

BROWNS SCHOOL

Home of the Bobcats



HANDBOOK

Office:

Superintendent/Principal
Administrative Secretary
Attendance Clerk/Receptionist

Kerrie Corbridge
Jane Draper
Tracy Hill

Teachers:

Preschool
Kindergarten
First Grade
Second Grade
Third Grade
Fourth Grade
Fifth Grade
Sixth Grade
Seventh Grade
Eighth Grade

Jill Dunfee
Eileen Van Assen
Rebecca Wall
Mona Haddox
Julissa Ruiz
Aimee Adams
Aimee Adams
Cathy Mackie
Pam Jensen
Megan Hill

Custodian/Bus Driver: John Hamersla

Cafeteria: Debbi Burdick

Instructional Aids/Yard Duty: Mary Hanson, Debbi Burdick, Quinci Chavez, Nikki Best, Shannon Cavasos

Daycare: Shannon Cavasos

BROWNS ELEMENTARY STUDENT HANDBOOK

SCHOOL HOURS:

School hours are 8:30am - 3:00pm for grades K-8. All students must remain on the school grounds from the time they arrive in the morning, until dismissal at the end of the school day. This includes lunch period, with the exception of those students who have written permission to go home for lunch.

If a child is late for school, he or she must report to the office first for an office pass before they can be admitted to class.

MEDICATION:

The school Superintendent or other office personnel shall assist students taking medications during the school day. The following statements are required before assistance is given:

- A written statement from the student's parent/guardian requesting the District to assist the student in taking the prescribed medications.
- A written statement from the student's physician detailing the method, dosage amount, and time schedules for the taking of medications.

All medications must be in a bottle/container with the prescription label attached.

CURRICULUM:

The Browns School Staff and School Board have adopted curriculum in every grade level that meets the state standards in reading / language arts, math, social studies, and science. Our goal is to have each student become proficient in each subject area as they proceed through the grade levels.

Subjects covered at Browns include:

READING / LANGUAGE ARTS

Emphasis is placed on the appreciation of the written word, and is accomplished by focusing vocabulary, comprehension, phonics, and reference skills. Students read in groups, individually, and as a whole class. The improvement of writing skills is a priority at Browns. Spelling, penmanship, word usage, and grammar are stressed, as well as creativity. Activities such as daily quick-writes, writing contests, and a variety of different written reports provide an audience for student work and encourage excellence. Wonders is used in grades K-3 and StudySync is used in grades 6-8.

MATHEMATICS

Concept development, problem solving and computation skills are emphasized at every grade level. Manipulatives are used to introduce new concepts. GOMATH is used in grades K-8.

SCIENCE

Students in K-8 will experience life, earth, and physical sciences in a "hands-on" environment. A student-centered science program is created when students are provided a variety of experiments

where the results have direct meaning to them. The processes of science are used and practiced by students so that they can increase their knowledge of the natural world and understand its connection to our technologically advanced society. Teachers will pilot (2) sets of curriculum this year prior to adoption.

SOCIAL SCIENCE

Our social science program is state aligned to meet state and district standards. The program helps students to better understand themselves and others and to develop judgment, perception, civic pride and responsibility in the context of the world we live in. Savvas/Pearson is used in grades K-8.

COMPUTERS

Computers are used as instructional tools to help students reinforce reading, writing, calculating, and problem solving skills. Students with a wide range of needs, from English Language Learners, and remedial to gifted, benefit from integrating technology into their learning.

CITIZENSHIP/PERSONAL DEVELOPMENT

Instruction is designed to foster self-reliance, cooperation, responsible behavior and goal setting. Emphasis is also placed on leadership, respect for others and problem solving.

PHYSICAL EDUCATION

All students receive daily instruction in physical education. Activities include the development of fine and gross motor skills, as well as individual and team sportsmanship and cooperation. Grades 5 and 7 participate in the physical fitness testing designated by California State Education at the end of each year. The P.E. curriculum adopted by Browns is "Spark", a program based upon state standards.

SPECIAL EDUCATION

Browns School provides a program for educationally handicapped pupils who require remediation and support in various classroom subjects. All attempts are made to provide the proper placement for our special education students, with the ultimate goal being mainstreaming into the regular classroom. We operate a learning center style classroom with services for Special Day Class students and also provide a Resource Specialist Program of support.

PSYCHOLOGICAL/HEALTH SERVICES

Psychological testing, speech therapy and health screening are services provided for your child.

Learning experiences at Browns also include:

- County Spelling Bee
- Accelerated Reading
- Honor Roll Activities
- Student Council

In addition, students are provided with many positive activities to reward excellence in the classroom, good behavior, and also to provide additional enrichment opportunities. These include assemblies, plays, drama performances, student council events, sports events and tournaments, and a variety of award assemblies.

TEXTBOOKS/CHROMEBOOKS

Textbooks and Chromebooks are furnished to your child by the school district on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of school textbooks or Chromebooks. They are very expensive and the school cannot assume the responsibility for the loss or destruction of school property.

49063(k) Prospectus of Curriculum: Requires school] Districts to provide notice of the availability of the prospectus prepared pursuant to section 49091.14

DISCIPLINE POLICY

Browns School prides itself on a discipline plan that is firm, fair and consistent. All students have a right to go to school in a safe environment. Each student also deserves the opportunity to learn, free from the influence of disruptive classmates. By working to eliminate small acts of defiance by imposing firm consequences, we can prevent these acts from escalating. Our aim is to eliminate negative behavior and to encourage positive interactions and behavior that will result in a safe and orderly school. Behavior referrals will be issued for classroom and playground defiance, disruption and disorderly conduct. All behavior referrals must be signed by a parent and returned the next day.

Consequences for referrals are as follows:

1 st referral	Loss of morning recess
2 nd referral	Loss of morning and lunch recess Loss of class privileges such as movie, free time, etc. Loss of sports for that week.
3 rd referral	Student will be sent to principal All previous consequences will be continued Parents will be contacted and a behavior plan initiated

For students in grades 4-8, after-school detention will be given for behavior unbecoming of a student. Also, detention may be given to students who are behind in their work.

Defiance of school authorities will result in further discipline actions, possibly suspension.

Other consequences for unacceptable behavior include, but are not limited to:

Detention - Students may be assigned detention if the teacher and/or the principal feel that it is necessary. Parents will be notified at least a day in advance if their child is given after-school detention.

Suspension and Expulsion - Depending upon the severity of the offense, the guidelines for consequences can be altered at the discretion of the Superintendent. The following are behaviors that are more serious in nature:

Fighting, willful disobedience, use of profanity, stealing, cheating, use of drugs or alcohol, carrying a deadly weapon.

The Browns Elementary School District Discipline Matrix was adopted by the School Board in 2007. It is to be posted in each classroom.

BREAKFAST/LUNCH PROGRAM

Our breakfast/lunch program is available to all students. We participate in a state-supported program that provides free and reduced meals to qualifying families. Families that want to participate in a subsidized meal program should complete an application in the office. Eligibility of the application is based on formulas developed by the State of California. **Eligibility is completely confidential and is not shared outside of office.** Monthly menus are sent home with the monthly newsletter and are available on our web site. Meals can be purchased through the office or in the classroom. We encourage advance payments if possible and **do not encourage charging.** If a student is tardy, they must notify the office that they will be getting a hot lunch so that enough lunches are prepared.

EXTENDED DAY PROGRAM

We offer an extended day program that operates from 3:00pm - 6:00pm. Daycare prices are \$4.00 per hour. Students may arrive at school as early as 7:00 a.m. when necessary.

OTHER IMPORTANT INFORMATION

Browns School's telephone number: (530) 633-2523

Fax number: 633-0345

Website: www.brownsschool.org

USE OF SCHOOL PHONE

Students are allowed to use the school phone only when necessary (i.e. illness / emergency). Students **will not be allowed** to call to go home with a friend or for forgotten articles such as homework, tennis shoes, lunches, etc. (If a lunch is forgotten, one will be provided.) Please make after-school arrangements before your child comes to school and limit messages to your child.

USE OF PERSONAL CELL PHONES

Board policy mandates that while cell phones may be brought to school, they must be turned off and in the student's backpack during all on campus hours. Use of cell phones and/or texting is not permitted while at school. Cell phones may not be used during before or after school child care. Cell phones will be confiscated and kept in the office until a parent picks them up, should students go against established policy.

PARENT COMMUNICATION

Monthly bulletins will be sent home at the beginning of each month. The bulletin will include: activities and events happening at the school, holidays, minimum days, and. meeting schedules.

Additionally, each teacher will send home informational news briefs and the superintendent will send home a monthly newsletter. Much of the information will be available on our new web site, www.brownschool.org.

SCHOOL VISITS

Many times parents will have questions about classroom teaching and school procedures. The staff at Browns welcomes questions and comments from parents. Classroom visits can be arranged for parents at your request. Please note however, that dropping into classrooms usually proves to be extremely disruptive.

Always check in the office first before visiting the classroom. Also, parents can request a conference at any time. These should be scheduled in advance; however, teachers are available before and after school for questions.

CUSTODY ARRANGEMENTS

In most cases, divorced parents continue to have equal rights, such as access to information, where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we are required to provide equal access to both parents. **Please notify the office if you need to have communications sent to more than one parent.**

P.E. - EXCUSED ACTIVITIES

If your child's P.E. participation time needs to be restricted for more than three (3) consecutive days, state law requires that we have a doctor's note on file. For three (3) days or less, a daily note from you will be sufficient to excuse your child from participating in PE activities.

LOST AND FOUND

Please put your children's names on clothing and personal things they bring to school. Taking time to do this now may save the cost of buying a replacement. **We are not responsible for lost toys, electronic devices, etc. brought to school by students.**

Lost things are stored at school until their owners claim them. We call a charitable group when "lost and found" becomes too full. They are also picked up at the end of the school year. "Lost and Found" items are not held over the summer.

EMERGENCY PROCEDURES

In case of serious injury at school, the following emergency procedure is followed:

1. Parents are called.
2. If unable to reach parents, numbers listed on emergency card are called .
3. If parents and emergency person are unavailable, the family doctor is contacted.
4. **IN CASE OF EXTREME EMERGENCY:** If none of the above persons are available, the child is taken to Rideout Hospital by ambulance.

NOTE: In case of most emergencies, children cannot be treated without parental consent.

TECHNOLOGY ACCEPTIBLE USE POLICY

Each student, parent, and staff member must read, sign, and agree to abide by the Technology Acceptable Use Policy guidelines before gaining access to the school's network, internet, and computer workstations. Students shall not alter or attempt to alter school or private property including technology hardware and software. Students are not permitted to bring software or hardware equipment (flash drives, disks, etc.) to school without prior permission from the technology specialist and school administrator.

MAKE UP WORK

Make up work will be allowed for any **excused** absence. **Students are allowed the same number of days that they are absent to complete and turn in assignments.** If a student is absent for more than three days, the school should be contacted and a request made for homework. Teachers need at least a day to get homework together before it can be picked up. If a student has to leave school for a sports event or an unexcused absence, they will be expected to turn in their assignments or take the scheduled test before they leave or the work will be considered late. Participation in extracurricular activities does not exempt a student from classroom responsibilities.

EIGHTH GRADE GRADUATION REQUIREMENTS

In order for an eighth grade student to go through the end of the year commencement activities, he/she cannot fail any classes during the school year nor have any incompletes remaining on his/her report card. The school provides after school tutoring or homework opportunities for students to get additional help as needed. In addition, all charges for lunch, lost textbooks, and day care etc. must be paid before a child can participate in commencement.

PROGRESS REPORTS AND REPORT CARDS

Report cards are sent home approximately every eleven weeks. In order to keep parents apprised of their child's progress, progress reports are sent home mid-way through each trimester. Students are expected to return their progress reports back to the school with a parent signature.

EXTRACURRICULUR ACTIVITIES

Eligibility Policy - Participation In extracurricular and co-curricular activities is recognized as an important element of a student's education. Participation in such events will depend upon the student's eligibility status. In order to be eligible to participate in any or all events, the student must:

1. Maintain a 2.0 average overall GPA, and not be failing in any subject based on progress reports and report cards.
2. Complete all homework assignments.
3. Students will be declared ineligible if they receive three or more behavior referrals during that trimester.

4. Students must be in attendance the day of the event.

Extracurricular activities are a privilege. Eligibility is determined each week based upon the above criteria. Continued participation in such activities will require the student to comply with the school's discipline and attendance policies as well as the above.

(Policy adopted by the Browns Elementary School Board of Trustees October 10, 2006, in a regularly scheduled open meeting.)

Assembly Bill 2613, known as the "NO PASS / NO PLAY BILL" authored by W.

Brown, became effective January 17, 1987. This bill states that all students in grades 7-12 MUST be academically eligible in order to participate in extracurricular and co-curricular activities

GRADING SYSTEM

The following is a uniform grading system for all students at Browns Elementary:

Grades 4-8		Behavior
97% - 100%	A+	S = Satisfactory
94% - 96%	A	U = Unsatisfactory
90% - 93%	A-	
87%-89%	B+	Grades K-3
84% - 86%	B	S = Satisfactory
80% - 83%	B-	U = Unsatisfactory
77% - 79%	C+	N = Needs Practice
74% - 76%	C	
70% - 73%	C-	Report cards are sent home every eleven
67% - 69%	D+	weeks. Progress reports are sent home
66%	D	approximately 5-6 weeks before the report
65% and below	F	card.

Honor Roll will include students in grades 4-8. To make Honor Roll, a student must have all As and Bs.

BROWNS SCHOOL HOMEWORK POLICY

The Governing Board desires that the district embody academic excellence and believes that significant educational gains can be made by students through well-defined homework experiences directed by teachers and supported by parents/guardians. Homework is defined as school-related and assigned work completed beyond the regular school day. The school setting is the primary and most effective teaching and learning environment. Homework supplements and complements the teacher's instruction.

Homework is assigned at Browns School on a regular basis and is considered a valuable part of the instructional program and is designed to extend and reinforce classroom learning, encourage personal responsibility and develop good study habits. Students, teachers and parents all have important roles to play in homework. Homework is most effective when all three do their part.

Grade	Minutes	Days
K	10	M-Th*
1st	15	M-Th*
2nd	20	M-Th*
3rd	30	M-Th*
4th	30	M-Th*
5th	40	M-Th*
6th	40	M-Th*
7th	50	M-Th*
8th	50	M-Th*

*Outside Reading at least 20 minutes M-TH. These times also include any work that is assigned in class.

PURPOSE

- To practice newly taught skills.
- Review previously mastered skills.
- Develop independent study habits.
- Enrich the curriculum.
- To encourage students to talk to their parents and parents to read to their children.

TEACHER RESPONSIBILITIES

- Explain what homework needs to be done Explain why homework is being done.
- Explain how the homework should be done.
- Give homework out during the class period.
- Make sure the homework is reasonable in length.
- Do not assign major project assignments during holidays.
- Adjust homework to compensate for long-term projects.
 - Make sure homework assignments are evaluated and returned to student for feedback on their progress toward mastery of skill(s).

- Explicitly relate the homework to class work, make it brief, and involve materials commonly found in the home.
- The homework should be something that the students can do on their own.
- Let students work together on homework in class if time allows.
- Communicate with parents if homework exceeds maximum time allotted.
- Do not give assignments or increase the amount of work as a punishment.
- Homework is not to be given for students to complete during recess time.
- Communication with parents needs to occur within a twenty-four hour period.

Homework is not to be assigned over extended breaks for any grade, K-8 (Thanksgiving Break, Winter Break, or Spring Break). Long-term assignments may be addressed and worked on by the student, if needed, over a break. These long-term assignments should not be due, however, immediately following the return from an extended break.

STUDENT RESPONSIBILITIES

- To understand and make note of what is expected on the homework assignments.
- To obtain the necessary books and materials to do the assignment before leaving school. The office staff and custodian will not permit students to return to classrooms for forgotten books or work after their teacher has left for the day.
- To complete and return the homework assignment on time.

PARENT RESPONSIBILITIES

- To be aware of their student's homework assignments.
- To provide a suitable place for the student to work preferably someplace that is quiet, well lighted, and supplied with any necessary equipment (scissors, ruler, pencils, pens, markers, etc.),
- To help the student establish good study habits at home, such as a regular time and place to study.
- To be supportive and encourage the student to do the work.
- Try to assist your child without doing their work for them completion.
- Parents should notify the classroom teacher if their son or daughter is consistently spending more time than the grade level time expectations or if the homework continually proves too difficult to independently complete successfully.
- Parents need to communicate with Teacher within a twenty-four hour period with homework concerns.

PRINCIPAL RESPONSIBILITIES

- Ensure that homework is consistent with the district educational goals.
- Facilitate communication between classroom and specialist teachers concerning homework.
- Monitor and support the teachers in the implementation of homework guidelines.
- Encourage teachers to use homework as a tool to reinforce learning,
- Be aware of the assignment of major projects and their impact on students' overall educational program.

- Support the need for balance among the many learning activities besides homework in students' lives.
- Facilitate the communication process between the school and home and help maintain the parent/school partnership as it relates to homework.

<u>HOMEWORK SHOULD...</u>	<u>HOMEWORK SHOULD NOT BE...</u>
Reinforce the curriculum, deepening the understanding of a focused topic.	Used as a punishment or reward.
Define expectations clearly for students.	Work that does not deepen the understanding of the curriculum.
Result in timely feedback from the teacher for student growth	Defined by the quantity of work, but rather the quality of the work assigned
Be engaging, purposeful, relevant, and provide students an opportunity to apply information they have learned.	Completed by parents. (However, assistance can be given when a student reaches a point of sustained frustration.)

Board Adopted on November 12, 2013.

HOMEWORK/CHEATING POLICY

Class work assignments and homework assignments must be of good quality. Unacceptable performance or poor quality work that does not meet expectations or minimum standards will be reassigned.

Any student caught cheating in any form will receive a "zero" for the assignment. A second offense of cheating will result in referral, detention, and a conference with parents. An "F" will be assigned to the subject in which the second occurrence takes place.

Cheating is not honorable and will not be tolerated.

STUDENT MOTIVATION

Just as we have serious consequences for students who exhibit negative behavior, we also reward and honor those students who display positive attitudes and behavior.

Recognition is regularly given to students who excel in academics, attendance, behavior and athletics. We are committed to teaching the students at our school that good work and positive behavior will be beneficial not only to the overall educational program, but also to them personally.

CLASSROOM COURTESY

Classroom courtesy is a two-way transaction. In order for learning and growth to occur, there must be mutual respect between the teacher and the student. These courtesy suggestions are passed on to students in hope that they may make our time in school more enjoyable and productive.

- Students should: Like themselves, think for themselves, and understand that there is a good solution for all problems
- Respect yourself and others at all times.
- Communicate with teacher - if you need help, ask.
- Maintain a positive, helpful attitude.
- Be honest

We believe all of our students will behave appropriately on the playground as well as in the classroom. In order to ensure the safety of our students, they are expected to obey the adult in charge.

PLAYGROUND

Supervision is provided during regular scheduled school hours. Any problems should be reported to the person on duty. Accidents should be reported to the person on duty for necessary action.

To insure the safety of all students, the following rules must be followed:

1. Follow all directions given by adults.
2. Play with approved articles ISSUED BY THE SCHOOL. (Tennis balls, "super" bounce balls, baseballs, etc. are not permitted for use on the playground due to the possibility of eye injuries.) Use playground equipment in an appropriate, safe manner.
3. Display polite and respectful behavior.
4. Be prompt in lining up at the "end of recess bell".
5. Enter and leave the building quietly and orderly.
6. Respect the rights and property of others.
7. Unacceptable playground behavior includes:
 - a. Pulling, pushing, lifting, or holding other students
 - b. Running through other student's games
 - c. Play fighting of any kind (kicking, boxing, wrestling, etc.)
 - d. No spitting on the playground.
8. Students playing football are not allowed to tackle or to push other students to the ground. The Principal may suspend a student for not more than five (5) days for noncompliance with District rules and regulations. The School Board may expel a student from school when it is satisfied that the interest of the school demands it. A detailed Discipline Policy is also provided to each family during the first week of school.

EXTRACURRICULUR EVENTS – CODE OF ETHICS

At Browns Elementary we realize that winning is part of the "American Tradition", but our goals are to teach the fundamentals of the game, to emphasize cooperation and team interaction, to practice good sportsmanship, win or lose, and to develop individual skills.

Consequently, we adhere to a strict code of athletic conduct:

- Profanity will not be tolerated.
- Respect the officials and their decisions at all times.
- Be loyal to your school.
- Participate with a desire to win, but don't let winning or losing dictate your emotions.
- Accept defeat. Learn and grow from your losses.

- Pride yourself in your achievements.

It's very important to remember that extracurricular activities are privileges and privileges are earned. Because students represent Browns School at extracurricular functions, we expect model behavior. Should a student choose to display inappropriate behavior, he/she may be excluded from further activities.

ATTENDANCE PROCEDURES

At Browns Elementary we place high priority on regular attendance. It is our goal to provide an educational program that will assist all our students to learn successfully. In order to do this, children must attend school daily and arrive at school on time each day. The California Education Code 48260 states: *Any student subject to compulsory full-time education, who is absent from school with valid excuse 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, is a truant and shall be reported to the superintendent of the district for action.*

Because we are better able to serve the students when they are in attendance, the following policy has been implemented to aid students and parents in meeting their duties and responsibilities.

Attendance Program Procedures

Step 1: Absent 4 Days

- Informal letter to parents concerning the number of absences (Excused).
- Letter informing parents of the number of absences and requesting verification of illness / absences.

Step 2: Absent 6 Days (Chronic)

- Letter requesting parent conference, if absences are not due to serious / verified illness,

Step 3: Absent More than 9 day absences / refusal to attend conference / refusal to verify absences

- Letter requiring a parent conference with the County School Attendance Review Board (SARB). This board consists of a superintendent, teacher, a representative from the sheriff's department, the District Attorney, a person from Child Protective Services and SARB personnel.

When a child is absent parents must notify the school. The school will call the parent if a child is absent and we are not notified. Children must bring a written note explaining the reason for the absence when they return to school. For vacations or prolonged absences, please notify the office and make arrangements with the classroom teacher.

TARDINESS

If your child is late for school or you need to pick him/her up before dismissal time, please go through the office. Students will need an office pass to be admitted to class. In doing so we are able to maintain a clear attendance record and reduce classroom disruption. Excessive and continued tardiness will result in a letter to the parents and/or a conference, if necessary. In addition, there may be disciplinary action taken such as detention so that student can be given an opportunity to make up the lost instructional time.

MAKE UP DAYS

Absences may be made up by attending Make Up Days as scheduled on the calendar. A qualified teacher will instruct students and assist in areas of academic need. It is important that your child take advantage of the opportunity to make up any missed school days. Each Saturday School attended counts for one absence. Days cannot be "banked" for future absences.

INDEPENDENT STUDY

Occasionally, parents request taking their child out of school because of family travel. They also request an Independent Study program for their child so that the child is not counted absent. Requests for Independent Study programs must be made no later than **five working days prior to departure**. The length of the trip will determine the daily work and due dates. Parents, the student, teacher and administrator are required to sign the contract for the Independent Study. The entire work packet is due to the teacher within **ten working days** complete for attendance credit.

MINIMUM DAY SCHEDULE

A notice will be sent home reminding parents of minimum days and giving bus departure times.

SCHOOL DEPARTURE

In case of illness or emergency, parents or other specified adults will be notified if a child must go home. Only parents or guardians may take a child from school unless the office has received notice from home. Parents must sign the office log when taking their child from school.

STUDENTS LEAVING WITH SOMEONE OTHER THAN A PARENT

Please send a note if your child will be leaving with someone other than yourself. To avoid confusion and for the safety of your children, students will not be permitted to leave the school grounds with anyone other than their parents without a note.

FIELD TRIPS

Students must have signed permission slips for all field trips (except those where prior permission was granted — i.e. athletic events and Academic Olympics). If a signed slip is not returned before the date of the field trip, the child will not be allowed to participate. Returning permission slips is the responsibility of the student. The privilege of participating in field trips will be left to the discretion of the teacher, based on the behavior of the child.

On field trips where parents drive, current proof of insurance and a copy of driver's license must be provided. The parent must agree to leave at the time set by the teacher and/or principal. The Field Trip Permission Slip and Rules are provided by the teachers.

*****PLEASE NOTE: Only students from the class that is scheduled to go on the field trip will be permitted. Any other students must remain in their class or an unexcused absence will be given.**

CLOSED CAMPUS

All students shall remain on the school grounds from the time they arrive in the morning until dismissal time at the end of the school day. This includes the lunch period with the exception of those students who have written parental permission to go home for lunch.

EARLY RELEASE

If you need to take your child out of school during the day, come to the office, sign the register, and ask the secretary to send for your child. To protect our students, they are not allowed to leave campus without checking with the school or without parental consent.

DRESS CODE

The school recognizes that a student's individual dress is primarily a parental responsibility, which should reflect concern for health and safety of the student and others. When the dress of the individual student constitutes a health problem, is unsuitable for school wear, is a physical danger to anyone, or when the student's manner of dress or grooming causes a disruption or disturbance, the Principal shall take the appropriate action to correct the situation. Clothing such as halter-tops, fish net and tank tops, blouses or sweaters that do not completely cover the midsection, shirts with offensive or suggestive language/pictures are not considered appropriate for school.

Shorts, culottes, capris, and other apparel of **appropriate length**, 5-inch inseam, which does not distract from the learning atmosphere, will be permitted to be worn. Athletic shorts or short shorts are not acceptable at any time. Also, **NO** excessive/distractive make-up or hair color will be permitted. Failure to adhere to the dress code can result in disciplinary action for defiance of school rules.

Browns Elementary Dress Code:

- Hats, caps, visors, or any other headgear are not to be worn inside any building
- Flip-flop style shoes are not permitted for safety reasons. All shoes must have a back strap.
- Tank tops of any style are not acceptable. Sleeveless tops are permitted if the sleeves are a minimum of three adult fingers wide.
- Students may wear shorts but they must be hemmed. Shorts and dresses must have at least a 5-inch inseam.
- Halter tops, backless dresses, bare midriffs and "spaghetti straps" are not permitted.
- Extremely baggy pants are not permitted. Underwear shall not be showing at any time.
- Armbands, insignias, buttons or clothing that are obscene, vulgar, or disruptive are not permitted.
- Clothing that is gang-related will not be permitted.
- The wearing of body piercing jewelry other than earrings is not permitted. It creates a safety hazard and interferes with instruction and overall academic atmosphere.
- Any other apparel which the staff determines to be unacceptable according to school community standards shall not be allowed.

A supply of clothing will be kept in the office for the use of students (for that day) in order to maintain appropriate attire.

ELECTRONIC EQUIPMENT/TOYS

Any hand-held games, toys or similar devices are not allowed at school. However, on occasion, a teacher may schedule a special activity time involving use of electronic games. Also, students who have long bus rides are sometimes given teacher permission to bring an electronic game device to play on the bus ride, iPods or similar music devices with ear phones may be used on the bus but must remain in the student's backpack until the end of the day. Personal electronic are not allowed during daycare. The school, teachers or administration will not be held responsible for items lost or misplaced. Laser points are NOT permitted at school.

Items brought to school without prior permission will be confiscated by the teacher or principal and held until a parent picks them up.

BICYCLES, SKATEBOARDS, ROLLERBLADES

Bicycles may be ridden to school but must be walked on school property and while crossing streets. Students are to lock their bicycles in the bike rack and immediately go to the playground. Skateboards and rollerblades and other wheeled devices including "Heelys" are not permitted for safety reasons.

BUS REGULATIONS

In accordance with Administrative Regulations 3543.1 and 5524. 1, the following bus procedures are in effect.

- Students shall be on time at the approved bus stop.
- Bus schedules will not permit waiting.
- Rigid standards of discipline must be maintained at all times in order to satisfy safety requirements. Whenever a driver must direct his attention away from the road, danger exists. Foremost in our minds is the safety of each student.

While riding the bus:

1. Except for ordinary conversation, students shall observe quiet conduct on the bus.
2. Students will stay in their seats while the bus is in motion, facing forward without legs, feet, or objects obstructing the aisle.
3. Students will not throw trash on the floor of the bus or anything out of the window.
4. No part of the body shall be extended through the bus window.
5. Students will not leave the bus from the emergency door unless an emergency exists.
6. No fighting or horseplay, obscene language or gestures are permitted either on the bus, or when loading or unloading.
7. Students must be quiet while the bus is stopped for a railway crossing.
8. Students will obey all bus driver directives respectfully.
9. Students will not run or push while leaving the bus
10. The driver is in full charge of the bus. Students will comply with the requests of the driver.

Discipline and penalties:

- The riding privilege of a student may be revoked for violation of the rules or for conduct which is detrimental to the safe operation of the school bus.

- The bus driver may assign seats to an individual or the entire busload as deemed necessary.
- Penalties involve a warning, followed by suspension from riding the bus for a duration of time according to the behavioral infraction.

NUTRITION

State law mandates that Browns Elementary School develop a wellness program for nutrition. Unhealthy foods and energy drinks are not to be brought to school. They are not in accordance with a wellness policy.

PARENT RIGHTS FOR BROWNS ELEMENTARY SCHOOL DISTRICT

Dear Parents,

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, Kindergarten through twelfth grade, to be inspected to identify any asbestos containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our school.

Our school was inspected in accordance with the regulations, and samples of suspect materials were taken and analyzed. Based on those findings, a Management Plan was written which outlines our intent in controlling and abating any asbestos containing materials.

In the past, asbestos was used extensively in building materials because of its insulating and fire retardant capabilities. Virtually any building built before the late 1970's contains at least some asbestos in pipe insulation and structural fireproofing. We, too, have buildings that contain asbestos materials. The primary concern arises when these materials begin to deteriorate or become damaged, which is not occurring at Browns.

The inspection of our school is complete and little asbestos containing materials were identified. The material included some floor tile and some ceiling tiles.

Our management plan is on file for your review in the office. If you have any questions, please feel free to call me at 633-2523.

Sincerely,
Kerrie Corbridge
Superintendent/Principal

REQUIRED PARENT NOTIFICATIONS

School Rules: Rules pertaining to student discipline are available in the Discipline Policy. Each student will be informed of the rules at the beginning of each school year. *Education Code Section (ECS) 35291*

General Absences: As of July 1, 1998, schools are funded pursuant to the number of students in **attendance** each day. All absences are considered unexcused for attendance purposes. *California State Education Code Sections 46010-46015* and Browns Elementary School District recognize the following absences/tardies resulting in truancy:

1. Illness
2. Medical / Dental Appointments
3. Quarantine directed by appropriate health officer.

Absence for Religious Purposes: After completing a minimum day, students who have written permission from a parent or guardian may be excused from school to attend religious services at a place away from school. Such absences are limited to four days per month. *ECS 46014*

Absence for Justifiable Personal Reasons: Upon your written request and approval by the school principal, your child may be excused from school for justifiable personal reasons such as an appearance in court, observation of a religious holiday or ceremony, attendance at religious retreats, or an employment conference. *ECS 48205: 489800*. No Grade reduction Due to Excused Absences pursuant to Section 48205 (full text on page 21)

Attendance in School District in Which Parent/Guardian is Employed: Your child may have the option of attending school in the district where you or your spouse are employed. If interested, call the school office for information. *ECS 48204 (f), 48980 (e)*

Individualized Instruction: If your child has a temporary disability, which prevents him/her from attending regular classes, the district will provide individual instruction when possible. *ECS 48206.3 48980 (b) 58501*

Alternative Schools Program: Requires school districts to provide parents or guardians with a prescribed written notice on the alternative schools program; requires school districts and county offices of education to make available the alternative schools law available at the office of the principal, superintendent of schools office and district's administration office for anyone who requests this information; and requires districts and county offices to post the alternative schools notice in at least two places at each school site for the entire month of March.

Pupils in Hospital Outside of School District: If your child is, due to a temporary disability, in a hospital or other residential health facility which is located outside your school district, he/she may be eligible to attend the school district in which the hospital is located. *ECU 48207*

If this situation arises, you should notify both the district where you reside and where the hospital is located so that individualized instruction, if possible, can be provided. *ECU 48208*

Release of Student to Peace Officer: If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you. In the case of a victim of suspected child abuse, the peace officer will notify the parent or guardian. *ECU 48906*

Parent Responsibility: Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children which result in death or injury to other students, school

personnel, or school property. Parents are also liable for any school property loaned to the student and willfully not returned. *ECU 48904*. The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid, the property returned, or until completion of a voluntary work program in lieu of payment of money.

If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. *ECS 48900.1*

Student Search: The school principal or designee may search the person of a student or the student's belongings if there is a weapon, narcotics, stolen property, or contraband. (US Supreme Court case: *New Jersey V. T.L.O.* (1985) 469 US. 325)

Services to Disabled Pupils: If you have reason to believe that your child has a disability which requires special services or accommodations, bring this to the attention of the school office. Your child will be evaluated to determine whether he/she is eligible for special instruction or services. *ECS 56020 et seq.*

Student Sexual Harassment: Students may be suspended or expelled for sexual harassment. A summary of the district's policy on student sexual harassment is available in the office for your viewing. *ECS 48980, 48900.2, 212.6*

Scoliosis Screening (Curvature of the spine): If your child is enrolled in grades 7 and 8, and is suspected of having curvature of the spine, please notify the school office. If your child is identified at school as having this condition, you will be notified. *ECS 49452.5*

Vision Appraisal: Your child's vision will be checked by an authorized person between grades kindergarten through 8th, unless you present to the school a certificate from a physician or Optometrist verifying prior testing. *ECS 49455*

Sight and Hearing Test: The school district is required to provide for the testing of the sight and hearing of each student enrolled in the schools. *ECS 46010.1*

Information for use in Emergencies: For the protection of your child's health and welfare, we ask that you fill out and keep updated an Emergency Card provided to you by your child's school. *ECS 49408*

Confidential Medical Services without Parental Consent: According to the education Code, school authorities may excuse any student in grades 7 and 8 from school for the purpose of obtaining medical services without the consent of the pupil's parents or guardian.

Instruction In AIDS Prevention: School districts are required by law to ensure that all pupils receive AIDS prevention instruction from adequately trained instructors in appropriate courses. Each pupil shall receive the instruction at least once in junior high or middle school and once in high school. This instruction will emphasize that sexual abstinence and abstinence from intravenous drug use are the most effective means of AIDS prevention. The instruction will also include development of refusal skills to assist pupils to overcome peer pressure and use effective decision making skills to avoid high-risk activities. The instructional materials related to this instruction are available for your inspection. If you do not want your child to receive this instruction, you may submit that request in writing to your child's school principal.

Venereal Disease Education Courses: Because sexually transmitted diseases have become an ever-growing problem in our society, this topic will be discussed in the AIDS curriculum. A

discussion of this topic shall emphasize that abstinence is the only protection that is 100% effective against not only sexually transmitted diseases, but also unwanted teen pregnancy and AIDS. All material and instruction dealing with these topics shall be age-appropriate and in accordance with criteria established by law. *ECS 51551*

If your child should enroll in classes dealing with these subjects, you shall be notified in writing and you will be given an opportunity to submit a written request that your child not attend such classes. You will also have the opportunity to inspect and review the instructional materials to be used in the class prior to the holding of such classes. *ECS 5820*

Excuse from Instruction Due to Religious Belief: Whenever any part of the instruction in health or family life education conflicts with your religious training and belief or personal moral conviction, or those of your child, your child shall be excused from such instruction upon your written request. *ECS 51240*

Pupil Records: You have a right to inspect and review your child's school records; to challenge their contents; to have an administrator assist you in interpreting the records; request amendment to ensure that they are not inaccurate, misleading, or otherwise in violation of your child's privacy rights; and to file a complaint with the state and/or U.S. Department of Education if the district fails to comply with state and federal law with regard to your child's records. For further information or assistance contact the office. *ECS 49063 Family Education Rights an Privacy Act (FERPA) 34 CFR Part 99*

Regulations Regarding Pupil Achievement: The governing board of each school district shall prescribe regulations requiring the evaluation of each pupil's achievement for each marking period and require a conference with, or a written report to, the parent of each pupil whenever it becomes evident to the teacher that the pupil is in danger of failing a course. The refusal of the parent to attend the conference, or to respond to the written report, shall not preclude failing the pupil at the end of the grading period.

The governing board of any school district may adopt regulations authorizing a teacher to assign a failing grade to pupils whose unexcused absences from the class equal or exceed a maximum number, which shall be specified by the board. *ECS 49067*

School Accountability Report Card: The School Accountability Report Card is available upon request. This contains information about the district regarding the quality of the district's programs and its progress toward achieving stated goals. *ECS 35256 and 33126*

Student Lunch Program: This program is available to the students of the district. Free or reduced cost lunches will be provided for those students who are determined eligible.

Information concerning free and reduced cost lunches will be sent home the first day of school. *ECS 49510 49520*

Kindergarten and First Grade Physical Examination: Good health is important to your child's learning and successful academic career. State law requires that for each child enrolling in the first grade, the parent must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. You may file with the school district a written objection or wavier stating the reasons if you are unable to obtain such services. You must understand that your child may be sent home if you fail to provide the certificate or waiver, or if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the physical examination is conducted. (*Health and safety Code Sections 323.5, 324.2, 324.3; Ecs 48211, 49450*)

Assistance with Medication: If your child must take medication during the school day which is prescribed by a physician, please notify the school office to have the principal or school secretary assist. *ECS 49423*

Physical Examinations: If you want your child to be exempt from physical examinations at school, file a written statement with the school. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. *ECS 49451*

Release of Directory Information: Directory information which may be disclosed by school officials consists of the following: student name, address, telephone number, and date of recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and most recent previous school attended. If you wish that the district withhold any of this information, contact the school principal. *ECS 49061 (c) and 49073*

Complaints Regarding Employees: The governing board of each school shall establish policies which parents or guardians of pupils enrolled in the district may use to present complaints regarding employees of the district. The policies and procedures shall provide for appropriate mechanisms to respond to, and where possible, to resolve the complaints. *ECS 95160.5*

Uniform Complaint Procedures: The district has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal law governing educational programs. (a) Complaints made under this procedure shall be directed to the Superintendent / Principal of Browns Elementary School District. (b) You may contact the school office to obtain a copy of the District's complaint procedures. (c) In addition to this procedure you have a right to: (1) Direct your complaint directly to the State Superintendent of Public Instruction, (2) Appeal to the State Superintendent of Public Instruction a complaint that has not been resolved to your satisfaction by the school district. (d) In addition to this procedure, you may wish to: (1) Consult with any attorney to determine if you have legal rights that may be pursued through available civil law remedies. (2) Direct a complaint to other appropriate agencies for investigation.

Complaints Regarding Discrimination and the Education of Handicapped Students: Our school district is committed to equal opportunity for all individuals in education. Our district programs and activities shall be free from discriminations based on sex, race, ethnic group, marital or prenatal status, physical or mental disability or any other unlawful consideration. The district shall promote programs which ensure that these discriminatory practices are eliminated in all district activities. *ECS 56501*

You have certain rights under the law, including Title VI of the Civil Rights Act of 1974, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act (IDEA, formerly known as EHA). The California Department of Education and the Office for Civil Rights of the U.S. Department of Education have authority to enforce these laws and all programs and activities that receive federal funds. *ECS 260 et seq., above cited federal status.*

If you wish further details on this regard, or wish to file a complaint, please contact the superintendent or other appropriate agency.