shirts may be worn outside the pants if not excessively long. If in doubt tuck it in. (See drawing)
 - d) **No bagging ...No sagging. Pants and shorts must fit at the waist, hips, crotch and thighs. (See attached drawings)**
- 3) Fishnet tops and tank tops may be worn only with an undershirt.
- 4) Extreme or bizarre clothing. Make-up or jewelry which distracts the person wearing it or others from normal school activities.
- 5) Emblems on clothing that are offensive (even by implication), in poor taste or refer to intoxicants (alcohol, etc.) are prohibited.
- 6) In the interest of safety, lightweight strap shoes, sandals and loose fitting shoes that come off easily when active are prohibited. Flip Flops, shoes with spikes or cleats that could be dangerous or damage the floors and bare feet are not permitted.
- 7) Tattoos are not allowed. Any permanent tattoo must be covered at all times. Temporary tattoos must be removed before the student will be allowed in class.
- 8) Cut-off or short shorts are not allowed.
- 9) Haircuts or hair styles that feature unusual or extreme colors or shavings to the extent they are disruptive to the educational process, are not acceptable.
- 10) Caps, hats or other headwear are not allowed except in special circumstances.

These guidelines were revised and approved by the Board of Trustees in August of 1996. If at any time there is a question concerning dress or grooming, students or parents should check with the school principal.

Students will not be allowed to participate in the Graduation Ceremony who does not meet the following school board requirements:

Attendance - Absences may not exceed 10 days (excused or unexcused). In the event that you do have absences exceeding 10 days, your parents can make an appeal to the school board at the May meeting either in person or in writing.

Grade Point Average - A yearly GPA of 1.5 must be achieved during the 8th Grade year. To be included in this average are all subjects given an achievement grade.

Citizenship - Participation in graduation will be denied to any student who continually displays unacceptable behavior resulting in suspension (at home or in school), or expulsion.

PROMOTION and Retention

Students who show a pattern of regular growth and are reading at grade level or above will normally be promoted to the next grade at the age appropriate time.

Recent legislation requires that students who are not on grade level in Reading and other subjects be retained. IT IS EXTREMELY IMPORTANT THAT YOU KNOW AT WHAT LEVEL YOUR CHILD IS READING. Opportunities for extra help will be given to those who are behind. As parents you will need to provide encouragement and help too. Check the report card carefully and contact your child's teacher to be sure you are informed.

Teachers will make every effort to keep you informed of your child's academic progress. Trimester report cards and/or conferences will be scheduled.

Please keep in touch! This is your school and these are your children.

Working together is best for all of us!

BUS TRANSPORTATION

Student Bus Conduct

Because school bus passenger's behavior can directly affect safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including on field trips and other special trips. School personnel, parents/guardians, and students themselves must all see that these regulations are followed.

1. Riders shall follow the instruction and directions of the bus driver at all times. (cf.3542) – of School Bus Authority Drivers.
2. Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
5. Riders should be courteous to the driver and to fellow passengers.
6. Serious safety hazards and distraction of the bus driver can result from noise or inappropriate behavior. Loud talking, laughing, yelling, profanity, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges.
7. No part of the body, hands, arms or head should be put out the window. Nothing should be thrown from the bus.
8. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
9. No animals shall be allowed on the bus.
10. Riders should be alert for traffic when leaving the bus.
11. All passengers will be quiet while the bus is stopped at railroad crossings.
12. On the bus ride home, the bus driver may assign seats as needed.
13. A student who rides the bus to school must ride the bus home unless the parent/guardian notifies the school in writing.
14. Parents who are requesting that their child be dropped off at another child's home must submit a note from parents prior to 11:00 am on the day of the changed drop off.
15. **Any change in transportation must be approved by the office by 11:00 am the day the change is to take place.**

Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year. Occasionally a bus rider will refuse to board the bus stating that they are supposed to go home with another student or that they are going to be picked up by a parent. We then received a phone call from a worried parent wondering why their child did not arrive home on the bus. As stated in items 13-15, in order to avoid this confusion students must have a written note from parent involved, submitted to the office by 11:00 am the day this will be taking place.

MEDICATION

The responsibility for medication lies with the parent.

The school nurse or secretary attends to minor cuts and bruises and advises the parents when children must be taken home. In the case of prescription medication, directions from the physician must be attached. Any medication brought to school should be checked into the school office **by a parent.** (See page 23 for additional information)

PETS

Please be sure that your dog does not come to school. Even a very friendly dog can be mean if surrounded by many students. It will be necessary to call the animal control office if dogs come to school and are on the grounds.

AFTER SCHOOL ACTIVITIES

Special activities and practices will occasionally take place after regular school hours. These occasions will be noted in the weekly calendar or you will receive a note from the principal and supervising staff member. Transportation home following these special activities is the responsibility of the student and parent.

USE OF PESTICIDE PRODUCTS

The school district shall annually provide to all staff and parents of guardians of pupils enrolled at a school site a written notification of the name of all pesticide products expected to be applied at the school facility during the upcoming year. The notification shall identify the active ingredient or ingredients in each pesticide product. The notice shall also contain the Internet address used to access information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulations pursuant to Section 13184 of the Food and Agricultural Code and may contain other information deemed necessary by the school district designee. The written notice shall provide the opportunity for recipients to register with the school district if they wish to receive notification of individual pesticide applications at least 72 hours prior to the application. This notice shall include the product name, the active ingredients or ingredients in the product, and the intended date of application. This 72-hour notice shall also be provided if a pesticide product not included in the annual notification is subsequently intended for use at the school site.

PLAYGROUND RULES

Primary students are restricted to their play area. This includes the north and the west side of the school.

The upper grade students are restricted to their play area. This includes the east and the south side of the school playground.

Please - No running on the sidewalks.

Play equipment is expensive and any student miss-using the equipment will be restricted from using it. Damaged equipment will have to be paid for by the student.

Scuffling and wrestling with others is a good way to tear clothing and to cause someone to be injured. No scuffling or wrestling while at school.

Fighting, swearing or showing disrespect to any adult will mean immediate action. The student may be taken home by the principal.

The restrooms are not a play area. Only one student at a time will be dismissed during class time to use the restrooms.

Students are not to go to the office unless special permission has been granted by their teacher or by the teacher on yard duty. (In the form of a note) Teachers should be sure their students are aware of this.

Students are to **kick only** the soccer ball, utility balls or footballs.

Respect for the rights of others is always in order.

** Gum chewing is not permitted at school. Any student chewing gum will be given a 1 hour detention after school and may be suspended in cases of repeated offenses. **

Fire Drill Procedures

The signal for a fire drill will be ten intermittent rings of the bell in a series of six. The all-clear signal will be one long ring.

Fire Drills will be held once each month. Teachers should orient their class to routes taken during the fire drill.

RULES:

1. Classes leave rooms in an orderly manner. DO NOT bother to close windows.
2. Classes should leave in a single file. Last person (teacher) should close door and turn off lights, if feasible.
3. There should be no talking, running, pushing, etc.
4. When classes reach their station on the playground, the teacher should take roll from their attendance sheet or grade book.
5. Any student not accounted for should be reported to the principal immediately.
6. Classes will return to their classrooms on the "All-Clear" signal (one long ring from the outside bell)

EARTHQUAKE PROCEDURES

The practice signal for an earthquake will be notification over the intercom system. The all-clear signal will be one long ring. The drill will be the duck-and-cover method. This method is where the students and employees duck under a desk or table to protect them from falling objects. This is the safest method for schools to use where there are no inside walls to stand or lay by. The danger of earthquakes is from falling objects. This is the purpose of getting under a table or desk.

SUGGESTED ROUTE TO SCHOOL - Students Who Walk To School

Every family is provided with a map of the Traver Community, on the back of this booklet, noting the suggested route to school. Please go over this with your children and train them to follow the route that you set. Keep the map for future use.

Student Safety

Student safety is of utmost importance. Both coming and going to school your child should exercise caution and follow basic safety rules. Avoid walking on Merritt Drive as much as possible. Walk on the side of the road facing traffic. Use extreme caution when crossing a street. Watch out for others and yourself. Do not talk to or take a ride from anyone except your parents. Run in the direction opposite that which the car is facing if approached by someone in a car. Go to a known safe house. Report any incident to the school principal as soon as possible.

We prepare for a variety of emergencies and are constantly evaluating our procedures for reacting to them. Classrooms may be in "lock down" status if necessary and students will be taught how to respond if there were an emergency while they are on the playground.

Playground supervisors carry hand held radios that may be used to contact the office if necessary. We ask that the school community be vigilant in relation to safety issues that affect our students. Report to the school office any situation that may appear to be a threat to student's safety.

All visitors to our campus during the hours of 7:30 AM until 5:00 PM are required to first report to the school office. A visitor's pass will be issued to those who have legitimate business on the campus. All staff is instructed to approach anyone who is not properly identified with a visitor's pass. Classroom phones are to be used to report to the office any unknown person(s).

HELPFUL STUDY HINTS

1. Know what is expected of you.
2. Establish priorities in getting the work done.
3. Don't do what your friends do, be yourself.
4. Be prepared to become a "Student" and take some work home with you.
5. Have a notebook to organize and record assignments.
6. Listen carefully during class time to instructions and ask questions if you are not sure what was said.
7. Try - you will be surprised how easy it is to become what you ought to be and could be.
8. Reserve time for yourself each day to think, relax, or recall the day's happenings.
9. Make each day worthwhile - Once it is gone it is gone forever.
10. We are all human and we all make mistakes, but it is often hard to admit it unless we try. If you need help, make an appointment with your instructor to ask for help. Don't wait until the assignment is due or you are tested on the material.
11. Usually no work will be assigned over the weekends and vacations; however, book reports, projects and reviews can be done during this time. It should be understood that regular classroom assignments which a student does not complete at school should be completed by the student at home.

Notification of Family Life and Sex Education (Education Code 51550 and 51820)

Classes will be offered in public elementary and secondary schools, in which human reproductive organs and their functions and processes are described, illustrated or discussed. The parent or guardian of each pupil enrolled in such classes shall first be notified in writing of the classes. Sending the required notice through the regular United States mail, or any other method which such local school district commonly uses to communicate individually in writing to all parents, meets the notification requirements of this paragraph.

An opportunity shall be provided to each parent or guardian to request in writing that his or her child not attend the classes. Such requests shall be valid for the school year in which they are submitted but may be withdrawn by the parent or guardian at any time. No child may attend a class if a request that he or she not attend the class has been received by the school.

Excuse from Health Instruction and Family Life and Sex Education Due to Religious Belief (Education Code 51240)

Whenever any part to the instruction in health, family life education and sex education conflicts with the religious training and beliefs of the parent or guardian of any child, the student on written request of the parent or guardian, shall be excused from the part of the training which conflicts with such religious training and beliefs.

As used in this section, religious training and beliefs" includes personal moral convictions.

Instruction in Health including Sexually Transmitted Diseases/AIDS, K-12 (Education Code 51202)

The adopted course of study provide instruction at the appropriate elementary grade levels in health including venereal disease and the effects of alcohol, narcotics, drugs and tobacco upon the human body, personal and public safety, accident prevention, including emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques and cardiopulmonary resuscitation when appropriate equipment is available.

Abstinence Education in Human Reproduction and Sexually Transmitted Disease (including AIDS) Courses, K-12 (Education Code 51551)

All classes that teach sex education and discuss sexual intercourse must emphasize that abstinence from sexual intercourse is the only protection that is 100 percent effective against unwanted teenage pregnancy, sexually transmitted diseases and AIDS when transmitted sexually. Additional criteria for inclusion in course material are also specified.

Sexually Transmitted Disease/AIDS Classes and Parents' Right, K-12 (Education Code 51820)

The governing board of any district may offer units of instruction in venereal disease (including AIDS). The grade level at which such instruction is administered is determined by the local governing board of the school district. If such education classes are offered, the parent or guardian of the pupil enrolled shall be notified in writing at least 15 days prior to instruction. The parent or guardian has the right to inspect the related instructional materials and to request, in writing, that his or her child not attend such classes.

AIDS Prevention instruction and Instructional Materials, Grades 7-12 (Education Code 51201.5 and 51229.8)

Commencing 1992-93 school year, all students in California public schools will receive instruction in AIDS prevention at least once during the 7-8 grades and at least once again during the 9-12 grades. Parents will be notified with the disclaimer if they do not want their child to have the instruction.

Definition of Comprehensive Health Education Program, K-12 (Education Code 51890)

Comprehensive health education is composed of 10 subject areas. Topics include instruction to assist pupils in making decisions in matters of personal, family and community health, including (but not limited to) drug use and misuse, community health, diseases and disorders, family health and child development including the legal and financial aspects, and responsibilities of marriage and parenthood.

Questioning Pupils/Parents Personal Beliefs Regarding Sexuality (Education Code 60650)

No test, questionnaire, survey or examination contains any questions about a pupil's or his or her parents' or guardians' personal beliefs or practices in sex, family life, morality and religion, shall be administered to any pupil without the prior written consent of the pupil's parent or guardian.

Instruction on Tobacco, Alcohol and Other dangerous Drugs, K-12 (Education Codes 51203 and 51260)

Instruction on the effects and use of tobacco, alcohol, narcotics, restricted dangerous drugs and other dangerous drugs and other dangerous substances shall be included in the curriculum of all elementary and secondary schools.

Course of Study for Grades One to Six (Education Code 51210)

Beginning in first grade and continuing through sixth grade, the adopted course of study shall include health, including instruction in the principles and practices of individual, family and community health.

Drug Education Taught by Trained Instructors, K-12 (Education Code 51260)

Instruction in drug education shall be given in the elementary and secondary schools by appropriately trained instructors.

Instruction on Anabolic Steroids, Grades 7-12 (Education Code 51550)

School is encouraged to include instruction on anabolic steroids in grades 7-12.

Special Education Opportunities (Education Code 56040)

Every individual with exceptional needs who is eligible to receive educational instruction, related services, or both shall receive such instruction, services or both at no cost to his or her parents or guardians or, as appropriate, to him or her.

Destruction of Special Education Records (Public Law 94-142, Section 121a.573 a)

Federal law requires that copies of records for children in special education be retained for three years following the termination or transfer of the child from the special education program. This statement serves as notification that records from the special education program. This statement serves as notification that records from any child in special education may be destroyed three years from the time the child leaves special education the Traver Joint Elementary School District.

Independent Study Program (Education Code 51745)

The Independent Study program is an alternative to a regular classroom program of instruction. It may be offered to an individual student or a group of students. The program may range from an activity as part of a regular class to an activity completely separate from the regular program. Independent Study refers to a formal independent learning arrangement in which a written agreement exists between a student and a designated supervisor in a school. The program does not allow parents to keep school-age children at home without a legal reason.

Complaint Procedure (Education Code 4622)

WILLIAMS UNIFORM COMPLAINT PROCEDURES

The Governing board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures.

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 1135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or groups with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance. (5CCR 4610)

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and technical training programs, child care and development programs, child nutrition programs, and special education programs. (5 CCR 4610)

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to health or safety of students or staff, and teacher vacancies and mis-assignments shall be investigated pursuant to the district's Williams Uniform Complaint Procedure (AR 1312.4)

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process.

This may include keeping the identity of the complainant confidential, as appropriated and except to the extent necessary to carry out the investigation or proceedings, as determined by the superintendent or designee, on the case-by-case basis.

The Board prohibits any form of retaliation against any complainants in the complaint process, including but not limited to a complainant's filing of complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complaint. The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in dispute. In accordance with uniform complaint agree to try resolving their problem through mediation the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

**WILLIAMS UNIFORM COMPLAINT PROCEDURES
NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:
COMPLAINT RIGHTS**

Parents/Guardians, Students, and Teachers:

Education Code 35186 requires that the following notice be posted in each classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instruction material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe, and functional as determined by the Office of Public School Construction.
3. There should be no teacher vacancies or mis-assignments as defined in Education Code 35186(h) (2) and (3).

Mis-assignments means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

4. To file a complaint regarding any of the above matters, complaint forms can be obtained at the principal's office or the district office, or can be downloaded from the school districts or California Department of Education website.

(This is a sample form for your information)

**Traver JESD Uniform Complaint Procedure Form
For Education Code Section 35186 Complaints**

Education Code Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or mis-assignment.

The complaint and response or public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested: ___ Yes ___ No

Name: _____ Address: _____

Phone Number: Day: _____ Evening: _____

Issue of complaint (please check all that apply):

1. Textbooks and Instructional Materials

A pupil, including an English learner, does not have standards-aligned textbook or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.

A pupil does not have access to textbooks or instructional materials to use at home or after school.

Textbooks or instructional materials are in poor unusable condition, have missing pages, or are unreadable due to damage.

A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Facility Conditions

A condition poses an urgent or emergency threat to the health or of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows, or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district may determine appropriate.

3. Teacher Vacancy or Mis-assignment

Teacher vacancy: a semester begins and a teacher vacancy exists.

(A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)

Teacher mis-assignment: a teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.

Teacher mis-assignment: a teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem: _____

Location of Problem (School Name, Address, and Room Number or Location):

Course or Grade Level and Teacher Name:

Please describe the issue of your complaint in detail. Attach additional pages if necessary to fully describe the situation.

_____ Please fill this complaint at the following location:

Traver JESD, 36736 Canal Dr., Traver, Ca. 93673(Attn: Mr. Steve Ramirez)

Health Services

Health Screening Examination (Education Code 49450)

To determine the health status of students, facilitate the removal of handicaps to learning, and determine whether special adaptations of the school program may be necessary, the Governing Board shall require that periodic examinations be conducted which include tests for vision, hearing and scoliosis.

Immunizations (Health and Safety Code 3381)

No child shall be admitted to any district school without presentation of evidence that the child has been fully immunized against diphtheria, pertussis (whooping cough), tetanus, polio myelitis, measles, mumps and rubella in the manner and with immunizing agents approved by the State Department of Health. Students who have reached the age of 7 shall not be required to be immunized against pertussis or mumps. All kindergartners and those entering school from out of the country must also receive a PPD (Mantoux) skin test.

Cooperation in Control of Communicable Disease and Immunization of Pupils (Education Code 49403)

The governing board of any school district shall cooperate with the local health officer in measures necessary for the prevention and control of communicable diseases in school-age children. For that purpose, the board may use any funds, property and personnel of the district and may permit any person licensed as a physician and surgeon to administer an immunizing agent to any pupil whose parents have consented in writing to the administration of such immunizing agent.

Communicable Disease Control

Guidelines for keeping your child home when symptoms of illness are present:

1. Children should remain at home until free from fever for at least 24 hours.
2. Children who vomit at home, or are sent home from school because of this, should stay home until free from symptoms for 24 hours.
3. Childhood diseases start with signs and symptoms similar to a cold, so these children should remain at home until these symptoms subside.
4. Children should not come to school with any of the following: inflamed eye, swollen glands of stiff neck, earache or rash.

These guidelines are for the protection of your children and all other children at school.

Medical and Hospital Services for Pupils (Education Code 49472)

The governing board of any school district which does not employ at least five physicians as full-time supervisors of health, or the equivalent thereof, may provide or make available, medical or hospital service, of both, through non-profit membership corporation defraying the cost of medical service or hospital service, or both, or through group, blanket or individual policies of accident insurance or through policies of liability insurance from authorized insurers, for injuries to pupils arising out of accidents occurring while in or on buildings and other premises of the district during the time such pupils are required to be therein or thereon by reason of their attendance upon a regular day school of the district or while being transported by the district to and from school or other place of instruction, or while at any other place as an incident to school activities and while being transported to, from and between such places.

Medical and Hospital Services for Pupils (Education Code 49472) (Continued)

No pupils shall be compelled to accept such service without his or her consent, or if a minor without the consent of this parent or guardian. The cost of the insurance or membership may be paid from the funds of the district, or by the insured pupil, his or her parent or guardian.

Absences for Confidential Medical Services (Education Code 46010.1)

School authorities may excuse any student (grade 7 and every male pupil in grade 8 for scoliosis, unless the parent or guardian refuses to consent to such screening. Parents or guardians must be notified in writing of any pupil suspected of having scoliosis and referred to appropriate community services.

Scoliosis Screening (Education Code 49452.5)

School districts are required to screen every female pupil in grade 7 and every male pupil in grade 8 for scoliosis, unless the parent or guardian refuses to consent to such screening. Parents or guardians must be notified in writing of any pupil suspected of having scoliosis and referred to appropriate community services.

Administration of Prescribed Medication (Education Code 49423)

Any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician may be assisted by the school nurse or other designated school personnel if the school district receives: (1) a written statement from such physician detailing the method, amount and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physicians' statement.

Medicine for a Chronic Condition (Education Code 49480)

The parent or guardian of any public school pupil on continuing medication for a chronic (long duration) condition shall inform the school of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual and social behavior.

Pupils with Temporary Disabilities - Individual Instruction (Education Code 48206.3)

Students with temporary disabilities, who cannot attend regular day classes, may receive individual instruction provided by the district. Parents or guardians of pupils within this category shall be given notice regarding the availability of such individualized instruction.

Physical Exam Requirement for First Graders (Assembly Bill 52)

First graders are required to have a complete physical examination within the 18 months before entering school under a state law that went into effect January 1, 1992. The law requires each governing board to exclude any first grade student from school, for up to five days, if verification of a physical examination is not submitted unless the parent or guardian of the student does one of the following: (1) provides evidence that the student has obtained a physical examination: (2) provide evidence of an appointment to obtain a physical examination within 14 days, and subsequently supplies evidence that an examination was conducted within three months of enrollment: or (3) signs a waiver for the physical examination.

Parent's Refusal to Consent (Education Code 49451)

A parent or guardian having control or charge of and child enrolled in the public schools may file annually with the principal of the school in which the child is enrolled a statement in writing signed by the parent or guardian, stating that the parent or guardian will not consent to a physical examination of the child. There upon, the child shall be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognize contagious or infectious disease, the child shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

Sexual harassment

The district believes that a student's learning environment should be free from any form of sexual harassment. Harassment includes but is not limited to the following: unwelcome leering, sexual flirtations, sexual slurs, threats, verbal abuse, graphic verbal comments and out an individual's body through drawings or gestures. Any student who experiences such harassment should report it immediately to his or her principal. Education Code 48900.2 provides for student suspension from school when the principal determines the student has committed sexual harassment.

Instructional Services

Traver Joint Elementary School District provides for access to student information and the release of student information in conformity with the provisions of the California Education Code. Student records shall be accessible to authorized persons within five working days of request. These shall include:

1. Person(s) presenting a court requesting said records.
2. Parent or guardian of student.
3. Person designated by student if the student is of legal age.
4. An administrator or the pupil's teacher of a school where the pupil attends, has attended or plans to attend.
5. A public school official.
6. A pupil 16 years of age or in or above the tenth grade may have access to his/her own records.
7. An officer or employee of an adoption agency having jurisdiction over a student or students.
8. Person or agency designated in writing by a parent, guardian, or student (If the student is 16 years of age or older).

The district reserves the right to extend information to appropriate person(s) or agencies if necessary to protect the health and /or safety of a student.

Directory information. The restrictions imposed by this policy shall not interfere with the providing of information defined as "directory information" which shall include:

1. Student's name
2. Major field of study
3. Participation in officially recognized activities and sports.
4. Dates of school attendance
5. Dates of graduation
6. Degrees awarded
7. Awards received
8. School of attendance or past attendance.
9. Honor rolls listing students of a given school alphabetically and without the earned grade point average for the period of record.

The information listed under "directory information as listed above shall be made available as need and/or necessary to:

1. Parent or guardian of a student
2. Person(s) designated by a student
3. Other school officials
4. News media
5. Employment agencies
6. Prospective employers
7. School-parent related organizations

The district reserves the right to limit "directory information that may be made available to persons or agencies.

All records shall be kept in strict confidence as required by law. The superintendent shall be designated as the custodian of the records for the district. Principals shall be responsible for the implementation of policies at each school. A disclosure log shall be maintained at each school.

Following an inspection and review of the student's records the parent may challenge the content of any student record. The challenge shall be in writing specifying reason for challenge.

1. Inaccuracy
2. Unsubstantiated personal conclusion
3. A conclusion outside the observer's area of competence.
4. Not based on personal observation.

Within 30 days of the receipt of such request, the superintendent or designee shall meet with parent and certificated employee who recorded the information in question.

Parental appeal rights to the Board of Trustees shall be as provided in Education Code Section 49070 in the event challenged material is not removed by the administration.

The district may charge a nominal fee for copies of any school records furnished authorized persons or agencies.

Notice will be sent out regarding staff in-service days that will be scheduled during the year.

School Board meets the second Tuesday of each month.

Board Members - Barbara Watkins, Erlinda Esquibel & Jackie McDonald

Secretary to the Board - Steve Ramirez

Every effort will be made to keep you informed of activities here at school. You can normally expect a weekly calendar home on Fridays telling you about special activities.