



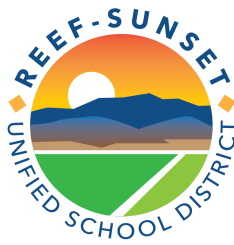
2022-23 Student/Parent Handbook



Avenal Elementary School

The Home of the Wildcats

Table of Contents	2
RSUSD Vision, Mission, Core Values.....	3
Principal’s School Message.....	4
Student Support Coordinator Message.....	5
RSUSD and Avenal Staff.....	6
Avenal Elementary Classroom Teachers.....	7
Avenal Elementary Daily Schedule.....	8-9
Calendar 2022-23.....	10
Academics/ Conferences/ Independent Studies.....	11
Attendance Policies and California State Laws.....	12-14
SART/ SARB.....	15-17
Arrival and Dismissal.....	18
Dress Standards.....	19
Behavior Standards, K- 9 search Information.....	20-21
Discipline Info: Flow Chart, Matrix, Charts, Forms.....	22-26
Suspension– Expulsion.....	27
Sexual Harassment.....	28-29
Nondiscrimination/Harassment.....	30
General Information	
Emergency Procedures / Cards/ Caregiver Affidavit.....	31-32
Fire/Earthquake/ Lock-down Drills	
Visitors	
Lost and Found	
Parties/Balloons	
Telephone/ Messages	
Health Services	
Parent Volunteer Programs.....	33
*School Site Council	
*ELAC/ DELAC	
* PTO	
District Policies	
Uniform Complaint Procedures.....	34-37
Notice to Parents, Complaint Rights	
RSUSD Administrative Regulation: Fees and Charges.	
Transportation.....	38
Food Service/ Wellness Policy.....	39
Avenal School Map.....	40-41
District English Learners Identification Policies and Procedures.....	42
SARC.....	43
Title I Parent & Family Engagement Policy.....	44-46
School Parent & Family Engagement Policy.....	47
Parent-School 4- way Compact.....	48
Certificate of Understanding.....	49



Reef-Sunset Unified School District

Mission Statement

THE MISSION of the Reef-Sunset Unified School District is to empower and inspire students for life-long learning and relational success in order to be productive members of society.

Vision Statement

THE VISION of the Reef-Sunset Unified School District is to provide rigorous instruction and differentiated learning that focuses on collaboration, communication, creativity, and critical thinking with the effective use of evolving technology.

Core Values

- We maintain high standards and expectations for every student.
- We are committed to providing a safe, secure learning environment.
- We support English literacy as a means to achieving academic success.
- We believe in a well-executed, continuous improvement process that maintains the focus on the best interests of all students.
- We are committed to recruiting and retaining highly qualified staff that support stability and quality in our educational program.
- We believe “It Takes a Village” and promote shared responsibility to support all students.



PRINCIPAL'S MESSAGE

I am so excited to be starting my eighth school year as the Principal of Avenal Elementary School. We are so positive about the upcoming school year and have missed our students very much! Avenal Elementary is such a wonderful and loving place where the joy of learning is apparent in all of our classrooms. We are committed to supporting our students as they work toward achieving their full academic and social potential. We dedicate ourselves to providing a quality education to every student by setting and maintaining high expectations for achievement and behavior. We are committed to continually seeking to improve instruction for our students.

At AES, we believe that it takes a partnership between families and the school to make a difference in our student's lives. We hope that as a parent, you will become involved in our plan for school improvement as we continue to monitor student achievement and set high expectations. We encourage you to get to know your child's teacher and the class routines. Set aside some time each day to ask your student about the things he/she is learning at school. We also encourage all parents and guardians to be an active part of their child's education by becoming involved at our school. Parents and guardians of Avenal Elementary School students have opportunities to volunteer in classrooms, attend Back to School Night and other school events. They can also become members of the School Site Council (S.S.C), and/or English Learner Advisory Committee (E.L.A.C.). Information regarding each of these activities can be obtained by contacting the AES office at 386-5173.

This student handbook has been modified from the previous year. **Please take the time to read it thoroughly. Please make sure that you understand the expectations since your child will be expected to follow the established rules.** If for any reason you do not understand some of the content in this handbook, please see one of your site Administrators to clarify your questions. Open communication helps us make school a positive, successful experience for your child. If we can assist you in any way throughout the year, feel free to contact us. I look forward to a great 2022-23 school year!

Sincerely,

Blanca Rodriguez-Vargas
Your Proud Wildcat Principal

STUDENT SUPPORT COORDINATOR MESSAGE

Welcome back!!!

As a new member of Avenal Elementary School, I'm excited to get to know the entire Wildcat community, including students, families, school staff, and community members. I am looking forward to learning and participating in the culture and traditions of AES. I will strive to support, guide, and provide the necessary resources that will assist in student's academic and social-emotional success.

I come to this site with many years of experience in education. I was a School Psychologist for 13 years and my experience has been in preschool, primary, secondary, and special education settings. Throughout my education and professional experience, I have gained a great level of comfort working with people from different cultures and socioeconomic statuses and being fluent in Spanish has also enabled me to expand my reach to the Latino community.

Every school year is a new learning experience and I hope to grow as an educator while at AES. I look forward to working and getting to know all of you during this 2022-23 school year.

Let's go Wildcats!

Sincerely,

Elizabeth Corona
Student Support Coordinator

STUDENT SUPPORT COORDINATOR MESSAGE

Welcome back Wildcats!!

We are excited about the new 22/23 school year and as part of the administration, we would like to welcome students, staff, and community members. As my colleagues have stated above, we are committed to serving our students with the best education possible. We believe that our students deserve the best and we will work together as a team to make sure that students are being successful. We would like to invite parents/community members to help us by staying involved and keeping communication open with us. We are going to have a great year!

It is with great pleasure and honor that I return to AES after 7 years of being a Student Support Coordinator at RSMS. Before I left to RSMS, I taught Kindergarten at AES for 9 years. I am excited to begin my new journey at RSUSD as a part time administrator at AES and Programs Administrator at the district office. I am looking forward to meeting all of you and working together to assure the academic success for all of our students.

The AES administrative team is committed to improving instruction, cultivating leadership in others, and creating a positive climate centered around our student's education and well being.

Rafaela Llamas
Student Support Coordinator/Programs Administrator

The Home of the Wildcats
School Colors: Green/Gold



Avenal Elementary School
500 South First Avenue
Avenal, Ca 93204
(559) 386-5173
Fax: (559)386-5287

Board of Trustees

Lissette Padilla, President

Priscilla Barrera-Lopez, Clerk

Claudia Cazares, Trustee

Lilia Rizo, Trustee

Lupe Chavez , Trustee

District Office

Mr. Pat Sanchez
Superintendent

Mrs. Cari Carlson
Executive Director of
Learning Services

Mr. Fred Guerrero
Executive Director of
Human Resource

Avenal Elementary School Office

Blanca Rodriguez-Vargas, Principal

Elizabeth Corona, Student Support Coordinator
Rafaela Llamas, Student Support Coordinator

Juanita Saldivar, Admin. Secretary-II
Maria Campos, Clerk-Registrar

Lorena Lournaga, Admin. Secretary-I

Additional Staff

Gera Maldonado, Head Custodian:
Isel Vargas, School Nurse Assistant
Brenda Rose, Psychologist

22-23 Classroom Teachers

Grade	Teacher	Grade	Teacher	Grade	Teacher
TK	Denise Gonzalez	2	Maria Castillo	5	Kyle Johnson
K	Patricia Orozco	2	Yeraida Garica	5	Jose Ramirez
K	Leticia Garcia	2	Kenzie Machado	5	David Orozco
K	Lupita Lopez	3	Elsa Montoy	5	Stephanie Amos
K	Tharreus Williams	3	Robin Bancroft	RSP	TBD
K	Guadalupe Rodriguez	3	Crystal Cazares	SDC	Matt Sear
1	Emily Groves	3	Ronicka Brumley	Art	Christina Gonzalez
1	Elisa Arroyo	4	Carson Arnold		
1	Tracy Riggio	4	Erika Bonilla		
1	Isaiah Saucedo	4	Sandra Young		
2	Robert Boehm	4	Veronica Rojas		

DAILY SCHEDULE
Monday, Tuesday, Thursday, Friday

	TK-Kinder	1st	2 nd	3rd	4th	5th
7:35-7:50	Breakfast/ Warm Welcome					
7:50-8:15	ELA	ELA	ELA	Math	Math	Math
8:15-8:30						
8:30-8:45						
8:45-9:00						
9:00-9:15				ELA	Designated ELD	Designated ELD
9:15-9:30	Recess	Recess				
9:30-9:45			Recess	Recess		
9:45-10:00					Recess	Recess
10:00-10:15					ELA	ELA
10:15-10:30						
10:30-10:45	Math	Math	Math	Designated ELD		
10:45-11:00						
11:00-11:15	11:00-11:20	Lunch				
11:15-11:30						
11:30-11:45	11:20-11:40 5 minutes passing 11:45	Recess	11:35-11:55	Lunch		
11:45-12:00	Math	Math				
12:00-12:15			11:55-12:15 5 minutes passing 12:20	Recess		
12:15-12:30			Math	ELA	12:15-12:40	Lunch
12:30-12:45	Designated ELD	Designated ELD				
12:45-1:00			Designated ELD		12:40-12:55 5 minutes passing 1:00	Recess
1:00-1:15				Sci/SS	Sci/SS	Sci/SS
1:15-1:30	Sci/SS	Sci/SS				
1:30-1:45		Sci/SS	Sci/SS	Sci/SS	Sci/SS	Sci/SS
1:45-2:00	PE	PE	PE			

MINIMUM DAY SCHEDULE OR WEDNESDAY

	TK-Kinder	1 st	2 nd	3 rd	4 th	5 th
7:35-7:45	Breakfast/ Morning Work					
7:45-8:00	ELA	ELA	Math	Math	Math	Math
8:00-8:15						
8:15-8:30						
8:30-8:45						
8:45-9:00						
9:00-9:15	Recess	Recess				
9:15-9:30	Math	ELD	Recess	Recess		
9:30-9:45			ELA	ELA	Recess	Recess
9:45-10:00					PE	PE
10:00-10:15					ELA	ELA
10:15-10:30						
10:30-10:45	10:30-10:50	Lunch				
10:45-11:00			PE	PE		
11:00-11:15	10:50-11:10 5 minutes passing 11:15	Recess	11:05-11:25	Lunch	ELD	ELD
11:15-11:30	ELD	Math				
11:30-11:45			11:25-11:45 5 minutes passing 11:50	Recess		
11:45-12:00			ELD	ELD	11:40-12:00	Lunch
12:00-12:15	PE	PE				
12:15-12:30	12:20 dismissal for Kinder Optimistic Closure	Optimistic Closure	Optimistic Closure	Optimistic Closure	12:00-12:20 5 minutes passing 12:25 Optimistic Closure	Recess

AVENAL ELEMENTARY SCHOOL

CALENDAR OF EVENTS

2022-23

August 10	School resumes 7:35am-12:00 pm Min. Day Schedule
September 5	NO SCHOOL–Labor Day
September 6	AES Back to School Night School 5:00-5:15 p.m. - Site Council/Title 1 Meeting 5:15-6:00 p.m. - Classroom Visitations
September 17	Constitution Day (California Ed. Code Section 37220.7)
October 10	NO SCHOOL–Staff Development
October 19	Picture Day-Fall Portraits
October 18,19,20	Parent Conferences (12:30 pm Dismissal)
October 28	Fall Carnival (6:00 pm-8:00 pm)
November 4	End of 1st Trimester
November 11	NO SCHOOL–Veteran’s Day
November 21-25	NO SCHOOL–Thanksgiving Holiday Break
December 1	Picture re-takes
December 12	Grades TK-1 st Winter Program (Cafeteria-1:00 pm)
December 13	Grades 2 nd -3 rd Winter Program (Cafeteria-1:00 pm)
December 15	Grades 4 th -5 th Winter Program (Cafeteria-1:00 pm)
December 16	Last Day before Winter Break (12:00 Dismissal)
December 19-January 6	NO SCHOOL–Winter Break
January 9	School Reconvenes
January 16	NO SCHOOL–Martin Luther King Jr. Day
February 7 & 9	Parent Conferences (12:30 Dismissal)
February 13	NO SCHOOL–Lincoln’s Birthday
February 20	NO SCHOOL–Presidents Day
March 3	End 2nd Trimester
March 30	Spring Pictures
April 3-10	Spring Break - No School
April 25	Open House - (5:00 pm- 6:00 pm)
May 1-5	Teacher Appreciation Week
May 15-19	Classified Employee Week
May 23	Milton O. Wilen Awards (7pm)
May 29	NO SCHOOL–Memorial Day
May 30 - June 2	Minimum Day (12:00 Dismissal)
June 1	End of 3rd Trimester
June 2	LAST DAY OF SCHOOL-Minimum Day (12:00 Dismissal)

ACADEMICS

Trimester Periods: **1st-**(August 10–November 4) **2nd-**(November 7–March 3); **3rd-**(March 6-June 1)

Report Cards and Parent Conferences: Report cards are sent home at the end of each trimester. Parent conferences are held for all students after the first trimester. Parents are sent notices and encouraged to come to the conference. At these meetings the parent and the teacher discuss student needs and set goals. Additional conferences may be held formally or informally throughout the year at your request, or at the request of the teacher.

Fall Conferences	October 18,19,20 (12:30 pm Dismissal)
Spring Conferences	February 7,9 (12:30 pm Dismissal)

Homework Policy

Homework is an extension of the regular school day. It provides reinforcement, enrichment and enhancement for the activities that have been introduced and practiced in the classroom. Students in grades TK-5 have nightly reading homework. Parents are to fill out a reading log that is regularly collected and reviewed by the classroom teacher. Teachers may also assign intervention activities to address specific student needs.

Parents may request classwork/homework in advance for students who will be absent for more than one day (not to exceed 3 days). It is necessary to notify the school office a minimum of two working days prior to the absence.

Home Study for Medical Reason

If a student will be absent for more than 3 days for medical reasons, contact the principal to request home study. A doctor's note will be required.

Short Term Independent Studies

If your family plans to be out of town for **three to fifteen** days, contact the school to obtain a Short Term Independent Studies Contract. The school office must be contacted at least five days before the student will be absent in order to allow for teachers to provide the appropriate school work for the number of days the student will be gone. The Independent Study Contract must be signed and all work picked up from the office before the student leaves on vacation.

ATTENDANCE POLICY AND CALIFORNIA STATE LAWS

It is important that you understand our school policies and procedures, as well as California State Law, to ensure your child is successful in school. Education Code Sections 48200, 48260, 48263 identify the parent's responsibility to send their children to school and define "habitual truancy". Our goal is to educate your child. We cannot be successful if your child is not in school. When students are absent, they miss important class instruction. California's compulsory education laws require children between six and eighteen years of age to attend school, with a limited number of exemptions. Under state law, a pupil who, without a valid excuse, is absent from school for 3 full days in one school year, or is tardy or absent for more than 30 minutes during the school day on 3 occasions in one school year, is considered Truant-48260 (a). Once a student is designated a Truant, state law requires school, districts, counties, and courts to intervene to ensure that parents and pupils receive certain services to assist them in complying with attendance laws. School interventions are the following:

48260.5	Letter #1---Initial Notice of Truancy
48261.	Letter #2—Second Notice of Truancy
SART Meeting	Pre-SARB Intervention
48262.	Letter #3—Habitual Truant Classifications
48263.	SARB Referral by School to Local District Level
	SARB Referral by School to Kings County SARB

What is SART? The goal of the School Attendance Review Team (SART) is to identify barriers and hindering factors that are affecting your child's attendance and to provide strategies to support your child. Compulsory attendance and consequences for parents and minors when a student fails to attend school regularly will be reviewed. This meeting will also serve as a site intervention before the student and family are required to attend a formal hearing with the district School Attendance Review Board (SARB).

What is SARB? The School Attendance Review Board (SARB) process that gives schools the authority, after all other interventions and resources have failed, to refer truancy cases to a district attorney's office for prosecution. Many parents may not know that they are responsible for their child's attendance from the beginning of the school day to the end, and can be fined or even have to spend time in jail if they do not take their children to school. This includes excessive tardiness or excessive excused absences. There are two levels of SARB:

Local: District SARB Hearing. During this process, parents and the SARB panel discuss what is going on at home and why the student is truant. The board then makes a determination on whether the case should be sent to prosecutors. Attendance Contract (valid for 1 calendar year), Referral to TIPP (a one-day parenting class in lieu of fines or jail time), and if Uncooperative a Referral to County SARB will be made.

County: Once a student is deemed a habitual truant and all other measures and intervention strategies have failed, the case is then referred to the County SARB district attorney for prosecution of an infraction that can lead to fines and/or jail time. If found guilty of an infraction or misdemeanor, parents or legal guardians can be fined up to \$400 for the first infraction, up to \$1000 for the second and up to \$2,500 and/or jail time after the third.

ATTENDANCE/ABSENCE POLICY

In keeping with the established district policies the following procedures were developed to handle various absences. Any time a student is absent, home communication must be received from the parent to explain the absence. There will be no exceptions to this procedure which classifies all unexcused absences as unexcused. **A student who fails to bring a note from home or have a parent call within 72 hours will be unable to change the unexcused absence.**

Excused: Illness, doctor appointments and attendance at funerals by board policy - requires only a statement from the parent (**note or phone call within 3 days**).

Excessive Excused Absences will be addressed in the following manner:

Step 1: Eight (8) days of excused absences will result in an Attendance Awareness Letter mailed home notifying parents.

Step 2: Ten (10) days of excused absences will result in a 2nd Attendance Awareness Letter mailed home notifying parents. A parent conference with the Student Support Coordinator will be scheduled to hold a SART meeting.

Step 3: Twelve (12) days of excused absences will result in a pending hearing with the Student Support Coordinator and an attendance contract may be required.

Verified: Same as above - requires letter/excuse card from doctor or written excuse from administrator. In special circumstances, the Reef Sunset School District nurse may verify an absence. The parent or guardian must call the attendance office on the day of the absence and request this service.

Justifiable: Valid reasons approved by administrator - must be requested in writing and approved by administrator prior to the absence.

Unexcused: Unexcused absences are any absence that is not cleared with a parent/guardian's note or phone call.

Unexcused Absences will be dealt with in the following manner:

Step 1: Three (3) days of unexcused absences will result in an Attendance Awareness Letter mailed home.

Step 2: Five (5) days of unexcused absences will result in a 2nd Attendance Awareness Letter mailed home and a parent conference will be scheduled to meet with the Student Support Coordinator and hold a SART meeting.

Step 3: Eight (8) days of unexcused absences will result in a 3rd Attendance Awareness letter mailed home and parents/guardians will be scheduled to attend a SARB hearing at the Local district level. The Local SARB panel may require the student to be placed on an attendance contract. Failure to comply with the Attendance Contract could result in a referral to the County SARB level. **These meetings are mandatory and failure to appear will cause further legal action.**

Tardy: Student tardy for less than 15 minutes with no valid excuse.

Truant: Any student who is absent from school without a valid excuse for three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as truant. Student tardy after 15 minutes with no valid excuse.

Being on time is a life skill important to each student's future. Tardiness to class is harmful to the individual student and disruptive to the classroom environment. Students who are not in class or in line by 7:30 am are considered tardy. Students who arrive after 7:45 am are considered truant.

Leaving School Early: According to Ed Cd 48200, students between the ages of 6 and 18 must attend school full-time, unless otherwise exempt. If your child leaves early to attend a doctor's appointment, a doctor's note will be required to verify that the student was at a doctor's appointment. Child/children taken out of school before **1:45 pm** on Monday, Tuesday, Thursday or Friday and **12:00 pm** on Wednesday; it will be counted as a cut, and will be used in the SARB process if necessary.



Reef-Sunset Unified School District

Dedicated to Excellence in Education

Student's Name: _____ Site: _____ Grade: _____

Parent's Name: _____ Address: _____ Phone Number: _____

School Attendance Review Team (SART)

The goal of the School Attendance Review Team (SART) is to identify barriers and hindering factors that are affecting your child's attendance and to provide prevention strategies to support for your child. Compulsory attendance and consequences for parents and minors when a student fails to attend school regularly will be reviewed. This meeting will also serve as a site intervention before the student and family are required to attend a formal hearing with the district School Attendance Review Board (SARB).

SCHOOL POLICIES AND STATE LAWS

It is important that you understand our school policies and procedures, as well as California State Law, to ensure your child is successful in school. Education Code Sections 48200, 48260-48263 identify the parent's responsibility to send their children to school, and define "habitual truancy."

Attach Student Attendance Report

Considerations: IEP Plan 504 Plan SST

THE STUDENT SHALL (In accordance with California Education Code 48200):

- Attend school each day that school is in session.
- Arrive at school/each class on time each day.
- Remain at school for the full time assigned.
- Abide by all school rules and regulations and maintain appropriate behavior while at school.
- Report to the counselor or administrator of the school as directed.
- Take a weekly progress report home for parent(s)/guardian(s) signature and return the report to the school the next school day.
- Check grades/attendance on the student portal.
- Other _____

THE PARENT(S)/GUARDIAN(S) SHALL (In accordance with California Education Code Section 48200):

- Ensure my child is in compliance with SART directives.
- The parent will make sure that the student is up and prepared for school each day.
- Cooperate with school officials to improve child's attendance.
- Find a relative, friend or neighbor who can take my child to school if I can't.
- The parent will notify the school by phone or note when the student is absent.
- Avoid appointments and extended trips when school is in session.
- Keep track of your student's attendance weekly by calling our attendance office.

Avenal Elementary School
500 South First Avenue
Avenal, California 93204
Administator

Blanca Rodríguez, Principal
Elizabeth Corona, Student Support Coordinator
Rafaela Llamas, Student Support Coordinator/Programs



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THE SCHOOL (In accordance with California Education Code Section 48321):

- Continue to monitor attendance and notify the absentees to the Chairman of SARB for a referral to SARB meeting
- Discuss SARB process to the parent/legal guardian.
- Offer Interventions:
 - Tutoring
 - Counseling
 - Parenting classes
- Other _____

PARENT(S)/STUDENT UNDERSTAND THAT FURTHER ABSENCES AND/OR TARDIES WILL RESULT IN REFERRAL TO DISTRICT SARB.

My child’s current attendance was reviewed, interventions were offered, and community resources were shared with us. The Site Administrator will continue to monitor my child’s attendance to determine if further interventions will be needed. We understand that further violations may result in a formal hearing before the district School Attendance Review Board (SARB).

Student Signature _____ Date _____

Parent Signature _____ Date _____

SART Representative _____ Date _____

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Reef-Sunset Unified School District

Dedicated to Excellence in Education

THE SCHOOL'S GOAL IS TO EDUCATE YOUR CHILD. We cannot be successful if your child is not in school. In order to do this, regular daily attendance is necessary. When students are absent, they miss important class instructions. It has been shown that frequent absences affect children's skill development and may lead to behavioral problems and poor grades. Your cooperation is needed in helping us give your child the best education possible and be successful.

What Are the Student Attendance Laws?

(EC 48200) California's compulsory education laws require children between six and eighteen years of age to attend school, with a limited number of specified exceptions. Under state law, a pupil who, without a valid excuse, is absent from school for three full days in one school year, or is tardy or absent for more than 30 minutes during the school day on three occasions in one school year, is considered truant-48260 (a). Once a student is designated a truant, state law requires schools, districts, counties, and courts to intervene to ensure that parents and pupils receive certain services to assist them in complying with attendance laws. When these various interventions fail the matter is referred to the courts. Courts can then use penalties or other measures to seek compliance. The law also states that a student's refusal to attend school regularly can result in a referral to the School Attendance Review Board (SARB), Juvenile Probation, and the Juvenile Court System. Additionally, parents who fail to compel their child's attendance may face criminal prosecution and penalties.

Legal Definition of Truant: EC 48260(a) A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

- ❖ Students are deemed a **habitual truant** after they have five or more unexcused absences and/or tardies over 30 minutes and the school has made an effort to reach out to the parents or legal guardians and the truancy is not resolved.
- ❖ After the third truancy, the student and parents can be referred to the School Attendance Review Board (SARB), a multi-agency board that reviews each truancy case and connects families with services in exchange for a plan for improved attendance.
- ❖ A student is deemed a **chronic truant** when they have been absent from school without a valid excuse 10 percent or more of school days within a school year.

What is SARB? The School Attendance Review Board (SARB) process is a part of California state law that gives schools the authority, after all other interventions and resources have failed, to refer truancy cases to a district attorney's office for prosecution. Parents are responsible for their child's attendance from the beginning of the school day to the end, and can be fined or even spend time in jail if they do not make their children go to school, which is mandatory for children 6-18 years old. This includes excessive tardiness or excessive excused absences. During this process, the parents and SARB discuss what is going on at home and why the student is truant and the board makes a determination on whether the case should be sent to prosecutors. If all measures are taken at the local SARB level and there is still a truancy problem, then the case is taken to the county SARB and it is decided whether to prosecute the parent.

School Interventions:	Levels of SARB (EC 48321)
<ul style="list-style-type: none"> ❖ 48260.5 Letter #1 -Initial Notice of Truancy ❖ 48261. Letter #2 -Second Notice of Truancy ❖ SART Pre-SARB Intervention ❖ 48262. Letter #3 -Habitual Truant Classification ❖ 48263. SARB Referral by School 	<p>Local/District SARB Hearing</p> <ul style="list-style-type: none"> ❖ Attendance Contract (valid for one calendar year) ❖ Referral to TIPP (Truancy Intervention Prevention Program) <p><i>Kings County Office of Education, Kings County Behavioral Health and Kings County District Attorney's Office teamed up to implement TIPP in lieu of fines or jail time for parents. This is a one-day parenting class that touches on school attendance laws, parenting skills, tough love, recognizing drug or gang activity and other resources from the county.</i></p> <p>Referral to County SARB</p> <ul style="list-style-type: none"> ❖ Kings County SARB ❖ Referred to District Attorney ❖ Referred to other agency ❖ No action due to insufficient information ❖ Other actions deemed appropriate

Penalties:

- ❖ Once a student is deemed a habitual truant and all other intervention strategies have failed, the SARB board can refer a case to the district attorney for prosecution of an infraction that can lead to fines and/or jail time.
- ❖ If found guilty of an infraction or misdemeanor, parents or legal guardians can be fined up to \$400 for the first infraction, up to \$1,000 for the second and up to \$2,500 for the third.
- ❖ Parents or legal guardians referred to the DA by SARB for a fourth time or for their child's chronic truancy can be charged with a misdemeanor and be sentenced up to one year in jail and/or a \$2,500 fine.

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500 South First Avenue
Avenal, California 93204
Administator

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Rafaela Llamas, Student Support Coordinator/Programs

ARRIVAL/ DISMISSAL

Students should arrive between 7:30-7:35a.m. There is NO supervision before this time frame. The school gates will be opened and student supervision begins at 7:30 a.m. Students should report to their classrooms.

Student Drop-Off/ Pick-up: When picking up and dropping off students at AES, please drive with extreme caution and pull to the side of the road in front of the school. **Do not** stop in the middle of the road, as this causes traffic to back up and is very unsafe for our students. Please utilize the crosswalks for your child's safety and respect crossing guards' directives.

Staff parking lot is **not** to be used to drop off and/or pick up students.

TK/Kindergarten Students: TK/K students pick up time is as follows:

2:05 pm Monday, Tuesday, Thursday, Friday

12:20pm Wednesday and Minimum days.

If parents are more than 30 minutes late and/or are routinely late in picking up their TK/K students, law enforcement will need to be called. TK/K students must be released to their parents or others designated by their parents. They **will not** be allowed to walk home by themselves or with other children younger than 7 years old.

Early Release from School: No child is permitted to leave school before regular dismissal without prior written consent of the parent or guardian. Parents must sign students out through the office in all cases of early dismissal.

Walkers/Bicycle Riders: Students who walk and/or ride their bikes to school are required to obey all traffic rules and use crosswalk. Children must cross streets at the intersections or at marked crossings. (***Bicycle riders must wear helmets***). Students must walk their bicycle as soon as they come onto campus. If a bike is ridden to school, it should be parked and locked in the bicycle lockup at the front of the school. The school is not responsible for vandalized or stolen bicycles.

Dismissal: When leaving, students are to go directly home in a timely manner. Parents are asked to pick up their children promptly. Students should not exceed 30 minutes before parents come to pick up their children. If children are not picked up promptly, the local police department will be notified.

Note: Skateboards, Razor Scooters, or any other type of mobile board toys are permitted at school. Students are to walk them, not ride once they get onto campus. If teachers do not have a place to store them they may be brought up to the front office until after school.

DRESS STANDARDS

The following minimum standards are required of all students to ensure their safety and preserve an environment conducive to learning. The standards also apply to school sponsored activities:

1. Appearance shall be neat, clean and safe. Makeup/glitter products are not allowed.
2. Clothes shall be sufficient to conceal undergarments at all times. Examples of prohibited garments are;
See-thru or fishnet fabrics,
Tights without an over garment,
Tops with string-straps, halters and off the shoulder styles,
Low cut and wide armhole tops, and tank tops (including jerseys) without shirts underneath.
Any shirt that does not cover waist when both arms are raised,
Un-hemmed shorts/skirts shorter than mid-thigh or above fingertips with arms at side
Pants/shorts/skirts with large holes or rips in them
3. All clothing, accessories, or jewelry are prohibited that contain:
Lettering/designs that depict sexually suggestive and/or violent expressions or actions
Profanity, obscenity, drugs, alcohol, tobacco, and/or weapons
Anything that degrades an individual or a group or anything that distracts in nature (i.e... expensive jewelry) or is inappropriate for an age group.
4. All clothing, accessories, or jewelry that is deemed to be ***gang-related*** is strictly prohibited.
5. Shoes must be worn and should be appropriate for physical education class activities. Examples of prohibited shoes are:
Backless or slip-on shoes (slippers are allowed for pajama day only)
High heels (>1”) or platform shoes
Roller skate shoes (heelies)
*Students are responsible to bring appropriate shoes for P.E. if not worn to school
6. Hats, caps, sun visors may be worn **outdoors only**. Dark glasses are prohibited unless they are prescribed. Exceptions must be approved by both the classroom teacher and administration.
7. Tattoos (including temporary) are not allowed. Permanent tattoos must be covered.
8. Clothing that could be used as a weapon, including steel toed boots, chains, spikes or studs are prohibited.

Exception to Policy: Exceptions to the dress code may be made for special days or special events as **approved by the administration**. Religious beliefs, when verified, may be grounds for an exemption to a specific portion of the Dress Code Policy. A petition for an exemption from enforcement of a specified portion of the Dress Code Policy may be submitted to the Administrator. If the Administrator feels the exemption is potentially valid, he/she may hold a hearing on the student’s behalf that would include the Administrators; a Teacher; the President of ASB; the student in question; and his/her parent. The hearing would determine if the exemption for the specific portion of the Dress Code is granted or denied.

*The **administration reserves the right to determine** which clothing or appearance is **inappropriate or disruptive** to the educational process. Students who are considered out of dress code are referred to the Administration Office. The Administrator will make a determination whether or not the student is out of dress code. If the Administrators determine that the student does not meet dress code regulations, the student may be temporarily removed from classes until dress code regulations are met or be issued “loaner” apparel to wear.*

BEHAVIOR STANDARDS AND EXPECTATIONS

- Be Responsible
- Be Respectful
- Be Safe
- Be Kind

Reef-Sunset Unified School District supports positive discipline practices in order to help to provide the best learning environment. The support and understanding of families is necessary to make these procedures and policies successful.

The laws of the State of California, the policy of Reef-Sunset Unified School District, and the rules and regulations of the school site are the basis for the standards of conduct at AES. The Board of Trustees and school administration have adopted a policy for discipline procedures.

Students are under the jurisdiction of the school for disciplinary purposes (1) while on the school grounds and parking lot; (2) while going directly to school or going directly home from school; (3) during the lunch period, whether on or off campus; and (4) during, or while going to or coming from, a school-sponsored activity. Students who violate district discipline policy at these times are subject to the stated disciplinary alternative including, but not limited to suspension and expulsion (Ed Code 48900). Such jurisdiction does not make the district board, certificated personnel, or classified personnel liable for student's actions.

Positive Behavior Intervention & Support (PBIS): The district has adopted and uses the PBIS approach to discipline. It is a system approach to establish the social culture and behavioral supports needed for a school to be an effective learning environment for ALL students. The program involves effective planning on how to address both positive and negative behavior. We believe every student has the right to learn and each teacher has the right to teach.

Schoolwide Expectations

Cafeteria: Students are to line up without crowding, cutting, or saving places. Students enter the cafeteria quietly and orderly, being cooperative with staff. The cafeteria provides lunch for every student and students are encouraged to eat lunch every day for good health and nutrition. It should be healthy (candy and soda are **prohibited**). They are also not to share their lunch with other students. No food or beverages are to leave the cafeteria, unless given permission by a teacher or administrator. Good table manners are expected. Students may quietly visit with those immediately near them. When finished eating, students are to clean up their table area and empty garbage into the trash cans provided. Students are to remain on the school grounds during lunch unless a parent comes to the office and signs the student out.

Restroom: Students are encouraged to use them during recess. Any misconduct in the restrooms, vandalism or harassment of others, will result in restrictions for the protection of others.

Playground: Students must conduct themselves safely at all times and will be held accountable for injuring others, even in the case of "accidents". All students must **walk** on the playground, running is only allowed on the field. Students are expected to play fair, use *School Rules* when playing games, and share all equipment. This applies to all after school programs. When the whistle is blown and recess is over, students are to freeze then **walk** to their "paw" and line up respectfully.

Assembly: The Wildcat Day Assemblies will be held regularly. Students must demonstrate appropriate behavior during Wildcat Day Assemblies. Booing or other disrespectful behavior may result in restricting student attendance at future assemblies.

Field Trip Bus: Buses may be used for field trips and other activities. Students are taught bus etiquette and safety. The authority of the bus driver must be respected and his/her directions must always be followed. The driver of the school bus has a very important and responsible position. State law gives him/her full authority over every student on the bus with no exceptions. Food and beverages are not allowed on the bus. Water is the only consumable allowed.

Respect for Staff: Students are expected to show respect to all staff. If students feel they have been treated unfairly, they should first obey the school employee, and then discuss the incident with the Student Support Coordinator.

Law Enforcement Support and K-9 Search: Avenal Elementary School utilizes local law enforcement personnel for various reasons. When on campus, they are here to ensure student safety.





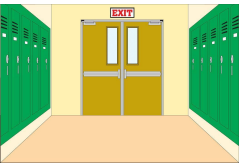
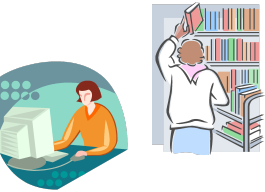
The Reef-Sunset Unified School District policy regarding drug/ prohibited substances is as follows:

In an effort to keep Avenal Elementary School free of drugs, the district may use specially trained, non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or district policy. The dogs may sniff the air around lockers, desks, bags, items or vehicles on the district property or at district sponsored events as long as they are not allowed to sniff the person. Items shall not be sniffed if a person is close by. The above inspections shall be unannounced and may be made at the discretion of the Superintendent or designee. Students and parents/guardians are hereby informed of this policy.

AVENAL ELEMENTARY SCHOOL WIDE BEHAVIORAL MATRIX

	Be Responsible	Be Respectful	Be Safe	Be Kind
Classroom 	<ul style="list-style-type: none"> ● Bring all needed materials ● Stay on task ● Complete assignments ● Follow directions 	<ul style="list-style-type: none"> ● Speak politely ● Use acceptable language ● Keep hands to self 	<ul style="list-style-type: none"> ● Walk in the classroom ● Keep aisles clear ● Use materials/equipment properly 	<ul style="list-style-type: none"> ● Care for others' objects ● Help your classmates ● Be tolerant
Hallway/Breezeway 	<ul style="list-style-type: none"> ● Walk directly to destination ● Keep hallways neat and clean ● Follow directions 	<ul style="list-style-type: none"> ● Use conversational tones ● Use appropriate language ● Keep hands to self 	<ul style="list-style-type: none"> ● Always walk ● Keep to the right side ● Be aware of others 	<ul style="list-style-type: none"> ● Use kind words ● Help others ● Share a smile ☺
Rest Room 	<ul style="list-style-type: none"> ● Use bathrooms appropriately ● Keep bathrooms clean ● Report problems/vandalism 	<ul style="list-style-type: none"> ● Respect others' privacy ● Use appropriate language 	<ul style="list-style-type: none"> ● Wash your hands ● Flush toilets ● Avoid physical contact and horseplay 	<ul style="list-style-type: none"> ● Wait your turn
Cafeteria 	<ul style="list-style-type: none"> ● Follow directions ● Keep eating area clean ● Dispose of containers properly 	<ul style="list-style-type: none"> ● Maintain position in line ● Speak in conversational tones ● Use appropriate language 	<ul style="list-style-type: none"> ● Remain seated until dismissed ● Keep hands to self ● Always walk 	<ul style="list-style-type: none"> ● Help others ● Wait your turn ● Use good manners
Library 	<ul style="list-style-type: none"> ● Return materials on time ● Use materials appropriately** ● Push in chairs when done 	<ul style="list-style-type: none"> ● Use a quiet voice ● Follow directions 	<ul style="list-style-type: none"> ● Always walk ● Keep hands to self ● Ask for assistance 	<ul style="list-style-type: none"> ● Wait patiently
Recess 	<ul style="list-style-type: none"> ● Follow directions ● Check in/out equipment ● Use bathroom at recess 	<ul style="list-style-type: none"> ● Play cooperatively ● Share equipment ● Follow the rules 	<ul style="list-style-type: none"> ● Keep hands to self ● Follow playground procedures ● Report injuries/problems immediately ● Drink plenty of water 	<ul style="list-style-type: none"> ● Observe good sportsmanship

AVENAL ELEMENTARY SCHOOL WIDE BEHAVIORAL MATRIX

	Be Responsible	Be Respectful	Be Safe	Be Kind
Room Culture 	<ul style="list-style-type: none"> ● Use all materials appropriately ● Return materials to their proper place ● Do what you are supposed to do 	<ul style="list-style-type: none"> ● Respect viewpoint of others ● Take turns ● Listen and respond appropriately 	<ul style="list-style-type: none"> ● Be aware of surroundings ● Move carefully ● Wait patiently ● Follow school and classroom rules 	<ul style="list-style-type: none"> ● Help others when appropriate ● Use considerate and encouraging language
Whole Class Instruction 	<ul style="list-style-type: none"> ● Listen carefully ● Take notes ● Follow directions 	<ul style="list-style-type: none"> ● Show SMART ● Respond appropriately 	<ul style="list-style-type: none"> ● Remain seated ● Wait for directions 	<ul style="list-style-type: none"> ● Use appropriate language ● Try to understand all viewpoints
Group Work 	<ul style="list-style-type: none"> ● Do your best ● Manage materials ● Focus on assigned task 	<ul style="list-style-type: none"> ● Take turns ● Listen to the speaker ● Respond thoughtfully 	<ul style="list-style-type: none"> ● Work quietly ● Follow all directions carefully ● Move carefully if needed 	<ul style="list-style-type: none"> ● Be supportive ● Be helpful ● Do your part
Independent Work 	<ul style="list-style-type: none"> ● Follow directions ● Stay on task ● Do your best ● Check your work for correctness and neatness 	<ul style="list-style-type: none"> ● Work quietly ● Ask questions appropriately ● Choose a quiet activity when you are finished 	<ul style="list-style-type: none"> ● Use materials and resources for their intended purpose ● Remain seated 	<ul style="list-style-type: none"> ● Keep a positive attitude
Transitions 	<ul style="list-style-type: none"> ● Listen for and follow directions 	<ul style="list-style-type: none"> ● Move quietly and quickly 	<ul style="list-style-type: none"> ● Move carefully ● Watch out for others 	<ul style="list-style-type: none"> ● Wait patiently
Resource Areas 	<ul style="list-style-type: none"> ● Take care of resources ● Return items to their proper place ● Report problems appropriately and immediately 	<ul style="list-style-type: none"> ● Leave resources and work stations in good order 	<ul style="list-style-type: none"> ● Move carefully ● Watch out for others 	<ul style="list-style-type: none"> ● Wait patiently for your turn

AVENAL ELEMENTARY SCHOOL DISCIPLINE LEVEL CHART

NOTE: Level 1 - Level 2 can be assigned by the classroom teacher, aide, or any staff member
 Level 3 – Level 4 can be RECOMMENDED, but can only be GRANTED by an Administrator
 A 2-day **CLASSROOM SUSPENSION** can be assigned by a classroom teacher.
 The requesting teacher MUST make parent contact if class suspension is requested.

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Warning	Detention	Suspension	Suspension/Expulsion
(2 Attempted Redirections)	(Continued Level 1)	(Continued Level 2)	(Continued Level 3)
Cell phone or Other Electronic Devices	*Cheating/plagiarism Classroom Disruption (major)	Disrespect (hostile towards staff)	***Assault/Battery
Classroom Disruption (minor)	Cutting Class (10 min. or more)	False Fire Alarm/Extinguisher Use	***Extortion
Disrespect (non-hostile)	Gang Affiliation (minor, i.e., tagging)	Fighting (except in “clear” self-defense)	*** Drugs, Tobacco Alcohol (possession/use)
Defiance (not following directions)	Gambling	Fireworks (possession/use)	Hostile Profanity/ Gestures
Dress Code	Forgery	***Gang Affiliation (major)	***Bomb Threat/ Possession of Explosive Device
Food/Drink/Gum	Leaving Classroom w/out Permission	***Harassment – Bullying (incl. racial/ethnic slurs)	**Setting Fire/Burning Materials
Not Prepared	Obscene/Vulgar (possession of materials)	Insubordination	Sexual Harassment
Profanity (conversational)	Rough Play (excessive)	Pornography (via computer or other)	***Vandalism - Excessive (\$500.00 or more)
Public Affection	Suggestive/Obscene/Vulgar language or gestures	***Theft	***Violent Threats (attempt &/or caused injury)
Rough Play (minor)	Vandalism (minor)	***Vandalism (\$500.00 or less)	Weapons (possession/use)
Tardy to/from (school/break/lunch)			

*Student will also receive a zero (%) for the assignment
 **Student will be assessed for damages done to school or personal property
 ***Student could also be cited by the authorities (police) for this act



Name: _____

THINK SHEET

Circle how you were feeling:



MAD



EMBARRASSED



ANNOYED



TIRED



WORRIED



SCARED



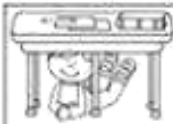
JEALOUS



SURPRISED



I chose to:



not be safe



push



yell



kick



run



hurt others



be un-kind

Next time I will:



breathe



take a break



use a fidget



count



think



Be kind



talk calmly

Draw or write about how you made it better:



Avenal Elementary School Office Discipline Referral Form
Escuela Primaria de Avenal Forma Disciplinaria

Name *Nombre* _____ Date *Fecha* _____ Time *Hora* _____

Grade *Grado* _____ Teacher *Maestro/a* _____ Referring Staff *Personal Refiriendo* _____

Location: *Localización:*

- | | | |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/> Class <i>Clase</i> | <input type="checkbox"/> Hallways/Stairs <i>Pasillos/Escaleras</i> | <input type="checkbox"/> Playground <i>Patio de Recreo</i> |
| <input type="checkbox"/> Lunch Room <i>Comedor</i> | <input type="checkbox"/> Restrooms <i>Baños</i> | <input type="checkbox"/> Field Trips/Assemblies <i>Paseos/Asambleas</i> |
| <input type="checkbox"/> Office <i>Oficina</i> | <input type="checkbox"/> Library/PC <i>Biblioteca/Laboratorio de Computación</i> | <input type="checkbox"/> Other <i>Otro</i> |

Others Involved in Incident: *Otros Involucrados en el Incidente:*

- None** *Ninguno* **Peers** *Compañeros* **Teacher** *Maestro/a* **Staff** *Personal* **Substitute** *Suplente* **Other** *Otro*

Staff deals with: <i>Personal se ocupa de:</i>	Office deals with: <i>Oficina se ocupa de:</i>	Motivation: <i>Motivación:</i>
<input type="checkbox"/> Talking <i>Hablando</i> <input type="checkbox"/> Running <i>Corriendo</i> <input type="checkbox"/> Off Task <i>No Hace su Trabajo</i> <input type="checkbox"/> Physical Contact <i>Contacto Físico</i> <input type="checkbox"/> Arguing <i>Argumentando</i> <input type="checkbox"/> Bothering others <i>Molestando a Otros</i> <input type="checkbox"/> Dress Code <i>Código de Vestuario</i> <input type="checkbox"/> Gum/Food <i>Chicle o Comida</i> <input type="checkbox"/> Not Following Adult Directions <i>No Seguir las Instrucciones de los Adultos</i> <input type="checkbox"/> Inappropriate Use of Equipment <i>Uso Inadecuado de los Equipos</i> <input type="checkbox"/> Not Playing Fair <i>No Juega Justamente</i> <input type="checkbox"/> Other Minor Behavior <i>Otro Comportamiento Menor</i> _____	<input type="checkbox"/> Abusive Language/Gestures/Profanity <i>Lenguaje Abusivo/Gestos/Profanidad</i> <input type="checkbox"/> Fighting/Physical Aggression/Assault <i>Pelear/Agresión Física/Agredir</i> <input type="checkbox"/> Disrespect <i>Falta de Respeto</i> <input type="checkbox"/> Lying/Cheating <i>Mentir/Copiar</i> <input type="checkbox"/> Harassment/Bullying/Threats <i>Acoso/Intimidación/Amenazas</i> <input type="checkbox"/> Disruptive Behavior <i>Comportamiento Disruptivo</i> <input type="checkbox"/> Vandalism <i>Vandalismo</i> <input type="checkbox"/> Theft/Stealing <i>Robo</i> <input type="checkbox"/> Technology Violation <i>Violación de Tecnología</i> <input type="checkbox"/> Creating a False Emergency <i>Creando una Falsa Emergencia</i> <input type="checkbox"/> Weapons <i>Armas</i> <input type="checkbox"/> Other Major Behavior <i>Otro Comportamiento Mayor</i> _____	<input type="checkbox"/> Peer Attention <i>Atención de Compañeros</i> <input type="checkbox"/> Adult Attention <i>Atención de Adultos</i> <input type="checkbox"/> Obtain Item/Activity <i>Obtener Artículo/Actividad</i> <input type="checkbox"/> Avoid Task/Activity <i>Evitar la Tarea/Actividad</i> <input type="checkbox"/> Avoid Peers <i>Evitar a los Compañeros</i> <input type="checkbox"/> Avoid Adults <i>Evitar a los Adultos</i> <input type="checkbox"/> Unknown <i>Desconocido</i> <input type="checkbox"/> Other <i>Otro</i> _____

Staff Decision: *Decisión de Personal:*

Administrative Decision: *Decisión de Administrador:*

<input type="checkbox"/> Student Conference <i>Conferencia con el Estudiante</i> <input type="checkbox"/> Loss of Privilege <i>Pérdida de Privilegios</i> <input type="checkbox"/> Time in Office <i>Tiempo en la Oficina</i> <input type="checkbox"/> Other <i>Otros</i> _____ Date <i>Fecha</i> _____	<input type="checkbox"/> Contact Parents via Phone <i>Contacto con los Padres por teléfono</i> <input type="checkbox"/> Individualized Instruction <i>Instrucción Individualizada</i> <input type="checkbox"/> Follow-up Agreement <i>Seguimiento de Acuerdo</i> <input type="checkbox"/> Other <i>Otro</i> _____	<input type="checkbox"/> Lunch/Recess Detention <i>Detención de Lonche/Recreó</i> Date <i>Fecha</i> _____ <input type="checkbox"/> In-School Suspension <i>Suspensión en la Escuela</i> (_____ Hours/Days <i>horas/días</i>) <input type="checkbox"/> Out-of-school Suspension <i>Suspensión fuera de la Escuela</i> (_____ Hours/Days <i>horas/días</i>)
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Other Comments: *Otros Comentarios:*

Staff/Admin. Signature: *Firma de Personal/Administrador:* _____ **Date:** *Fecha:* _____

Student Signature: *Firma de Estudiante:* _____ **Date:** *Fecha:* _____

Parent Signature: *Firma de Padre:* _____ **Date:** *Fecha:* _____

SUSPENSION/EXPULSION

If a student's behavior continues to be disruptive to the educational process within the classroom, a parent or guardian may be required to come to school and attend class with the child. California Education Code - 48900.1

Grounds for Suspension and Expulsion (E.C. 48900 and 48900.7):

“A pupil shall not be suspended from school or recommended for expulsion unless the Superintendent or the Principal of the school in which the student is enrolled determines that the pupil has:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance.
- d. Unlawfully offered, arranged or negotiated to sell any controlled substance.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stole or attempted to steal school property or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
 - j. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
 - 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 (sixth grade and above only).
 - l. Knowingly received stolen school property or private property.
 - m. Possessed an imitation/replica firearm that is substantially similar to a real firearm.
 - n. Committed/attempted to commit a sexual assault/battery as defined in Penal Code.
 - o. Harassed, threatened or intimidated a pupil who is a witness.
 - p. Unlawfully offered, arranged/negotiated to sell or sold the prescription drug Soma.
 - q. Engaged in or attempted to engage in “hazing”.
 - r. Engaged in the act of bullying, including, but not limited to “cyberbullying”.
 - s. No pupil shall be suspended or expelled for any of the acts enumerated unless such act is related to school activity or school attendance. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) During the lunch period, whether on or off campus.
 - (3) Before school on the way to school and after school on the way home.

SEXUAL HARASSMENT

Students are expected to report incidents of sexual harassment to their teacher or an administrator in a timely manner. If the situation involving sexual harassment is not promptly remedied, a complaint of harassment may be filed. Sexual harassment includes, but is not limited to, unwelcome sexual advances, and other verbal, visual, or physical conduct of a sexual nature when the conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.

Examples of prohibited conduct are:

- Sexual jokes, stories, drawings, pictures, or gestures.
- Touching an individual's body or clothes in a sexual way.
- Displaying sexually suggestive objects in the educational environment.
- Any act of retaliation against an individual who reports an incident of sexual harassment.

Students BP S14S.3(a)

Nondiscrimination Harassment

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

(cf 0410 -Nondiscrimination in District Programs and Activities) (cf 5131 -Conduct) (cf 5131.2 -Bullying) (cf 5137 -Positive School Climate) (cf 5145.9 -Hate-Motivated Behavior) (cf 5146 -Married/Pregnant/Parenting Students) (cf 6164.6 -Identification and Education Under Section 504)

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

The Superintendent or designee shall provide age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the district's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

(cf 4131 -Staff Development)

(cf 4231-Staff Development)

(cf 4331 -Staff Development)

In providing instruction, guidance, supervision, or other services to district students, employees and volunteers shall carefully guard against segregating or stereotyping students.

(cf 1240 -Volunteer Assistance) (cf 6145 -Extracurricular and Curricular Activities) (cf 6145.2 -Athletic Competition) (cf 6164.2 -Guidance/Counseling Services)

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior. Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

(cf 4118 -Suspension/Disciplinary Action) (cf 4119.2114219.21/4319.21-Professional Standards) (cf 4218 -Dismissal/Suspension/Disciplinary Action) (cf 5144 -Discipline) (cf 5144.1 -Suspension and Expulsion/Due Process) (cf 5144.2 -Suspension and Expulsion/Due Process (Students with Disabilities)) (cf 5145.2 -Freedom of Speech/Expression)

BP 5145.3(b) NONDISCRIMINATION HARASSMENT (continued)
Grievance Procedures

The following position is designated Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the district's nondiscrimination policies:

Assistant Superintendent (position title) 205 N. Park Ave., Avenal, CA 93204 (address)
(559) 386-9083 (telephone number)

(cf 1312.1 -Complaints Concerning District Employees) (cf 1312.3 -Uniform Complaint Procedures)

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the Coordinator or principal, whether or not the victim files a complaint.

In addition, the employee shall immediately intervene when safe to do so. (Education Code 234.1) **BP 5145.3(c)** Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3 -Uniform Complaint Procedures.

The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district web site or any other location that is easily accessible to students.

(cf 1113 -District and School Websites) (cf 1114
-District-Sponsored Social Media) (cf 6163.4 -Student
Use of Technology)

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.

Legal Reference: (see next page) **BP 5145.3(d)**

NONDISCRIMINATION HARASSMENT (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
48900.3 Suspension or expulsion for act of hate violence
48900.4 Suspension or expulsion for threats or harassment
48904 Liability of parent/guardian for willful student misconduct
48907 Student exercise of free expression
48950 Freedom of speech
48985 Translation of notices
49020-49023 Athletic programs
51500 Prohibited instruction or activity
51501 Prohibited means of instruction
60044 Prohibited instructional materials

CIVIL CODE

1714. I Liability of parents/guardians for willful misconduct of minor

PENAL CODE

422.55 Definition of hate crime
422.6 Crimes, harassment *CODE OF REGULATIONS, TITLE 5 4600-4687 Uniform Complaint Procedures 4900-4965 Nondiscrimination in elementary and secondary education programs UNITED STATES CODE. TITLE 20 1681-1688 Title IX of the Education Amendments of 1972 UNITED STATES CODE. TITLE 42 2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended 2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964 CODE OF FEDERAL REGULATIONS, TITLE 34 100.3 Prohibition of discrimination on basis of race, color or national origin 104.7 Designation of responsible employee [or Section 504 106.8 Designation of responsible employee for Title IX 106.9 Notification of nondiscrimination on basis of sex COURT DECISIONS Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567 Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130 Management Resources:*

Management Resources: CSBA PUBLICATIONS Safe Schools: Strategies [or Governing Boards to Ensure Student Success, 2011 Providing a Safe, Nondiscriminatory School Environment [or All Students. Policy Brief, April 2010 FIRST AMENDMENT CENTER PUBLICATIONS Public Schools and Sexual Orientation: A First Amendment Framework [or Finding Common Ground 2006 NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004 U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS Publications Dear Colleague Letter: Harassment and Bullying, October 2010 Notice or Non-Discrimination, January 1999 WEB SITES CSBA: <http://www.csba.org> California Department of Education: <http://www.cde.ca.gov> California Safe Schools Coalition: <http://www.casafeschools.org> First Amendment Center: <http://www.firstamendmentcenter.org> National School Boards Association: <http://www.nsba.org> U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy CSBA MANUAL MAINTENANCE SERVICE
adopted: June 20, 2014

GENERAL INFORMATION

Emergency Procedures: It is imperative that you fill out one emergency card for EACH of your children. NO student will be released during school hours to anyone not listed on the emergency card. If your child has any known allergies, medical problems or is taking any medication, this should be noted on the card. **Please remember: Inform the office immediately of any change of address, phone number or medical condition. The information from the card is used to contact parents and guardians in the event of an emergency.**

Caregiver's Affidavit: In the absence of a parent/guardian, enrollment shall not be delayed. If the student is not residing with the parent/guardian and guardianship has not been legally established, the school shall provide the adult who is enrolling the student Caregiver's Authorization Affidavit. The adult who enrolls the student must provide proof of age and identity as well as proof of residence in the attendance area of the school. The Caregiver's Affidavit is sufficient proof necessary to determine that a student lives in the caregiver's home, unless there is a suspicion that the student is residing elsewhere (E.C. 48204). This affidavit must be renewed on yearly basis.

Fire Drill/Earthquake Drill/Lock-Down Drill: State law requires fire drills to be held once each quarter. The fire bell is a loud continuous series of bells. Students should leave classes orderly and immediately proceed out of the room to the designated fire drill station. Leave all equipment in classrooms. A long bell will be sounded for the "all clear." Duck and cover drills will also be performed throughout the year.

Visitors: State law prohibits loitering on any public school campus while school is in session. All visitors must report to the office and state the reason for their visit. All visitors must check in through the Receptionist Desk in the Administration Building and receive a visitor's pass. Avenal Elementary School does not allow visitors, infants, or toddlers during the day without administrative approval.

Small children, not enrolled in the school, create unnecessary distractions in the classroom and are therefore not allowed. Liability is also a concern so please make other arrangements for younger children. Guest speakers and/or presenters must be pre-approved by administration before speaking and/or presenting at AES. Visitor's must also check out with the office and return the visitor's pass. All visitors must wear a visitor's pass at all times.

Lost and Found/ Stolen School Property: Students are responsible for articles such as books, calculators, computers, Wi-Fi routers, or any other school items checked out to them or otherwise in their care. If any such items are lost or stolen, students will be required to pay for those items. The cost of those items will appear as a fine on the student's record until it is paid. In case of theft, students are to fill out a theft report in the Office for further investigation. The school is not responsible for any materials/items left in/on campus including buildings, athletic complexes and restrooms. The school provides a variety of equipment for student play and physical education. Personal sports equipment must not be brought to school. Games and toys must be **left at home** unless the teacher sends home a written request that certain items be brought to school. The school is not responsible for any loss of, or breakage of, personal items brought on campus. Found items are returned to the office. These items will be kept in a central location for one year. Students wishing to search the lost and found box should request permission from the office.

Parties/ Balloons: Birthday balloons are a distraction on school grounds. Surprise students with balloons when they arrive home instead. Messages and deliveries, i.e., gifts, balloon bouquets, etc., for students will not be accepted during instructional minutes, unless the Principal/designee deems it an emergency. Any delivered items will be kept in the office until the end of the school day. Exceptions will be made if your child is receiving an award at an assembly.

Telephone/ Messages: The School Phone is located in the school office and is for business only. The student may be given permission to use the phone by staff if in the staff's judgment the call is absolutely necessary. Unsupervised use of the phone by a student is not permitted. **Only in an emergency should the office be contacted to interrupt a student in the classroom to deliver personal messages.** We encourage our parents to make any arrangements with their children at home before school starts (this means going to another relative's house after school, to walk home, etc. Staff will not be responsible for delivering personal messages that are not deemed urgent.

Cell Phones/Ipods/IWatches: These items are convenient for parents and help parents keep in contact with children. However, cell phones and such devices can be very disruptive in school. If students bring cell phones/ipods/Iwatches to school, they **must be turned off and remain in the backpack.** If a phone/ipod/ Iwatch is out during school (recess, lunch, class time, etc.), it will be taken away. The student can get the device in the office after school. If it is taken a second time, parents will be called to pick up the device. If the device is taken away the third time it will be held in the office until the last day of the school year. The school administration reserves the right to erase any pictures on the cell phone/ipod that were taken on campus during the school day.

Toys/Personal Items: The school provides a variety of equipment for student play and physical education. Personal sports equipment must not be brought to school. Games, portable game consoles and toys must be left at home unless the teacher sends home a written request that certain items be brought to school. The school is not responsible for any loss of, or breakage of, personal items brought on campus.

Health Services

When an illness or injury occurs at school, the student should obtain a pass from his/her teacher (except in the case of an emergency injury). School personnel cannot provide services normally provided by a doctor or a hospital. However, medication can be administered under the following regulations:

1. With certain exceptions such as inhalers, students may not carry medications at school. All medications including inhalers must be brought to and cleared by the main office.
2. The parent or guardian and physician must sign a statement requesting that school personnel assist the student in taking medication during school hours.
3. The medication bottle provided by the parent must have the prescription label complete with the pupil's name and the doctor's instructions including prescribed dosage.
4. Parent requests and physician statements must be renewed annually; newly signed statements must be submitted when the medication regimen is changed. Forms are available in the main office.
5. If your child has been vomiting at home and/or has a fever of 100.2 at home, the child must be at least 24 hrs. fever-free and vomit-free to attend school.

Parents are required by California State Law to inform the school of any medication to be taken by the child at school. Education Code Section 49423 defines certain requirements for the administration of medication by the school. Parents are responsible for providing the school with a signed physician's statement and a parent/guardian's request for medication to be administered during school hours. Medication must be kept in its original container with all labeling intact. No medication, including cough drops and other over-the-counter drugs, will be administered by the school nurse or will students be allowed to have unless these guidelines are followed. See office staff about procedures for inhalers.

PARENT VOLUNTEER PROGRAM

A child's educational success is best assured when the school and the home create a partnership. We encourage parent volunteers to take an active part in the classroom, the library, and other school activities. Parenting classes will be offered this year. (The dates, time, and subjects will be announced by our new Parent Liaison and will be sent home in a mailer and announced by phone.)

Volunteer time does not have to be on a weekly or monthly routine. Even a one-time activity can show your child the value of school and education. The teachers and staff appreciate the help parents and community members provide throughout the year. The staff welcomes the people in our community who would be interested in participation in our school activities and programs. Regular volunteers will need to be fingerprinted. Ask at the office for further information.

The School Site Council (SSC) holds monthly public meetings on the third Thursday of each month. This is a committee made up of parents and staff. This advisory group monitors the needs of the school and makes sure that money received from Title 1 and other sources are spent based on student needs. Each year, several new parent members are needed to replace parents which have served their term limit. Each member must be elected and will serve a 2-year term. The election for parent members will be held in the Cafeteria on Back to School Night. Parents: If you are interested and would like your name placed on the ballot, please contact Juanita Saldivar in the office at 386-5173, ext. 3062.

The English Learner Advisory Committee (ELAC) meets at 8:30 am every third Thursday of the month or may be combined with the SSC committee if voted yearly to be combined. This committee advises the SSC as to the needs of English Language Learners (ELL's). ELAC committee members will also be elected at Back to School Night. Please call Juanita Saldivar to place your name on the ballot.

The District English learner Advisory Committee (DELAC) is composed of members of school site committees and meets monthly.

The Parent Teacher Organization (PTO) will be organized this year to provide teachers, parents, and school staff additional opportunities to work together and promote student learning. The PTO will meet the second Tuesday of every month in the Avenal Elementary School Office at 3:00. (The governing board will meet in the office the first Tuesday of every month at 3:00) The PTO will plan/ participate in Organization activities and fundraisers.

DISTRICT POLICIES

UNIFORM COMPLAINT PROCEDURES

Annual Notification

The Reef-Sunset Unified School District has primary responsibility for ensuring that it complies with the state and federal laws and regulations governing educational programs implemented by the district and civil rights protections regarding sex, sexual orientation, gender, age, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. Any complaints alleging unlawful discrimination or failure to comply with state or federal laws in adult education, consolidated categorical aid programs, vocational education, and special education programs will be reviewed and mediated or investigated by the district. The complainant will have the opportunity to provide relevant information during the investigation. Within sixty days of receipt of the complaint, the district will provide a written report to the complainant. Complaints alleging discrimination must be filed within six months from the alleged occurrence or when knowledge was first obtained. Complainants may also pursue civil law remedies through mediation centers, the county office of education, and public/private interest attorneys.

The district follows Uniform Complaint Procedures established in Board Policy 1312.3. Complaints should be directed to the district compliance officer at 386-9083 ext. 1001.

If dissatisfied with the district's resolution of a complaint, the complainant has the right to appeal to the California Department of Education within fifteen days after the district's report is issued. In a discrimination complaint, the complainant has the right to seek legal remedies (such as court action) when at least sixty days has passed after filing an appeal with the California Department of Education.

NOTICE TO PARENTS, GUARDIANS, PUPILS, AND TEACHERS

Complaint Rights

Parents, Guardians, Pupils, and Teachers:

Pursuant to California *Education Code* Section 35186, you are hereby notified that:

There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.

School facilities must be clean, safe, and maintained in good repair.

There should be no teacher vacancies or mis assignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present. *Teacher vacancy means a position to which a single designation certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.*

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

A complaint form may be obtained at the school office, district office, or downloaded from the district's web site (www.rsusd.net). You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.gov/re/cp/uc/>.

REEF-SUNSET USD

ADMINISTRATIVE REGULATION

Fees and Charges

AR 3260

Business and Non Instructional Operations

When approved by the Board of Trustees, the Superintendent or designee may impose a fee for the following: (5 CCR 350)

1. Insurance for athletic team members, with an exemption providing for the district to pay the cost of the insurance for any team member who is financially unable to pay (Education Code 32221)

(cf. 5143 - Insurance)

2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)

3. Expenses of students' participation in a field trip or excursion to another state, the District of Columbia, or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)

(cf. 6153 - School-Sponsored Trips)

4. Student fingerprinting program, as long as the fee does not exceed the actual costs associated with the program (Education Code 32390)

(cf. 5142.1 - Identification and Reporting of Missing Children)

5. School camp programs in outdoor science education, conservation education, or forestry operated pursuant to Education Code 8760-8774, provided that the fee is not mandatory and no student is denied the opportunity to participate for nonpayment of the fee (Education Code 35335)

(cf. 6142.5 - Environmental Education)

6. Reimbursement for the direct cost of materials provided by the district to a student for the fabrication of nonperishable personal property the student will take home for his/her own possession and use, such as wood shop, art, or sewing projects kept by the student (Education Code 17551)

7. Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average non subsidized cost per student and exemptions are made for indigent and disabled students (Education Code 39807.5)

(cf. 3250 - Transportation Fees)

8. Transportation for students to and from their places of employment in connection with any summer employment program for youth (Education Code 39837)

9. Deposit for school band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries (Education Code 38120)

10. Sale or lease of Internet appliances or personal computers for the purpose of providing access to the district's educational computer network, at no more than cost, as long as the district provides network access for families who cannot afford it (Education Code 17453.1)

(cf. 0440 - District Technology Plan)
(cf. 6163.4 - Student Use of Technology)

11. Fees for any community service class in civic, vocational, illiteracy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the class (Education Code 51810, 51815)

(cf. 6142.4 - Service Learning/Community Service Classes)

12. Eye safety devices worn in courses or activities involving the use of hazardous substances likely to cause injury to the eyes, when being sold to students and/or teachers or instructors to keep and at a price not to exceed the district's actual costs (Education Code 32033)

(cf. 3514.1 - Hazardous Substances)
(cf. 5142 - Safety)

13. Actual cost of furnishing copies of any student's records, except that no charge shall be made for furnishing up to two transcripts or two verifications of a former student's records or for reproducing records of a student with a disability when the cost would effectively prevent the parent/guardian from exercising the right to receive the copies (Education Code 49065, 56504)

(cf. 5125 - Student Records)

14. Actual costs of duplication for reproduction of the prospectus of school curriculum or for copies of public records (Education Code 49091.14; Government Code 6253)

(cf. 1340 - Access to District Records)
(cf. 5020 - Parent Rights and Responsibilities)

15. Food sold at school, subject to free and reduced-price meal program eligibility and other restrictions specified in law (Education Code 38084)

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3551 - Food Service Operations/Cafeteria Funds)
(cf. 3552 - Summer Meal Program)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 3554 - Other Food Sales)

16. As allowed in law, replacement cost or reimbursement for lost or damaged district books, supplies, or property, or for district property loaned to a student that he/she fails to return (Education Code 19910-19911, 48904). ***If the lost item is later found and returned to the District, the amount of the replacement cost previously paid may be refunded to the family. In order to receive a refund, the item must be returned to the District in good and usable condition, the item must be returned within 60 days of payment of the replacement cost, and the family must provide a receipt showing payment of the replacement cost to the District.***

(cf. 3515.4 - Recovery for Property Loss or Damage)

17. Tuition for district school attendance by an out-of-state or out-of-country resident (Education Code 48050, 48052, 52613; 8 USC 1184)

(cf. 5111.2 - Nonresident Foreign Students)

18. Adult education books, materials, transportation, and classes, except that no fee may be charged for classes in elementary subjects or for which high school credit is granted when taken by a person who does not hold a high school diploma or, effective July 1, 2015, classes in English and citizenship (Education Code 39801.5, 52612, 60410)

(cf. 6200 - Adult Education)

19. Preschool and child care and development services, in accordance with the fee schedule established by the Superintendent of Public Instruction, unless the family qualifies for subsidized services or the program is for severely disabled children and the student is eligible to enroll in it (Education Code 8239, 8250, 8263)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

20. After School Education and Safety Programs, as long as no eligible student is denied the ability to participate because of inability to pay the fee (Education Code 8482.6)

21. Advanced Placement and International Baccalaureate Diploma examinations for college credits, as long as the examination is not a course requirement and the results have no impact on student grades or credits in the course

(cf. 6141.5 - Advanced Placement)

BUS TRANSPORTATION

Although state law does not mandate transportation, school buses are provided by the district to ensure the safest possible means to and from school for students or any other place authorized by school authorities. This being the case, students are to do their part to maintain a safe driving condition for the bus driver.

1. Students are to get on and off the buses only at a scheduled place for loading/unloading and only on their scheduled bus.
2. Students should be ready to board the bus when it reaches your pickup location, as it needs to leave on time.
3. Classroom conduct is to be observed.
4. Standing, changing seats, sitting backwards or crosswise in seats is prohibited.
5. Arms are to be kept inside the bus - feet on the floor.
6. Throwing things out of the bus is strictly in violation of the law.
7. Yelling at people along the streets is prohibited.
8. Buses shall be kept clean. Eating food, candy, seeds, etc. while riding on buses is prohibited.
9. Students shall not deface any part of the bus. Any damage done to a bus shall be paid for by those found responsible for such damage. Parents shall be held liable for repairs.
10. Field trips and sporting events: Students are to follow all rules, the same as daily bus students.
11. When a rider is found responsible for misconduct, the rider will be reported to the assistant principal with a bus referral.
 - a. The school will make every effort to notify the rider and their parent/guardian of the student's removal from the bus for one school day.
 - b. Upon a second offense of misconduct, the rider will be denied transportation services for a period of ten school days.
 - c. Upon a third offense of misconduct, the rider will be denied transportation services for 30 school days.
 - d. Upon determination of continual misconduct, a student may lose transportation for the remainder of the school year
12. Students will be picked up and dropped off at prearranged stops unless parents notify the school beforehand.

Transportation and School Activities

Transportation to School Activities: The school always provides transportation to athletic events and field trips which are out of town. Participating students must ride the school bus or van both to and from an event unless **PRIOR permission is granted by an administrator**. Students must have a parent complete an Alternative Transportation Request form requesting permission to ride with THEIR PARENT/GUARDIAN. This form must be approved in 48 hrs. prior to the activity by an administrator and a copy will be given to staff members supervising the trip. Students may not provide transportation for other students.

FOOD SERVICES

Wellness Policy: The state of California requires that schools provide ONLY healthy food and snacks to students. Board Policy AR 5030 Goal 5 requires that we ensure all food and beverage not served through Food Services meet basic nutrition standards. (That means no “junk food” as treats or rewards) Student dietary needs are monitored through the cafeteria program and the wellness policy. No extra treats are permitted during the school day. Any outside food that is brought to the classroom must meet our wellness policy guidelines. For any questions or concerns, please consult with an Administrator.

Lunch Time Regulations:

1. Avenal Elementary School has a cafeteria with four workers. Meals are heated and served for lunch. Snacks are also provided for the after school program.
2. Lunch is 40 minutes in length with a 5-minute passing time to class. Students may eat cafeteria food or bring their lunch from home. School lunches are free and students must have the required lunch form on file.
3. Take pride in our campus, dispose of litter appropriately.

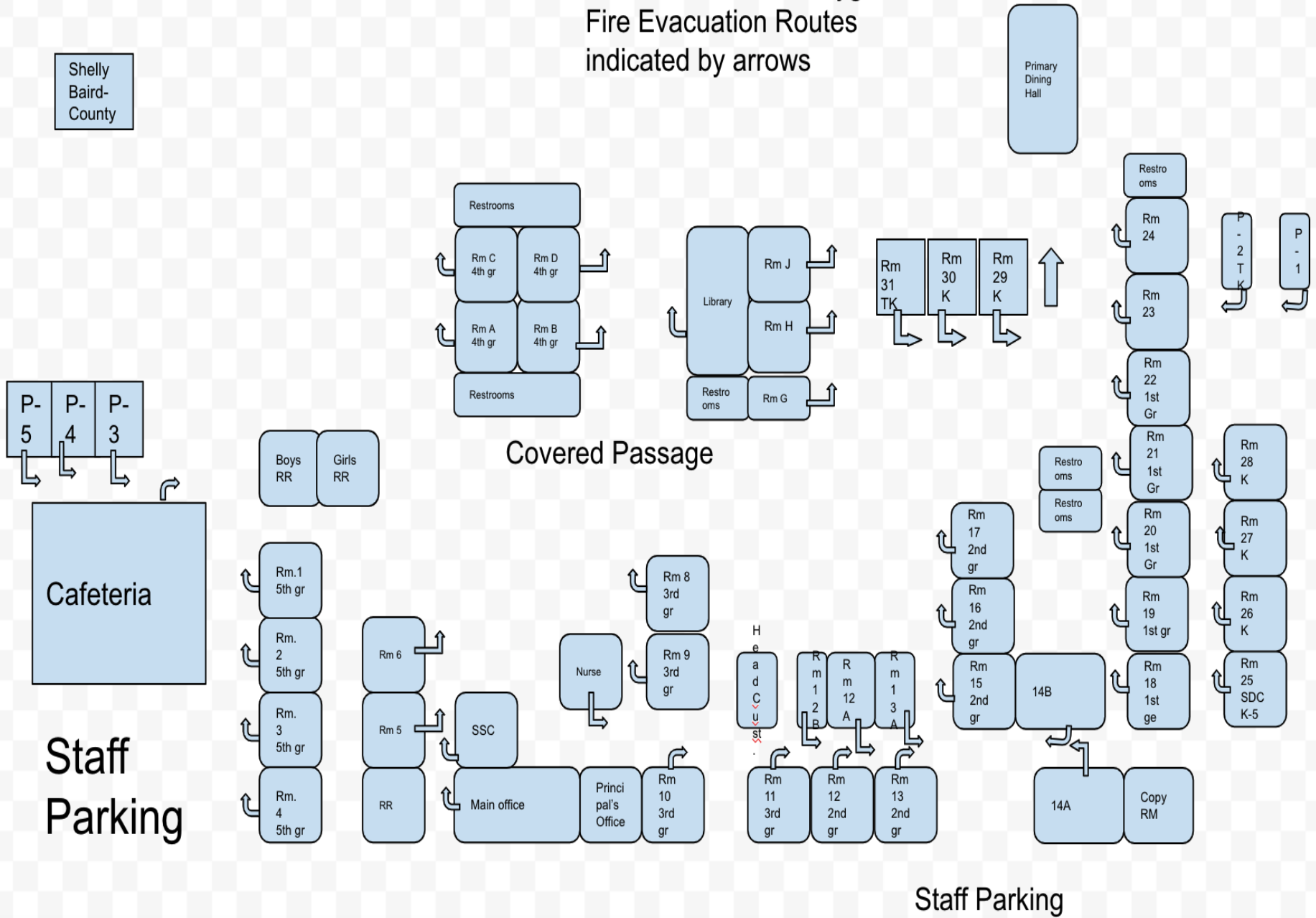
****While Avenal Elementary supports parents/guardians volunteering at the school, we do not allow parents to sit at lunch with their children unless there is a specific need to do so (medical, behavioral, etc.).**

Breakfast:

A nutritious hot and/or cold breakfast is provided for all students in the classroom from 7:30 am to 8:30 am (depending on grade) every school day. Students qualifying for free lunches have the same opportunity for “free” breakfast

Basketball Courts/Playground Fire Evacuation Routes indicated by arrows

Shelly
Baird-
County



AES CLASSROOM MAP LIST

Rm #	Teacher	Grade		Rm #	Teacher	Grade
1	Ramirez	5th		21	Groves	1st
2	D. Orozco	5th		22	Riggio	1st
3	Amos	5th		23	Gonzalez-art	K-5
4	Johnson	5th		24	Testing	
5	Lounge			25	Sear-SDC	K-5
6	Staff Rm			26	Williams	K
8	Brumley	3rd		27	P. Orozco	K
9	Montoy	3rd		28	L. Garcia	K
10	Cazares	3rd		29	Lopez	K
11	Bancroft	3rd		30	Rodriguez	K
12	Crass	2nd		31	Gonzalez	TK
12/13A	RSP	TBD		A	Rojas	4th
12B	Speech			B	Arnold	4th
13	Y. Garcia	2nd		C	Bonilla	4th
14A	Food Ser.			D	Young	4th
14B	Lib. Stor.			G/H	SSC/PBIS	
15	Machado	2nd		J	Makerspace	
16	Boehm	2nd		P-1	Preschool	
17	Castillo	2nd		P-2	Preschool	
18	Sauceda	1st		P-3	Teaching Fellows/Speech	
19	Arroyo	1st		P-4	Dist. Nurse	
20	Hamilton	1st		P-5	Tech Dept.	

ENGLISH LEARNER STUDENT IDENTIFICATION, ASSESSMENT, AND PLACEMENT

Step 1 Home Language Survey: At the initial registration, the Home Language Survey (HLS) is used to determine the student's primary language. This is a legal document and must be kept on file in the student's permanent cumulative folder.

Step 2 English Language Proficiency Assessment: If Items 1, 2, or 3 are answered with English on the HLS, the child is classified as English Only (EO). If any of Items 1, 2, or 3 on the HLS are answered with a language other than English, the child is tested for English language proficiency using the Initial English Language Proficiency Assessments for California (ELPAC) within 30 days of enrollment at their school.

Step 3 Language Classification: The Initial ELPAC measures the student's English Proficiency in the areas of speaking, listening, reading and writing. An overall score of 150-600 is assigned to the student. The score can be used for both placement and instructional strategies in order to help students become proficient in English as quickly as possible. English Learners are classified as *Novice English Learners* if they receive an overall score of 150-369, *Intermediate English Learner* if they receive an overall score of 370-449, and *Initial Fluent Proficient (IFEP)* if they receive an overall score of 450-600. If a student is categorized as an IFEP then they will not be classified as an English Learner.

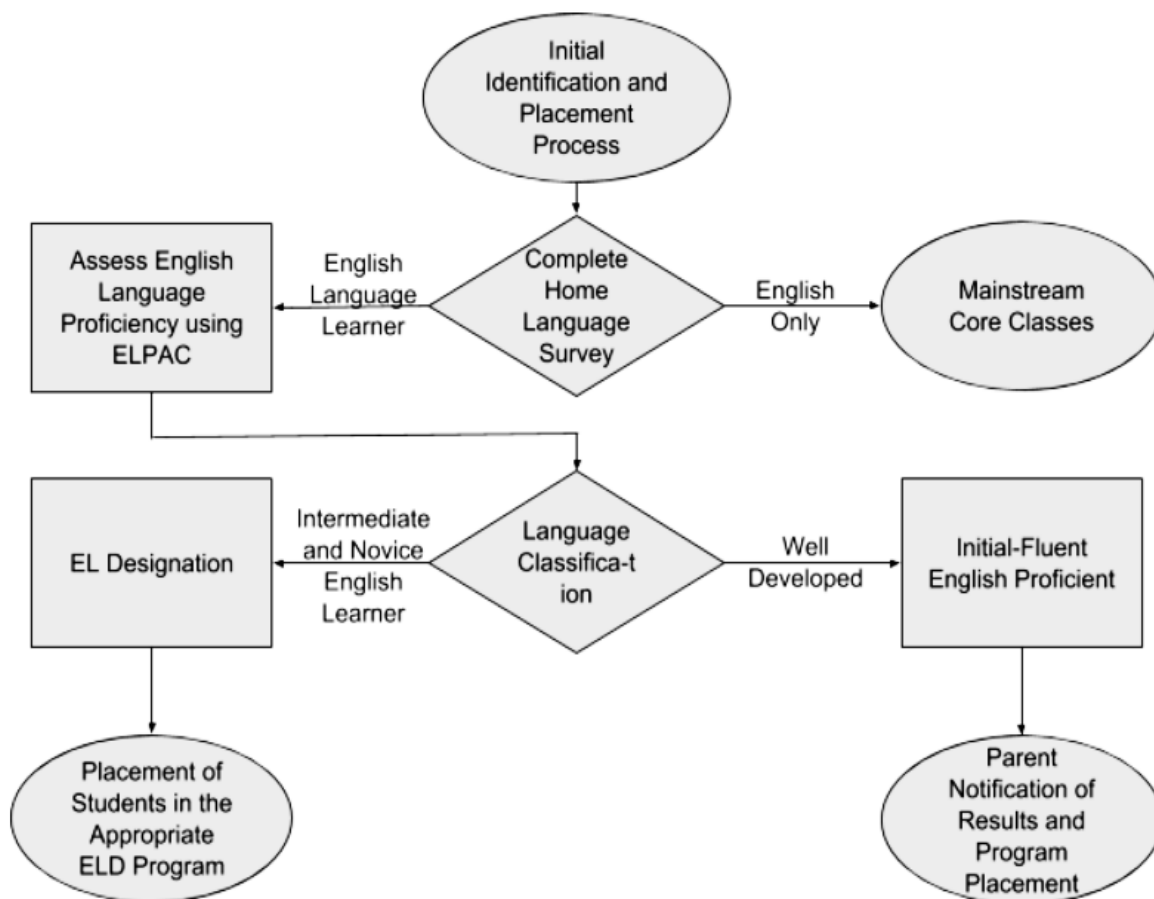
Step 4 Placement: The administrator will make appropriate student program placement. If the parent or guardian requests that their child be placed in an English Language Mainstream (ELM) program, the administrator will honor the parent's preference and have the parent sign the Structured English Immersion Program Exemption Form. Parents may opt out of a program but cannot opt out of ELD services, ie. ELD instruction, ELPAC testing, or intervention.

Step 5 Parent Notification of Assessment Results and Program Placement within 30 days of enrollment, parents or guardians of English learners will be notified in writing of their child's English language proficiency assessment results (ELPAC) and program placement. Parents will also receive an assessment report from the State of California several weeks later. Parents/guardians of English learners may choose a language acquisition program that best suits their child. To the extent possible, any language acquisition program requested by the parents/guardians of 30 or more students at the school or by the parents/guardians of 20 or more students at any grade level shall be offered by the school. (Education Code 310; 5 CCR 11311)

STUDENT ACCOUNTABILITY REPORT CARD (SARC)

The purpose of the Student Accountability Report Card (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. The public may also use a SARC to evaluate and compare schools on a variety of indicators. State law requires every school in California to publish a School Accountability Report Card, by February 1 of each year. <https://www.rsusd.net/domain/28>

Initial Identification and Placement Process



Reef-Sunset Unified School District
Title I PARENT & FAMILY ENGAGEMENT POLICY

PART I. GENERAL EXPECTATIONS AND OBJECTIVES

Reef-Sunset Unified School District agrees to implement the following statutory requirements:

- A. Involve parents and family members in jointly developing the local educational agency's Title I, Part A plan under section 1112, and the development of school support and improvement plans under section 1111(d).**

The District will involve parents in the joint development of RSUSD's Local Education Agency (LEA) Plan through the Title I Parent Meetings held at each school site and at the District level. The recommendations from parents about the Local Educational Agency Plan will be published annually.

- B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the RSUSD in planning and implementing effective parent and family involvement activities. These activities must improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.**

The District continues to coordinate and support in assisting and building the capacity of all participating schools in RSUSD to ensure effective planning and implementation of the ideas brought forth by Title-I parents and to ensure uniformity in the delivery and capacity building of parent and family members in RSUSD. Effectiveness will be determined through surveys and other forms of evaluation.

- C. Coordinate and integrate parent and family engagement strategies to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs.**

To address this mandate, the District will coordinate and integrate its family engagement programs and trainings with those of other District units: Curriculum, Instruction and Categorical Services; Student Services; Business Services; Technology Services; and Assessment Services.

- D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying—**
- **Barriers to greater participation by parents/families in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);**

- o **The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and**
- o **Strategies to support successful school and family interactions;**

To address this mandate, the District will:

*Annually review the District Parent and Family Engagement Policy with parents in the Title I parent meetings. The Title-I parent meetings will include:

- *barriers to parent participation in Title-I schools
- *the needs of all parents and families, specifically for those of various racial and ethnic subgroups, to partner with their child's school for student academic success, and
- *strategies to overcome participation barriers and develop successful partnerships with families and schools for student achievement.

H. Use the findings of such evaluation to design evidence-based strategies for more effective parental and family engagement, and to revise, if necessary, the parent and family engagement policies described in this section.

To address this mandate the District will:

- Annually review data from the Title-I Parent Meetings to determine the need for revisions of the Title-I Parent and Family Engagement Policy.
- Share best practices and strategies identified by the Title-I Parent Meetings with schools and school staff in order to strengthen school-based parent engagement and communication between schools and families.

F. Involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by RSCSD to adequately represent the needs of the population. This advisory board will help develop, revise, and review the parent and family engagement policy.

The authentic involvement of parents in their children's education and schools is critical for improvement. To address this mandate, the District will:

*Use parent feedback on the barriers to participation in the Title-I program, and strategies to overcome the barriers, to train district and school personnel

*Ensure meaningful parent engagement at schools by growing schools' capacity to do the following:

- *Listen responsively to parents

- *Create welcoming, respectful environments for all parents
- *Provide learning opportunities for parents
- *Provide differentiated learning opportunities for families
- *Encourage parents and students to participate in leadership opportunities at school sites and within the District.

PART III. ADOPTION

RSUSD's Parental and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by Agenda's, Minutes, and Sign-In sheets of Title-I Parent Engagement Meetings.

This policy was adopted by the Reef-Sunset Unified School District on 03/21/19 and will be in effect for the period of one year and the policy will be reviewed and updated by Title-I Parents and sent to the school board for adoption annually. RSUSD will distribute this policy to all parents of participating Title I, Part A children on or before August 15th annually.



(Signature of Authorized Official)

3/21/19

(Date)



2022-23

School Parent and Family Engagement Policy

In carrying out the parent and family engagement requirements, Avenal Elementary School, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under 20 U.S.C. § 6311 in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318[f]).

As a component of the school-level parent and family engagement policy, Avenal Elementary School shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The school-parent compact shall carry out the following requirements: (20 U.S.C. § 6318[d])





2022-23

Parent-School-Four Way Pledge
Promesa De Cuatro Partes Consorcio De Escuela-Padres

Schools, parents and students collaborate together and take collective responsibility for quality education. The signatures below indicate our support of and commitment to the following responsibilities:

Escuelas, padres y estudiantes deben tomar una responsabilidad coactiva por la calidad de la educación. Las firmas debajo indican el apoyo y compromiso y las siguientes responsabilidades:

As A Student I Will/Como Estudiante Yo:

1. Get to class on time every day. Llegaré a clase a tiempo todos los días.
2. Return completed homework on time. Entregaré la tarea completa y a tiempo.
3. Follow school rules to and from school, in the classroom, in the cafeteria, on the playground, and on the bus. Obedeceré a las reglas de y a la escuela, en la clase, en la cafetería, en el patio de recreo, y en el autobús.
4. Be responsible for my own behavior. Seré responsable de mi propio comportamiento.
5. Work hard to reach learning and performance goals. Trabajaré duro para llegar a la meta de aprendizaje.
6. Seek out and take advantage of extra help and support opportunities. Buscaré y aprovecharé ayuda extra y otras oportunidades.
7. Tell parents honestly what is happening at school and give all school notices to parents immediately. Le diré honestamente a mis padres lo que sucede en la escuela y entregaré todas las notas que vienen de la escuela a mis padres inmediatamente.

Signature/Firma _____ Date/Fecha _____



As A Parent, I will/Como Padre, Yo:

1. Make sure that my child completes his/her homework every night, including the home Reading Assignment. Aseguraré de que mi hijo/a complete su tarea todas las noches, incluyendo la tarea de lectura en casa.
2. Require my child to be responsible for his/her behavior, attitude, and effort at school and home. Requeriré que mi hijo/a sea responsable de su comportamiento, actitud y esfuerzo en la escuela y en casa.
3. Respond to information and requests sent to me through the teacher 's Parent Feedback System. Responderé a información y peticiones mandadas a mí por medio del sistema de Información entre Padres/Maestros.
4. Make sure my child gets adequate sleep and has a healthy diet. Aseguraré que mi hijo/a reciba una dieta y descanso adecuado.
5. Support the school 's district attendance and discipline policies and procedures, described in the Student Handbook for parents. Apoyaré las pólizas y procedimientos de asistencia y disciplina de la escuela y del distrito, descritos en el Manual de Padre-Estudiante.
6. Communicate with my child's teacher. Mantendré comunicación con el maestro/a de mi hijo/a.
- 7.

Signature/Firma _____ Date/Fecha _____



As Teacher, I Will/Como Maestro/a, Nosotros:

1. Teach grade level skills and concepts. Enseñaré habilidades y conceptos a nivel de grado.
2. Strive to address the individual needs of your child. Me esforzaré para dirigirse a las necesidades de su hijo/a.
3. Communicate with you regarding your child's progress. Me comunicaré con usted acerca del progreso de su hijo/a.
4. Provide a safe, positive, and healthy learning environment for your child. Proveeré un ambiente seguro, positivo, y saludable para su hijo/a.
5. Communicate homework and classwork expectations. Comunicaré expectativas de tarea y trabajo en clase.
6. Provide appropriate and varied instructional activities and maintain high standards within each subject area to ensure student learning. Proveeré actividades instruccionales y apropiadas y variables y mantendré normas altas dentro de cada material.
- 7.

Signature/Firma _____ Date/Fecha _____



As A School Site, We Will/Como Sitio De La Escuela, Nosotros:

1. Provide a healthy, safe, and positive teaching/learning environment. Proveeremos un ambiente saludable, seguro, y positivo de aprendizaje.
2. Provide appropriate instructional practices, high academic standards and the delivery of a quality core curriculum to all students. Proveeremos dirección instruccional para prácticas, normas académicas altas y la entrega de un plan de estudios de calidad para todos los estudiantes.
3. Maintain open communication between home and school, making sure to include recognition for achievement and cooperation on the part of students, staff, and parents. Mantendremos comunicación abierta entre casa y escuela, asegurando de incluir reconocimiento por el logro y cooperación por parte de los estudiantes, miembros del personal, y padres.
4. Encourage and support parent involvement. Animaremos y apoyaremos el involucramiento de los padres. Provide students with as much consistency as possible in assignment of substitute teachers and instructional aides. Proveeremos a los estudiantes con consistencia-en asignación de maestros suplentes y asistentes de maestros/as.

TEACHER: _____

Avenal Elementary School
Parent/Student Handbook
Certificate of Understanding

STUDENT'S NAME: _____

GRADE: _____

I have read and discussed the 2022-23 AES Parent/Student Handbook with my child and I am aware of and understand the rules and regulations of Avenal Elementary School. In addition, I read and understand the K-9 use and RSUSD uniform complaint policies.

Student Signature

Date

Parent/Guardian Signature

Date

This page should be returned to the Administration office during the first week of school or one week after a new student is enrolled.