

Williams Ranch Elementary School

Home of the



Student Handbook

2020/2021

We Are Safe

We Are Respectful

We are Responsible

14804 Pleasant Valley Road, Penn Valley CA 95946

432-7300 Fax: 432-7305

www.pvuesd.org

Penn Valley Union Elementary School District
Williams Ranch Elementary School

Dear Families,

We welcome you to a new school year at Williams Ranch Elementary School. By working together, we believe that we can make learning a fulfilling and positive experience for everyone involved. This year is like no other that any of us have experienced in the past. With our community involvement and our amazing staff we have done an incredible job at creating a fabulous Learn@Home model. We are excited to roll out this robust and comprehensive program on Tuesday, August 20, 2020.

When the student, their family, and school staff join efforts to create a school community that supports and provides an environment rich in learning opportunities, success is inevitable. This could not be more true during this time. We have to work together by clearly communicating our expectations, sharing our challenges, and celebrating our accomplishments.

Please read this handbook as a family to gain an understanding of Williams Ranch Elementary School. You will notice that some items do not apply while we are in a Learn@Home model, but I included them for your review. Thank you for signing and returning the acknowledgement form included in our First Day Packet. We hope this can be used as a guide to support each and every student's academic success at Williams Ranch Elementary School.

Melissa Conley
Principal – Williams Ranch

Penn Valley Union Elementary School District
Board of Trustees

Rob Moen- Board President
Linda Collins -Clerk
Amanda Connell - Trustee
Ann Driver - Trustee
Sharon Loucks - Trustee

Torie Gibson, Ed.D. - Superintendent

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Williams Ranch Elementary School
432-7300 / (fax) 432-7305

Reporting an absence: 432-7300, ext. 3209

<u>Administration</u>	Gibson, Torie, Ed.D.	Superintendent, 432-7311	ext. 2301
	Conley, Melissa	Principal 432-7300	ext. 3212

<u>Office Staff</u>	Douglas, Sara	Administrative Assistant	ext. 3209
	Ruscica, Cathy	Administrative Assistant	ext. 3213

<u>Teachers and Staff</u>	Baker, Beth	Grade 1	ext. 3226
	Chapple, Suzannah	Intervention	ext. 3260
	Cross, Jennifer	Grade 4	ext. 3240
	Giguere, Jaimi	Grade 2	ext. 3223
	Gomez-Paiz, Gabriela	Grade 5	ext. 3238
	Johnson, Sarah	Grade 1	ext. 3227
	Kirk, Tom	SDC	ext. 3230
	Lima, Susan	Grade 3	ext. 3224
	Raney, Becky	Kindergarten	ext. 3229
	Robinson, Kristin	Grade 2	ext. 3225
	Samuels, Sue	Kindergarten	ext. 3231
	Spangler, Robin	Grade 2	ext. 3225

EMAIL: To email a staff member, use the first initial of their first name, plus the full last name followed by @pvuesd.org (Example: sdouglas@pvuesd.org)

<u>Support Staff</u>	Diel, Lauri	Technology Support
	Limonciello, Phil	Custodian AM
	Lossman, Mark	Custodian PM
	Ruscica, Cathy	Café Asst.

PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT
School Calendar - 2020/2021

JULY				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST				
M	T	W	TH	F
3	4	5	6	7
10	11	12	PD	PD
PD	FD	19	20	21
24	25	26	27	28
31				

SEPTEMBER				
M	T	W	TH	F
	1	2	3	4
H	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
B	B	B	B	B
26	27	28*	29	30

Student Days 10 1/2 Staff Days 13

Student Days 21 1/2 Staff Days 21

Student Days 17 1/2 Staff Days 17

NOVEMBER				
M	T	W	TH	F
2	3	4*	5	6
9	10	H	12	ET
16	17	18*	19	20
23	24	B	B	B
30				

DECEMBER				
M	T	W	TH	F
	1	2*	3	4
7	8	9*	10	11
14	15	16*	17	18*
B	B	B	B	B
B	B	B	B	

JANUARY				
M	T	W	TH	F
				B
4	5	6*	7	8
11	12	13*	14	15
H	19	20*	21	22
25	26	27*	28	29

FEBRUARY				
M	T	W	TH	F
1	2	3*	4	5
8	9	10*	SC	H
H	16	17*	18	19
22	23	24*	25	ET

Student Days 17 1/2 Staff Days 17

Student Days 14 1/2 Staff Days 14

Student Days 19 1/2 Staff Days 19

Student Days 17 1/2 Staff Days 17

MARCH				
M	T	W	TH	F
1	2	3*	4	5
8	9	10*	11	12
SC	16*	17*	18	19
22	23	24*	25	26
B	B	B		

APRIL				
M	T	W	TH	F
			B	B
PD/SC	6	7*	8	9
12	13	14*	15	16
SC	20	21*	22	23
26	27	28*	29	30

MAY				
M	T	W	TH	F
SC	4	5*	6	7
10	11	12*	13	14
17	18	19*	20	21
24	25	26*	27	28
H				

JUNE				
M	T	W	TH	F
	1	2*	3	4
7	8	9*	10	LD*
14	22	16	17	18
21	22	23	24	25
28	29	30		

Student Days 19 1/2 Staff Days 19

Student Days 18 1/2 Staff Days 19

Student Days 19 1/2 Staff Days 19

Student Days 9 1/2 Staff Days 9

School Breaks and Holidays	
September 7, 2020	Labor Day
October 19-23 2020	Fall Break
November 11, 2020	Veterans Day
November 25-27, 2020	Thanksgiving Break
Dec 21, 2020- Jan 1, 2021	Winter Break
January 20, 2021	M.L. King Day
February 12, 2021	Lincoln's Day
February 15, 2021	Washington's Day
Mar 29 - April 2, 2021	Spring Break
May 31, 2021	Memorial Day

Other Dates	
August 18, 2020	First Day of School (Minimum Day)
Pending	RS Back to School Night
Pending	WR Back to School Night
Pending	VP Back to School Night
October 13-16, 2020	Parent Conferences
March 16-17, 2021	Parent Conferences
Pending	VP Open House
Pending	RS Open House
Pending	WR Open House
June 11, 2021	RS Promotion
June 11, 2021	VP Promotion/Graduation
June 11, 2021	Last Day of School
2/11,3/15,4/5,4/19,5/3	School Closure Makeup*

Key To Symbols	
B	School Break
H	Holiday
*	Minimum Day
PD	Professional Development (No School)
SC	Unplanned School Closure Makeup Day
FD	First Day of School
LD	Last Day of School/End of Trimester
ET	End of Trimester
	Distance Learning Due to COVID-19
	PSPS Public Safety Power Outage

Instructional Days 180
 Teacher Contract Days 184

* Unplanned School Closure Makeup days will be used as school days if there are school closures. Otherwise they will be no school days.

Board Approval: 3/11/2020

IMPORTANT DATES

First Day of School

Tuesday, Aug. 20

Back to School

Wednesday, Aug. 19

Oct. 13 -1 Conferencing days

Open House

Dec. 21- Jan. 1 Winter Break

TBD

March 16 - 17 Conferencing days

June 11 End of the Year

End of Trimester:

1st Trimester Nov. 13

2nd Trimester Feb. 26

Report Cards sent home at end of each Trimester

3rd Trimester June 11

Staff Development Day: April 5

CAASPP (CA Assessment of Student Performance and Progress): May 2021

SCHOOL HOLIDAYS

Labor Day Sept. 7

Lincoln's Day Feb. 12

Fall Break Oct. 19 - 23

Washington's Day Feb 15

Veterans Day Nov. 11

Spring Break Mar. 29 - Apr. 2

Thanksgiving Nov. 25 -27

Memorial Day May 31

Winter Break Dec. 21 - Jan. 1

School Closure Feb. 11, Mar. 15

M.L. King Day Jan. 20

April 19, May 3

GENERAL SCHOOL POLICIES AND PROCEDURES

ABSENCE/ATTENDANCE POLICY

Although school will be different during the Learn@ Home model, regular attendance is critical in a pupil's standing at school and has a decided effect on grades. Teachers will take daily attendance as they see students online daily. Each student should try to maintain a very good attendance record. The school maintains records on all student absences for truancy and other legal reasons.

It is the parents' responsibility to ensure that children between the ages of 6 and 18 shall attend school the full time public schools are in session (California Ed. Code, Sec. 48200).

PARENTS MAY CALL THE SCHOOL OFFICE, 432-7300, ext. 3209, PREFERABLY BEFORE 2:00 PM, TO LET THE ATTENDANCE CLERK KNOW THAT THEIR CHILD WILL BE ABSENT. The school also has an answering machine for calls after hours, which parents are encouraged to use. Please select extension 1 to leave a message. If the student will be absent more than one day, parents should call each day the child is absent. Parents are strongly encouraged to schedule medical and dental appointments during non-school hours.

Students who are displaying absent or tardy concerns will be notified and a conscientious effort will be made by the school to communicate and meet parents to discuss attendance concerns. In order to comply with State law, all schools are required to report both excessive excused and unexcused absences and/or excessive excused and unexcused tardies to the Nevada County School Attendance Review Board (SARB). California compulsory education law requires that everyone between 6 and 18 years of age attend school. Some students, however, violate compulsory education laws and have a pattern of continued absences. Although truancy and excessive absenteeism are not new problems, they create costly, long-term problems for students, schools, and the community.

SARBs create a safety net for students with persistent attendance or behavior problems by maximizing the use of all available resources and services and avoiding unnecessary duplication of resources. Students are referred to SARB if they have persistent attendance and behavior problems in school and when the normal avenues of classroom, school, and district counseling do not resolve the situation. Although the goal of SARB is to keep students in school and provide them with a meaningful educational experience, SARBs do have the power, when necessary, to refer students and their parents or guardians to court.

The Nevada County SARB is held at the courthouse and is convened by Chairperson Melissa Parret. The Board is composed of school representatives and members of the community at large, including representatives from law enforcement, social services, probation, mental health, and the District Attorney's Office. Members work collaboratively to diagnose the problem and recommend alternative solutions to alleviate circumstances that contribute to specific truancy, attendance, or behavior problems. This Board meets with parents and students regarding complying with the attendance laws and may result in an attendance agreement. Violation of the agreement may result in a citation issued by county law enforcement.

The District's Administrative Regulations read in part as follows below (see full Regulations in Appendix A).

Excused Absences

A student's absence shall be excused for the following reasons:

1. Personal illness (Education Code 48205).
2. Quarantine under the direction of a county or city health officer (Education Code 48205).
3. Medical, dental, optometry, or chiropractic appointments for the student (Education Code 48205).
4. Attendance at funeral services for a member of the immediate family (Education Code 48205).

5. Participation in religious instruction or exercises in accordance with district policy
6. Some instances outlined in Education Code regarding appearance in court; e.g., custody hearing (Education Code

Irregular Attendance Due to Excessive Excused Absences

Students who are absent from school 10 times or more for excused reasons within the school year may be required to present a doctor's note when absent.

Unexcused Absences and Tardies

Students shall be classified as truant if absent from school without a valid excuse three full days in one school year, or tardy or absent on three occasions for more than any 30-minute period during the school day without a valid excuse, or any combination thereof. Such students shall be reported to the Superintendent or designee. (Education Code 48260)

Independent Study

IF A CHILD MUST BE OUT OF SCHOOL FOR FIVE (5) OR MORE CONSECUTIVE DAYS, AN INDEPENDENT STUDY PROGRAM CAN BE ARRANGED. The student is given class assignments to be completed while away from school, which helps alleviate lost class time and keeps the student current with his/her class. If it is necessary for a child to be on an Independent Study Program, please CONTACT THE SCHOOL OFFICE AS SOON AS POSSIBLE. We will need at least **5 school** days to make these arrangements. ***For students to be given credit for the independent study, all work must be completed and turned in to the school office on the first day the student returns to school.***

ASSEMBLIES

We are currently working on what our school assemblies will look like during Learn@Home. More information will be provided by your teacher. Students are asked to be on their best behavior and follow the Colt Code behavior expectations outlined for school assemblies. Parents are invited to attend any of our school assemblies.

Perfect Attendance Assembly

At the end of first and second trimester, we also honor students who have perfect attendance. They are eligible to enter into a drawing for a gift card or new bicycle generously donated by Sarah Soria from Horace Mann Insurance Company.

BICYCLES, SCOOTERS, SKATEBOARDS AND ROLLER SKATES AT SCHOOL.

As of January 1, 1994, California Vehicle Code requires all bicyclists to wear protective helmets. Students riding bicycles, scooters or skateboards to school must walk once they have passed through the Lake Wildwood gate. Bicycles are to be parked and locked in the bike rack from the time you arrive at school until the time you leave. The campus allows only pedestrian traffic during business hours, this includes after school activities. Bicycles, scooters, skateboards and roller skates are **not** to be ridden on the sidewalks, in the courtyard, in the parking lot, or on playgrounds before, during or after school. Scooters, skateboards and roller skates may be stored during school or business hours (please ask for assistance from maintenance/custodial supervisors).



CAMPUS CLEANLINESS

Students play an essential role in keeping our campus clean. To maintain a clean campus: gum, spitting, and littering are not allowed.

CHANGE OF ADDRESS OR PHONE NUMBER

If a student should move during the school year, but stays within the Williams Ranch School attendance area, please notify the office of the new address and telephone number. Also, if a parent's work telephone number or emergency telephone numbers change, please notify the office. It is very important that the office have this information, especially in the case of an emergency. An Inter-district, or Intra-district Agreement will be necessary if a student is living out of the district.

COMMUNICATION

It is Williams Ranch School's goal to communicate with families on a regular basis. This will be done in a variety of ways, through classroom and site newsletters, PTO newsletters, PTO Facebook page, school website, WRS Facebook page, and the school messaging system.

COMPLAINTS/CONCERNS/PROBLEMS

If a problem should arise between your child and his/her teacher, the following steps should be taken:

1. First and foremost, discuss the problem with your child's teacher. Most difficulties are able to be solved in this way.
2. If the problem cannot be solved, schedule a conference with the principal and teacher, or submit an oral or written complaint.

Annual Notice to Students of Uniform Complaint Procedures: The purpose of this notice is to inform you of your right to file a complaint about certain matters. The school district has different procedures for handling different kinds of complaints. Please read the following carefully and see the school office if you have questions about this information.

You may complain to the office concerning a lack of textbooks, a teacher who does not have the credential to teach a class, or a condition of the school grounds or buildings that poses a safety threat. There is a complaint form that must be completed. The form will be provided to you. You may obtain assistance completing the form. If your complaint is valid, the school must correct the situation within 30 workdays. You are also entitled to a written response within 45 workdays of submitting your complaint.

Complaints concerning discrimination against a student based on age, sex, sexual orientation, ethnic group, race, ancestry, national origin, religion, color, mental disability, or physical disability are filed with the office of the Superintendent. There are also laws and regulations that the District is required to follow in special programs, such as career/technical education and nutrition services. If you believe the District is not following those laws, you may file a complaint with the Superintendent. The main office can assist you in obtaining the complaint form. You may obtain assistance completing the form. The school will forward the written complaint to the Superintendent, who must give you a written response within 60 calendar days.

For all complaints, there are procedures for appealing the decision of the school site of the Superintendent. The District's policies and administrative regulations contain more details concerning your appeal rights and the process for lodging complaints. Copies of District Policies and Administrative Regulations are available at the school office or at the District office.

CONFERENCES

Assigned conference times occur twice a year, once in the fall and once in the spring. Parents are encouraged to attend these conferences with their child's teacher. Personal conferences can always be arranged by contacting the student's teacher.

DOCTOR / DENTIST

Whenever possible, parents should arrange for medical and dental appointments during non-school hours. Students who must be excused from school for an appointment with a doctor or dentist should bring a note from their home to the office before school. Students will need to be signed out at the office by the parent/guardian or authorized person designated by the parent/guardian.

ELECTRONIC DEVICES

We recognize that using electronic devices has become such a part of our everyday lives. However, in order to maintain the safety of students and staff and promote the safe use of these devices we have established some rules for their use on campus. The use of electronic devices (cell phones, readers, tablets, game consoles, etc.) may be permitted on the bus ONLY if the bus driver has given permission to the student and the parent is aware of the permission to use such a device.

Cell phones

Students may use cell phones **before and after school only**. All cell phones must be turned off and put away during school hours. Staff will confiscate a student's cell phone if the phone is left on and causes a disruption during class or is taken out during school hours. Only under direct supervision of the classroom teacher for use during a lesson (e.g., calculator function, dictionary, etc.) will cell phones be permitted.

Readers

Electronic devices such as Nooks, Kindles, mp3 players and iPods, where a student has downloaded a book he/she is currently reading, may be used under adult supervision during class time only.

Tablets

Electronic devices such as iPads or similar devices, where a student has downloaded a book he/she is currently reading, or an application that is educational and approved by the teacher, may be used under adult supervision during class time only.

Toys/Games

Electronic devices are not allowed during the school hours.

Note: We have seen an increase of electronic devices on school campuses in recent years. Consequently, we have seen an increase in theft of such devices. We highly recommend these devices remain at home. All students are expected to use their devices responsibly.

The following are consequences for violating electronic device safety rules:

- a. 1st confiscation = return to student at end of day
- b. 2nd confiscation = return to parent at end of day
- c. 3rd confiscation = mandatory storage of electronic device in school office daily and/or not allowed to bring device to school

EMERGENCY CLOSURE OF SCHOOL

In the event of an emergency, where children must be sent home before the regularly scheduled time, parents will be notified by an automated calling system and information will also be provided to radio station **KNCO 830 on the AM dial**. Parents are encouraged to remain at home or at work during emergency closure of school and allow the school buses to deliver the children home or wait for information regarding dismissal procedures.

If possible, we will use our school-wide automated calling system to contact parents with current information. There will be times when, under the best existing operation conditions, County and State road departments cannot clear the roads in time to start school. In addition, when power failures occur, school cannot be held since our heating and electrical systems require electricity at some stage. However, school may remain open during anticipated short term power outages. Again, you should tune to KNCO 830 AM for closure information.

GUIDELINES FOR EXCLUSION OF CHILDREN FROM SCHOOL

Communicable Disease Control

A child shall be excluded from attendance at school when he/she exhibits one or more of the following signs of communicable disease:

1. Oral temperature at or above 100 degrees.
2. Axillary temperature at or above 99.6 degrees.
3. Questionable skin lesion: oozing, purulent, crusty, itching, blistering, inflamed, bleeding, or rashes.
4. Variations in a child's normal behavior, e.g. unusually fussy, lethargic, or irritable.
5. Symptoms of abdominal discomfort, e.g. pain, vomiting, diarrhea, distention, excessive gas.
6. Upper respiratory symptoms, e.g. coughing, difficulty breathing, nasal discharge, or sore throat.
7. There is evidence of lice infestation.

A credentialed school nurse, if available, will examine any child suspected of having a communicable disease and will make the decision regarding exclusion. When a school nurse is not available for direct examination or consultation with staff, the Superintendent, Principal or designee shall make the decision

regarding exclusion. This policy has been adopted for the safety and well-being of your child, his/her classmates and all staff members. The student can be readmitted to school either with a doctor's note or when he/she is well.

Failure to Comply with Immunization Policy

Students not properly immunized can be excluded from school until such time as they receive the proper immunizations.

LEAVING CAMPUS

Students are expected to be in class from 8:10 a.m. to 2:30 p.m., Mon., Tues., Thurs., and Fri. and 8:10 a.m. to 12:30 p.m. on Wed. Whenever leaving campus prior to normal dismissal time, students are required to bring a note from home stating the reason and time they are leaving. This note must be submitted to the office and the student must check out in the office before leaving campus. If returning to school that same day, students must check in at the office. Parents must check their students out of school by signing them out in the school office. Upon returning to school, parents are requested to sign them back into school in the school office.

LIBRARY

The library is a place to read and study. All Those students who may lose their library allowed in the library. Most students come to the library with their classes once a week. Books are checked out for two weeks, but may be returned any time before the due date. The library provides a range of academic resources and Accelerated Reader books for all students. Students are responsible for the care of all books they check out. If books are damaged, students are expected to pay the replacement cost.



where students and teachers can expect to find a quiet place students will be required to conduct themselves accordingly. do not follow the rules of the library will be asked to leave and privileges. Keep the library neat. No food or drinks are

LOST AND FOUND

The Lost and Found is located in the office for small valuables and in the multipurpose room for large items such as coats, shoes, etc. Students should check occasionally for lost items. Teachers may have their own lost and found box for materials, books and clothing left in their classrooms. Unclaimed books are returned to the library or the appropriate teacher. Unclaimed clothing or other items will be donated to local charities during the fall, winter, spring and summer breaks. Please mark clothing with names for ease of identification.

LUNCH PROGRAM

Our school provides nutritious lunches every day of the school year. Hot lunch costs are \$3.75 daily. Lunch may be purchased daily or a ticket for five (5) days may be purchased for \$18.75. Milk is provided with each lunch. Students may purchase milk for \$0.50. Lunch menus are sent home with students at the beginning of each month and menus are posted on the website. **You will need to bring a sack lunch if your student arrives after 9:00 a.m.**

Policy on Lunch Loans and Consumption/Payment of Lunches

We want to be sure none of our students goes without lunch. However, the school office cannot loan money for lunches. Therefore, in the event that a student has forgotten his/her lunch money, he/she may: (1) telephone a parent or neighbor; or (2) receive a leftover lunch with a charge to be sent home. If a student orders a lunch but fails to pick up or consume the lunch, the lunch will still be charged to the student's account.

Free/Reduced Lunch Program

Forms are available to apply for reduced price and free lunches. Applicants must meet federal and state guidelines.

Cafeteria Manners/Sack Lunches

With over 200 students eating lunch each day in the gym or outside at the tables, good manners are important in helping others enjoy their lunch. Noise must be kept at a conversational level. Students are

expected to put all trash in the litter receptacles. Lunches brought to school by parents will not be forwarded to students in class, but students will be notified when the lunches arrive and may check with the School Office prior to lunch.

MEDICAL PROCEDURES

If a student becomes ill or is injured at school, the student should report to the nearest adult. Students will be excluded from school if their oral temperature is at or above 100° (see the section on Leaving Campus). Parents are contacted.

MEDICATION--PARENTS, READ CAREFULLY!

The need for the administration of medications to students is increasing. To prevent errors and ensure accuracy, it is important for parents to follow procedures outlined in Administrative Regulation 5141.21. Students who need to take prescription medication may do so only upon submission of a Medication Authorization form completed by the child's physician. No medications may be administered without a physician's authorization. This includes over-the-counter medications such as Tylenol, allergy medications, etc. The school does not supply Tylenol or other pain relief medications. All medication must be brought to the school office by PARENTS, not sent with students. Parents/guardians are asked to obtain duplicate prescriptions, one for home and one to be kept at school. Any container of medication must be PROPERLY LABELED with the student's name, medicine name, dosage, doctor's name, and telephone number and name of the pharmacy. Medications not properly labeled will be returned to parents. NO GENERIC CONTAINERS OR ENVELOPES WILL BE ACCEPTED. An office employee issues a receipt to the parent/guardian for medication received. If an entire bottle of tablets is delivered, the contents of the bottle shall be counted and the number noted on the receipt. Medication of a different dosage or unit of measure will not be added to an empty bottle labeled differently. Physician's medical authorizations are to be renewed each school year.

MESSAGES TO STUDENTS:

Parents are encouraged to make after school plans prior to the school day. The occasional emergency message may be called in to the school office if necessary but delivery can be delayed due to demands on school office staff.

P.E. UNIFORM REQUIREMENT – LIMITING PARTICIPATION

P.E. uniforms are not required for P.E. participation; however, athletic shoes should be worn during P.E. for safety purposes. If for any reason a student cannot take part in the full P.E. program, the parent/guardian must send a note or provide documentation from a physician stating the reason and duration of time the student's activity must be limited. Parents/guardians may excuse a student from P.E. for up to 3 days; longer periods of time must be requested by a physician. Notes are to be brought to the school office before school and a copy given to the P.E. teacher or homeroom teacher prior to class.

PERSONAL PROPERTY

Students must assume sole responsibility for loss or damage of any school or personal property issued to or belonging to them, such as garments, sports equipment, electronic equipment (including cell phones, iPods, etc.), cameras, books, or musical instruments. Personal items such as coats, backpacks and P.E. clothes need to be labeled with the child's name. Because the District is not responsible for personal equipment, unless part of their required educational program, students should **NOT** bring items such as toys, radios, cell phones, MP3 players, iPods, animals, skateboards, roller skates, scooters, or excessive money to school.

PRINCIPAL CHATS

Principal chats will be held throughout the school year. This is an open agenda meeting where a variety of topics are discussed. See the calendar for dates on the website or call the school office for more information. Currently they will be held via Zoom.

RAINY DAYS

On rainy days,
gym until 8:10



all students arriving at school will go into the gym. Students will stay in the gym when gathering for assembly typically occurs.

RESTROOMS

Restrooms must be respected as places of privacy and quiet. Please inform a teacher or another adult of any unsafe or unclean conditions, including needed supplies. Restroom use will be assigned to grade levels.

SAFETY

Students are urged to conduct themselves as responsible people and to utilize common sense and reasoning when on the school campus or on the way to and from school, so that accidents do not occur.

Specific safety lessons are presented to students school wide. Fire drills are held monthly to assure the safe exit of students, staff, and visitors in case of fire. Other drills for earthquake, lock down, disaster and evacuation are scheduled throughout the year. If evacuation of the school is necessary, students and staff will be moved to the field or bused to a further site if necessary. This further site will be announced on radio station **KNCO 830 on the AM dial.**

Animals

Animals are **not** allowed on campus before, during or after school. Please leave your pets at home when picking up your student or visiting campus.

Closed campus

Williams Ranch School maintains the policy of having a closed campus. This means that students cannot leave school at any time during the day, including the lunch period, without parental permission. This also includes the time period when students arrive at school through private transportation, walking, or getting off the school bus in the morning. Permission to leave the school grounds during the school day is granted for the following reasons: Doctor or dental appointments (requires written permission of parents or guardians before the student will be excused) **OR** personal emergencies (notify the office for permission).

Pickup-Drop off Procedures

- If you arrive before dismissal time, please stay in your vehicle if you are waiting to pick up your child along the curb areas.
- Please do not leave your car unattended, running and/or parked in loading/unloading or red curb areas.
- If you wish to park, use the designated spaces provided.
- When dropping off your student before the buses have arrived, you will not be allowed to enter into the upper parking lot circle.
- Follow all directions of the teacher on duty in the traffic circle.

Safety Drills

Safety drills are conducted several times throughout the school year on a regular basis to practice what to do in various kinds of emergencies such as fires, earthquakes, intruder on campus, rabid animal, etc.. Students practice evacuation or shelter in place procedures depending on the nature of the emergency drill. We reflect upon these practices following each drill. We work collaboratively with our County Law Enforcement Agencies and the County Superintendent of Schools Safety School Climate Coordinator to ensure our Comprehension Safety Plan and safety procedures meet compliance regulations. All visitors who are on campus during a drill are expected to participate and follow the directives of either the classroom teacher or other school official.

Visitors

For student, staff and community safety, our school requires that all visitors sign in at the office prior to entering the campus boundaries and receive a visitor's badge which should be visibly displayed while on campus. Please check out from the office prior to leaving the campus.

SCHOOL COLORS AND MASCOT

Williams Ranch School colors are purple, yellow and green. Our mascot is the Colt.

SCHOOL HOURS

During Learn@Home will look slightly different than normal Learn@School. Your hours will be determined by you and your teacher.

Grades K - 5: 8:10 a.m. – 2:30 p.m. M,T,TH & F 8:10 a.m. - 12:30 p.m. W
Warning bell rings at 8:07 am

SCHOOL OFFICE

The school office is a place of business and is not to be used by students for social purposes. If any student wishes to see an administrator, he/she should ask the receptionist for an appointment. In all cases, it is the responsibility of the student to speak to his/her teacher before leaving the classroom for requests to go to the office.

The school office telephone is with permission. Students are recess and lunch recess, not during be let out of class to use the **illness, students should come to the office to notify office personnel, who will then contact parents.**



available for students to call parents/guardians encouraged to use the phone during morning instructional time. Students may not request to telephone unless it is an emergency. **In case of**

Office hours are 7:30 a.m. – 4:00 p.m., Monday-Friday.

SCHOOL WEBSITE

We encourage parents and students to use our school website (www.pvuesd.org) to view important announcements, school calendar, class pages and other information. This is one of our main sources of communication to our school community.

SERIOUS OFFENSES

Williams Ranch Elementary School and the Penn Valley Union Elementary School District Board of Trustees follow California Education Code in regard to serious offenses. Student use or possession of weapons, serious violence or threat of violence, and use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, controlled substances, "Look-alike" drugs, steroids or possessing drug paraphernalia on the school premises or at any school function (home or away) **are strictly prohibited and any student found in violation of the Education Code covering these prohibited substances will be immediately suspended, referred to law enforcement and possibly recommended for expulsion.**

Information about drug and alcohol counseling and related programs may be obtained by asking any Williams Ranch School staff member (particularly our school counselor or principal), a Team 3 counselor, the Nevada County Office of Education or the Family Resource Center.

Additional Prohibited materials

Certain items are not to be brought on school premises because they are considered either dangerous, a nuisance, or not in keeping with an educational setting. Examples of such items are: air soft pistols, cap and water pistols, caps or fireworks, glass, slingshots, water balloons, trading cards, or electronic devices. If such items are brought to school, they may be confiscated and returned to parents.

Information about drug and alcohol counseling and related programs may be obtained by asking any Williams Ranch staff member (particularly our school counselor), a Team 3 counselor, the Nevada County Office of Education, or the Family Resource Center.

Search and Seizure

The law provides school administrators with wide latitude to search students, and their possessions in the ongoing effort to maintain a safe and secure campus. When an administrator/designee has a "reasonable suspicion" that a student may be in possession of an illegal item or dangerous object, the student and his/her possessions may be searched by the administrator/designee in the presence of another adult. Students should be aware that any item found in their possession will be assumed to belong to them. In addition, confiscated cell phones may be inspected and searched when a site administrator/designee has reasonable suspicion that a violation has occurred, is in the process of being committed, or has reasonable cause to believe that a search of the cell phone's contents is necessary to maintain a safe school environment or enforce other school policies and state law.

TARDINESS

Students are to be in their classroom or in the gym for assembly no later than the final bell at 8:10 am. A student will be considered tardy after the final bell and must report to the school office for a Tardy Slip in order to be admitted to class. A student is on time to class when they are in one's seat, lined up for roll call, etc. School office personnel and teachers will question all tardiness. Teachers who detain students after class will issue a classroom note to those students so they may be admitted to their next class. Whenever tardiness is without a reasonable excuse, a disciplinary consequence may be imposed. Students tardy to school are to be checked in by a parent or bring a note from home explaining tardiness. In cases of chronic tardiness, tardy procedures will be followed, parents will be notified, a meeting may be necessary between parents and administration and possible disciplinary action could occur. If tardy behavior does not improve, a referral to the School Attendance Review Board may follow. Please refer to the attendance section in the Handbook for full attendance guidelines.

TEXTBOOKS

Textbooks are issued at the beginning of each school year. Students are responsible for the care and condition of the textbooks assigned to them. If lost, misplaced or damaged, it is the student's financial responsibility to purchase a replacement book. Families have the option to buy their own textbooks so students do not have to transport the books to and from school. Textbook/Library Book Contracts are required to be signed by students outlining the charges which will be assessed for damaged or lost books.

TOBACCO AND DRUG FREE ZONE

The Governing Board believes that the use of alcohol, tobacco or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful and has serious social and legal consequences. Therefore, **all school facilities are tobacco, alcohol and drug free sites. The use of any tobacco alcohol or drug products is prohibited. This prohibition also applies to all individuals attending events on school campuses or representing the district at school-sponsored activities that are held at locations other than district property.**

TRANSFER TO ANOTHER SCHOOL

If a student plans to move out of the school area, parents should notify the office and fill out a student check out form. This is important as it ensures that the school records can be forwarded promptly. The checkout slip is to be signed by all of his/her teachers and the librarian. All books are to be returned and any assessed fines are to be paid. The form must then return to the office for completion of the transfer and necessary office signatures.

TRANSPORTATION

All automobiles used for transportation of Williams Ranch Elementary School students to or from school sponsored activities for any reason, must be insured to meet the minimum state requirements.

VISITORS

Parents or other relatives are encouraged to visit our school at any time during the school year. We require that visitors, including parents, sign in at the school office and obtain a visitor's badge prior to going on campus. Students from other schools may not visit classrooms or the school during school hours without at least 48 hours advance permission from the Principal/Superintendent. This rule is to prevent the disruption of classes. Classroom visits by parents can be arranged through the homeroom teacher. Parents who bring items for their student, such as forgotten lunches, should leave them in the school office. **Strangers observed loitering on or near the campus should be reported to the Principal or other badged school employee at once.**

EXPECTATIONS FOR STUDENT CONDUCT

**Everyone follows the 3 Colt Codes:
We Are Safe, We Are Respectful, We Are Responsible**

STUDENTS' RIGHTS

All rules and regulations at Williams Ranch are based on these fundamental rights:

- The right to a school setting and staff that provide the best educational opportunities.
- The right to speak and to be heard in all matters.
- The right to safety and security while attending and traveling to or from school.

No student should be allowed to take any of these rights away from another student.

BUS RIDING

The bus is an extension of the school environment; therefore, school expectations should be followed at all times when waiting for or riding the bus. Safety is the utmost goal and should be maintained while at the bus stop, loading and unloading, and riding the bus.

For infractions related to the bus, students may be issued a verbal or written warning. A copy of written warnings will be sent home to the parent for signature. The level of consequence is determined by the number, severity, and frequency of citations received by the student. See the section in General School Policies and Procedures under Bus Transportation for information on bus safety rules and consequences for riding in an unsafe manner.

CODE OF CONDUCT

Our efforts to develop a safe school for all students are accomplished with collaboration between school and home. Williams Ranch School implements a Positive Behavioral Support program to promote positive social behavior in all school settings by

- a). defining a set of clear rules and expectations,
- b). teaching the expected behaviors to students,
- c). providing consistent praise and rewards for appropriate social behaviors,
- d). monitoring students' behavior to provide consistent enforcements of the rules, and
- e). utilizing frequent summary data about student behavior to evaluate progress and further develop further intervention plans.

The COLT CODE: See Appendix B of this handbook which lists expected behaviors in all school settings under each category: SAFE, RESPECTFUL AND RESPONSIBLE (e.g., arrival/dismissal, assemblies, bathroom, bus, general, lunch, office, passing, playground/recess and safety drills). Each teacher develops their own classroom codes of conduct with their students based on the Colt Code.

CONTROLLED SUBSTANCES

State law mandates that student possession, use, or sale of drugs, alcohol or intoxicant of any kind, (including related paraphernalia) will result in suspension and possible recommendation for expulsion from the district. A student/parent/administrator hearing will be scheduled during the suspension period.

The student will be suspended or expelled for any offense related to a school activity or school attendance which occurs at any time, including but not limited to:

1. while on school grounds
2. while going to or coming from school
3. during the lunch period, whether on or off the campus
4. during or while going to or coming from a school-sponsored activity.

DRESS CODE

Students are expected to attend school in clean, neat clothing. These guidelines are intended to define "appropriate student attire" and personal grooming and will help prevent distractions in our educational setting.

All students shall:

- Have clean, neatly groomed hair.
- Wear shoes and sandals (with heel straps) that are safe for classroom and playground activities (No flip-flops).
- Wear printed shirts that do not have crude or vulgar words or pictures and do not depict drugs, alcohol, tobacco, weapons, or sexual themes.
- Remove hats and caps when indoors and during flag salute. These must comply with the printed guidelines above.
- Wear clothes that conceal undergarments and that cover the entire torso; are not low-cut, off-the-shoulder, see-through, or revealing. (No gang-style, baggy pants)
- Wear 2" (inch) or wider straps on tank tops. (No spaghetti straps or halter tops)
- Wear hemmed shorts and skirts that are no shorter than the end of fingertips when the arm is hung at the sides.

FIELD TRIPS

Each grade level may have several field trips throughout the year. During field trips all school rules still apply. Permission slip(s) must be turned in by the specified due date or the student will be excluded from the trip and other alternative academic arrangements will be made. Students may also be excluded from a field due to discipline and/or safety concerns. Please note that PVUESD policy does not allow families to bring siblings on trips.

FIGHTING

We have a hands-off policy at Williams Ranch School. Any student engaging in fighting, whether serious or not, may be suspended from school at the discretion of the administration.

HARASSMENT

Any student who feels that he/she is being harassed should immediately contact the teacher, the principal, or another school adult in order to obtain a copy of the complaint procedure. Complaints of harassment will be filed in accordance with this process. The District prohibits retaliatory behavior against any complainant or related participants.

Bullying

A safe school environment is the first expectation for learning to happen. To that end, Williams Ranch School uses two effective social skills curriculums in each classroom. The Olweus Anti-Bullying Program and Second Step teach students to recognize, report and stand up to bullying. Those who bully others will be dealt with as presented in the discipline plan. A person is being bullied when he/she experiences repeated exposure over time to negative actions from others, which can include:

- Physical (hitting, shoving, grabbing)
- Verbal (teasing, name-calling, racial or sexual slurs)
- Social (spreading rumors, shunning or excluding)

The four anti-bullying rules are:

1. We will not bully others.
2. We will try to help students who are bullied.

3. We will try to include students who are left out.
4. If we know that someone is being bullied, we will tell an adult at school and an adult at home.

Cyber Bullying

Cyber bullying is another form of bullying, and will be dealt with as presented in the discipline plan. Cyber bullying is when someone bullies another person using the internet, cell phones, or cyber technology including:

- Sending mean text, email, or instant messages
- Posting inappropriate pictures or messages about others on the internet
- Using cyber technology to spread rumors or lies about someone else

Sexual Harassment

Sexual harassment involves the unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone in the education setting.

Sexual harassment is prohibited and includes:

- Sexual Assault
- Physical abuse (unnecessary or unwanted touching, pinching or cornering)
- Verbal abuse (propositions, lewd comments, sexual jokes or innuendos)
- Subtle or overt pressure for sexual favors accompanied by implied or overt threats
- Leering, gestures, or displaying material designed to embarrass or intimidate

The Board of Trustees prohibits sexual harassment (defined by BP 5410, see Appendix D) in the Penn Valley Union Elementary School District Board Policies manual by any student or by anyone from the District. Any student, who engages in the sexual harassment of anyone in or from the District, will be subject to disciplinary action including the possibility of expulsion. Each complaint shall be promptly investigated in a way that respects the privacy of all parties concerned.

Threats

If a student feels threatened or knows about a serious threat to someone else, he/she should seek assistance from a teacher or staff member. Staff will take all threats seriously. A threat is any expression of an intent to harm someone. Threats may be:

- Spoken, written, or expressed in other ways through gestures
- Direct ("I'm going to beat you up.") or Indirect ("I'm going to beat him up later.")
- Vague ("I'm going to hurt her.") or Implied ("You better watch out!")
- Possession of a weapon will be investigated as a possible threat.

PROPERTY

Any student who cuts, defaces, or otherwise injures property belonging to the school or another person is liable for suspension or expulsion. Parents/guardians shall be liable for damages caused by the student and for any school property loaned to the student that is returned damaged or is lost.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection between students, such as kissing, hugging, and holding hands, are inappropriate at school and may result in disciplinary action.

TOYS

Toys from home are not allowed at school unless permission is granted by school personnel.

WEAPONS

A student found in possession of a firearm, knife, explosive or other dangerous objects (not limited to those listed here) at school or a school-sponsored activity will be suspended and recommended for expulsion. The Board of Trustees may order the student expelled if it is determined that he/she violated the appropriate subdivision of Ed. Code Section 48900.

DISCIPLINE PLAN

Penn Valley Union Elementary School District encourages students to help create a safe, respectful, and orderly campus environment. Students are therefore expected to demonstrate responsible behavior which does not interfere with the safety, well-being, or educational opportunities of themselves or others. By encouraging students to accept differences in others, students are able to work cooperatively and solve problems in positive ways. We believe in praising students for proper behavior. We also understand that students sometimes need guidance to improve the choices they make at school. The Discipline Plan set forward is designed to effect positive changes in behavior, which will promote healthy self-esteem and respect for others.

We have found that a carefully developed discipline plan is a vital component to a successful education at Williams Ranch School. This plan has been derived to achieve the following objectives through high student behavior expectations.

Student Expectations:

Follow the Colt Code

We are safe through kind speech, action and the “hands off” rule.

We are responsible through consistent rules that call for students to take responsibility for their actions.

We are respectful through honest deeds and words.

Staff Expectations:

Student Conferences: School staff will teach expected student behaviors. The student will problem solve about what he/she can do next time to avoid further incident. Students will conference with staff if an incident occurs.

- Parent Contact: Teachers will contact parents when necessary in an effort to garner parental support.
- Professional Judgment: The age of the student, his/her awareness of breaking rules and the motivation for the rule breaking will be taken into account when students are disciplined.
- Consistency: Teachers, support staff, and administrators will strive for consistency in the application of this policy.
- Documentation: When students frequently engage in misbehavior or engage in severe misconduct, records will be kept which will cite the specific misbehavior, which occurred in clear, factual, non-judgmental language. This document will serve as a basis for determining the consequences for subsequent misbehavior. The effectiveness and integrity of the discipline program requires careful and consistent documentation of violations and corrective efforts taken. Through such efforts, the fairness and effectiveness of the plan may be demonstrated.

POSITIVE REINFORCEMENT FOR APPROPRIATE BEHAVIOR

The Williams Ranch School community recognizes that although students must be held accountable for their actions, people are more likely to avoid misconduct when positive behavior is recognized, appreciated or rewarded. For that reason, staff, parents and other students will be encouraged to recognize, appreciate and reward positive behavior. Below is a list of positive approaches used by the staff:

Verbal praise and recognition given to the student personally and publicly.

Special classroom privileges and responsibilities.

Communication to family when the student makes a positive contribution to the school.

- Regular (weekly, monthly, trimester) school-wide activities which give recognition to students who excel academically and/or make consistent positive choices in regards to citizenship.

INTERVENTIONS TO ASSIST ALL STUDENTS IN MEETING EXPECTATIONS

Williams Ranch School has divided levels of discipline violations into three tiers:

LEVEL 1:

Minor misbehavior, inside or outside of the classroom, is most appropriately dealt with by the staff person on duty who observes the behavior.

Examples of Level 1 Disciplinary Offence: Tardiness, talking without permission, failure to pay attention or follow instructions, inappropriate attire, gum chewing, rough play, littering.

Consequence/Process: Action will be brought to the student's attention, and then he/she will be redirected to appropriate behavior using the following steps:

1. What did you do?
2. Is this acceptable? (Relate to school rules)
3. How did this affect you and those around you?
4. What better choice or response could you have made?
5. Ask for a commitment to make a better choice next time.
6. Use a logical consequence if needed.
7. Monitor for appropriate behavior and reward when demonstrated

Documentation: The teacher may request a student to fill out an action plan form. The teacher may also fill out an incident referral form when appropriate and follow the process for parental contact.

LEVEL 2:

Behavior that interferes with the learning process or which creates a disrespectful or unsafe school environment is the responsibility of the teacher. If incident occurs outside the classroom, the support staff observing the situation will inform the student's teacher either verbally or in writing.

Examples of Level 2 Disciplinary Offence: Cheating, lying, defacing or damaging property, excessive number of tardies, refusal to complete assignments or comply with direction, disrupting the learning process, bullying peers, shoving or kicking, abusive or inappropriate language.

1. Consequence/Process: After a student conference, the student's teacher may choose an appropriate consequence such as phoning the parent, assigning detention, developing a student contract, sitting out recess or other activity, cleaning or repairing any damaged property, or rebuilding positive relationships with peers.
2. Documentation: A staff member observing these types of behaviors outside the classroom can write an incident referral report and turn this into the homeroom teacher. It is then up to the Homeroom Teacher to follow up on the referral. A Homeroom Teacher observing the behavior in class may fill out an incident referral when appropriate. This form will show the cited behavior and the consequence. Parents will be informed via a copy of this report requiring their signature and return. Three Discipline Referrals within a six-week period may result in administrative intervention. In these cases, a Behavior Support Team meeting may be necessary to come up with an acceptable behavior plan, requiring home and school collaboration.

LEVEL 3:

Major behavior that seriously endangers self or others, either physically or emotionally, will require immediate administrative attention.

Examples of Level 3 Disciplinary Offense: Possession and or under the influence of alcohol, tobacco products or illegal drugs. Assault, fighting, repeated obscene acts, excessive use of profanity or vulgarity that continues after being asked to stop. Blatant disobedience, disrespect, threats, or hate crimes. Sexually suggestive comments, gestures or actions. Possession of fireworks, lighters, matches or other fire-lighting devices, or any other potentially dangerous items. Any behavior, which clearly endangers others.

1. Consequence/Process: The staff member observing such behavior will refer the student to the principal (or designee in his absence) immediately. After a student conference, appropriate consequences will be assigned. In some instances, suspension is required (see Ed. Code 48000). Other consequences may include detention, in-class or in-school suspension, or ineligibility for school sponsored activities. If a state or local law has been broken, the appropriate authorities will be notified.
2. Documentation: The Principal (or designee in his/her absence) will complete an Incident Referral form. This form will be sent home to the parent. A phone conversation between the parent/guardian and the Principal(or designee) is recommended in these cases. A Behavior Support Team meeting may also be necessary to come up with an acceptable behavior plan, requiring home and school collaboration. In extreme circumstances, when serious behavior persists, the School Attendance Review Board (SARB) process may be invoked. (See Ed. Code 48263 and 48291)

GROUND FORS SUSPENSION/EXPULSION FROM SCHOOL

Suspension from School

Students may be suspended by administration/designee for repeated offenses or serious/major violations of school rules and expectations. Students on suspension are not allowed to be on campus at any time during the suspension. When a student is suspended from school the parent/guardian is notified and a formal letter of suspension becomes part of the student's permanent school record.

Expulsion from School

In cases of repeated or extreme violations of the CA Education Code, the Principal may recommend that expulsion proceedings be initiated. An expelled student has gone through an extensive legal process, is no longer allowed to attend school on a regular campus, and must enroll in an alternative setting.

California Education Code 48900

A student may be suspended or expelled for acts which are enumerated in this section and related to School activity or attendance which occurs at any time including, but not limited to, any of the following:

- a) Causes or threaten physical injury
- b) Possession of any firearm, knife, explosive or other dangerous object
- c) Possession, use, or being under the influence of a controlled substance including alcohol and drugs
- d) Sale or furnishing of a controlled substance (drugs or alcohol) or any substance represented as such
- e) Commit robbery or extortion
- f) Damage of school or personal property
- g) Theft of school or personal property
- h) Use or possession of tobacco
- i) Commit an obscene act or engage in habitual profanity or vulgarity
- j) Possession of drug paraphernalia
- k) Disruption of school activities or defiance of school authorities
- l) Possession of stolen property

- m) Possession of an imitation/look-alike firearm
 - n) Sexual assault or battery
 - o) Harass, threaten, or intimidate a witness
- 48900.2-Sexual harassment
48900.3-Hate violence
48900.4-Harassment, threats, or intimidation
48900.7-Threats against school officials, school property, or both

ACADEMIC POLICIES

ACADEMIC HONESTY

Cheating is defined as any use or attempt to use the work efforts of another student, with or without the consent of that student, or any previously published material to benefit their grade status. This includes plagiarism. All students involved in the incident will be held accountable for their actions (e.g., zero on papers). Students involved in cheating on examinations or finals may be referred to school administration for disciplinary action.

HOMEWORK

Homework is expected of Williams Ranch School students and is an important part of the school program. The amount of homework will vary from day to day and week to week. Each grade level will have homework assignments that fit the needs of the children at that grade level.

Administrative Regulation 6154 (see Appendix C) approved by the Board allows the Principal and staff to set the following guidelines for homework: Monday through Thursday nights, 10 minutes of homework is given per grade level; including Accelerated Reader (AR) reading. Example: Grade 3 = 30 minutes of homework.

INDEPENDENT STUDY PROGRAM

IF A CHILD MUST BE OUT OF SCHOOL FOR FIVE (5) OR MORE CONSECUTIVE DAYS, AN INDEPENDENT STUDY PROGRAM CAN BE ARRANGED. The student is given class assignments to be completed while away from school, which helps alleviate lost class time and keeps the student current with his/her class. If it is necessary for a child to be on an Independent Study Program, please CONTACT THE SCHOOL OFFICE AS SOON AS POSSIBLE. We will need at least one week to make these arrangements. ***For students to be given credit for the independent study, all homework must be completed and turned in to the school office on the first day the student returns to school.***

PROMOTION/ACCELERATION/RETENTION

Acceleration from Kindergarten to First Grade

A student enrolled in kindergarten may be admitted to the first grade at the discretion of the superintendent or designee and with the consent of the parent/guardian, upon determination that the child is ready for first grade work.

Admission shall be subject to the following minimum criteria:

1. The student is at least five years of age.
2. The student has attended a public-school kindergarten for a long enough time to enable school personnel to evaluate his/her ability.
3. The student is in the upper five percent of his/her age group in terms of general mental ability.
4. The physical development and social maturity of the student are consistent with his/her advanced mental ability.
5. The parent/guardian of the student has filed a written statement with the school district approving the placement in first grade.

Continuation in Kindergarten

Students who have completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the district agree that the student shall continue in kindergarten for not more than one additional school year.

Whenever a student continues in kindergarten for an additional year, the Superintendent or designee shall secure an agreement, signed by the parent/guardian, stating that the student shall continue in kindergarten for not more than one additional school year.

RETENTION FOR ALL GRADE LEVELS

The Superintendent or designee shall identify students who should be retained or who are at risk of being retained at ALL grade levels.

Students shall be identified on the basis of either assessment results or grades and other indicators of academic achievement, as established by Board Policy 5210. It reads, "Once it is determined that a student performance is below the minimum level of proficiency in a grade, the student may be retained in the current grade level unless the teacher makes a written determination that retention is not an appropriate intervention to address the student's academic shortcoming. The teacher must specify why and recommend other interventions to assist the student in attaining acceptable levels of performance.

As early as possible in the school year and in students' school careers, the Superintendent or designee shall identify students who should be retained. Such interventions may include, but are not limited to, after-school programs, summer school programs, referral to student study teams, and modification to the regular classroom program."

GRADING POLICY

Students are evaluated on the three critical areas that make a successful student: **Academic Achievement, Effort and Citizenship.**

Grades

Numerical grades are given for academic standards assessed grades K -3. Letter grades are given for academic standards assessed grades 4 – 5.

Report Cards and Mid-term Progress Reports

Williams Ranch School has three reporting periods of approximately twelve weeks each. Report cards will be issued at the end of each trimester. Progress reports may be sent by a teacher mid-trimester. Report cards will be sent home to the parent with a copy retained at the school. Conferences are held in the fall and spring. Parents/guardians can always contact their child's teacher for special conferences.

STUDENT RECOGNITION

Williams Ranch School is proud of the academic and citizenship accomplishments of our students. The major awards presented to students are described below:

- **Academic Acknowledgements** Names of students who achieve academic excellence in any area are announced in the Wednesday morning assembly where their achievement is celebrated.
- **Perfect Attendance** Each trimester, students in grades K-5 with perfect attendance receive recognition at a morning assembly and are eligible for a drawing of a gift certificate or new bicycle generously donated by Jim Self from Horace Mann Insurance Company. Students will also receive recognition for monthly perfect attendance.
- **Colt Code Recognition and Other Student Awards** Every Friday at the morning assembly, individual students in each class are recognized for receiving a Colt Code

for safe, respectful and/or responsible behaviors. Additionally, each teacher may have individual classroom awards and recognition for students.

PARENT PARTICIPATION

Parent participation is very important in all phases of the program at Williams Ranch School. Parent volunteers in the classroom and in other areas of the campus provide valuable support to the instructional process. Parents are also welcome as resource people and to help with special activities in the educational program. Interested parents should contact individual teachers or the volunteer coordinators of the Parent Teacher Club.

PARENT/STUDENT NEWS



School Bulletin - A Bulletin is posted daily by the office manager to the website where announcements concerning student activities are given.

School Newsletter - A school newsletter is posted monthly on the website. A hard copy is available upon request in the front office or from your child's teacher.

PTO (PARENT-TEACHER ORGANIZATION)

All parents, community members, and school district personnel are welcome to become members of the Parent-Teacher Organization (PTO). The primary purpose of the PTO is to raise funds through various activities to provide for needed school items that the district cannot financially afford, and to support all students. The PTO sponsors such events as a fall festival, donuts with dads, mornings with moms, movie night, etc. Meetings are generally held once a month on the last Tuesday after school. PTO has a Facebook page you can link to for more information.

SCHOOL SITE COUNCIL

Site Council provides a means for parents/guardians and other community members to become involved in the education of Williams Ranch School students. The Council is composed of parents/guardians, teachers, an administrator and other school staff. It makes recommendations to the school district regarding planning, funding, implementing and evaluating the educational programs. All parents/guardians, whether elected representatives or not, are welcome and encouraged to attend any and all the meetings of the Council. The meeting schedule is publicized on our website. For additional information, please inquire at the school office.

VOLUNTEERS

Parents and community members are encouraged to volunteer on campus. PVUESD has a volunteer handbook with procedures to follow when volunteering on our campuses. Please pick one up in the Williams Ranch School office. All regular volunteers must have a current TB clearance test and read and sign the volunteer handbook. Volunteers must register in and out of the office each and every time they come on campus.

SCHOOL ACCOUNTABILITY REPORT CARD

The SARC (School Accountability Report Card) is completed and published each year by February 1st. The SARC can be found on the District's website at pvuesd.org under the About Us section. A paper copy will be provided upon request to the school office. The purpose of SARC is to provide parents and the community with important information about each public school. A SARC can be an effective way for a school to report on its progress in achieving goals.

SERVICES

FAMILY RESOURCE CENTER

The Family Resource Center is open to all of our schools and is located on the Ready Springs School campus. The FRC is funded through grants and provides a wide variety of services and referrals for all families of Penn Valley. Parenting classes, infant and toddler programs, family counseling, job and career assistance are all made available to you. Please contact Laurie DeMartini at 432-1118 x 249 or come and visit. The FRC is located in the building between the Raider Club building and Vantage Point Charter School (check into the office for directions).