

# Sierra School



## Parent/Student Handbook 2011-2012

1100 Thompson Way  
Placerville, CA 95667

530-622-0814

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[www.pusdk8.us/sierra/](http://www.pusdk8.us/sierra/)

August 15, 2011

Dear Parents and Students,

On behalf of our staff, I would like to welcome you to Sierra School. We look forward to working with you and your child to create the best opportunities for learning. This partnership involves children, their families, and our staff members working together.

This handbook is designed to assist you in becoming familiar with our school. A clear understanding of the rules and procedures will encourage a school environment that is safe and conducive to learning. Please read and review it with your child. Teachers will also be reviewing the contents with their classes. After you have discussed the contents of the handbook with your child, sign the acknowledgement form and return it to your child's teacher.

We strongly encourage you to become involved in your child's school. Please join the Parent Club - Team Sierra, volunteer in your child's classroom, and ask your child's teacher(s) what you can do to support your child's education at Sierra School. Sierra has always benefited from a strong home-school connection. We hope that you will be actively involved in our school community. We look forward to working with you this year.

Sincerely,

*Natalie Miller*

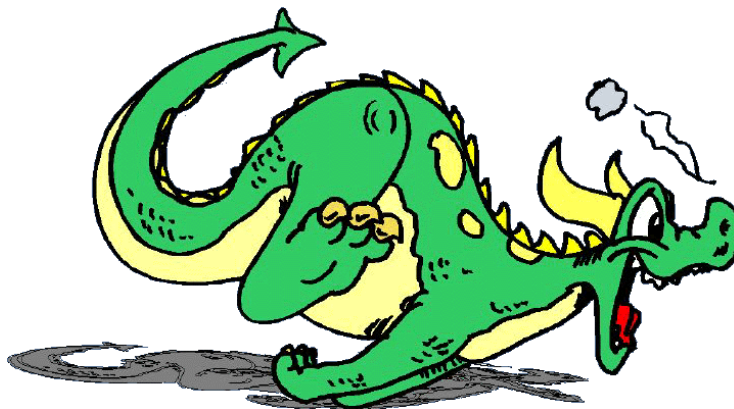
Natalie Miller, Principal

# Sierra School Vision and Mission Statement

*Sierra School, in a working partnership with families and community members, seeks to establish and sustain an enriched educational environment. We are committed to empower all children to meet the challenges of an ever-changing world with unity, responsibility, and success.*

**School Colors: Green and White**

**School Mascot: Sparky**



**Be Kind, Be Safe, Be Your Best!**

# Sierra School Hours & Daily Schedule 2011-2012

<u>Grades K-1</u>		<u>Grade 2 and MACLand</u>	
8:45 *	Commence	8:45 *	Commence
10:25-10:40 *	Recess – Kdg	10:45-11:00	Recess
10:45 -11:00 *	Recess – 1 <sup>st</sup> Gr.	12:10-12:25 *	Recess (Lunch)
11:45-12:05 *	Recess (Lunch) – Kdg	12:30-12:50	Lunch
12:10-12:30	Lunch – Kdg & 1 <sup>st</sup> Gr.	1:50-2:00 *	Break
1:50-2:00 *	Break	2:55 *	Bus Lines
2:55 *	Bus Lines	3:00	Dismissal
3:00	Dismissal		

<u>Grade 3</u>		<u>Grades 4-5</u>	
8:45 *	Commence	8:45 *	Commence
10:25-10:40 *	Recess	10:25-10:40 *	Recess
12:10-12:25 *	Recess (Lunch)	12:30-12:45 *	Recess (Lunch)
12:30-12:50	Lunch	12:50-1:10	Lunch
2:55 *	Bus Lines	2:55 *	Bus Lines
3:00	Dismissal	3:00	Dismissal

\* bells

## Minimum Day Schedule

<u>Grades K-2</u>		<u>Grades 3-5 and MACLand</u>	
8:45 *	Commence	8:45 *	Commence
10:25-10:35*	Recess	10:45-10:55 *	Recess
11:25-11:55 *	Lunch	11:55-12:25 *	Lunch
12:25 *	Bus Lines	12:25 *	Bus Lines
12:30	Dismissal	12:30	Dismissal

\* bells

# Bell Schedule 2011-2012

### PLAYGROUND BELLS ONLY

11:00	End of K - 2 & MACLand Recess
10:40	End of 3 - 5 Recess
12:30	End of K - 1 Lunch Recess
12:50	End of 2 - 3 & MACLand Recess
1:10	End of 4 - 5 Lunch Recess
2:00	Break Bell (K-2 Grades Only)

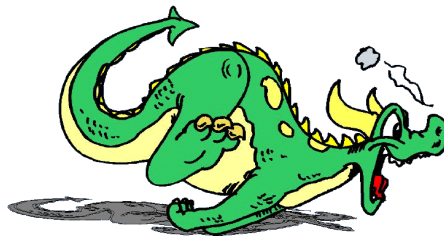
### ALL AREAS OF SCHOOL

8:45	Go to class or stretch area
2:55	Go to bus line or walking area
3:00	Buses and walkers leave (no bell)

## MINIMUM DAY BELLS

- 8:45 Go to class or stretch area (all areas)
- 10:35 End of K-2 & MACLand recess (playground)
- 11:55 End of K-2
- 12:25 End of 3-5 & MACLand Lunch Dismissal to Bus Line or walking area

# *Sierra Pride*



- P Provide a safe environment.**
- R Respect everyone that I meet.**
- I Influence others by example.**
- D Demonstrate care and kindness.**
- E Expect the best in myself.**

# School Guidelines

## **Absences and Tardies**

Well planned classes provide important learning opportunities for students each day. Classroom situations not only provide an opportunity for students to ask questions and receive assistance, but also allow students to benefit from the thinking and questions of their classmates. Students who are absent from class cannot make up this type of learning experience. **As of July 1, 1998, we receive funding only for the days your child is in school or is on an independent study contract of 5 days or more. Independent study contracts of 5 days or more will be used for illnesses as well as other times your child needs to be out of the classroom. Even though we are not funded for absences, absence notes or phone calls confirming the absences are still required.** You may send in a note explaining the absence or call the school office at 622-0814 and press 1 for the attendance line to clear the absence.

If your child is sick, please do not send him/her to school where other children might be exposed to the illness. If it is an extended illness, please contact the school to arrange for an independent study contract.

If you must take your child out of school for 5 or more days, please pick up an independent study contract form from the office so work can be provided. These forms should be submitted at least two weeks prior to the planned absence. The student is responsible for the completion of the independent study contract. The contract, along with the work, must be returned to the students' teacher on the day the student returns to school.

Arriving at school on time sets a positive tone and a good daily start for every student. Students who arrive after the 8:45 a.m. bell are considered tardy and must get a late slip from the school office.

By law, we must notify parents that all students are subject to compulsory full-time education (Education Code 48260). **Any combination of unexcused tardies/absences totaling three will result in your child being considered truant.** Appropriate excused absences include; illness, death in immediate family, medical appointments for the student that cannot be made before or after school hours. Excessive absences and tardies are subject to review by the School Attendance Review Board (SARB).

### **Arrival/Departure Times**

Before school supervision begins at 8:15 a.m. Students who need to arrive prior to that time must be enrolled in our on-site Extended Day program. Information for this program can be obtained from the County Office of Education or from their on-site employees.

Children are not to remain at school after their regular departure times. Supervision is not available unless a student is participating in an after-school activity or the Extended Day program.

Students may ride bikes or skateboards/scooters to school. Bikes must be parked and locked to the bike rack on campus. Skateboards and scooters must be checked into the office upon arrival. There may be no skateboarding on campus at anytime. Skate shoes or “wheelies” may not be worn to school.

It may sometimes be necessary for students to leave school before the end of the day. Students must turn in a note to their teacher before school stating what time they will be leaving school and whether they will return that day. It must be signed by a parent or guardian. Students must be picked up in the school office and signed out by the parent or guardian.

### **Pick Up/Drop Off**

If you are driving your child to school please be aware of other children who are walking in parking lot areas. Parents may drop off and pick up children at our District Office, located just below the campus at 1032 Thompson Way. Supervision for drop off begins at 8:15 a.m. and immediately after dismissal at 2:55 p.m. Should you wish to park and walk your child to campus you may find space in the upper lot at Federated Church or behind the District Office in a parking lot accessed from Fowler Way. Please be aware of medical patients that may be in the parking areas along the way.

**At NO time may students be dropped off or picked up in front of the school or along Thompson Way.** The area is posted as a non stopping area and you will be ticketed for failing to comply with this city ordinance.

### **Bus Riders**

Placerville Union School District Board Policy No. 3541 (a) and AR5131.1 (a,b,c) state, in part: "The following student actions may interfere with the safe driving ability of the bus driver or may harm a person and will not be allowed:

- Abusive body contact (slapping, hitting, poking, shoving, pulling hair, fighting, etc.) in or when loading or unloading bus.
- Using profane language, obscene gestures, or excessive noise.
- Putting any part of body out of bus window at any time.
- Any movement out of seats while bus is in motion; or legs, feet, or other objects obstructing the aisle, or students facing the rear of the bus while seated.
- Any improper bus stop procedures (rock throwing, property damage at bus stop, etc.
- Unauthorized opening, closing or tampering of any kind with bus doors, windows or emergency exits.
- Any type of damage or defacing of bus.
- Lighting of matches, cigarettes, or smoking on bus.
- Eating or drinking on the bus, unless authorized by the bus driver.
- Giving improper identification when requested by the driver.
- Tampering with radio or bus controls.
- Other unauthorized or unsafe actions.

### **Bus Infractions**

The student, for infractions of rules and regulations, will be reported to the administrator of Transportation. Suggested guidelines for discipline are listed below:

**1<sup>st</sup> Citation** – Written warning letter sent home to parents/guardians.

**2<sup>nd</sup> Citation** – Up to five days of suspension. Parents/guardians will be contacted.

**3<sup>rd</sup> Citation** – Loss of transportation for an extended period of time. Parents/guardians will be contacted.

**4<sup>th</sup> Citation** - Loss of transportation for remainder of school year. Parents/Guardians will be contacted.

### **Riding an Unauthorized Bus**

There are times when it is necessary for students to ride a bus other than their usual bus. In these cases the child must have a note signed by the parent/guardian specifying the bus to be ridden and the stop to get off. This note must be taken to the school office early in the day of the change. One way tickets for the occasional bus rider may be purchased in the school office for \$.1.00 per trip with written notification from the parent/guardian.

## **Transportation State Law Safety Plan**

Vehicle Code Section 22112 requires procedures be in place to ensure the safe transport of pupils. **The Placerville Union School District Safety Plan requires all bus riders to have a bus pass prior to riding the bus for identification and bus stop location.** Failure to complete the application and/or carry a pass will result in denial of Transportation.

The Transportation Safety Plan is in place to keep all District students safe. Without students having proper identification and bus stop location, we are unable to determine eligible bus riders and that we deliver each student to their correct stop. Safety for all of District students is our priority.

### **Emergency Information Forms**

Emergency information forms are sent home at the beginning of each school year. Each child must have a completed form on file. This is required by law and allows us to follow your directions if your child is sick or has an accident at school. Please notify the school promptly of any changes, such as telephone number, doctor, person to contact in case of an emergency, and parents' work places and phone numbers. If you have a court order stipulating that one parent may not have access to a student at Sierra School, you must notify the teacher, office and transportation department, and provide the office with a current court order. Be sure to include all carpool members' names and phone numbers. Your child will only be released to a person(s) whose name appears on the emergency form.

### **Messages During School Hours & Cell Phones**

Parents are encouraged to send notes to school or leave voicemail or email messages a day ahead. Whenever possible, please pre-arrange doctor and dental appointments before or after school hours. Students are **not** allowed to use school phones to arrange after-school play times. Calls to classrooms are disruptive to learning. Unless an emergency exists, please do not call the office with messages for children. The following procedures will be observed if you must leave a message:

- 1. If there is an emergency, press "0" to speak to an office staff member.**
- 2. You may leave a message on the automated voice mail system. You will receive a call back.**
- 3. Except in the case of an emergency, no messages will be delivered after 2:45 p.m.**

Cell phones are allowed to be carried to and from school in backpacks.  
**PHONES MUST REMAIN OFF AND IN BACKPACKS DURING SCHOOL HOURS.  
NO EXCEPTIONS.**

## **Health Services**

Students who are ill should be kept at home. Medication, including painkillers, cannot be given to students at any time by school personnel, except with written doctor's permission. If the doctor prescribes medicine which is to be taken while at school, you will need to have a permission slip which is available in the school office or on the district web site. All medication must be in prescription bottles or packages.

Students who become ill or injured while at school should report to the office. A nurse generally is not on duty, but office personnel have been trained to deal with medical emergencies.

## **Voice/Email**

All teachers and school staff have voice and email available and are expected to check messages every day. Unless there are extenuating circumstances, you should have a response back within 24 hours of leaving a message.

## **Dress Code**

School clothing is, to some degree, a reflection of one's attitude about self and school. At Sierra School, we try to maintain a professional, friendly atmosphere in which teachers can teach and students can learn. Inappropriate clothing does not facilitate this process.

The following guidelines shall apply to all regular school activities:

- Shoes must be worn at all times. Sandals must have heel straps. Flip flops, or backless shoes or sandals are not acceptable. Sneakers or athletic type shoes should be worn on days when students have Physical Education.
- Clothing, jewelry and personal items shall be free of writing, pictures or any other insignias which are crude, vulgar, profane, disrespectful or sexually suggestive; which bear drug, alcohol or tobacco company advertising, promotions and likenesses; or which advocate racial, ethnic or religious prejudice.
- Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, tops with string straps, off the shoulder or low cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
- Hair shall be clean and neatly groomed including a style that is not a distraction. Hair must be a natural color.

If school staff determine that a child's dress or personal appearance falls outside the stated dress code guidelines they will be given a change of clothing, asked to remove offensive items, or parents may be called to provide an alternative clothing selection. Clothing does affect student behavior and attitudes. We appreciate your support in this area.

### **Breakfast and Lunch**

Breakfast is available for purchase every morning before school from at 8:15 to 8:35 a.m. Second Chance Breakfast is available for purchase during students' first recess break. Each child has a lunch account in which you may deposit money. You can access their account using the MyLunchMoney.com link on our school website. Costs for the program are as follows: Breakfast - \$1.50, Lunch - \$2.75 and milk - \$.35. Adult lunches are \$3.25. Children bringing money to pay for breakfast or lunch should do so before school or during their first recess. Free and Reduced Meal Applications are mailed out prior to the first day of school or available in the school office or our district website.

### **Technology**

The Internet is now available for all students. We believe in the educational value of this type of electronic service and recognize the potential of such to support school curriculum and student learning. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Placerville Union School District staff will make every effort to protect students from any misuses or abuses as a result of their experiences with electronic services. All student users and staff who supervise children on the network are continually on guard to avoid inappropriate and illegal interactions with the information service. Participation requires student and parent completion of our Parent Internet Permission form and Student Computer Lab permission form. These forms are available on our district website <http://www.pusdk8.us> and will be distributed at the beginning of the school year.

The Library/Media Center is also equipped with networked multimedia computers that have internet access. Classroom computers are networked and utilized for keyboarding, word processing and curriculum support software. The entire school has internet capabilities.

### **Field Trips**

A field trip permission form is sent home with your child for each field trip. This form must be returned with a parent signature in order for your child to leave on the trip. Permission will not be granted by phone. All students are expected to ride the bus to and from the field trip and may not be released from the field trip unless a written note is received in advance. Siblings are not allowed to accompany parents chaperoning a field trip. Parents who act as field trip chaperones must be fingerprinted.

### **Emergency Practice Drills**

Our District Emergency Operations Plan has been designed to provide our school personnel and students immediate and effective response tools in the case of a school emergency. Should an all school emergency arise you would be notified through our School Messenger calling system. Part of our Emergency plan includes fire and other emergency drills that are conducted monthly during the year. Since these drills are designed to acquaint students with emergency procedures, students should follow directions carefully. In order to avoid confusion, students may not talk during drills, and must walk quickly to designated areas.

## **Dogs on Campus**

Placerville Union School District has a “no dogs on campus” rule; dogs are not allowed on any school campus unless they are seeing-eye dogs or part of a school event with prior approval.

## **Library**

Sierra is fortunate to have an excellent school library, full of materials for students to use for class and research projects, plus books to read just for fun and to practice new reading skills. Each class has a scheduled time every week to use the library. Materials for all grade levels are available as well as resource materials for teachers and parents/guardians. Mrs. Book, aka Mrs. Broussard, our Library Clerk, and the classroom teacher help students as they select and check out books. The library is open every day and most days during student recess and lunch times.

The library at Sierra serves a wide range of student and teacher needs. Not only does the school have six grade levels, but also students within those grades have a wide range of abilities and interests. In addition, teachers make use of library materials to supplement classroom units and for their own professional knowledge.

That means that not everything in the library is interesting to or suitable for every student. Students are growing in their ability to select books that fit their needs and may sometimes choose something that is too hard to read or not really of interest to them. Sometimes they may choose a book with content that is beyond their maturity level. There are several ways to help children make good decisions when choosing books. Often the publisher has printed a reading level or suggested age on the book. The library’s computer catalog may have similar information. Best of all, ask your child what books he or she has checked out of the library and read it or discuss it together. Conversations like this will help your child understand what you consider appropriate reading material.

As parents, it is your right and responsibility to monitor what your child reads, just as you are careful about what movies they watch or video games they play. We encourage you to talk to your children about what they are reading and, especially, to read to them. Not only will you be providing an excellent model for them to follow, you will find lots of opportunities for meaningful conversations and “teachable moments!”

Our library also has a “Parent Resource” area. You are welcome to set up your own library account and access the topical information that is available in this area of the library.

Lost or damaged books must be replaced by the student to whom they were loaned. Charges will be based on the replacement costs.

Together we can be a strong team supporting your child, as he or she becomes a better reader.

### **Adopted Textbooks**

The district has adopted the following textbooks to provide basic instruction at each grade level. There are several outstanding supplemental programs in place that enhance the basic instruction.

Reading/Language Arts	Houghton/Mifflin
Mathematics	Houghton/Mifflin
Social Studies	K-3 Harcourt Brace
	4-5 Scott Foresman
Science	Scott Foresman

Students are responsible for the cost of damage to or loss of textbooks.

### **Scholarship and Homework**

The Placerville Union School District supports and recognizes the importance of homework and its relationship to successful study and scholarship for our students.

Homework is defined as school-related assignments by a teacher, or through mutual agreement of the students and teacher, which will require time and effort outside of the regular classroom for successful completion. The Board of Trustees considers homework to be an important part of the instructional program. When it is properly implemented, students will:

- Develop regular study habits, the self-discipline basic to effective study, and the ability to work independently
- Gain more information than would be possible in the classroom situation alone
- Have more opportunities to develop a personalized, creative approach to projects and other schoolwork
- Learn to budget their time more effectively
- Become acquainted with out-of-school learning resources

Recognizing the individual abilities of children, teachers will generally assign homework that will take, on the average, 10 minutes per grade level Monday through Thursday. For instance, a fifth grader could expect up to 50 minutes of homework nightly. In addition, to meet our Board Goal for reading, students will participate in the Accelerated Reading Program. Program participation requirements are based on a student's reading level. If you have a question about homework or the Accelerated Reading program please consult your child's teacher(s).

### **Study Habits**

Parents/Guardians can materially aid in the formation of good study habits if they will:

- Provide for a definite and regular time is set aside for study, homework and reading.
- See that students have a quiet atmosphere, necessary for good study.

- Encourage students to work regularly on long-term assignments. Book reports, science projects and other long-term assignments are assigned and communicated to students and parents/guardians well in advance of the due date.
- Set a positive example by reading or being involved in writing activities.
- Control student's access to television and video/computer games.

Be aware of:

- The importance of your opinions in the formation of your child's attitudes toward school.
- The increasing ability of intermediate grade school children to care for themselves and work independently.
- Attendance laws, school policies and procedures.
- The value of good home study habits.
- The importance of regular attendance.
- How much homework your child brings home. If you have questions about the homework or specific assignments you should contact your child's teacher. If your child is in grades 4 or 5 you may access the online grades program, ABI, through our school website.

### **Grading and Reporting**

Parent – Teacher conferences will be held for Sierra students after the first trimester of school. Conferences will be held at other times only if the parents or teacher feel there is a need.

Report cards will be given out at the first conference, and after the second and third trimesters. If at any time you are concerned about your child's progress, please call the teacher's voice mail (622-0814) to set up an appointment with your child's teacher.

Fourth and fifth grade student assignments and grades are posted on our ABI online grading program. You may set up a parent account through the link on our school website. Conferences for fourth and fifth grade students will be held as needed for struggling students and at the request of parents.

### **Music and Art Instruction**

Classroom teachers at every grade level teach a variety of art methods and styles. All Sierra students also participate twice monthly in our Fine Arts Mini Experience otherwise known as FAME. Two retired Sierra teachers facilitate this program that introduces our students to year-long curriculum featuring various artists and composers.

Music is also taught in every classroom by our credentialed teaching staff. Students participate in yearly musical programs and concerts. Third through fifth grade students may audition for Sierra Singers, our choral music program.

### **Before and After School Child Care**

The El Dorado County Office of Education offers an Extended Day Child Care Program for Sierra School students. For more information, call the County Office of Education at (530) 622-7130, ext. 298.

### **Services**

Counselor	A New Morning Counselor is on campus twice a week to work with students individually and in groups as needed.
Hearing Screening	Students in kindergarten and two and five are screened in the fall. Students new to Placerville district are screened if there is no record of prior testing.
Vision Screening	In the fall, kindergartners, third grade students, and other students new to Sierra School are screened by the school nurse.
Dental Screening	Kindergarten students are screened by a local dentist in February.
Nurse/Health Clerk	The nurse verifies immunizations, examines sick children, acts as a resource for the teachers and the Individualized Education Plan Team (IEP), and helps children with special needs, as well as screens students for physical problems. The nurse is at Sierra on Tuesdays.
Psychologist -	A district psychologist assists the PATCH Team in developing programs for referred students for placement in special programs.
Resource Specialist Program (RSP) & Special Day Class (SDC)	These programs are designed to help students with special needs. To be eligible, a child must demonstrate learning needs which require services beyond those provided by modification of the regular school program. The procedure for placing students in a special program begins with the classroom teacher. If you have concerns, please discuss these with your child's teacher, who will then set up a Student Success Team meeting.
Title I	The Title I team offers assistance to any student who is below grade level in Reading or Math. Support staff provides remedial instruction for students in grade K – 5. Title I programs also include Right Start for Kindergarten

	parents and students, PALS – cross age reading tutoring, Math workshops and Flexible Reading classes.
Speech and Language	The specialist provides therapy for the students identified with speech and/or language problems.
PATCH Team	The purpose of the PATCH ( <b>P</b> romoting <b>A</b> chievement <b>T</b> hrough <b>C</b> aring <b>H</b> earts) Team is to provide recommendations, support, and program modifications to teachers regarding a student experiencing academic or behavioral difficulties. The team meets monthly.
G.A.T.E.	Children are identified Gifted and Talented based on their STAR scores, teacher recommendation and/or the OTIS-LENNON School Ability Test in the fall of third grade. The classroom teacher differentiates instruction to meet these students' needs. The school's GATE Liaison provides additional learning opportunities for GATE students.
Early Birds	Extended Learning before school remediation classes for students in grades 2 – 5 identified as below standard in math reading or writing.
Power Hour	After school program, 2 days per week, for students providing homework assistance.

## **Parent/Student School Involvement**

### **School Site Council**

The School Site Council (SSC), a governing body within our school, is composed of parents and school employees.

The main purpose of the SSC is to monitor the progress of the School Improvement and Library Program and to provide the best possible program for the students. The SSC also has the responsibility of helping decide how the SLIP (School Library & Improvement Plan) budget will be spent. The SSC meets twice a year at the school. Although only elected members of the Council may vote, all interested persons are welcome to attend.

### **Parent Club – Team Sierra**

*Team Sierra* is very active and supportive. They help organize volunteers, plan school-wide family events, and raise funds for educational supplies, equipment, and special activities. Parental support of this fine organization is greatly appreciated by the staff and students

### **Volunteers**

An important part of Sierra School is our volunteers. **If a parent would like to volunteer for field trips, work in the classroom, or the library, they must be fingerprinted.** The school office can provide parents with the form and information about the fingerprinting process. Volunteers on campus need to sign-in and out at the office. To serve as a volunteer, it is not necessary to have a student at Sierra—grandparents and other members of the community are a valuable part of our program. Classroom teachers will review expectations for their volunteers.

### **Extra-Curricular Opportunities**

There are many ways parents help support programs for Sierra. Parents coordinate the Fall Festival, the Holiday Social, organize and serve food at various events at Sparky's Snack Shack, coordinate fund raising, help in the Library and Garden, assist with our spring field days, collect box tops and support individual classrooms.

In addition, students participate in many extra curricular opportunities organized by classroom teachers. These include Cross Country (3<sup>rd</sup> – 5<sup>th</sup>), Oral Interpretation Festival (4<sup>th</sup> – 5<sup>th</sup>), Student Council (4<sup>th</sup> – 5<sup>th</sup>), Spelling Bee (1<sup>st</sup> – 5<sup>th</sup>), Nature Bowl (4<sup>th</sup> – 5<sup>th</sup>), and Sierra Singers (3<sup>rd</sup> – 5<sup>th</sup>).

Watch for flyers and bulletins for more information throughout the school year.

## **Placerville Union School District Policy for Prevention of Bullying**

**The Placerville Union School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance and acceptance.**

**The Placerville Union School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.**

# Sierra's School Discipline Plan

## Rules for Conduct and Safety

In support of the Placerville Union School District Policy for Bullying and with the desire to create a Bully-Free environment, the staff at Sierra School considers the implementation of our school discipline plan a top priority. We believe that positive student behavior is of great importance and sets the tone for a safe and healthy learning environment. We do not look upon this as solely the responsibility of the school. We feel that by working together with parents, we can create an atmosphere in which children have the optimum opportunity to learn, to develop self-discipline and problem-solving skills and to form lasting social relationships with their peers.

Teachers in each classroom have established their basic classroom rules. At the beginning of each school year, the principal and teachers review our school rules and consequences. Please discuss classroom rules with your child. It is important for both the school and home to be consistent in enforcing rules for responsible behavior. We have found that when the rules and consequences are clear, as well as consistently enforced, students have a feeling of security and are more successful in school.

Sierra School has five basic rules for students to follow:

1. **I will always act in a safe and appropriate manner.**

Examples of the rule being broken...

- playing chase or tag
- not keeping hands and feet to oneself
- using inappropriate actions and/or gestures
- attempting to injure another child
- being in an inappropriate area
- using playground equipment improperly
- moving another child's chair in a way that may injure that child
- using sharp objects in a dangerous manner (this may include bringing pencils and pens to the playground)

2. **I will walk and use a quiet voice in all designated area.**

Examples of the rule being broken...

- using a loud voice in an inappropriate area; including your classroom, hallways, library, assembly, etc.
- running in an inappropriate area

3. **I will follow directions the first time.**

Examples of the rule being broken...

- refusing to follow directions from an adult
- refusing to cooperate in the classroom or on the playground
- walking away from an adult who is giving directions or speaking to me

4. **I will show respect for others and myself and treat all property with respect.**

Examples of the rule being broken...

- damaging any property including books, school supplies, or equipment
- threatening others
- name calling or put downs
- throwing, kicking, or hitting anything that is not intended to be thrown, kicked or hit
- taking someone else's belongings
- speaking disrespectfully to an adult

5. **I will be on time, responsible, and prepared at Sierra School**

Examples of the rule being broken...

- not in class on time and ready to go at predetermined times
- not completing activities in a timely manner
- not having proper materials to complete assignments
- tardies
- returning late from recess
- homework not completed and/or turned in on time

***Successful Sierra Students will:***

***Be Kind,*** 

***Be Safe,***

***Keep HANDS OFF***

***and always***

***Do Their Best!!***

## **Rewards and Consequences**

### **PAT's on the Back**

Children caught doing good deeds that benefit the school, help their classmates, or assist staff, are given a PAT on the Back. Students who collect 20 PAT's receive a Dragon Tag and are recognized at Morning Stretch.

### **Positive Action Student of the Month**

Each month the student from each classroom in grades K – 3 that best exemplify the word of the month are recognized at our Positive Action Assembly. Students receiving the award are greeted by our mascot Sparky, the principal and our Principal's for a Day.

### **Principal's for a Day**

Once a month two outstanding 4<sup>th</sup> or 5<sup>th</sup> grade students are nominated by their teachers to spend a day working as the principal's assistants.

### **Peacemakers**

Students who demonstrate the ability to help solve problems, promote peaceful play and support our efforts to rid our campus of bullying behavior are identified each month as Sierra Peacemakers.

### **Essential 55 Awards**

Outstanding 4<sup>th</sup> and 5<sup>th</sup> graders are rewarded every six weeks by their teachers.

### **Community Service Referral Slips**

During recess and lunchtimes, Sierra has a community service referral system in place to allow playground and lunch supervisors to communicate behavior concerns with the classroom teachers, and/or office. If your child receives a community service referral at recess or lunch time, a copy of it will be given to their classroom teacher. The community service will typically be served the following day.

### **Discipline Referrals**

For more serious infractions or for behaviors that are chronic and not remediated students will be referred to the office. Examples of office referrals are;

- fighting
- inappropriate language or gestures
- defiance and/or disrespectful behavior
- disruption of class activities
- any other infraction that deserves serious attention

At that time, a referral will be initiated. It is important to realize that teachers and other staff members give fair warning, remove the child from the situation, give a time out and counsel a student before issuing a referral.

A referral will result in the following:

#1: Student is sent to Principal for counseling and a copy of the referral and cover letter is

sent home. The cover letter/acknowledgement needs to be signed by a parent or guardian and returned to the Principal the following school day. An appropriate consequence is provided.

- #2: Student is again counseled by the Principal and a copy of the referral and cover letter is sent home. The cover letter/acknowledgement needs to be signed and returned to the Principal the following school day. A phone call is made to the home and consequences are provided.
- #3: Student is referred to Principal/Assistant Principal for in-school suspension or other appropriate alternative.
- #4: Student is suspended from school.

### **Education Code 48900: Suspension or Expulsion**

- a) Caused, attempted to cause, or threatened to cause physical injury to another person
  - 1. Willfully used force or violence upon the person of another, except in self defense.
- b) \* Possessed sold, or otherwise furnished any firearm (48915.cl), knife (48915.a2), explosive 48915.cb), other dangerous object.
- c) \* Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind. (48915.c3)
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or in intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, sub-stance or material and represented same as a controlled substance, alcohol beverage, or intoxicant of any kind.
- e) Committed or attempted to commit robbery or 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.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- k) Disrupted school activities or 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 property or private property.
- m) Possessed an imitation firearm.
- n) \* Committed or attempted to commit a sexual assault as defined in Section 261, 266c., 286, 288. 288a, 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.(48915.4)

- o) 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.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug, SOMA.
- q) Engaged in, or attempted to engage in, hazing, committed sexual harassment. (48900.2), caused or attempted to cause, threatened to cause, or participated in an act of hate violence. (48900.3)

Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel, a) pupil, or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the right of either school personnel or a pupil or group of pupils by creating an intimidating or hostile educational environment, (48900.4)

Pupil has made terrorist threats against school officials or school property. (48900.7)

\*Brandishing a knife at another person. (48915.c2)

\*Causing serious bodily injury (Penal Code 242.f4) to another person, except in self-defense (48915.al).

\*Assault or battery, as defined in Section 240. 242 of Penal Code, upon a school employee. (48915.a5)

## **EXPULSION**

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Expulsion leads to the removal of a student from the immediate supervision and control, or greater supervision of school personnel. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others.

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to (Education Code 48915 (c))

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
2. Brandishing a knife as defined in Education Code 45915(g) at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058.
4. Committing or attempting to commit a sexual assault or committing a sexual battery.
5. Possessing an explosive, incendiary, or poison gas.

The student is entitled to a hearing to determine whether the student should be expelled. The hearing shall be within 30 school days after the principal or designee determines that one of the

acts listed under “Grounds for Suspension and Expulsion” has occurred. (Ed Code 48918(a)).

Appeal: If the Board of Trustees elects to expel a student, the student or parent/guardian is entitled to file an appeal of the Board’s decision to the County Board of Education. The appeal must be filed within 30 days of the Board’s decision to expel, even if the expulsion action is suspended and the student is placed on probation (Ed. Code 48919).

Alternative Expulsion Hearing Administrative Panel: Instead of conducting an expulsion hearing itself, the Board may appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled (Education Code 48918(d)).

A hearing conducted by the administrative panel shall conform to the same procedures as apply to a hearing conducted by the Board.

## ***A Message to All Families...***

### ***Improving Home -School Communication***

#### **We believe that productive home-school communication is:**

One of the most important variables in guaranteeing school success, as parents/guardians, you can help keep communication open and productive by:

- Taking time to read the weekly Scoop that comes out on Friday. It contains timely information about school programs and events.
- Making a commitment to attend Back-to-School Night, Open House, and Parent Conferences.
- Returning correspondence in a timely fashion. You may need to work with your son or daughter to ensure they return notes on time.
- Talking with teachers and the administration about positive things happening at school. Calling attention to successful practices is important for reinforcing them.
- Discussing questions or concerns about a classroom or teacher with that teacher as soon as they arise. Teachers appreciate honesty and early communication. They also appreciate knowing that parents realize there are two sides to every story.
- Discussing concerns not resolved at the classroom level with the principal. Bringing unresolved issues to the attention of the principal will usually result in a satisfactory resolution

# Acknowledgement Form

Please read the Parent/Student Handbook with your child and discuss the information provided. Once you have read the Handbook, sign the form below and return it to your child's teacher. Thank you for your time and cooperation.

I have read the Parent/Student Handbook with my child. We understand the information presented in the contents.

Parent Signature

Date

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Student Signature

Date

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