

2/8

DUCOR UNION ELEMENTARY
SCHOOL DISTRICT

Parent/Student Handbook
(Bilingual)



“Stand & Deliver” “No Excuses!”

2016-17

Dear Parents and Students,

Welcome to the new school year at Ducor School. The staff, Board of Trustees, and administration take great pride in providing all of our students with the very best educational opportunities. We are committed to assisting all children in their academic, social, and emotional growth. Our staff will use a variety of teaching techniques to help each child grow in his/her own unique way.

We believe that the best learning climate is one in which parents, children, and staff work cooperatively toward our common goal, the education of all children. We ask for your assistance and support in providing the best educational experiences possible. This handbook will help you learn about our school's policies.

Isidro Rodriguez
Superintendent/Principal
Ducor School

BOARD OF TRUSTEES

Jim Koontz, President
Amparro Mariscal, Clerk
Patricia Hughes, Member
Allen Hunsaker, Member
Flor Rodriguez, Member

CERTIFICATED PERSONNEL

<u>Rodriguez, Isidro</u>	<u>Superintendent/Principal</u>
<u>Flores, Kathleen</u>	<u>Kindergarten Teacher</u>
<u>Pace, Florance</u>	<u>First /Second Grade Teacher</u>
<u>Woodruff, MaryAnn</u>	<u>Second/ Third Grade Teacher</u>
<u>Walker, Virginia</u>	<u>Fourth Grade Teacher</u>
<u>Hill, Darren</u>	<u>Fifth Grade Teacher</u>
<u>Torrez, Angelica</u>	<u>Sixth Grade Teacher</u>
<u>Dhanes, John</u>	<u>Seventh Grade Teacher</u>
<u>McDonald, Kyle</u>	<u>Eighth Grade Teacher</u>

CLASSIFIED PERSONNEL

<u>Avila, Rosalba</u>	<u>Cafeteria</u>
<u>Bates, Debi</u>	<u>Librarian Assistant</u>
<u>De La Cruz, Feliciano</u>	<u>Crossing Guard</u>
<u>Lucio, Lisa</u>	<u>Instructional Aide</u>
<u>Martinez, Elvira</u>	<u>Instructional Aide</u>
<u>Jeremiah Sosa</u>	<u>Business Manager</u>
<u>Moreno, Antonia</u>	<u>Cafeteria</u>
<u>Navarro, Ruby</u>	<u>Office Secretary</u>
<u>Rodriguez, Noe</u>	<u>General Maintenance/Bus Driver</u>
<u>Rubio, Virginia</u>	<u>Instructional Aide</u>
<u>Elizabeth Martinez</u>	<u>Instructional Aide</u>
<u>Soto, Benjamin</u>	<u>Custodian/Bus Driver</u>

ABSENCES

It is very important to your child's education that he/she attends school on a regular basis. Missed days of school can leave gaps in the educational process that may be very difficult to make up. Please make every effort to get your child to school every day and on time.

Excused absences include personal illness, doctor and dental appointments. Students shall also be excused from school for justifiable personal reasons, including, but not limited to, a court appearance, attending funeral services for a member of your immediate family, or religious retreats. Attendance at religious retreats shall not exceed four hours per semester. Students shall be allowed to make a reasonable equivalent of all assignments and test missed during the absence.

When your child is absent, we respectfully request you follow these procedures: Please call the office the morning of the absence and notify us that your child will be absent. Upon returning to school after an absence, a child must bring a note signed by his/her parent or guardian who states the date of and reason for his/her absence. This note is presented to the student's teacher or office.

SCHOOL ATTENDANCE REVIEW BOARD (S.A.R.B.)

Students who are irregular in attendance, habitually truant, or disorderly, will be referred to S.A.R.B. It is an effort to deal with creative alternatives for behavior and attendance problems. If the parent of the student fails to cooperate or exercise their responsibility, a complaint against that parent may be filed through the local school superintendent with the District Attorney. If S.A.R.B. finds that the pupil fails to cooperate or follow its directives, then a Request for Petition may be filed on behalf on that pupil through the Tulare County Schools Superintendent to juvenile court.

PARENT/GUARDIAN RIGHTS NOTIFICATION

You are hereby notified of your rights and responsibilities as a parent/guardian of a child enrolled in Ducor School.

COMMUNICABLE DISEASE IMMUNIZATION

A pupil may not be admitted to school unless he/she has been fully immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, rubella, Haemophilus influenza type b, (and hepatitis B for students entering K level or below on or after August 1, 1997) in the manner and with immunizing agents approved by the State Department of Public Health, except that students who have reached the age of seven are exempted from the requirement of immunization against pertussis or mumps and age four years and six months for Haemophilus influenza type b. In addition, on or after July 1, 1999, no pupil may be admitted to seventh grade who has not been immunized against hepatitis B. The required immunizations are available from the County health officer or a physician. Documentary proof of immunization is required upon admission. It is the policy of the Ducor School District that there be no conditional admittance to school: immunizations must be up-to-date before admission to school is granted. This requirement does not apply to any person eighteen years of age or older, or if a district-provided waiver form is signed stating that the immunization is contrary to the beliefs of the parent or guardian, or a letter or affidavit from a licensed physician is given stating that the physical condition of the pupil is such that immunization is not considered safe. If an outbreak of a communicable disease occurs at a school, the non-immunized student will be excluded for his/her own safety until such a time as directed by health officials or district administration.

INSTRUCTION IN TOPICS INCLUDING HEALTH, FAMILY LIFE EDUCATION, SEX EDUCATION, AND SEXUALLY TRANSMITTED DISEASES

The parent/guardian has the right to exempt his/her child from instruction in health, family life education, sex education, and sexually transmitted diseases education instruction whenever any part of that instruction conflicts with religious training, beliefs, or personal moral convictions.

The parent/guardian shall be notified in writing when the pupil is offered instruction in sexually transmitted diseases or sex education at least fifteen days prior to commencement of instruction. The parent/guardian has the right to inspect the course materials and the right to request in writing that his/her child not attend the class. The written request is valid only for the school year submitted. Notice will not be given if a description or illustration of the human reproductive organs appears in a text in science or health courses when the texts have been adopted pursuant to law.

PHYSICAL EXAMINATION AND SCOLIOSIS SCREENING

State Law requires that the parent/guardian of a pupil entering the first grade must submit to the school written proof that his/her child had a physical examination within the time period of eighteen months prior to entry and ninety days after entry to the first grade.

The school district is required to screen every seventh grade girl and eighth grade boy for scoliosis (curvature of the spine). The school district nurses (via the County Office of Education) will screen all fifth, sixth, seventh, and eighth grade students. The parent/guardian has the right to submit to the school a written request that the pupil not participate in this screening program.

The parent/guardian has the right to sign an affidavit of personal beliefs exempting his/her child from a physical examination, including vision, hearing, and scoliosis screening.

VISION AND HEARING APPRAISAL

All students between grades kindergarten and eight will have their vision and/or hearing checked by an authorized person, unless you present to the school a written denial of consent for your child.

NONDISCRIMINATION

The Ducor Union Elementary School District has a policy of nondiscrimination on the basis of sex in the admission of pupils in its educational programs and activities including physical education and athletic programs. Any individual, who believes that his/her rights are being violated or that he/she is being discriminated against because of his/her sex, may complain in writing to the district superintendent.

SPECIAL EDUCATION

Special education services are provided for students who meet the eligibility criteria. After careful assessment, an individual educational plan will be designed to meet the unique needs of students whose needs cannot be met with modifications of the regular education instructional program. The district will provide these services at no cost to the parent. Individuals with exceptional needs are considered "handicapped children." This term encompasses children evaluated as being mentally retarded, hard of hearing, deaf, speech impaired, visually impaired, emotionally disturbed, orthopedically impaired, other health impaired, deaf-blind, multi-handicapped, or having a specific learning disability. Any individual, public agency, or organization may file a written complaint with the district superintendent or with the State Superintendent of Public Instruction if they believe the school district has violated federal or state laws regarding special education.

INDIVIDUAL INSTRUCTION FOR PUPILS WITH TEMPORARY DISABILITIES IN HOSPITAL OUTSIDE THE SCHOOL DISTRICT

A pupil with a temporary disability who is in a hospital or residential health facility, except a state hospital, shall be deemed to be a resident of the school district where the hospital is located. The parent/guardian has the primary responsibility to notify the school district in which the pupil with the temporary disability is deemed to reside because of hospitalization. The resident school district will offer individualized instruction if the pupil qualifies unless the pupil's prior school district provides such individualized instruction.

TESTS ON PERSONAL BELIEFS

Unless you give written permission, your child will not be given any test, questionnaire, survey, or examination containing any questions about your child's or his/her parents' or guardians' personal beliefs or practices in sex, family life, morality, or religion.

CONSENT FOR EVALUATIONS

Your child may not be tested for a behavioral, mental, or emotional evaluation without your informed written consent.

RIGHT TO REFRAIN FROM HARMFUL OR DESTRUCTIVE USE OF ANIMALS

Any pupil with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his or her teacher regarding this objection. Alternative education projects will be authorized.

GENERAL HARASSMENT

Harassment of or by any student shall not be tolerated. Ducor School considers harassment to be a major offense which may result in disciplinary action including suspension or expulsion of the offending student.

RELEASE OF STUDENT TO PEACE OFFICER

If Ducor School 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 or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian.

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.

The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or 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.

TOBACCO-FREE SCHOOL

Ducor School is a Tobacco-Free school.

SCHOOL ACCOUNTABILITY REPORT CARD

The School Accountability Report Card is available in English and Spanish, upon request. The report card, Provides parents and other interested people a variety of information about the school

RELEASE OF DIRECTORY INFORMATION

The law allows schools to release directory information to certain persons or organizations. Directory information may include a student's name, address, telephone information, date and place of birth, dates of attendance, and the most recent previous public or private school attended by the student. If you wish that the district withhold any of this information, contact the school principal.

NOTICE OF COMPLAINT PROCEDURES

The district has a primary responsibility to ensure compliance with state and federal laws and regulations. The district will investigate complaints alleging failure to comply with these laws. We will seek to resolve these complaints while ensuring that complainants are protected from retaliation. If you believe a state or federal law has been violated, you may file a written complaint describing the failure with the district's superintendent/principal. After the local investigation, you may appeal to the California Department of Education. Some complaints may involve civil law remedies, direct State intervention, or the withholding of funds from the district if we fail to comply with the law.

COMPLAINTS CONCERNING THE SCHOOL PROGRAM

The Governing Board believes that the quality of the educational program can improve when the district listens to complaints, considers differences of opinion, and resolves disagreements through an established objective process.

The Board encourages complainants to resolve problems early and informally whenever possible. If the problem remains unresolved, the individual should submit a formal complaint as early as possible to the school superintendent/principal.

Although individual board members do not have authority to resolve complaints, when approached directly, Board members will listen to the complaint and show concern by referring the complaint to the Principal or designee so that the problem may received proper consideration.

ACCIDENTS

If a serious injury occurs on the school grounds or on the bus, parents will be notified and asked to pick up their child for their own observation or examination by a family physician. Parents will be promptly notified of all injuries not considered minor. In the event that parents cannot be reached, your student will be discharged to a person named on the emergency card.

ADMISSION

State Law requires a child to be five years of age by December 1 to start Kindergarten and six years of age to start first grade. Students who have not reached the age of 5 by December 1st may start Kindergarten upon

ADMISSION (continued)

turning 5 years old providing there is available space in Kindergarten and parents sign a form to acknowledge that placement at mid-year does not necessarily mean promotion to first grade at the end of the school year.

the child has not attended our school before, it is mandatory that the parent bring a birth certificate for the child.

State Law makes it mandatory for parents to present evidence that the child has been protected against polio, diphtheria, pertussis, tetanus, Hepatitis and red measles (rubella). A TB skin test must also be recorded.

COMMUNICABLE DISEASE CONTROL

Pupils who have communicable diseases are not permitted to attend school, and the school should be notified as soon as possible by parents. Pupils will be re-admitted to school when the danger of communicating the disease to other pupils no longer exists.

State Law requires each child to be immunized against communicable diseases. Students will be excluded from school unless they have proper immunization records.

PICTURES

Individual pictures will be taken each year of all pupils. Packets of color prints of these pictures will be made available for purchase.

ARRIVAL AT SCHOOL

Students are not allowed on campus prior to 8:30AM. The school grounds are not supervised until this time. Students who arrive to school before 8:00 A.M. will report to the cafeteria. Students who arrive late must report to the office before going to class. Students should also be picked up at their respective dismissal time (2:50PM) as there is no after school supervision for students not enrolled in the after school CHOICES program. Wednesday dismissal time is at 1:30 PM.

USE OF SCHOOL TELEPHONE

The telephone located in the school office is for business only. Only in an emergency should the office be contacted to interrupt a student in the classroom to deliver personal messages. Students must ask office personnel for permission to use the school telephone.

USE OF CELLPHONES

Personal cell phones and other electronic devices are not permitted on campus. All electronic devices will be confiscated and taken to the office. Parents will be required to collect the cellphone. Any use of electronic devices used inappropriately will be reported to the local authorities. School disciplinary actions will be followed.

ASSESSMENT

Throughout the year, students will be given various opportunities to demonstrate their acquisition of grade level objectives. The most common assessments are given in the classroom in the form of tests, work samples, and performances. Additionally, classroom teachers have the opportunity to collect data to be placed in a portfolio for each child. We will also be giving students a standardized test in the spring.

BICYCLES

Bicycles are to be parked in the racks. Bicycles are not allowed elsewhere on the school grounds at any time. If your child rides a bicycle they are required by law to wear a helmet.

BOARD MEETINGS

The Ducor School District Board of Trustees holds their regular board meetings on the second Tuesday of each month in the library at 5:30 PM, unless otherwise posted. Agendas for each meeting are posted in the bulletin window of the school office, the post office, and the Ducor Telephone Company at least 72 hours prior to the meeting. Parents and members of the community are welcome to attend the board meetings. Special board meetings are sometimes called and agendas are posted at least 24 hours prior to the meeting. Should you need further information, please call the school office.

BUS REGULATIONS/SAFETY/DISCIPLINE

The Ducor School District is dedicated to providing pupil transportation services with maximum safety as our prime objective for all pupils. To ensure this level of safety each student must behave in a satisfactory manner, allowing the driver to direct his or her undivided attention to driving.

Title 5 California Administrative Code Section 14103:

Pupils transported in a school bus shall be under the authority of, and responsible to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across the street or highway.

BUS RULES

1. Cooperate with the driver. Follow directions the first time they are given.
2. Arrive at the bus stop before the scheduled bus arrival. While going to and from bus stop and while waiting for the bus, keep out of the street and off private property. Noise, rowdy behavior and property damage at a bus stop could cause the stop to be moved to a possible more convenient location.
3. Board and leave the bus in an orderly manner. Do not push other students. Follow driver's instructions concerning seating location and unloading procedure.
4. Be seated promptly. Be willing to share seat with fellow bus riders. Buckle-up when seat belts are available.
5. Always sit facing front of the bus. Remain seated when bus is in motion. Do not change seats without permission of driver. Do not "save" seats.

6. Keep hands off other people and their possessions.
7. Keep head, hands, and arms inside bus at all times. Do not yell out of the windows to others outside the bus.
8. Animals, insects and reptiles are not permitted on the bus. Guide dogs and signal dogs excepted (54.2 Civil Code).
9. Glass containers are not permitted on the bus.
10. Bus aisle and emergency exits must be kept clear of books, lunches, etc.
11. Keep the bus clean. Students are not to eat, drink or chew gum on the bus.
12. Students must wear shoes and shirts at all times while on the bus. No open cosmetics or aerosol cans are permitted.
13. Do not use obscene or profane language.
14. Students will be responsible for their individual behavior. It is not possible for a driver to watch all students at all times; therefore, saying "somebody else was doing it too!" does not exempt a misbehaving student.
15. Do not deface or destroy bus equipment. Damage to seats, windows, and other parts of the bus is unnecessary and costly. The student responsible will pay for any damage.
16. Avoid loud talking, loud laughter, or unnecessary confusion.

EMERGENCIES

In the event of any emergency, every attempt will be made to contact the parents if a student requires immediate medication attention. The Emergency Card on file in the school office lists whom to contact in case of any emergency. School staff will follow the parent's directions' as far as it is possible to do so.

Please fill out the emergency card completely. If we have an emergency it is important we have a number to reach you. If there is a change in address, telephone, or employment, notify us immediately so that in an emergency we will be able to locate you.

EXCUSING CHILDREN FROM SCHOOL

Once a student arrives at school, he or she is not permitted to leave school or the school grounds before regular dismissal without the consent of the parent or guardian. Parents and guardians must sign students out through the office in all cases of early departure.

If the parents allow any other person (including grandparents or siblings) to check out their child, the parent must notify the office. You may leave a note in the office for all school year stating who can check out your child.

FIRE AND EARTHQUAKE DRILLS

Fire drills are held one a month. The purpose is for the staff and students to know the appropriate procedures in case of a fire. Fire drills are indicated by an alarm system.

Students will also be made aware of what to do in case of an earthquake while at school.

FOGGY DAYS

Each year we may have to cope with "foggy days". These days are often confusing for parents and students. We will use the following procedures for the declaration of a Foggy Day Schedule:

- If buses are to be delayed, determination will be made at 6:30 AM
- A Foggy Day Schedule means buses may run up to two hours later than normal
- Text messages will be sent.
- Public television station 18 will also display schools on a foggy day schedule.
- No report on the radio will mean buses run on normal schedule
- Please do not call the radio/T.V station or the school office

GUARDIANSHIP/CHILD CUSTODY

It is the parent or guardian's responsibility to provide the school with all legal documents regarding guardianship, child custody rights, school visitations, etc. and any other rights related to school activities.

HEAD LICE

One of the most common problems on any elementary school campus is head lice. Our primary concerns in dealing with head lice are that they are easily transmitted from one student to another and unless an infected student had all nits (egg sacks) removed, the lice will most likely return. For these reasons, we recommend that students do not share hats, jackets, etc. Also, it is our district policy that a student be sent home for head lice and must be completely nit free before returning to school.

LOST AND FOUND

Articles of clothing found are placed on the "lost and found" rack. Smaller items such as wallets, jewelry, eyeglasses, keys, etc. are kept in the office. Unclaimed articles are donated to charitable organizations.

Parents are advised to write children's names on lunch boxes, sweaters, coats, etc.

MEDICATION

When absolutely necessary, medication may be given at school with the following provisions:

- A request in writing from the parent stating the child's physician has ordered medication be given at school.
- An order in writing from the physician giving instructions for medication -- the type, dosage, and method of administration. Time limit must be stated, such as: order effective three months, six months, etc.
- Medication must be clearly labeled.

Also, for the protection of your child's health and welfare, we ask that you have on file an updated Emergency Information Card.

PARENT VISIT TO SCHOOL

Parents are encouraged to visit their child's classroom at any time. Visits with either teacher or other school staff members should be by appointment because this will assure that the persons or subjects you want to see are available when you come. For the safety and protection of all students, all visitors must first sign in at the office before entering the classrooms during school hours. Parents interested in serving as an on or off campus volunteer must review the Ducor Volunteer Policy and complete all necessary forms. Parents interested should contact the school for further information.

STUDENT INSURANCE

The district purchases the district's insurance policy for each student. This policy covers students only while on campus or while involved in a school sponsored activity

STUDENT RECORDS

The Ducor School District maintains cumulative records for each pupil as required by law. Pupil records consist of personal identifying information, subjects taken, grades received, standardized test results, attendance records, and health record. Pupil records are maintained at each school where the pupil is attending. The school principal or his/her designee is responsible for maintaining each type of pupil record and the information contained therein. Pupil records are accessible only to parents or legal guardians. Parents/guardians have a right to review and challenge the contents of their child's records. Copies of the pupil record may be obtained by the parent/guardian.

Please call the school office to set up an appointment if you desire to review your child's cumulative record.

STUDY HINTS

Every child needs to develop good study habits in order to be successful at school. We've prepared a method for you to help provide a "study routine" for your children. We hope you'll give it a try.

- Select a regular time each day for homework and study. Allow the child some time after school to play as well as TV time in the evening. Just before or just after dinner may work best for completing homework.
- Keep study/homework time reasonable.
- Keep distractions to a minimum. Don't have the student working near the TV or radio. Try to keep brothers and sisters from bothering the student. Allow no interruptions such as phone calls.
- Check the work. When the student is finished, take a few minutes to look over the work. Check for neatness and obvious mistakes.
- Read with your child. Talk about school. Be positive about school.

MEAL PROGRAM

Ducor School offers a daily brunch and lunch for all students. Those who bring sack lunches may purchase milk.

Ducor School participates in the National School Lunch and Breakfast Program called the Community Eligibility Provision 2016-17 School Year. What this means that all enrolled students of Ducor Unified Elementary School District are eligible to receive a healthy breakfast and lunch at no charge.

TEXTBOOKS

Ducor School furnishes necessary textbooks for all students. We hope this significant investment of district funds will be treated with respect. Reasonable wear and tear is to be expected. However, unreasonable damage will result in the parents/students being financially responsible for the book's replacement.

YARD SUPERVISION

Teachers and classroom instructional aides share the responsibility for monitoring the behavior and safety of the students while on the school campus, in the hallways, and in the cafeteria. Students are expected to respond obediently, courteously, and quickly to any adult doing this supervision.

LOWER GRADE PLAYGROUND SUPERVISION

1. No upper grade children on playground
2. Students are to respond to playground supervisor/whistle
3. Restroom and Drinking Fountains:
 - a. No playing around the restrooms and drinking fountains is permitted
 - b. Restrooms are to be used immediately after dismissal bell and before the tardy bell
 - c. No balls are to be taken to restrooms
 - d. No loitering in the restrooms
4. Swings:
 - a. No jumping from the swing
 - b. No pushing
 - c. No twisting
 - d. No holding hands across swings
 - e. Students are to stay seated in the swings at all times
5. Use of balls:
 - a. No balls are to be near the buildings
 - b. Do not leave the playground to retrieve a ball without permission
 - c. No bouncing balls off of the buildings or the roofs of the buildings
6. Sandboxes:
 - a. Students are not to throw sand under any condition
 - b. Only staff approved sand toys may be used in the sandbox
7. Activities:

- a. No tackle football is allowed at any time
- b. No fighting, wrestling or playing karate is allowed at any time

8. Lunch time:

- a. Students are not to return to the cafeteria after they have been dismissed
- b. No food or drink is to be taken out of the cafeteria

UPPER GRADE PLAYGROUND RULES

1. Restroom and Drinking Fountain

- a. No playing around the restrooms and drinking fountains is permitted
- b. Restrooms are to be used immediately after dismissal bell and before the tardy bell
- c. No balls are to be taken to restrooms
- d. No loitering in the restrooms

2. No fighting, pushing, or wrestling. Students can get hurt just as badly wrestling in a friendly manner as when fighting. Friendly wrestlers often get mad and start fighting.

3. No balls are to be thrown or kicked near the buildings

4. No balls are to be bounced off of the buildings

5. No students are to loiter in the corridors during break and lunchtime

6. If there is a need for a student to come to the office, do not allow escorts to accompany that student

7. Holding hands and overt displays of affection are not allowed

8. No tackle football

9. Football, soccer, and any other field games should be played out on the grass area well away from the planters and/or cement areas

10. Students are not allowed to come to the office, unless it appears to be a necessity

11. If a child must come to the office, only ONE needs to come, not all his/her friends

12. Upper grade children are NOT allowed on the primary playground

13. An activity which looks dangerous, should be stopped immediately

14. Meal Time:

- a. No returning to the cafeteria after a student has left
- b. No food or drink is to be taken out of the cafeteria
- c. Students are to proceed immediately upon dismissal to the playground

CAMPUS RULES

- Once you arrive for the beginning of your school day, you may not leave the campus for any reason unless you have permission from the office.
- If you arrive late, you must go to the office. You must register every day. If you do not register in your homeroom or where your attendance is taken, you will be marked absent unless the office has a record.
- Never bring matches, knives, or other dangerous instruments to school.
- Fighting and/or horseplay are not allowed on campus.
- Littering is against the law. All trash must be thrown into cans or recycling bins as appropriate.
- If you are not using the restrooms, you have no business there. Do not linger.
- Come to the school office for business only. Leave as soon as you have finished your business. Do not bring friends into the office with you.
- Never bring personal items to school, (i.e., cameras, radios, tape recorders, toys, pets, expensive jewelry, or excessive amounts of money).
- Your desk is assigned to you personally. Do not tamper with the desk of another student.
- Gum chewing is not allowed on campus at any time.
- Marking walls or damaging any part of the school or any equipment or structures on school property is a criminal offense.
- Sale of controlled substances, possession of controlled substances and sale of drug paraphernalia is a criminal offense.

DISCIPLINE

Ducor School prides itself on a discipline plan that is fair and consistent. We feel that 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. Each student has a responsibility to do his or her part in creating and maintaining a safe and stimulating learning environment.

We have policies and procedures that will enable the staff to handle the situation so that they are able to deliver to the other students an educational program that is safe and free from disruptive influences. Consequences for unacceptable behavior include, but are not limited to, the following:

- Isolation
- Detention
- Loss of bus privileges
- In school suspension

As a parent/guardian, you have a right to review the school rules regarding student discipline.

SUSPENSION BY TEACHER

A teacher may suspend any pupil from his or her class for any of the acts enumerated in Ed. Code Section 48900, for the day of the suspension and the day following.

SUSPENSION BY SUPERINTENDENT/PRINCIPAL/DESIGNEE

The following acts committed by a student while under the jurisdiction of the school shall constitute good cause for the suspension and/or recommended expulsion of the student (California Education Code, Section 48900):

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Willfully used force or violence upon the person of another, except in self defense.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object; unless, in the case of possession of any such object, the pupil had obtained written permission from a certified school employee, which is concurred by the principal or the designee of the principal.
Note: The school principal or designee may search the person of a student (including backpack, purse, bag, etc.) if there is reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband.
- Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, alcoholic beverage, or an intoxicant of any kind.
- Unlawfully offered, arranged or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, alcoholic beverage, or delivered, or otherwise furnished to any person another liquid, substance or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a student of his or her own prescription products.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- 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.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm.
- Committed or attempted to commit a sexual assault or a sexual battery as defined by the Penal Code.
- Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
- Sexual harassment

- Hate acts (harassment for racial/ethnic reasons)

Suspension procedures require the following:

- An informal conference with the student unless an emergency situation exists constituting a clear and present danger to the lives, safety, or health of pupils or school personnel. Allow the student the opportunity to present his or her version and evidence in his or her defense. Advise the student of the reason for disciplinary action.
- That parents be given written notice of suspension within twenty-four hours. At the time of suspension, a school employee shall make a reasonable effort to contact the parent in person or by phone.
- That parents or guardians respond to the school's request for a conference without delay, as per state law.
- That parents be informed that the superintendent or his/her designee may review suspensions.
- A student may not be suspended for more than five consecutive days.
- That no pupil shall be suspended for more than twenty days in one school year, unless (a) a pupil enrolls in or is transferred to another school, and opportunity school or class, in which case the total number of school days for which the pupil may be suspended shall not exceed thirty days in any school year, or (b) pending the expulsion process.
- That the teacher of any class, from which a pupil is suspended may require that suspended pupil to complete any assignment and tests missed during the suspension.
- That suspended students must remain under parent supervision and are not to be on any school campus or attend school activities for the duration of the suspension.

EXPULSION

The removal from enrollment in a school or the District may be ordered by the Board when other means of correction have repeatedly failed or the continued presence of the student causes danger to the physical safety of others. State law provides for full due process rights and rights to appeal any expulsion order. (Ed. Code Sections 48915-48925). A pupil with exceptional needs, who is enrolled in a special education program, can only be expelled if the conduct was not caused by or is not a direct manifestation of the pupil's identified handicap. (Ed. Code Section 48915.1)

EXEMPTION

Students may be exempted from compulsory public school attendance, at the request of their parents, for various circumstances as defined by state law.

EXCLUSION

The Board of Education may exclude students from attending school for any of the following reasons:

- Filth or vicious habits, contagious or infectious diseases, including noncompliance with state immunization requirements.
- Physical or mental disability determined to be detrimental to the welfare of other pupils.

DRESS CODE

As of January 1, 2009, Ducor Union Elementary School District students are required to wear uniforms. Uniforms consist of a Ducor shirt, white collared shirts and blue pants or skirts. Pants may be long or short. Uniforms may be purchased at WalMart, Target, or Factory 2 U.

It should be recognized that styles do change and guidelines will be subject to periodic review. The school also realizes that no set of rules can cover every situation. However, if parents and students will keep in mind such things as neatness, cleanliness, safety, and modesty, a productive educational environment will be established and maintained. Your support as parents will certainly be appreciated in upholding these guidelines.

- Clothing shall be neat and clean
- Pupils must dress appropriately for educational activities in which they will participate so as not to endanger their health, safety, or welfare
- Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, obscene, libelous, or sexually suggestive. Clothing or jewelry that advocates racial, ethnic, or religious prejudice, or other unlawful acts, or the use of tobacco, drugs, or alcohol is prohibited.
- Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet shirts, halter tops, off-the-shoulder or low-cut tops, spaghetti straps, bare midriffs, torn, or radically altered clothing is not acceptable. Shirts and/or blouses should be long enough to extend below the waistline when hands are raised above the head.
- Gang related apparel or paraphernalia, including symbols, emblems, insignia, or other gang identifiers, may not be worn or displayed. This rule prohibits the presence of any jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark, or other attribute, denotes membership in or affiliation with gangs. In case of doubt as to whether an item is gang related, the superintendent or designee will consult with local law enforcement or other school personnel with expertise in gangs.
- Hats, caps, and other head coverings are not to be worn in the classroom unless a documented, related health problem exists; bandanas are not allowed.
- Clothing shall be worn as its design was traditionally intended. Overalls can be worn to school, but straps must be buckled. Pants must be worn at the waist with or without the use of a belt. No baggy or sagging (oversized) pants are permitted.
- Attire that may be used as a weapon shall not be worn including, but not limited to, steel-toed boots, chains, wallet chains, items with spikes or studs, etc.
- Designs painted on body or face with ink or makeup are not permitted.
- Dark glasses are not to be worn in the classroom or office unless a documented, related health problem exists.
- Shorts are allowed provided they are in good taste, not too tight or not too short (no higher than a dollar bill above the center of the knee cap). The shorts must also be hemmed.
- Proper footwear, substantial enough to protect feet from sharp objects, must be worn at all times. No thongs or sandals are permitted unless both heel and toe are secured by a strap.
- Jewelry at school should be kept to a minimum. With the exception of ear lobes, students are not permitted to wear earrings, rings, and ornaments of personal adornment in other pierced body parts.
- Unnatural coloring of the hair is not allowed.
- Any apparel, hairstyle, cosmetic, accessory, or jewelry, even if not specifically mentioned above, that creates a safety or health concern, draws undue attention to the wearer, or tends to detract from the education process, is prohibited.

Ducor School reserves the right to send home any student, who is, in the opinion of the Superintendent and/or if, not appropriately dressed for school. If you have any questions regarding the dress code, use this rule of thumb: IF IN DOUBT, DO NOT WEAR IT!!!!

SCHOOL SITE COUNCIL /ELAC-DELAC COMMITTEE

The Ducor School Site Council/ELAC-DELAC Committees meet several times a year to discuss items of concern that need to be addressed. Decisions are made, and information is provided that best meets the needs of the student population at Ducor School. Members are comprised of parents, teachers, classified staff and community members. If you are interested in becoming a member or attending the meetings, please call the school office for the next scheduled meeting.

PARENT CONFERENCES

Parent conferences are held at the time of the first report card. A parent may, however, request a parent conference to be set at any time throughout the year. A parent or teacher may also request the presence of the principal at a parent conference. Parent conferences are scheduled to meet the schedules of parents and the teacher.

LIBRARY

The library services all students in our school. We have acquired a great selection of fiction and non-fiction books for our library. Students have the opportunity to browse through the books and to check out selections each week. Computers with Internet access and reference materials are also available for use in the library.

RESTROOMS

Each student should use the restroom before class, break, lunch, or during recess. Class time is work time. There should be no playing or visiting in the restrooms.

EAL TIMES

- Use good manners, stay seated and face the table while eating.
- Do not sit on the tables.
- Talk with your close neighbors only. No shouting between tables.
- Take care of your own trash, both on and under the tables. Pick up trash around your area. Do not forget milk cartons. If you drop food, pick it up and throw it in the trash can.

PETS AND ANIMALS

It is against school rules to have animals at school (mice, rats, & snakes, etc.) unless they are part of a class experiment, activity or project. Arrangement must be made with the administrator prior to any of these activities. Animals may not be transported on the bus.

Please insure that your pets do not follow you to school if you ride your bike or walk. Repeated violations will necessitate calling the animal shelter. We are never sure of how any animal would react in a given situation. For the safety of the children, please keep animals at home.

TOYS AND EQUIPMENT

Toys are not to be brought to school, with the exception of show-and-tell for the lower grades. Please do not permit your children to bring any toys on show-and-tell that could be injurious to them or their classmates. Certain items of equipment for the upper grades (i.e. mitts, masks, etc.) are permitted provided the owner realizes that the school is in no way responsible for the equipment.

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.

COMPUTERS

Ducor School strongly supports technology in education. We have an approximate 4:1 student to computer ratio on campus. All classrooms and the computer lab are networked with all stations having Internet Access. Students must have a signed Computer Use Agreement on file before being allowed to use any computer on campus. Programs such as Accelerated Reader, STAR Reading, MathFacts, Mavis Beacon, and much more are provided on all workstations.

FURTHER INFORMATION IS AVAILABLE

Further information regarding Ducor School's programs, policies, and procedures is available to any interested person upon request to our district office.

MASCOTAS Y ANIMALES

Va en contra de las leyes de la escuela el tener animales en la escuela (ratones, ratas, serpientes, etc.) a no ser que sean parte de experimentos, actividades o proyectos de clase. Se deben hacer arreglos con los administradores antes de estas actividades. No se pueden transportar animales en los autobuses de la escuela.

Por favor asegúrate que tus mascotas no te sigan a la escuela si manejas tu bicicleta o caminas. Si violas esta regla a menudo llamaremos a la perrera (lugar a donde se mandan animales sin dueño o abusados). Nunca sabemos como un animal va a reaccionar en una situación extraña. Para la seguridad de todos los niños, por favor mantén tus animalitos en la casa.

JUGUETES Y EQUIPO

Juguetes no deben ser traídos a la escuela, con la excepción de juguetes para muestra (show and tell) en los grados menores. Por favor no permita que su hijo traiga juguetes a la escuela el día de muestra que sean peligrosos para ellos o sus compañeros. Ciertos artículos de equipo para grados superiores (por ejemplo guantes, mascarar, etc.) son permitidos siempre y cuando el dueño sepa que la escuela no es responsable por ese equipo.

SERVICIOS PARA ALUMNOS MINUSVÁLIDOS O DISCAPACITADOS

Si tiene cualquier razón para creer que su niño tiene una minusvalidad que requiere servicios especiales o acomodaciones, traiga esto a la atención de la oficina. Su niño será evaluado para determinar si el/ella es elegible para instrucción o servicios especiales.

COMPUTADORAS

La Escuela Ducor apoya fuertemente la tecnología en la educación. Tenemos aproximadamente una proporción de cuatro estudiantes por computadora. Todos los salones y el laboratorio de computadoras están en red y todas las estaciones tienen acceso al Internet. Los estudiantes deben tener un Contrato para el Uso de Computadoras firmado en el archivo antes de que se les permita usar cualquier computadora en el plantel. Programas como Lector Acelerado, Lectura STAR, MathFacts, Mavis Beacon y muchos más son provistos en todas las estaciones de trabajo.

MÁS INFORMACIÓN DISPONIBLE

Más información sobre los programas escolares de la Escuela Ducor, sus pólizas y procedimientos está disponible a cualquier persona interesada si la solicita a la oficina del distrito.

maestros empleados clasificados y miembros de la comunidad. Si usted está interesado en convertirse en miembro o en asistir a reuniones, por favor llame a la oficina de la escuela para la próxima reunión.

CONFERENCIAS CON LOS PADRES

Conferencias con los padres son llevadas a cabo en el tiempo de la primera tarjeta de calificaciones. Un padre puede, sin embargo, pedir una conferencia con el maestro a cualquier hora a través del año. Un padre o maestro también puede solicitar la presencia del director en la conferencia con el padre. Las conferencias con los padres son puestas en el horario tratando de respetar el horario del padre y del maestro.

BIBLIOTECA

Los servicios de la biblioteca son para todos los estudiantes en nuestra escuela. Hemos adquirido una gran selección de libros de ficción y no-ficción para nuestra biblioteca. Los estudiantes tienen la oportunidad de revisar los libros y prestar algunos de nuestra selección cada semana. Computadoras con acceso al Internet y materiales de referencia también están disponibles para ser usados en la biblioteca.

BAÑOS

Cada estudiante deberá usar los baños antes de clases, quebradas, almuerzo o durante el recreo. El tiempo de clase es tiempo de trabajo. No se permiten juegos o visitas de amigos en el baño.

TIEMPOS DE COMIDA

- Usa buenos modales, mantente sentado y enfrente de la mesa mientras comes.
- No te sientes en las mesas.
- Únicamente habla con tus vecinos cercanos. No grites entre las mesas
- Sé responsable de tu propia basura, tanto arriba como debajo de la mesa. Recoge la basura alrededor de tu área. No se te olviden los cartones de leche. Si votas basura, recógela y vótala en el bote de la basura.

- Ropa y joyas deben estar libres de alambre, fotografías o cualquier otra insignia que sean rudas, vulgares, profanas, obscenas, o sexualmente sugestivas. Ropa o joya que promueve prejuicios raciales, étnicos o religiosos, o otros hechos fuera de la ley, o uso de tabaco, drogas o alcohol están prohibidos.
- La ropa deberá ser suficiente para cubrir paños menores en todo tiempo. Blusas transparentes o de mayas, blusas sin tirantes o reveladoras, blusas con tirantes delgados, blusas que lleguen arriba de la cintura, rotas o ropa que ha sido radicalmente alterada no es aceptable. Las camisas / blusas deberán ser suficientemente largas para cubrir hasta debajo de la cintura cuando las manos se tienen alzadas sobre la cabeza.
- Atuendos relacionados con pandillas o parafania de pandillas, incluyendo símbolos, emblemas, insignias u otra clase de factores que identifican pandillas, no pueden ser usadas o mostradas en la escuela. Esta regla prohíbe la presencia de cualquier joya, accesorio, cuaderno, o forma de arreglarse, por color, arreglo, marcas u otros atributos, denotando membresía o afiliación con pandillas. En caso de tener dudas si un artículo está relacionado con las pandillas, el superintendente o la persona que ha sido designada por él, consultará con agencias locales que endorsan la ley y con otros empleados de la escuela con experiencia con pandillas.
- Sombreros, cachuchas y cualquier otra cubierta de cabeza no se deben usar en el salón a no ser que un problema de salud documentado existe; no se permiten bandanas.
- La ropa debe ser usada para lo que fue diseñada tradicionalmente, Overoles pueden ser usados en la escuela, pero los tirantes deben estar abrochados. Los pantalones deberán usarse hasta la cintura con o sin cinturón (cincho). Pantalones flojos o casi cayéndose (demasiado grandes) no se permiten en la escuela.
- Ropa que puede ser usada como armas no puede usarse incluyendo pero no estando limitada a, botas con puntas de hierro, cadenas, artículos con puntas, etc.
- Diseños pintados en el cuerpo o la cara con tinta o maquillaje no son permitidos.
- No se puede usar anteojos (lentes) oscuros en el salón de clase u oficina a no ser que exista un problema de salud que ha sido documentado.
- Se permiten pantalones cortos (shorts) siempre y cuando estén en buen gusto, no muy apretados o cortos (no más cortos que lo ancho de un billete arriba del centro de la rodilla) Los pantalones cortos tienen que tener bastilla o ruedo.
- Zapatos apropiados, lo suficientemente fuerte para proteger los pies de objetos con filo, deben ser usados a toda hora. No se puede usar sandalias o guaraches (yinas) a no ser que las plantas de los pies y los dedos estén cubiertos por una correa.
- Joyas en la escuela deben mantenerse a un mínimo. Con la excepción de aritos en las orejas, los estudiantes no pueden usar aritos, anillos y ornamentos para adornarse en otras partes del cuerpo.
- Color de pelo no natural no se permite.
- Cualquier apariencia, estilo de pelo, cosmético, accesorio o joyas, aun si no han sido mencionados arriba, que crean problemas o preocupaciones de salud o seguridad, atrae atención excesiva al que las usa, o quita la atención del proceso de aprendizaje están prohibidos.

La Escuela Ducor se reserva el derecho de mandar al hogar a cualquier estudiante que en la opinión del superintendente y/o los empleados, no esté apropiadamente vestido en la escuela. Si usted tiene alguna pregunta concerniente al código de vestuario, use esta regla general: ¡SI TIENE DUDAS SOBRE ALGO, NO LO USE!

CONSEJO de la ESCUELA/ COMITÉ de ELAC/DELAC

El Consejo Local y el Comité Bilingüe de la Escuela Ducor se reúnen diversas veces al año para discutir artículos que necesitan ser tratados. Decisiones son hechas, y la información que cumple mejor con la necesidades de los estudiantes es provista en la Escuela Ducor. Los miembros están compuestos de padres,

- Los padres o guardianes responden a la petición de la escuela de una conferencia sin demora, por ley estatal.
- Los padres deben ser informados de que el superintendente o la persona que el ha designado puede revisar las suspensiones.
- Ningún estudiante puede ser suspendido por más de veinte días en un año escolar, a no ser que (a) un alumno es matriculado o es transferido a otra escuela, una escuela de oportunidad o clase, en dicho caso el número total de días escolares por los cuales el alumno puede ser suspendido no deberá ser mayor a treinta en cualquier año escolar, o (b) esté pendiente el proceso de expulsión.
- Que el maestro de cualquier clase, de la cual el alumno ha sido suspendido requiera que el alumno suspendido complete cualquier tarea y exámenes perdidos durante la suspensión.
- El estudiante suspendido debe permanecer bajo supervisión de los padres y no debe estar en el plantel de ninguna escuela o asistir a actividades escolares durante la duración de la suspensión.

EXPULSIÓN

El retiro de la matrícula en una escuela o el distrito puede ser ordenado por la Junta cuando otras alternativas de corrección han fallado repetidamente o la presencia continua del alumno causa peligro a la seguridad física de otros. La ley estatal otorga derechos completos y derechos de apelar cualquier orden de expulsión. (Código de Educación Secciones 48915-48925). Un alumno con necesidades excepcionales, que está matriculado en el programa de educación especial, únicamente puede ser expulsado si la conducta no fue causada por o no es una manifestación directa de la minusvalidad identificada del alumno. (Código de Educación Sección 48915.1)

EXCEPCIONES

Los estudiantes pueden estar exentos (sin obligación) de asistencia obligatoria a la escuela pública, si el padre lo solicita, por varias razones según lo define la ley estatal.

EXCLUSIÓN

La Junta de Educación puede excluir a estudiantes de asistir a una escuela por cualquiera de las siguientes razones:

- Hábitos de suciedad o viciosos, enfermedades contagiosas o de infección, incluyendo el no cumplir con los requisitos de vacunación del estado.
- Minusvalidad física o mental que haya sido determinada como peligrosa para el bienestar de otros estudiantes.

CÓDIGO DE VESTUARIO

Comenzando el 1 de enero, 2009 el distrito de la escuela de Ducor requiere que los estudiantes usen uniforme. Los uniformes consisten de playera de Ducor o camisa blanca con cuello y pantalón o falda azul. Uniformes estan disponibles en WalMart, Target y Factory 2 U.

Debe ser reconocido que el estilo de vestuario cambia y que las directrices deben estar sujetas a revisiones periódicas. La escuela también sabe que ningún grupo de reglas puede cubrir toda situación. Sin embargo, si los padres y estudiantes tienen en mente cosas como limpieza, seguridad y modestia un ambiente educativo productivo será establecido y mantenido. Su apoyo como padres verdaderamente será apreciado al mantener estas reglas:

- La ropa tiene que ser nítida y limpia
- Los alumnos deben vestirse apropiadamente para actividades educativas en las cuales van a participar para no poner en peligro su salud, seguridad y bienestar

SUSPENSIÓN POR EL SUPERINTENDENTE/ DIRECTOR/ PERSONA ASIGNADA

Los siguientes hechos cometidos por un estudiante mientras que esté en la jurisdicción de la escuela pueden constituir causa suficiente para suspensión y/o recomendar la expulsión de ese estudiante (Código de Educación de California, Sección 48900);

- a. Causar, intentar causar, o amenazar con causar daños físicos a otra persona.
- b. Usar voluntariamente el uso de la fuerza o violencia en la persona de otro, excepto en defensa propia.
- c. Poseer, vender, o entregar de otra manera, cualquier arma de fuego, cuchillo, explosivo o cualquier otro objeto peligroso, a no ser, en caso de posición de dichos objetos, que el alumno haya obtenido permiso escrito de un empleado certificado de la escuela, el cual ha sido aprobado por el director o la persona designada por el director. Ffjese: El director de la escuela o la persona designada puede revisar a la persona del estudiante (incluyendo mochilas, carteras, bolsas, etc.) si hay sospecha razonables para creer que el estudiante puede tener un arma escondida, narcóticos, propiedad robada o contrabando.
- d. Poseer en contra de la ley, usar, vender o dar de cualquier otra manera, o estar bajo la influencia de cualquier sustancia controlada (droga) enlistada en el Capítulo 2 (comenzando con la sección 11053) de la División 10 del Código de Seguridad y Salud, bebidas alcohólicas o un intoxicante de cualquier tipo.
- e. Cometer o intentar cometer robo o extorsión.
- f. Causar o intentar causar daños a propiedad de la escuela o propiedad privada.
- g. Robar o intentar robar propiedad de la escuela o propiedad privada.
- h. Poseer o usar tabaco o productos conteniendo tabaco o productos de nicotina, incluyendo pero no estando limitados, a cigarros, puros, cigarros miniatura, cigarros de trébol, tabaco para mascar y betel. Sin embargo, esta sección no prohíbe el uso o posesión de un estudiante de productos recetados.
- i. Cometer un hecho obsceno o involucrarse en profanidad o vulgaridad habitual
- j. Tener posición contra la ley de, u ofrecer en contra de la ley, arreglar, o negociar la venta de artículos usados para drogas, según lo define la Sección 11014.5 del Código de Salud y Seguridad.
- k. Interrumpir actividades escolares o desafiar en forma voluntaria de cualquier manera la autoridad de supervisor, maestros, administradores, oficiales escolares u otro personal de la escuela que este llevando a cabo sus responsabilidades o asignaturas.
- l. Haber recibido a sabiendas propiedad de la escuela o propiedad privada que haya sido robada.
- m. Poseer una imitación de una arma de fuego.
- n. Haber cometido o intentar cometer un asalto sexual según lo define el Código Penal.
- o. Acosar, amenazar o intimidar un alumno que es un testigo en un proceso disciplinario con el propósito de prevenir al alumno de testificar o declarar en contra del alumno por ser un testigo o las dos cosas.
- p. Acoso sexual.
- q. Hechos de odio (acoso por razones raciales o étnicas)

Procedimientos para suspensión requieren lo siguiente:

- Una conferencia informativa con el estudiante a no ser que exista una situación de emergencia constituyendo un peligro claro y presente para las vidas y seguridad o salud de alumnos o empleados de la escuela. Dándole al estudiante la oportunidad de presentar su versión y evidencia en su defensa. Comunicar al estudiante las razones por la acción de disciplina.
- A los padres se les da aviso por escrito de la suspensión dentro de 24 horas. En el tiempo de suspensión, un empleado de la escuela debe hacer un esfuerzo razonable de contactar a los padres y persona o por teléfono.

REGLAS DEL PLANTEL (continuacion)

- Votar basura es contra la ley. Toda la basura debe ser tirada en basureros o cajas de reciclaje según sea apropiado.
- Si no estas usando el baño, no tienes ningún negocio ahí. No pierdas el tiempo.
- Ven a la oficina de la escuela únicamente por asuntos de negocios. Retírate en el momento en que tus negocios hayan terminado. No traigas amigos a la oficina contigo.
- Nunca traigas cosas personales a la escuela (por ejemplo: cámaras, radios, grabadoras de cintas, juguetes, mascotas, joyas caras o cantidades excesivas de dinero.)
- Tu pupitre (escritorio) se te ha asignado únicamente a ti. No toques el pupitre de otro estudiante.
- No se permite masticar chicle en el plantel a ninguna hora.
- Hacer marcas en la pared o dañar cualquier equipo o estructura de la escuela en la propiedad de la escuela es una ofensa criminal.
- La venta de sustancias controladas (drogas), posesión de sustancias controladas o venta de utensilios para el uso de drogas es una ofensa criminal.

DISCIPLINA

La Escuela Ducor se enorgullece de un plan de disciplina que es justo y consistente. Creemos que todos los estudiantes tienen el derecho de ir a la escuela en un ambiente seguro. Cada estudiante también merece la oportunidad de aprender libremente de influencias de compañeros que interrumpen su aprendizaje. Cada estudiante tiene la responsabilidad de poner de su parte para crear y mantener un ambiente de aprendizaje estimulante y creativo.

Tenemos pólizas y procedimientos que le permitirán a los empleados manejar una situación para poder entregar a los otros estudiantes un programa educativo que es seguro y sin interrupciones. Consecuencias por conducta inaceptable incluyen, pero no están limitadas a las siguientes:

- Aislamiento
- Detención
- Perder privilegios de autobús
- Suspensión adentro de la escuela

Como un padre/guardian usted tiene el derecho de revisar las reglas de la escuela concernientes a la disciplina de alumnos.

SUSPENSIÓN POR MAESTRO

Un maestro puede suspender a cualquier alumno de su clase por cualquiera de los hechos enumerados en el Código de Educación Sección 48900, por el día de suspensión y también el día siguiente.

- a. Los estudiantes no deben tirar arena bajo ninguna condición
- b. Únicamente juguetes aprobados por los empleados pueden ser usados en las cajas de arena
- 7. Actividades:
 - a. No se permite fútbol de toque a ningún tiempo
 - b. No se permite peleas, lucha libre o jugar al carate a ningún tiempo
- 8. Tiempo de almuerzo:
 - a. Los estudiantes no deben regresar a la cafetería después de que se han dejado ir.
 - b. No se puede sacar ninguna comida o bebida de la cafetería.

REGLAS PARA EL PATIO DE JUEGOS DE GRADOS SUPERIORES

1. baños y Fuentes para Beber Agua
 - c. No se debe jugar en los baños o las fuentes para tomar agua.
 - d. Los baños deben ser usados inmediatamente después de la campana de salida o antes de la campana de tardanzas.
 - e. No se puede llevar pelotas a los baños.
 - f. No se debe votar basura en los baños.
2. No se permite peleas, lucha libre o empujar a otros estudiantes. Estudiantes pueden lastimarse de igual manera jugando a la lucha libre en forma amigable que cuando en realidad están peleando. Luchadores amistosos casi siempre se enojan y comienzan a golpearse de verdad.
3. No se debe tirar o patear pelotas cerca de los edificios
4. No se debe rebotar pelotas de los edificios
5. Los estudiantes no deben votar basura en los corredores durante el recreo o el almuerzo
6. Si un estudiante necesita venir a la oficina, no se permite que compañeros acompañen a ese estudiante
7. No se permite agarrar de las manos o mostrar afecto en forma exagerada
8. No se permite fútbol de toque
9. Juegos de fútbol, balompié o otros juegos de patio deben ser jugados en el área de grama bien lejos de las macetas y las áreas de cemento.
10. No se permite que vengan los estudiantes a la oficina, a no ser que sea una necesidad
11. Si un niño debe venir a la oficina, debe venir SOLO, sin ninguno de sus amigos
12. Niños de grados superiores no se permiten en el patio de grados menores
13. Una actividad que parezca peligrosa, deberá ser parada inmediatamente
14. Tiempo de Comidas:
 - a. No se puede regresar a la cafetería después de que un estudiante ha salido de ella
 - b. No se puede sacar comida ni bebidas de la cafetería
 - c. Los estudiantes deben ir inmediatamente al patio de juegos al salir de la cafetería

REGLAS DEL PLANTEL

- Ya que llegues al principio de tu día escolar, no puedes salir del plantel por ninguna razón a no ser que tengas permiso de la oficina.
- Si llegas tarde, debes ir a la oficina. Debes registrarte cada día. Si no te registras en tu salón principal o en donde se tome asistencia, serás marcado ausente a no ser que la oficina tenga un informe que indique lo contrario.
- Nunca traigas fósforos, cuchillos u otros artículos peligrosos a la escuela.
- No se permite pelear o revolcarse en el plantel.

PROGRAMA DE COMIDA

Ducor ofrece desayuno y almuerzo caliente diario a todos los estudiantes. Los estudiantes que traen sus almuerzos pueden comprar leche.

La Escuela Ducor participa en el Programa Estatal de Desayuno y Almuerzo llamada Provision de Comunidad Eligible Año Escolar 2016-2017

Todos los estudiantes de Ducor son elegibles para recibir un desayuno y almuerzo saludable sin costo alguno.

LIBROS

La Escuela Ducor provee todos los libros necesarios para los estudiantes. Esperamos que esta inversión de fondos del distrito será tratada con respeto. Se espera un desgaste razonable de los libros. Sin embargo, daños no razonables darán como resultado que los padres/ estudiantes sean financieramente responsables de reponer los libros.

SUPERVISIÓN DEL PATIO

Maestros y asistentes instructivos del salón comparten la responsabilidad de evaluar la conducta y seguridad de los estudiantes mientras están en el plantel escolar, en los pasillos y en la cafetería. Se espera que los estudiantes respondan ordenadamente, con cortesía y en forma rápida a cualquier adulto que los este supervisando.

SUPERVISIÓN DEL PATIO DE GRADOS MENORES

1. No se permiten niños de grados superiores en el patio.
2. Los estudiantes deben responder al supervisor/ silbato
3. Baño y Fuentes para Beber Agua:
 - a. No se debe jugar en los baños o las fuentes para tomar agua.
 - b. Los baños deben ser usados inmediatamente después de la campana de salida o antes de la campana de tardanzas.
 - c. No se puede llevar pelotas a los baños.
 - d. No se debe votar basura en los baños.
4. Columpios:
 - a. No se debe saltar de los columpios
 - b. No se debe empujar
 - c. No se debe retorcer
 - d. No se debe agarrar de manos de columpio a columpio
 - e. Los estudiantes deben mantenerse sentados en todo tiempo
5. Uso de Pelotas:
 - a. No se debe tener pelotas cerca de los edificios
 - b. No se debe salir del patio de juegos para recoger una pelota sin permiso
 - c. No se debe rebotar una pelota de los edificios o del techo de los edificios
6. Cajas de Arena:

- Una orden por escrito del doctor dando instrucciones para la medicina -- el tipo, la dosis y el método de administración. Un tiempo de duración deberá ser establecido, como: orden efectiva por tres meses, seis meses, etc.
- Las medicinas deberán tener etiquetas claras.

También, para la protección de la salud y bienestar de su niño, le pedimos que tenga en el archivo una Tarjeta de Información en Caso de Emergencia con información vigente o actual.

VISITAS DE PADRES A LA ESCUELA

Animamos a los padres a que visite el salón de su niño a cualquier hora. Visitas con los maestros o con otros empleados de la escuela deberán ser por cita porque esto asegurara que la persona o grupo de personas que usted quiere ver estará(n) disponible(s) cuando usted venga. Para la seguridad y protección de todos los estudiantes, todos los visitantes deben primero firmar el registro en la oficina antes de entrar al salón de clases durante horas escolares. Padres interesados en ayudar en la escuela o otras funciones tendrán que revisar la Poliza de Ayudantes. Llamen a la escuela para más información.

ASEGURANZA DE ESTUDIANTES

El distrito compra la póliza de seguros del distrito para cada estudiante. Esta póliza cubre a los estudiantes únicamente mientras están en el plantel o mientras están envueltos en actividades patrocinadas por la escuela.

ARCHIVOS DE ESTUDIANTES

El Distrito Escolar Ducor mantiene archivos cumulativos de cada alumno según lo requiere la ley. Los archivos de los alumnos consisten de información de identidad personal, materias tomadas, calificaciones recibidas, resultados de exámenes estandarizados, informes de asistencia y de salud. Los archivos de los alumnos son mantenidos en cada escuela en donde asiste el alumno. El director de la escuela o la persona que ha sido designada por el, es responsable de mantener cada tipo de informe del alumno y la información que este contiene. Los archivos de alumnos son accesibles únicamente al padre o guardián legal del alumno. Los padres/guardianes tienen el derecho de revisar y desafiar el contenido de los archivos de sus niños. Copias del archivo del alumno pueden ser obtenidas por el padre o guardián.

Por favor llame a la oficina de la escuela para hacer una cita si usted desea revisar los archivos de su hijo.

AYUDA PARA EL ESTUDIO

Cada niño necesita desarrollar buenos hábitos de estudio para tener éxito en la escuela. Hemos preparado un método para que usted ayude a proveer una "rutina de estudio" para sus hijos. Esperamos que lo intente:

- Escoja un tiempo regular cada día para tarea y estudio. Dele un tiempo después de la escuela al niño para que juegue y también tiempo para ver la televisión en la noche. Antes o después de la cena puede ser el mejor tiempo para terminar la tarea.
- Mantenga el tiempo de tarea/ estudio razonable.
- Mantenga las distracciones a un mínimo. No tenga al estudiante trabajando cerca de la televisión o la radio. Trate de no dejar que los hermanos molesten al estudiante. No permita interrupciones como llamadas telefónicas.
- Revise el trabajo. Cuando el estudiante termine, tome unos cuantos minutos para revisar el trabajo. Revise por errores obvios y por nitidez (orden).
- Lea con su hijo/a. Hable con el sobre la tarea o como le fue en la escuela.

SIMULACROS DE INCENDIOS Y TERREMOTOS

Simulacros de incendios y terremotos se llevan a cabo una vez por mes. El propósito de estos es que los empleados y estudiantes sepan los procedimientos apropiados en caso de un incendio. Los simulacros de fuego son indicados por el sistema de alarma.

Los estudiantes también serán informados sobre qué hacer en caso de que ocurra un terremoto mientras están en la escuela.

DÍAS CON NIEBLA (NEBLINA)

Cada año podemos lidiar con "días con niebla." Estos días son confusos para los padres y estudiantes. Usaremos los siguientes procedimientos para la declaración de un Día Con Niebla en el Horario:

- Si los autobuses serán retrasados, la determinación será hecha a las 6:30 AM.
- La Estación de Radio KTIP (1450 AM) será contactada ÚNICAMENTE si un Día Con Niebla es puesto en el horario escolar.
- Un Día Con Niebla en el Horario significa que los autobuses podrán retrazarse hasta dos horas más tarde de lo normal.
- Por favor escuche la radio para información.
- Si no hay informe en la radio entonces los autobuses correrán en un horario normal.
- Mandaremos mensaje por text si habrá un horario diferente debido a la neblina y explicara la hora de retraso.

CUSTODIA DE UN NIÑO

Es la responsabilidad del padre o guardián del niño proveer a la escuela un documento legal concerniente a los derechos de custodia de un niño, visitas a la escuela, etc. y cualquier otro derecho concerniente a actividades de la escuela.

PIOJOS O LIENDRES

Uno de los problemas más comunes en el plantel de cualquier escuela primaria son los piojos. Nuestra preocupación principal al lidiar con piojos es que se pasan muy fácilmente de un estudiante a otro y a no ser que a un estudiante infectado se le hayan removido todos los sacos de huevos, los piojos regresaran. Por esta razón, recomendamos que los estudiantes no compartan sombreros o cachuchas (gorras), chamarras o chaquetas, etc. También la póliza del distrito es que un estudiante se mande a la casa si tiene piojos y deberá estar completamente limpio de estos antes de regresar a la escuela.

ARTÍCULOS PERDIDOS

Artículos de ropa que son encontrados son puestos en la percha de "cosas perdidas." Artículos pequeños como billeteras, joyas, lentes, llaves, etc. son mantenidos en la oficina. Las cosas que no son recogidas son donadas a organizaciones de caridad.

Se les pide a los padres que escriban el nombre de su niño en las loncheras, suéteres, abrigos, etc.

MEDICINAS

Cuando es absolutamente necesario, medicinas pueden ser dadas en la escuela con las siguientes provisiones:

- Una petición escrita del padre declarando que el doctor del niño ha ordenado que medicinas sea dadas en la escuela.

4. Siéntate pronto. Está dispuesto a compartir tu asiento con un compañero de escuela. Abrochese el cinturón si son disponibles.
5. Siéntate siempre mirando hacia la parte de enfrente del autobús. Mantente sentado mientras el autobús está en movimiento. No te cambies de asiento sin el permiso del conductor. No "guardes" asientos.
6. Mantén tus manos lejos de otras personas y sus posesiones.
7. Mantén tu cabeza, manos y brazos adentro del autobús en todo tiempo. No grites desde la ventana a personas afuera del autobús.
8. Animales, insectos y reptiles no son permitidos en el autobús. Los perros guías para ciegos son una excepción (Código Civil 54.2)
9. No se permite frascos de vidrio en el autobús.
10. El pasillo del autobús y las salidas de emergencia deben mantenerse libres de libros, loncheras, etc.
11. Mantén el autobús limpio. Los estudiantes no pueden comer, beber o masticar chicle en el autobús.
12. Los estudiantes deben usar zapatos y camisas en todo tiempo mientras estén en el autobús. No se permite traer cosméticos abiertos o latas de aerosol.
13. No se permite lenguaje obsceno o profano.
14. Los estudiantes serán responsables de su conducta individual. No es posible que un conductor mire a los estudiantes en todo tiempo, por lo tanto, el decir que "¡alguien más también lo estaba haciendo!" no disculpa la mala conducta de un estudiante.
15. No destruyas la propiedad del autobús. Daños a los asientos, ventanas y otras partes del autobús son innecesarios y muy caros. El estudiante responsable pagará por los daños.
16. Evita hablar y reírte en un tono demasiado alto y evita también confusión innecesaria.

EMERGENCIAS

En caso de una emergencia, se hará todo esfuerzo por comunicarse con los padres si el estudiante requiere atención medica inmediata. La Tarjeta de Emergencia en el archivo del estudiante en la oficina de la escuela enlista a quien llamar en caso de una emergencia. Los empleados de la escuela seguirán las direcciones de los padres lo mas cerca que les sea posible.

Por favor llene la tarjeta de emergencia completamente. Si tenemos una emergencia es importante que tengamos un número en donde lo podamos encontrar. Si hay un cambio de dirección, teléfono o empleo, notifique a la escuela para que en caso de una emergencia nos podamos comunicar con usted.

DEJAR IR A LOS NIÑOS DE LA ESCUELA

Ya que un niño llegó a la escuela, no se deja que el/ella abandone la escuela o el plantel antes de la salida regular sin el permiso de un padre o guardián. Los padres o guardianes deben firmar la salida de los estudiantes en la oficina en el caso de una salida temprana.

Si el padre permite que otra persona (incluyendo abuelos o hermanos) saque de la escuela a su niño, el padre deberá notificar a la oficina. Usted puede dejar una nota en la oficina para cada año escolar con la lista de personas que pueden recoger a su niño.

EVALUACIÓN

A través del año, los estudiantes recibirán diversas oportunidades para demostrar su adquisición de los objetivos de nivel de grado. Las evaluaciones más comunes son dadas en el salón en la forma de examen, ejemplos de trabajo y desempeño. Además, los maestros del salón tienen la oportunidad de coleccionar datos para ser puesto en el portafolio de cada niño. También les damos a los estudiantes un examen estandarizado (de normas generales) en la primavera.

BICICLETAS

Las bicicletas deberán ser estacionadas en la percha de bicicleta. Las bicicletas no son permitidas en ningún otro lugar en el plantel a ninguna hora. Si su niño maneja una bicicleta la ley exige que el niño use un casco.

REUNIONES DE LA JUNTA DIRECTIVA

La Junta Directiva del Distrito Escolar Ducor tiene sus reuniones regulares el segundo Martes de cada mes en la biblioteca a las 5:30 PM, a no ser que se avise algo diferente. Las agendas para cada reunión son puestas en la vitrina de anuncios de la oficina de la escuela, la oficina de correos y en la Compañía de Teléfonos de Ducor por lo menos 72 horas antes de la reunión. Los padres y miembros de la comunidad son bienvenidos a asistir las reuniones de la junta. Reuniones especiales de la Junta Directiva a veces son convocadas y las agendas son puestas por lo menos 24 horas antes de la reunión. Si usted necesita más información, por favor llame a la oficina de la escuela.

REGLAS DEL AUTOBÚS/ SEGURIDAD/ DISCIPLINA

El Distrito Escolar Ducor está dedicado a proveer servicios de transportación a sus alumnos con la seguridad máxima para todos los estudiantes como nuestro objetivo principal. Para garantizar este nivel de seguridad cada estudiante debe comportarse de manera aceptable, permitiéndole al conductor (motorista) dirigir su atención completa a manejar el autobús.

Título 5 de Código Administrativo de California Sección 14103:

Alumnos transportados en un autobús escolar deberán estar bajo la autoridad de, y responsabilidad de, el conductor del autobús, el conductor será responsable por la conducta ordenada de los alumnos mientras que están en el autobús o están siendo dirigidos en una calle o autopista.

REGLAS DEL AUTOBÚS

1. Cooperar con el conductor. Seguir las direcciones la primera vez que son dadas.
2. Llegar a la parada del autobús antes de la hora en que el autobús debe estar ahí. Mientras que vayan hacia y de la parada del autobús y mientras que esperan por el autobús, manténganse afuera de las calles de propiedad privada. Ruido, conducta desordenada, daños en la parada del autobús pueden causar que la parada sea removida a otra localidad más conveniente.
3. Sube y baja del autobús en una forma ordenada. No empujes a otros estudiantes. Sigue las instrucciones del conductor concerniente a donde sentarte y procedimientos para bajar del autobús.

ACCIDENTES

Si un daño serio ocurre en las instalaciones escolares o en el autobús, se notificará a los padres y se les pedirá que recojan a su niño para su propia observación o examinación por el doctor familiar. Los padres serán notificados inmediatamente sobre cualquier daño (herida, golpe, etc.) que no se considera menor. En el evento en que un padre no pueda ser notificado, se entregará el estudiante a una persona nombrada en su tarjeta de emergencia.

ADMISIÓN

La Ley Estatal requiere que un niño tenga cinco años para el 1 de diciembre para empezar el Kindergarten y seis años para empezar el primer grado. Los estudiantes que no tengan cinco años para el 1 de diciembre podrán empezar el Kindergarten cuando cumplan cinco años si hay suficiente espacio en el Kindergarten y si los padres firman un formulario declarando que el hecho de que el niño entró a la escuela a medio año no significa promoción al primer grado al final de ese año escolar.

Si el niño no ha asistido a nuestra escuela antes, es una obligación de que el padre traiga la partida de nacimiento del niño.

La Ley Estatal obliga a los padres a presentar evidencia que el niño ha sido protegido de polio, difteria, tosferina, tétano, Hepatitis y varicela (rubella). También pueda ser que un examen de la piel de tuberculosis sea archivado.

CONTROL DE ENFERMEDADES CONTAGIOSAS

No se permite que alumnos con enfermedades contagiosas asistan a la escuela, y la escuela deberá ser notificada lo más pronto posible por los padres. Los alumnos serán admitidos nuevamente cuando el peligro de contagiar la enfermedad a los otros alumnos ya no exista.

La Ley Estatal requiere que cada niño sea vacunado contra enfermedades contagiosas. Los alumnos serán excluidos de la escuela si no tienen información apropiada sobre sus vacunas.

FOTOGRAFÍAS

Fotografías individuales serán tomadas cada año de todos los alumnos. Paquetes de copias a color de las fotografías estarán disponible para su compra.

LLEGADA A LA ESCUELA

No se permiten estudiantes en la escuela antes de las 8:30 de la mañana. No hay supervisión en los terrenos hasta esta hora. Estudiantes que lleguen antes de las 8am. se reportaran a la cafetería. Estudiantes que lleguen tarde tendran que reportarse a la oficina antes de ir a su clase. Estudiantes deben ser recogidos a la hora exacta de despedida 2:50pm. No habra supervicion después de esta hora. Los miércoles los estudiantes salen a la 1:30pm. El programa de CHOICES esta disponible para proveer supervicion.

USO DEL TELÉFONO DE LA ESCUELA

El teléfono localizado en la oficina de la escuela es para el uso de negocios únicamente. Se puede dar permiso a un estudiante de usar el teléfono, si, el maestro considera, que la llamada es absolutamente necesaria. Únicamente en caso de una emergencia la oficina puede ser contactada para interrumpir a un estudiante en su salón de clases para entregarle un mensaje personal. Estudiantes tendran que pedir permiso para usar el telefono de la oficina. Celulares no se permiten durante horas de la escuela.

RESPONSABILIDAD DEL PADRE (continuacion)

El distrito escolar puede mantener las calificaciones, diplomas o archivos de calificaciones del estudiante responsable de daños hasta que dichos daños sean pagados o la propiedad regresada o hasta la finalización del programa de trabajo voluntario como pago del dinero.

Si su niño comete un acto obsceno o se envuelve en profanidad habitual o vulgaridad, interrumpe actividades escolares o de cualquier manera desafía la autoridad de los empleados de la escuela, y es suspendido por dicha conducta, se le podrá pedir a usted que asista a una porción del día escolar en el salón de su niño.

ESCUELAS SIN TABACO (CIGARROS)

Ducor es una escuela que no permite el tabaco o cigarros.

INFORME ESCOLAR ANUAL

El Informe Escolar Anual está disponible en Inglés y Español si se solicita. El informe, que debe ser publicado anualmente por las juntas escolares locales para cada escuela primaria y secundaria en el estado, provee a los padres y a las personas que estén interesadas una variedad de información acerca de la escuela.

ENTREGA DE INFORMACIÓN DEL DIRECTORIO

La ley permite a las escuelas que entreguen información del directorio a ciertas personas u organizaciones. Información del directorio puede incluir el nombre de un estudiante, su dirección, número de teléfono, fecha de nacimiento, días de asistencia y la escuela pública o privada a la cual asistió más recientemente. Si usted desea que el distrito no entregue esta información, por favor comuníquese con el/la director(a) de la escuela.

AVISO DE PROCEDIMIENTO EN CASO DE QUEJAS

El distrito tiene una responsabilidad principal de asegurarse de cumplir con las leyes y regulaciones estatales y federales. El distrito investigará quejas que aleguen el fallo en el cumplimiento de estas leyes. Buscaremos resolver estas quejas mientras que nos aseguramos que las quejas no producirán represalias. Si usted cree que una ley federal o estatal está siendo violada, usted puede registrar una queja escrita describiendo la falta con el superintendente/ director del distrito. Después de una investigación local, usted puede apelar al Departamento de Educación de California. Algunas quejas pueden envolver remedio de leyes civiles, intervención directa del estado o el retener fondos del distrito si no cumplimos con la ley.

QUEJAS A CERCA DEL PROGRAMA DE LA ESCUELA

La Junta Directiva cree que la calidad del programa educativo puede mejorar cuando el distrito escucha las quejas, considera opiniones diferentes y resuelve malos entendidos por medio de un proceso objetivo establecido.

La Junta anima a las personas que tienen quejas a que resuelvan los problemas temprano y con toda la información necesaria siempre que sea posible. Si el problema no se soluciona, el individuo deberá entregar una queja formal lo más pronto posible al superintendente/ director de la escuela.

A pesar que miembros individuales de la junta directiva no tienen autoridad para resolver quejas, cuando estas son entregadas a ellos directamente, los miembros de la junta escucharán la queja y mostrarán interés al referir la queja al director o a la persona designada para solucionar el problema para que el problema reciba la consideración apropiada.

EDUCACIÓN ESPECIAL (continuación)

agencia pública u organización pueden registrar una queja escrita con el superintendente del distrito o con el Superintendente Estatal de Instrucción Pública si creen que el distrito escolar ha violado leyes federales o estatales concerniente a educación especial.

INSTRUCCIONES INDIVIDUALES PARA ALUMNOS CON MINUSVALIDADES TEMPORALES EN UN HOSPITAL FUERA DEL DISTRITO ESCOLAR

Un alumno con minusvalidades (discapacidad) temporales que está en un hospital o instalación residencial de salud, excepto un hospital del estado, será considerado como un residente del distrito escolar en donde el hospital está localizado. El padre/guardian tiene la responsabilidad primaria de notificar al distrito escolar en el cual el alumno con la minusvalidad temporal está residiendo por la hospitalización. El distrito en donde el alumno reside ofrecerá instrucción individual si el alumno califica, a no ser que el distrito escolar anterior del alumno provee dicha instrucción individual.

EXÁMENES EN CREENCIAS PERSONALES

A no ser que usted de un permiso por escrito, su niño no recibirá ningún examen, cuestionario, lista de preguntas o examinación conteniendo ninguna pregunta sobre las creencias personales, practicas sexuales, vida familiar o religión de su niño o del padre o guardián.

PERMISO PARA EVALUACIONES

Su niño no será examinado con una evaluación de conducta, mental o emocional sin su permiso por escrito.

DERECHO DE EVITAR EL USO DAÑINO O DESTRUCTIVO DE ANIMALES

Cualquier alumno con una objeción a disecar, dañar o destruir animales, o cualquier parte de estos, deberá notificar a su maestro sobre la objeción. Proyectos educativos alternativos serán autorizados.

ACOSAMIENTO GENERAL

Acosamiento de o por cualquier estudiante no será tolerado. La Escuela Ducor considera el acosamiento como una ofensa mayor la cual puede dar como resultado una acción disciplinaria incluyendo suspensión o expulsión del estudiante que haya cometido la ofensa.

ENTREGA DE UN ESTUDIANTE A UN OFICIAL DEL ORDEN PÚBLICO

Si la Escuela Ducor entrega a su niño a un oficial de orden público (oficial de paz) con el propósito de removerlo(a) del plantel escolar, el oficial de la escuela deberá tomar los pasos inmediatos para notificarle a usted o a un familiar responsable, excepto cuando un estudiante ha sido llevado bajo custodia como una victima por sospecha de maltrato/ abuso de menores. En esos casos, el oficial notificará al padre o guardián.

RESPONSABILIDAD DEL PADRE

Padres o guardianes son responsables por todos los daños causados por la mala conducta intencional de sus niños que resulte en muerte o daños a otros estudiantes, empleados de la escuela o la propiedad de la escuela. Los padres también son responsables de cualquier propiedad de la escuela que se haya prestado al estudiante no haya sido regresada.

INSTRUCCIÓN EN TEMAS INCLUYENDO SALUD, EDUCACIÓN DE VIDA FAMILIAR, EDUCACIÓN SEXUAL Y ENFERMEDADES VENÉREAS

El padre/guardian tiene el derecho de excusar a su hijo de las clases de salud, educación de vida familiar, educación sexual y de la clase de enfermedades venéreas siempre que cualquier parte de la instrucción este en contra con el entrenamiento religioso, creencias o convicciones morales del hogar.

El padre/guardian deberá ser notificado por escrito cuando al niño se le ofrezca instrucción sobre enfermedades venéreas o educación sexual por lo menos quince días antes de comenzar la instrucción. El padre/guardian tiene el derecho de inspeccionar el material de la clase y el derecho de pedir por escrito que su niño no asista a la clase. La nota escrita es valida únicamente para el año escolar en la que fue entregada. No se notificara si una descripción o ilustración de órganos reproductivos aparece en un libro en clases de ciencias o salud cuando el libro ha sido adoptado de acuerdo a la ley.

EXAMINACIÓN FÍSICA Y REVISIÓN DE ESCOLIOSIS

La ley estatal requiere que el padre/guardian de un alumno que entre al primer grado debe entregar a la escuela una prueba escrita que su niño ha recibido una examinación física dentro de un tiempo de 18 meses antes de entrar y 90 días después de entrar al primer grado.

El distrito escolar es requerido a evaluar a todas las niñas del séptimo grado y todos los niños del octavo por escoliosis (curvatura de la espina dorsal). Las enfermeras del distrito escolar (por medio de la Oficina de Educación del Condado) evaluarán a todos los estudiantes de quinto, sexto, séptimo y octavo grado. El padre/guardian tiene el derecho de entregar a la escuela una petición escrita pidiendo que el alumno no participe en el programa de evaluación.

El padre/guardian tiene el derecho de firmar un fideicomiso de creencias personales excusando a su niño de una examinación física, incluyendo de visión, oído y escoliosis.

EVALUACIÓN DE VISIÓN Y OÍDO

Todos los estudiantes entre el kindergarten y el octavo grado tendrán su visión y/o su habilidad de oír evaluada por una persona autorizada, a no ser que usted presente a la escuela una nota rechazando el permiso de examinar a su niño.

NO DISCRIMINAR

El Distrito Escolar Unido Primario Ducor tiene una póliza de no discriminar admisión basado en el sexo de los alumnos en sus programas educativos y actividades incluyendo educación física y programas atléticos. Cualquier individuo, que crea que sus derechos están siendo violados o que ell/ella está siendo discriminado(a) por su sexo puede quejarse por escrito con el superintendente del distrito.

EDUCACIÓN ESPECIAL

Servicios de educación especial son provistos para estudiantes que cumplen con el criterio de elegibilidad. Después de una evaluación cuidadosa, un plan individual de educación será diseñado para suplir las necesidades únicas del estudiante cuyas necesidades no pueden ser suplidas con modificaciones del programa de educación regular. El distrito proveerá estos servicios en forma gratuita para los padres. Individuos con necesidades excepcionales son considerados como "niños minusválidos o discapacitados." Estos términos cubren a los niños evaluados como retardados mentales, con dificultades al oír, sordos, dificultades de habla, sordo-ciego con minusvalidades múltiples o teniendo minusvalidades de aprendizaje específicas. Cualquier individuo,

AUSENCIAS

Es muy importante para la educación de su niño(a) que el/ella asista a la escuela en forma regular. Días perdidos de escuela pueden dejar huecos (lapsos) en el proceso educativo que pueden ser difíciles de reponer. Por favor haga todo esfuerzo de traer a su niño a la escuela todos los días a tiempo.

Ausencias con excusa incluyen enfermedad, citas de doctor o dentista. Los estudiantes también serán disculpados de la escuela por razones justificables, incluyendo, pero no estando limitados a, una aparición en corte, asistir a servicios de un funeral de un miembro inmediato de la familia o retiro religioso. Asistencia a retiros religiosos no deberá exceder cuatro horas por semestre. A los estudiantes se les permitirá reponer lo racionalmente equivalente a las tareas o exámenes perdidos durante las ausencias.

Cuando su niño está ausente, le pedimos que por favor siga el siguiente procedimiento: Por favor llame a la oficina la mañana de la ausencia y notifiquenos que su niño estará ausente. Después de regresar a la escuela después de una ausencia, el niño debe traer una nota firmada por su padre o guardián diciendo la fecha y la razón por su ausencia. La nota puede ser entregada al maestro del niño o en la oficina.

JUNTA DE REVISIÓN DE ASISTENCIA DE LA ESCUELA (S.A.R.B.)

Los estudiantes que tienen asistencia irregular, ausentismo habitual o son desordenados, serán referidos la S.A.R.B. Es un esfuerzo por lidiar con alternativas creativas con los problemas de conducta y asistencia. Si el padre del estudiante no coopera o ejerce su responsabilidad, una queja en contra del padre puede ser archivada por medio del superintendente de la escuela local con el Fiscal del Distrito. Si la S.A.R.B. encuentra que el alumno no coopera o no sigue sus indicaciones, entonces una Solicitud de Petición puede ser archivada a nombre del alumno por medio del Superintendente de Escuelas en el Condado de Tulare con la corte juvenil.

DERECHOS DE NOTIFICACIÓN DEL PADRE/GUARDIAN

Con este documento usted ha sido notificado sobre sus derechos y responsabilidades como padre/guardian de un niño matriculado en la Escuela Ducor.

VACUNAS CONTRA ENFERMEDADES CONTAGIOSAS

Un alumno no puede ser admitido en la escuela a no ser de que el/ella haya sido completamente vacunado contra la difteria, tosferina, tétano, poliomielitis, paperas, sarampión, rubéola, influenza tipo b, (y hepatitis B para estudiantes entrando a nivel de Kinder o pre-kinder durante o después del 1 de Agosto de 1997) en la manera y con las vacunas aprobadas por el Departamento de Salud Pública de los Estados Unidos, excepto los estudiantes que ya tienen siete años no necesitan cumplir con los requisitos de vacunas para la tosferina, o paperas y los que tienen cuatro años y medio para influenza tipo b. Además, durante o después del 1 de Julio de 1999, ningún alumnos será matriculado en el séptimo grado si no ha sido vacunado contra la hepatitis B. Las vacunas requeridas están disponibles del oficial de salud del condado o de cualquier doctor. Documentos que comprueben la vacunación son requeridos durante el tiempo de matrícula. Las reglas del Distrito Escolar Ducor son que no habrán ninguna admisión condicional a la escuela: las vacunas tienen que estar vigentes antes de que se apruebe admisión a la escuela. Este requisito no se aplica a cualquier persona mayor de 18 años, o si un distrito da un permiso firmado diciendo que las vacunas van en contra de las creencias del padre o guardián del estudiante, o una carta o fideicomiso de un doctor con licencia es dada diciendo que la condición física del alumno es tal que las vacunas no se consideran ser seguras. Si la epidemia de una enfermedad contagiosa ocurre en la escuela, el alumno sin vacunas será excluido para su propia seguridad durante el tiempo que los oficinales de salud o la administración del distrito indiquen.

EMPLEADOS CERTIFICADOS

<u>Rodriguez, Isidro</u>	<u>Superintendente/Principal</u>
<u>Flores, Kathleen</u>	<u>Maestra de Kindergarten</u>
<u>Pace, Florance</u>	<u>Maestra de Grados 1 y 2</u>
<u>Woodruff, Maryann</u>	<u>Maestra de Grados 2 y 3</u>
<u>Walker, Virginia</u>	<u>Maestra de Grado 4</u>
<u>Hill, Darren</u>	<u>Maestro de Grado 5</u>
<u>Torrez, Angelica</u>	<u>Maestra de Grado 6</u>
<u>Dhanens, John</u>	<u>Maestro de Grado 7</u>
<u>McDonald, Kyle</u>	<u>Maestro de Grado 8</u>

EMPLEADOS CLASIFICADOS

<u>Bates, Debi</u>	<u>Bibliotecario</u>
<u>Navarro, Ruby</u>	<u>Secretaria de la Escuela</u>
<u>Sosa, Jeremiah</u>	<u>Gerente de Oficina</u>
<u>Lucio, Lisa</u>	<u>Asistente Instructivo</u>
<u>Rubio, Virginia</u>	<u>Asistente Instructivo</u>
<u>Elvira Martinez</u>	<u>Asistente Instructivo</u>
<u>Elizabeth Martinez</u>	<u>Asistente Instructivo</u>
<u>Avila, Rosalva</u>	<u>Cafeteria</u>
<u>Moreno, Antonia</u>	<u>Cafeteria</u>
<u>Soto, Ben</u>	<u>Conserje de la Escuela</u>
<u>DeLa Cruz, Feliciano</u>	<u>Guardia de Cruzar la Calle</u>
<u>Rodriguez, Noe</u>	<u>Gerente de Instalaciones</u>

Estimados Padres y Estudiantes,

Bienvenidos a un nuevo año escolar en la Escuela Ducor. El personal, la Junta Directiva y la administración se enorgullecen en proveer a todos nuestros estudiantes las mejores oportunidades educativas. Estamos comprometidos a asistir a todos los niños en su crecimiento académico, social y emocional. Nuestros empleados usaran una variedad de técnicas de enseñanza para ayudar a cada niño a crecer en su propia forma.

Creemos que el mejor ambiente para aprender es uno en el que los padres, niños y los empleados trabajen juntos hacia una meta común, la educación de todos los niños. Le pedimos su ayuda y apoyo para proveer la mejor experiencia educativa posible. Este manual le ayudará a aprender las pólizas (reglas) de nuestra escuela.

Isidro Rodriguez
Superintendente/Principal
Escuela Ducor

JUNTA DIRECTIVA

Jim Koontz, Presidente
Amparo Mariscal, Secretaria
Patricia Hughes, Miembro
Allen Hunsaker, Miembro
Flora Rodriguez, Miembro

Escuela Primaria
de Ducor

El Manual de Padres y Estudiantes
(Bilingüe)



“Enfrentate y Cumple” “Sin Escusas!”

2016-2017

PROPOSALS

2.19

~~2.20~~ - DTA

2.20 - CSEA

INFORMATION

3.1 - H & W

3.2 - LCAP / TCOE

3.3 - STAFF & positions

3.4 - CAASPP / Results

3.5 - CELDT Results

3.6 - CLASS schedule

3.7 - LOZANO SMITH / TCOE SEMINARS

3.8 - LARA contract Bid

3.9 - Small school conference

4.0 - STUDENT population

4.1 - TREES TO BE REMOVED

Association Counter Proposal August 12, 2016

The Association agrees to the following language proposed by the District:

44.1.1 The student contact time on Monday, Tuesday, Thursday and Friday shall be from 8:30 – 2:50. Student contact time on Wednesday shall be from 8:30 – 1:30. The time after student release time until the end of the day shall be teacher uninterrupted teacher prep time except on Wednesday staff meeting time.

18.9 Academic Coaches

- 18.9.1 Academic coaches are classroom positions with duties to support teaching staff and classroom instruction.
- 18.9.2 Specific duties shall be established in agreement with the superintendent and the academic coach.
- 18.9.3 Duties may include: supporting teachers' instruction through classroom conferencing, sample lessons, and observations, providing staff in-service as needed, and locating and distributing supplemental curricular materials
- 18.9.4 The district shall retain sole discretion on determining if an Academic Coach is needed and in the selection of the academic coach.
- 18.9.4 Academic coaches shall be expected to work on their duties an average of an additional 20 hours per month outside of the work day.
- 18.9.5 Academic coaches shall be compensated on the appropriate step and column of the Certificated Academic Coach Salary Schedule (attached as Appendix C).

The Association proposed that the District pay the increased cost of covering the same insurance plan it covered in 2015-16.

The District and the Association agree to meet in after the election in November to discuss salaries if Proposition 55 passes.

This would settle negotiations for the 2016-17 school year.

APPENDIX C

DUCOR UNION ELEMENTARY SCHOOL DISTRICT				
2016-2017 Certificated Academic Coach Salary Schedule				
BASED ON SEMESTER UNITS				
	BA +30	BA +45*	BA +60**	BA +70***
1	50800	52378	53938	55544
2	52378	53938	55544	57200
3	53938	55544	57200	58904
4	55544	57200	58904	60661
5	57200	58904	60661	62466
6	58904	60661	62466	64331
7	60661	62466	64331	66247
8	62466	64331	66247	68221
9		66247	68221	70254
10		68221	70254	72348
11		70254	72348	74504
12			74504	76724
13			76724	79011
14			79011	81364
15			81364	83788
18			83788	86301
20			86301	88891

*BA degree + 45 OR BA + 40 with MA degree OR MA + 10 units
 **BA degree + 60 OR BA + 50 with MA degree OR MA + 20 units
 ***BA degree + 70 OR BA + 55 with MA degree OR MA + 25 units

California School Employees Association, Chapter #564
Reopener Contract Proposal
To
Ducor Union School District
August 31, 2016

ARTICLE IX: COMPENSATION AND BENEFITS

Increase the Classified Salary Schedules by five percent (5%).

With the minimum wage implementation, CSEA proposes to keep the salary schedule squared. As the District increases range 1 to comply with the new minimum wage, all other ranges should be increased by five (5) percent.

AGREEMENT

BY AND BETWEEN

DUCOR UNION SCHOOL DISTRICT

and

**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CHAPTER 564**

JULY 1, 2015- JUNE 30, 2018

CSEA Agreement 2015-2018

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ARTICLE I

Parties to the Agreement

- 1.1 This is an agreement made and entered into this first day of July 2015, by and between the Ducor Union Elementary School District (hereinafter referred to as the "District") and the California School Employees Association and its Ducor Chapter 564 (hereinafter referred to as the "CSEA").

ARTICLE II

Recognition

- 2.1 The District recognizes the CSEA as the exclusive representative of the following regular probationary and permanent classified employees. The bargaining unit may be expanded to other classes by mutual agreement of the District and CSEA subject to the rules of the PERB. The District agrees to add all newly created positions and reclassifications to the current Recognition Article.

ARTICLE III

District Rights

- 3.1 It is understood and agreed that the District retains all of its powers and authority to direct, manage and control to the full extent of the law. Included in, but not limited to, those duties and powers are the exclusive right to: determine its organization; direct the work of its employees; determine the times and hours of operation; determine the kinds and levels of services to be provide; and the methods and means of providing them; establish its educational policies, goals and objectives; the number and kinds of personnel required; maintain the efficiency of District operations; determine the curriculum; build, move or modify facilities; determine the methods of raising revenue; and take action on any matter in the event of an emergency. In addition, the district retains the right to hire, classify, assign, evaluate, promote, terminate, and discipline employees.
- 3.2 The exercise of the foregoing powers, rights authority, duties and responsibilities by the District, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this agreement, and then only to the extent such specific and express terms are in conformance with law.
- 3.3 The District retains its right to amend, modify, or rescind policies and practices referred to in this Agreement in cases of emergency. An emergency shall be defined as any situation in the District which has threatened, damaged or destroyed the safety, well-being or operation of the District, its employees, students or community. The determination of whether or not an emergency exists is solely within the discretion of the Board and is expressly excluded from the provisions of Article IV, "Grievance Procedure". However, such determination shall not be arbitrary or capricious.

CSEA Agreement 2015-2018

ARTICLE IV Grievance Procedure

4.1 **Definitions:**

- 4.1.1 A “grievance” is a formal written allegation by a grievant that he/she has been adversely affected by a violation of the collective bargaining Agreement.
- 4.1.2 A “grievant may be any employee of the District covered by this collective bargaining Agreement or the Association.
- 4.1.3 A “day” is any day in which the central administration office of the District is open for business.
- 4.1.4 The “immediate supervisor” is the person having immediate supervisory jurisdiction over the grievant who has been designated by the District to adjust grievances.

4.2 **Processing of a Grievance:**

4.2.1 Informal Level –

Within fifteen (15) days after the occurrence of the action or omission or within fifteen (15) days when the employee should reasonably known of the occurrence of the action or omission giving rise to a grievance, the grievant shall attempt to resolve it by an informal conference with the grievant immediate supervisor.

4.2.2 Level I –

Failing to resolve the difficulty through informal means, the grievance may within fifteen (15) days from the informal conference register a formal grievance. The grievance shall be in writing, on a grievance form mutually agreed upon by the Association and the District, with the copies to the Association, the grievant immediate supervisor and the Superintendent, stating the following:

- a. Statement of the grievance listing the specific action and events alleged to violate this Agreement and provisions violated;
- b. Steps taken to resolve differences through informal means;
- c. Steps the grievant recommends the District take a remedy the grievance. The immediate supervisor shall communicate a decision in writing to the grievant with a copy to the Superintendent and the Association within fifteen (15) days after receiving the grievance.

4.2.3 Level II –

In the event the grievant is not satisfied with the decision at Level I, he/she may appeal the decision to the Superintendent or his/her designee within fifteen (15) days after receiving the Level I decision. The written appeal shall contain the following:

- a. A copy of the original grievance.
- b. The decision rendered at Level I;
- c. A clear, concise statement of the reasons for the appeal.

The District Superintendent or his/her designee shall confer with the grievant and shall communicate a decision in writing to the grievant with a copy to the Association and the immediate supervisor, within fifteen (15) days after receiving the appeal.

4.2.4 Level III –

In the event the grievant is not satisfied with the decision at Level II, he/she may request that the Superintendent obtain from the State Mediation and Conciliation Service the assignment of a mediator to help the parties resolve the grievance. Such request must be made within fifteen (15) days after

CSEA Agreement 2015-2018

receiving the Level II decision. The parties will thereafter meet with the mediator and attempt to resolve the grievance.

4.2.5 Level IV –

If the grievance cannot be resolved at the Level III meeting between the parties and the mediator, the Grievant may, within fifteen (15) days after such meeting, appeal the decision to the Board of Trustees. The grievant shall furnish the Board with a full report of the grievance. The Board, at its next regularly scheduled meeting, shall review the record and, if it finds it necessary, shall hear additional testimony or receive additional evidence.

4.3 **Representation:**

4.3.1 No employee shall be required to be represented by the Association in processing a grievance.

4.3.2 After the Informal Level, an employee may request the Association to represent him/her in all stages of the grievance procedure.

4.3.3 Neither the Association nor the District shall take any reprisals or unlawfully discriminate against any employee for exercising rights under this Article.

4.3.4 If an employee pursues a grievance without the intervention of the Association beyond the Informal Level, the grievance shall not be considered resolved until the Association has received notice of the grievance and the proposed solution, and has been given an opportunity to file a written response.

4.3.5 Designated Association representatives shall receive time off from duties without loss of compensation for the purpose of processing grievances beyond the Informal Level subject to the following conditions:

- a. No later than fifteen (15) days following ratification of this Agreement, the Association shall designate in writing to the Superintendent no more than one (1) employee who shall be entitled to time off as Association grievance representative. Said designation may be changed once a year on or before June 30th.
- b. The representatives shall notify the District twenty-four (24) hours prior to release from duties in order that a substitute may be obtained, unless a conference is scheduled between the grievant and the administration with less than twenty-four (24) hours notice to the grievant.
- c. Such time shall be limited solely to representing a grievant in a conference with a management person beyond the Informal Level, and in no way shall this include the use of such time for matters such as gathering information, interviewing witnesses or preparing presentations.
- d. No more than one representative per grievance shall be released at a time.

4.4 The rights of the District under Article III, "District Rights," are excluded from this procedure, except that any limitations on those rights contained in this Agreement shall be subject to this Article.

4.5 **Time Limits:**

4.5.1 Failure of a grievant to meet a deadline set in this policy shall terminate the grievance and the grievant shall have a right to re-file on the same set of facts.

4.5.2 Failure by the District to meet a deadline set in this policy shall give the grievant the right to proceed to the next grievance processing level.

4.5.3 Time limits in this policy may be extended by mutual agreement between the grievant and the District Administration.

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ARTICLE V Employee Rights

- 5.1 The District and Association recognize the right to employees to form, join and participate in activities of employee organizations and the equal alternative right of employees to no form, join or participate in employee organization activities.
- 5.2 **Personnel Files:**
- 5.2.1 The personnel file of each employee shall be maintained at the District's Central Administrative Office. Any files kept by any supervisor of any employee shall not maintain any material that is not in the main personnel file. No disciplinary action shall be taken against an employee based upon written materials which are not in the personnel file.
- 5.2.2 Employees shall be provided with copies of any derogatory written material ten (10) workdays before it is placed in the employee's personnel file. Any written response prepared by the employee shall be attached to the material if submitted within ten (10) days.
- 5.2.3 An employee shall have the right at any reasonable time to examine or obtain copies of any material from the employee's personnel file with the exception of material that includes ratings, reports, or records that were obtained prior to the employment of the employee involved.
- 5.2.4 All personnel files shall be kept in confidence and shall be available for inspection only to other employees of the District when actually necessary in the proper administration of the District's affairs or the supervision of the employee.

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ARTICLE VI No Discrimination

- 6.1 No employee in the bargaining unit shall in any way be favored or discriminated against in wages, hours or other terms and conditions of employment because his/her race, national origin, religion or marital status and, to the extent prohibited by law, no person shall be discriminated against because of age, sex, or physical handicap.

ARTICLE VII Organizational Security

- 7.1 CSEA shall have the sole and exclusive right to have membership dues and initiation fees deducted by the District for bargaining unit members. The District shall pay to CSEA such dues and fees within fifteen (15) days of the deduction.
- 7.1.1 Any bargaining unit member covered by this Agreement, who, on the effective date of this Agreement, is a member of the California School Employees Association, and each bargaining unit member who becomes a member after that date, shall maintain his/her membership in CSEA, except as otherwise provided herein. Any bargaining unit member who is a member of CSEA shall have the right to terminate his/her membership by written request filed with the District during the thirty (30) day period beginning June 1 and extending through June 30 of each school year.
- 7.2 **Dues Deduction**
- 7.2.1 The District shall deduct, in accordance with the current CSEA dues and service fees schedule, dues from the wages of all employees who are members of CSEA on the date of this Agreement, and who have submitted dues authorization forms to the District.
- 7.2.2 The District shall deduct the initiation fee and dues in accordance with current dues and service fee schedule from the wages of all employees who, after the date of execution of this Agreement, become members of CSEA and who submit to the District a dues authorization form.
- 7.2.3 Unit members shall have the right to directly notify the District of their cancellation of CSEA membership within the period of thirty (30) days following the expiration date of this Agreement, and as outlined in Section 7.1.1 of this Article.
- 7.2.4 The District shall notify the CSEA treasurer within ten (10) calendar days if any member revokes a dues authorization.
- 7.3 The Association agrees to indemnify, defend and hold the District harmless against any claim or suit instituted against the District arising from its compliance with the provisions of this Article.

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ARTICLE VIII Organizational Rights

- 8.1 All Association business and activities shall be conducted outside of work hours, except for lunch, breaks or before or after established work hours.
- 8.2 The CSEA shall have the rights of access to District employees at reasonable times to areas where employees work for the purpose of representing bargaining unit members on grievances. The term "reasonable times" as used herein means employee meal and rest periods, and any time before or after an employee's assigned duty time when an employee is present on District property, but is not expected to be performing services on behalf of the District. In addition, the term "reasonable times" shall include such other times as mutually agreed upon by the Association and the District Superintendent.
- 8.3 CSEA shall have the right to use bulletin boards and mailboxes for transmitting Association information and business materials. The Association will not post or distribute information that is derogatory and defamatory of the District or its personnel.
- 8.4 CSEA shall have the right to use without charge District buildings at reasonable times with advance notice to and permission of the Superintendent for conducting Association business.
- 8.5 CSEA shall have the right to review an employee's personnel file when accompanied by the employee or upon written authorization signed by the employee.
- 8.6 Within thirty (30) days after the execution of this contract, the District shall print or duplicate and provide without charge, a copy of this contract to every employee in the bargaining unit. Any employee who becomes a member of the bargaining unit after the execution of this Agreement shall be provided by the District, without charge, with a copy of any written changes agreed to by the parties to this Agreement during the life of this Agreement.
- 8.7 Employee Orientation – District will notify CSEA of all new employees and allow a designated CSEA representative the opportunity to meet with the new employee/employees at the conclusion of the new employee meeting. The CSEA chapter president will be notified in advance of the orientation meeting with the new employee/employees.

CSEA Agreement 2015-2018

ARTICLE IX

Compensation and Benefits

- 9.1 For the 2015/16 school year, the classified salary schedule shall be adjusted by 2% effective July 1, 2015.
- 9.2 Placement into the classification of "bilingual Aide" will only occur if an individual successfully passes the District's Bilingual Aide proficiency examination.
- 9.3 In addition to the salary provided, eligible bargaining unit members shall receive longevity pay as follows:
- 9.3.1 Those bargaining unit members who have completed ten (10) years of service with the District shall receive an additional \$50.00 per month.
- 9.3.2 those bargaining unit members who have completed fifteen (15) years of service with the District shall receive an additional \$30.00 per month for a total of \$80.00 per month.
- 9.4 Each bargaining unit member shall be notified of his/her salary rate during each school year.
- 9.5 Effective October 1, 2008, classified employees working more than 6 hours and receiving Health and Welfare shall receive the District contribution of \$9800.00 per year toward the cost of the current Health and Welfare plan. Employees whose normal workday is 6 hours or less per day may volunteer for additional hours during winter break, spring break and summer recess without creating contractual right to Health and Welfare benefits.

ARTICLE X

Hours

- 10.1 The regular workweek of a full time unit member shall be forty (40) hours, and the regular workday shall be eight (8) hours. The scheduling of the hours and the workdays shall be at the sole discretion of the District Management.
- 10.2 The District will provide compensation or compensatory time off at a rate equal to one and on-half (1/2) times the regular rate of pay for unit members designated by the District and authorized to perform such overtime. Overtime is any time required to be worked in excess of either (8) hours in any one workday and any time in excess of forty (40) hours in any calendar week. This provision does not apply to unit members whose regular workday is less than eight (8) hours or whose workweek is less than forty (40) hours. For the purpose of computing the number of hours worked, time during which the unit member is excused from work because of holidays, sick leave, vacation, compensated time-off, or other paid leaves of absence, shall be considered as time worked by the unit member.
- 10.3 Notwithstanding Sections 10.1 and 10.2 of this Article, the workweek for any unit member having an average workday of four (4) hours or more during the workweek shall consist of not more than five (5) consecutive working days. Such an employee shall be compensated for any work required to be performed on the sixth (6th) and seventh (7th) day following the commencement of the workweek at a rate equal to one and on-half (1 1/2) times the regular rate of pay of the employee designated by the District and authorized to perform the work.
- 10.4 All unit members who have a daily assignment of five (5) hours or more shall be entitled to an unpaid duty free lunch period of thirty (30) minutes.
- 10.5 All full-time bargaining unit members will be granted a rest period of fifteen (15) minutes for every four (4) hours of work, as scheduled by the District.

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10.6 **Adjustment of Assigned Time:**

10.6.1 Any employee in the bargaining unit work works an average of fifteen (15) minutes or more per day in excess of his/her regular assignment adjusted upward to reflect the longer hours worked effective with the next pay period.

10.7 **Compensatory Time Off:**

10.7.1 An employee in the bargaining unit shall have the option to take compensatory time off in lieu of cash compensation for overtime work. Such election shall be submitted in writing to the immediate supervisor within five (5) working days following the day overtime was worked. Compensatory time off shall be granted at the appropriate rate of overtime.

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ARTICLE XI Pay and Allowances

- 11.1 **PAYCHECKS:** All employees in the bargaining unit shall be paid once per month payable on or before the last workday of the month. If the normal pay date falls on a holiday, the paycheck shall be issued on the preceding workday.
- 11.2 **MILEAGE:** Any employee in the bargaining unit required to use his/her vehicle on District business shall be reimbursed at the current IRS rate in effect for all miles driven on behalf of the District.
- 11.3 **MEALS:** Any employee in the bargaining unit who as a result of a work assignment must have meals away from the District shall be reimbursed for the cost of the meal not to exceed \$6.00 for breakfast, \$7.00 for lunch and \$9.00 for dinner.
- 11.4 **LODGING:** Any employee in the bargaining unit who, as a result of a work assignment and with advance permission of the Superintendent, must be lodged away from home overnight shall be reimbursed by the District up to \$40.00 per night.
- 11.5 **COMPENSATION FOR AN EMPLOYEE WORKING OUT-OF-CLASSIFICATION:** Classified employees shall not be required to work out-of-classification for a period of more than five (5) working days in a fifteen (15) calendar day period unless his/her salary is adjusted upward for the entire period he/she is required to work out-of-classification.
- 11.6 **BUS DRIVERS:**
- 11.6.1 The District shall reimburse its bus drivers for the cost of any physical examination required in order to maintain a bus driver's license.
- 11.6.2 The District shall reimburse its regular bus drivers for any license renewal fee required in order to maintain a bus driver's license.
- 11.6.3 The District shall reimburse its regular bus drivers for the ten (10) hour certification requirement for renewal of bus driver license.
- 11.6.4 The District agrees that each year the Springville Rodeo extra duty bus run will be assigned to one of the District's bus drivers on a rotating basis.

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ARTICLE XII

Evaluations

- 12.1 The probationary period for classified employees shall be one year. The District shall evaluate probationary employees at least once every six (6) months and permanent employees at least once per year.
- 12.2 The evaluator shall be unit member's immediate supervisor and/or any other management or supervisory employee who is so designated by the District Management.
- 12.3 The evaluation shall be in writing on forms authorized by the District.
- 12.4 Prior to the evaluation, the criteria and procedure for evaluation shall be explained to the unit member.
- 12.5 Evaluations shall be conducted without advance notice to the unit member.
- 12.6 Subsequent to the evaluation, an evaluation conference shall be scheduled between the unit member and the evaluator. At the conference the evaluator will be present the written evaluation and discuss the matter with the unit member. The unit member shall sign the evaluation signifying only that he/she has read the document, and has been provided the opportunity of attaching a written response that shall become a part of the permanent record.
- 12.7 A bargaining unit member will be given a copy of his/her evaluation.
- 12.8 Nothing in this procedure shall be construed to allow the substance of any evaluation to be subject to the Grievance procedure. Only the procedures contained in this Article shall be subject to the grievance procedure.

ARTICLE XIII
Leave Provisions

- 13.1 The benefits which are expressly provided by this section, Article XIII, are the sole benefits which are part of this Collective Bargaining Agreement, and it is agreed that other statutory or regulatory leave benefits are not incorporated, either directly or indirectly, into this Agreement, not are such other benefits subject to Article IV Grievance Procedure.
- 13.2 **Personal Illness and Injury Leave**
- 13.2.1 Full-time unit members shall be entitled to twelve (12) days of leave with full pay for each school year for the purposes of personal illness or injury. Union members who work less than full-time (i.e. less than 5 days a week, 12 months a year) shall be entitled to that portion of the twelve (12) days leave as the number of scheduled duty related to twelve (12) months for a full-time unit member in a comparable position.
- 13.2.2 After all earned leave as set forth in 13.2.1 above is exhausted, additional non-accumulated leave shall be available for a period, not to exceed five (5) school months, provided that the provisions of 13.2.4 below are met. The amount deducted for leave purposed from the unit member's salary shall be the amount actually paid a substitute employee to fill the position during the leave. If no substitute is employed, the absent unit member will be compensated at his/her regular rate of pay. The five (5) month period shall begin immediately following the exhaustion of current yearly sick leave provided for in Section 13.2.1 above and shall run concurrently with any accumulated sick leave as provided in Section 13.2.3 for purposes of counting allowable days.
- 13.2.3 If a unit member does not utilize the full amount of leave authorized in 13.2.1 above in any school year, the amount not utilized shall be accumulated from year to year.
- 13.2.4 If abuse is suspected, District Management, in its discretion, may required a unit member to present a medical doctor's certificate verifying a personal illness or injury and/or a medical authorization to return to work.
- 13.2.5 Whenever possible, a unit member must contact his/her immediate supervisor or school secretary or other employee responsible for securing substitutes as soon as the need to be absent is known, but in no event less than one (1) hour prior to the start of the workday to permit the employer time to secure a substitute. Except in emergency circumstances, failure to provide adequate notice may be grounds for denial of leave with pay or other disciplinary action.
- 13.2.6 A unit member who is absent from duty for less than a full day shall have his/her leave deducted from such absences on an hourly basis.
- 13.3 **Personal Necessity Leave:**
- 13.3.1 Leave which is credited under 13.2.1 if this Article may be used, at the unit member's election, for purposed of personal necessity, provided that use of such personal necessity leave does not exceed seven (7) days in any school year. Of the seven (7) day entitlement, one (1) day may be utilized without the employee providing any reason to the District and that day shall not be subject to the restrictions and obligations under Sections 13.3.2; 13.3.3; and 13.3.4 of this Article.
- 13.3.2 For the purposes of this provision, personal necessity shall be limited to:
- a) death or serious illness of a member of the unit member's immediate family;
 - b) an accident which is unforeseen involving the unit member's person or property, or the person or property of a unit member's immediate family;

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c) appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction;

d) such other reasons which may be prescribed by the governing board. Under no circumstances shall leave be available for purposes of personal convenience or for the extension of a holiday or a vacation period or for matters which can be taken care of outside the work hours, or for recreational activities.

13.3.4 Under all circumstances a unit member shall verify in writing when requested that the personal necessity leave was used only for purposes as set forth in 13.3.2 above. A unit member may be subject to disciplinary action if leave was used for purposes other than stipulated and the burden of proof shall be upon the District.

13.4 **Bereavement Leave:**

13.4.1 A unit member shall be entitled to a maximum of three (3) days of absence or five (5) days leave of absence if out-of-state travel is required in excess of 500 miles, without loss of salary on account of the death of any member of his/her immediate family.

13.4.2 For purposes of this provision, an immediate family member shall be limited to mother, father, grandmother, grandfather or a grandchild of the employee or of the spouse or domestic partner of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee or any relative living in the immediate household of the employee.

13.5 **Leave for Pregnancy Disability:**

13.5.1 Unit members are entitled to use sick leave as set forth in 13.2.1 and 13.2.2 for disabilities caused or contributed to by pregnancy, miscarriage, childbirth and recovery there from on the same terms and conditions governing leaves of absence from other illness or medical disability.

13.5.2 Unit members are entitled to leave without pay or other benefits for disabilities because of pregnancy, miscarriage, childbirth and recovery there from when sick leave as set forth in 13.2.1 and 13.2.2 has been exhausted. The date on which the employee shall resume duties shall be determined by the unit member on leave and the unit member's physician; however, the District Management may require a verification of the extent of disability through a physical examination of the employee by a physician appointed by the District.

13.5.3 The unit member on leave for pregnancy disability shall be entitled to return to a position comparable to that held at the time the leave commenced.

13.6 **Industrial Accident Leave:**

13.6.1 Unit members will be entitled to industrial accident leave according to the provisions in Education Code Section 45192 for personal injury which has qualified for worker's compensation under the provisions of the Self-Insured Schools of Tulare County-Worker's Compensation J.P.A.

13.6.2 An employee suffering an injury or illness arising out of and in the course of the scope of employment shall be entitled to a leave of up to sixty (60) workdays in any one fiscal year for the same accident or illness. Payment for wages lost on any day shall not, when added to an award granted the employee under the worker's compensation laws of this state, exceed the employee's normal wage for the day. The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to other sick leave, vacation, or other paid leave may then be used. If, however an employee is still receiving temporary disability payments under the worker's compensation laws of this state at the time

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of exhaustion of benefits under this section, the employee shall be entitled to use only so much accumulated and available normal sick leave and vacation which, when added to the worker's compensation award, provides for a day's pay at the regular rate of pay. When the need to utilize this leave overlaps a fiscal year, the employee is entitled to only that amount of leave remaining at the end of the fiscal year in which the injury or illness occurred. This leave shall not be accumulated from year to year.

13.6.3 The District has the right to have the unit member examined by a physician designated by the District to assist in determining the length of time during which the employee will be temporarily unable to perform assigned duties and the degree to which a disability is attributable to the injury involved. Nothing in this section limits the employee's right to go to his/her own physician also.

13.6.4 For any days of absence from duty as a result of the same industrial accident, the unit member shall endorse to the District any wage loss benefit check from the Self-Insured Schools of Tulare County-Worker's Compensation J.P.A. which would make the total compensation from both sources exceed 100% of the amount the unit member would have received as salary had there been no industrial accident or illness.

If the unit member fails to endorse to the District any wage loss disability, indemnity check received on account of the industrial accident or illness as provided above, the District shall deduct from the unit member's salary warrant, the amount of such disability indemnity actually paid to and retained by the unit member.

13.7 **Judicial Leave:**

13.7.1 Unit members will be provided leave for regularly called jury duty and to appear as a witness in court, other than as a litigant, for reasons not brought about through the convenience or misconduct of the unit member. The unit member shall submit a written request for an approved absence no less than ten (10) days prior to the beginning date of the leave or as a witness.

13.7.2 For any days of absence from duty as a result of jury duty, a unit member shall endorse to the District any fees, other than for mileage reimbursement, received for such jury service which would make the total compensation from the jury duty and the District exceed 100% of the amount the unit member would have received as salary had there been no judicial leave. If the unit member fails to endorse to the District any jury fees, other than for mileage reimbursement, the District shall deduct from the unit member's salary warrant, the amount of such jury fees actually paid to and retained by the unit member.

13.8 **Child Rearing Leave:**

13.8.1 An employee who is the natural or adoptive parent of a child may request an unpaid leave of absence for the purpose of rearing his/her child. Such leave may be granted for a maximum period of one (1) year.

13.9 **General Leaves:**

13.9.1 When no other leaves are available, a leave of absence may be granted to an employee on a paid or unpaid basis at any time upon any terms acceptable to the District.

ARTICLE XIV

Holidays

14.1. All unit members shall be entitled to the following paid holidays provided that they were in a paid status during any portion of the working day immediately preceding or succeeding the holiday.

Independence Day (July 4)

- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday following Thanksgiving (in lieu of Admissions Day)
- Christmas Day
- New Year's Day
- Martin Luther King Day
- Lincoln Day
- President's Day
- Memorial Day

14.2 **Additional Holidays:**

Every day declared by the Governor of this state as a public fast, mourning, thanksgiving holiday which requires the closing of the District school, or any day declared a holiday for employees by the Governing Board.

14.3 When a holiday herein listed falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed unless designed by State or Federal authority, then it shall fall on the day designated by said authority. When a holiday herein falls on a Saturday, the preceding Friday shall be deemed to be the holiday in lieu of the day observed unless designated otherwise by State or Federal authority, then it shall fall on the day designated by said authority. When a unit member is required to work any said holiday, he/she shall be paid compensation, or given compensatory time off, for such work, in addition to regular pay received for the holiday, at the rate of time and one-half (1 ½) the regular rate of pay.

14.4 **Holiday Eligibility:**

Except, as otherwise provided in this Article, an employee must be in paid status on the working day immediately preceding or immediately succeeding the holiday to be paid for the holiday.

14.4.1 Employees in the bargaining unit who are not normally assigned to duty during the school holidays of December 25 and January 1 shall be paid for those holidays provided they were in paid status during any portion of the normal assignment immediately preceding or succeeding the holiday period.

14.5 **Part-Time Employees:**

Part-time employees shall receive such holiday pay in the same proportions as such employee's regularly scheduled workweek bears to forty (40) hours.

ARTICLE XV

Vacations

15.1 **Eligibility:**

All employees in the bargaining unit shall earn paid vacation time under this Article. Vacation benefits are earned on a fiscal year basis - July 1-June 30. Each bargaining unit member shall be notified of his/her earned vacation entitlement during each school year.

15.2 **Vacation:**

Except as otherwise provided in this Article, vacation shall be granted no later than the fiscal year immediately following the fiscal year in which it is earned.

15.3 **Vacation Accumulation:**

Vacation time shall be earned and accumulated on a monthly basis in accordance with the following schedules (less than full-time, 12 month employees shall receive a pro-rated share based on months and hours worked to 12 months/8hours per day).

Number of Years of Service

Vacation Days Earned

One (1) through ten (10) years

One (1) day per month of employment

After ten (10) years

One and one-half (1 ½) days per month

15.4 **Vacation Pay:**

Pay for vacation days for all bargaining unit employees shall be the same as that which the employee would have received had he/she been in a working status.

15.5 **Vacation Pay Upon Termination:**

When an employee in the bargaining unit is terminated, he/she shall be entitled to all vacation pay and accumulated up to and including the effective date of the termination.

Vacation rights shall not become vested until the first days of the month following six (6) months of service.

15.6 **Holidays:**

When a holiday falls during the scheduled vacation of any bargaining unit employee, such employee shall be granted an additional day's vacation during this regular work year of each holiday falling within that period.

15.7 **Scheduling of Vacations:**

The scheduling of vacations shall be within the sole discretion of the District Management, however, vacation request and seniority shall be taken into consideration.

15.8 **Interruption of Vacation:**

An employee in the bargaining unit may be permitted to interrupt or terminate vacation leave in order to begin another type of paid leave provided by this Agreement without a return to active service. The basis for the change in status is to be determined by the District.

ARTICLE XVI

Layoffs

Reason for Layoff:

Classified employees shall be subject to layoff for lack of work or lack of funds.

16.1 Notice of Layoff:

The District shall notify both the Association and the affected employee(s) in writing no later than forth-five (45) days prior to any planned layoff. Any notice of layoffs shall specify the reason for the layoff and identify by name and classification the employee(s) designated for layoff. Failure to give such notice under the provisions of this section shall invalidate the layoff.

16.2 Order of Layoff:

Whenever a classified employee is laid off, the order of layoff within the class shall be determined by length of service. The employee, who has been employed the shortest time in the class, plus higher classes, shall be laid off first. Re-employment shall be in reverse order of layoff.

For purposes of this section, "Length of Service" commences with the date of hire into the classification.

16.3 Equal Seniority:

If two (2) or more employees subject to layoff have equal class seniority, the determination as to who shall be laid off will be made on the basis of the greater hire date into the District.

16.4 Bumping Rights:

An employee laid off from his/her present class may bump into the next equal or lower class in which the employee has greater seniority. The employee may continue to bump into such equal and lower classes to avoid layoff provided the employee has worked previously in the lower class position.

16.5 Re-Employment Rights:

Laid off persons are eligible for re-employment in the classification from which they were laid off for a thirty-nine (39) month period and shall be re-employed in preference to new applicants. In addition, they shall have the right to apply for promotional positions according to Education Code Section 45298.

16.6 Seniority Roster:

The District shall provide California School Employees Association with an updated seniority roster thirty (30) days before the effective date of the layoff. The seniority roster shall indicate each employee's class seniority and hire date seniority with the class.

16.7 Notification of Re-Employment Opening:

Any permanent employee who is laid off and is subsequently eligible for re-employment shall be notified in writing by the District of an opening. Such notice shall be served by personal service or certified mail to the last known home address.

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16.8 Employee Notification to District:

Employees on re-employment lists may apply for any posted vacant position. An employee shall notify the District of his/her intent to accept or refuse employment within forty-eight (48) hours following receipt of re-employment notice. If the employee accepts re-employment, the employee must report to work within ten (10) days following receipt of the re-employment notice.

All sick leave accumulated prior to the effective date of layoff shall be credited back to the employee's record upon re-employment with the District.

When an employee is reemployed by the District, all time-off during a laid-off status shall be counted as seniority toward longevity and step increments.

Any employee who is improperly laid off shall be re-employed immediately upon discovery of the error and shall be reimbursed for all loss of pay and benefits.

16.9 Priority Consideration For Vacancies:

All laid off persons shall receive priority for consideration for any vacancy for which he/she qualifies and applies before consideration is given to any outside applicant.

16.10 Applicable Provisions:

In addition, the parties agree that all other provisions to layoff and reinstatement found in the California Education Code shall be applicable to any layoff and reinstatement.

ARTICLE XVII

Reassignment and Filing of Vacancies

- 17.1 Reassignment of bargaining unit members may be initiated by the District Management at any time whenever such reassignment is in the best interest of the District as defined by the District management. A unit member affected by such reassignment shall be given notice as soon as administratively practicable; and when possible, a conference will be held between the appropriate management person and the unit member in order to discuss the reasons for the reassignment.
- 17.2 The District Management shall post in each bargaining unit work location a list of all known bargaining unit vacancies.
- 17.3 For purposes of this provision, a vacancy is any unit position which is new or which remains unfilled after any reassignments are made pursuant to Section 17.1 above.
- 17.4 Consideration will be given to all applications which meet the established qualifications for the vacancy and which are properly submitted; however, the final selection is within the sole discretion of the District Management.
- 17.5 No posted vacancy shall be permanently filled until five (5) unit workdays after the notice of the vacancy has been posted.

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ARTICLE XVIII

Safety

- 18.1 Every unit member shall report unsafe working conditions to his/her immediate supervisor.
- 18.2 If, upon investigation, the District determines that an unsafe condition exists, the District shall correct the situation as soon as economically feasible.
- 18.3 Unit members shall not be discriminated against for bringing unsafe conditions to the attention of the District.

ARTICLE XIX

Concerted Activities

- 19.1 The board and the Association that strikes and other forms of work stoppages be bargaining unit members are contrary to the continuity of the educational program. The Association recognizes the duty and obligation of its representatives and members to comply with the provisions of this agreement and to make every effort toward inducing all employees to do so. The Association, therefore, agrees that there shall be no strikes, work stoppages or other refusals to perform work by the employees covered by this Agreement.
- 19.2 The District and the Association recognize their mutual duty to meet and negotiate in good faith.

ARTICLE XX

Effect of Agreement

- 20.1 It is understood and agreed that the specific provisions contained in this Agreement shall prevail over District practices and procedures and over state laws to the extent permitted by state law.

ARTICLE XXI

Completion of Meet and Negotiation

- 21.1 During the term of this Agreement, the parties expressly waive and relinquish the right to meet and negotiate and agree that they shall not be obligated to meet and negotiate with respect to any subject or matter whether or not referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both the District or the Association at the time they met and negotiated on and executed this Agreement, and even though such subjects or matters were proposed and later withdrawn. Nothing contained shall deny bargaining unit members the rights granted to them pursuant to Government Code Section 3540 et seq.

ARTICLE XXII

Term

- 22.1 This Agreement shall remain in full force and effect up to and including June 30, 2018; and there after shall continue in effect year-by-year unless one of the parties notifies the other in writing no later than March 15th of its request to modify, amend or terminate this Agreement. During the intermediate years of the Agreement 2016-17 and 2017-18 each party may reopen one (1) Article each in addition to Article IX Compensation and Benefits.

3.1

Name	July	August	September	October	November	December	January	February	March	April	May	June	Insurance Total	Vol Ded Total	Employee Pay	Retiree Pay	Difference
Dhanens, John	1,283.70	1,283.70	1,263.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	15,791.40	15,791.40	-	-	0.00
Flores Kathleen	1,283.70	1,283.70	1,283.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	15,791.40	15,791.40	-	-	0.00
Hill Darren	1,283.70	1,283.70	1,283.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	15,791.40	15,791.40	-	-	0.00
McDonald Kyle	1,283.70	1,283.70	1,283.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	15,791.40	15,791.40	-	-	0.00
Navarro Ruby	1,601.60	902.70	902.70	970.70	970.70	970.70	970.70	970.70	970.70	970.70	970.70	970.70	12,143.30	-	-	\$10,541.70	1,601.60
Pace Florence	1,601.60	1,601.60	1,601.60	1,675.20	1,675.20	1,675.20	1,675.20	1,675.20	1,675.20	1,675.20	1,675.20	1,675.20	19,881.60	19,881.60	-	-	0.00
Rodriguez Isidro	1,284.60	1,284.60	1,284.60	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	15,791.40	15,791.40	-	0.00	15,791.40
Sosa Jeremiah	1,283.70	1,283.70	1,283.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	15,791.40	15,791.40	-	-	0.00
Torrez Angelica	1,283.70	1,283.70	1,283.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	15,791.40	15,791.40	-	-	0.00
Walker Virginia	1,283.70	1,283.70	1,283.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	1,326.70	15,791.40	15,791.40	-	-	0.00
Woodruff, Mary Ann	1,284.60	1,284.60	1,284.60	1,326.20	1,326.20	1,326.20	1,326.20	1,326.20	1,326.20	1,326.20	1,326.20	1,326.20	15,789.60	15,789.60	-	-	0.00
Total	19,090.00	18,391.10	18,391.10	19,103.60	19,103.60	19,103.60	19,103.60	19,103.60	19,103.60	19,103.60	19,103.60	19,103.60	227,804.60	198,869.90	1,000.00	10,541.70	17,393.00

Voluntary Deductions

Name	July	August	September	October	November	December	January	February	March	April	May	June	Insurance Total	Vol Ded Total	Employee Pay	Retiree Pay	Difference
Dhanens, John	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	15,791.40	15,791.40	-	-	0.00
Flores Kathleen	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	15,791.40	15,791.40	-	-	0.00
Hill Darren	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	15,791.40	15,791.40	-	-	0.00
McDonald Kyle	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	15,791.40	15,791.40	-	-	0.00
Navarro Ruby	1,988.16	1,988.16	1,988.16	1,988.16	1,988.16	1,988.16	1,988.16	1,988.16	1,988.16	1,988.16	1,988.16	1,988.16	19,881.60	19,881.60	-	-	0.00
Pace Florence	1,579.41	1,579.41	1,579.41	1,579.41	1,579.41	1,579.41	1,579.41	1,579.41	1,579.41	1,579.41	1,579.41	1,579.41	15,791.40	15,791.40	-	-	0.00
Rodriguez Isidro	1,988.16	1,988.16	1,988.16	1,988.16	1,988.16	1,988.16	1,988.16	1,988.16	1,988.16	1,988.16	1,988.16	1,988.16	19,881.60	19,881.60	-	-	0.00
Rodriguez Noe	1,289.30	1,289.30	1,289.30	1,289.30	1,289.30	1,289.30	1,289.30	1,289.30	1,289.30	1,289.30	1,289.30	1,289.30	12,893.00	12,893.00	-	-	0.00
Sosa, Jeremiah	1,988.16	1,988.16	1,988.16	1,988.16	1,988.16	1,988.16	1,988.16	1,988.16	1,988.16	1,988.16	1,988.16	1,988.16	19,881.60	19,881.60	-	-	0.00
Torrez, Angelica	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	15,791.40	15,791.40	-	-	0.00
Walker Virginia	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	1,579.14	15,791.40	15,791.40	-	-	0.00
Woodruff, Mary Ann	1,578.96	1,578.96	1,578.96	1,578.96	1,578.96	1,578.96	1,578.96	1,578.96	1,578.96	1,578.96	1,578.96	1,578.96	15,789.60	15,789.60	-	-	0.00
Total	19,866.99	19,866.99	19,866.99	19,866.99	19,866.99	19,866.99	19,866.99	19,866.99	19,866.99	19,866.99	19,866.99	19,866.99	198,869.90	198,869.90	1,000.00	10,541.70	17,393.00

Employee Pay

Name	July	August	September	October	November	December	January	February	March	April	May	June	Insurance Total	Vol Ded Total	Employee Pay	Retiree Pay	Difference
Dhanens, John	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Flores Kathleen	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Hill Darren	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
McDonald Kyle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Navarro Ruby	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Pace Florence	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Rodriguez Isidro	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Rodriguez Noe	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Sosa, Jeremiah	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Walker Virginia	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Woodruff, Mary Ann	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Torrez Angelica	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Total	-	-	-	-	-	-	-	-	-	-	-	-	1,000.00	1,000.00	1,000.00	10,541.70	10,541.70

Retiree Pay

Name	July	August	September	October	November	December	January	February	March	April	May	June	Insurance Total	Vol Ded Total	Employee Pay	Retiree Pay	Difference
McGill Mary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Pike Patricia	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Total	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00

3/26/16
 TOTAL
 10,541.70
 17,393.00

3.2

Tulare County Office of Education

Committed to Students, Support and Service

Jim Vidak
County
Superintendent
of Schools

P.O. Box 5091
Visalia, California
93278-5091

(559) 733-6300
tcoe.org

Administration
(559) 733-6301
fax (559) 627-5219

Business Services
(559) 733-6474
fax (559) 737-4378

Human Resources
(559) 733-6306
fax (559) 627-4670

Instructional Services
(559) 733-6328
fax (559) 739-0310

Special Services
(559) 730-2910
fax (559) 730-2511

Main Locations

**Administration
Building & Conference
Center**
6200 S. Mooney Blvd.
Visalia

Doe Avenue Complex
7000 Doe Ave.
Visalia

**Liberty Center/
Planetarium &
Science Center**
11535 Ave. 264
Visalia

Isidro Rodriguez, Jr.
Superintendent/Principal
Ducor Union School District
PO Box 249
Ducor, CA 93218

August 18, 2016

Dear Superintendent Rodriguez,

In accordance with Education Code sections 52070, the Tulare County Office of Education has reviewed the Local Control Accountability Plan (LCAP) of Ducor Union School District for fiscal year 2016-17.

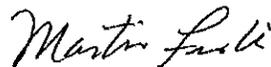
Education Code requires the County Superintendent to approve the LCAP or annual update for each school district after determining all of the following: Adherence to State Board of Education (SBE) Template, demonstration of sufficient expenditures in the budget to implement the adopted LCAP, and demonstration of adherence to SBE expenditure regulations.

Based upon our review of the 2016/17 LCAP, Ducor Union School District's LCAP was approved as submitted.

Please be advised that a separate letter regarding the budget review will be forthcoming.

I appreciate the time and effort that you have put in to the development of your LCAP. This has been an enormous effort and I look forward to working with you this year. If you have any questions about the LCAP, please contact me at (559) 739-0319.

Respectfully,



Martin Frolli
Leadership Support Services Administrator

Ducor	Staff	Status	2016-17
	0 Kathy Flores	FT	Kinder
	1 Florence Pace	FT	Combo 1-2
	2 MaryAnn Woodruff	FT	Combo 2-3
	4 Virginia Walker	FT	4th
	5 Darren Hill	FT	5th
	6 Angelica Torrez	PIP	6th/Math
	7 John Dhanens	Intern	7th/Science
	8 Kyle McDonald	FT	8th/History
Cafeteria			
	1 Rosalba Aviila	PT	Cafeteria
	2 Anotonia Moreno	PT	Cafeteria
Custodial			
	1 Noe Rodriguez	FT	Maint/Bus
	2 Ben Soto	PT	Maint/Bus
	3 open <i>DANIEL ALVARADO</i>	PT	Custodian
Inst. Aides			
	1 Virginia Rubio	PT	IA 6-8grade
	2 Lisa Lucio	PT	IA 1-2grade
	3 Debbie Bates	PT	Librarian
	4 Elvira Martinez	PT	IA 2-3grade
	5 Elizabeth Martinez	PT	IA kinder
Office			
	1 Ruby Navarro	FT	Office
	2 Jeremiah Sosa	FT	Bus. Man Music Class 30 min/3d
	3 Isidro Rodriguez	FT	Sup/Princ
After School			
	1 Maria Barajas	PT	pre-k tutoring
	2 Brian Crabtree	PT	ESL
	3	PT	Child Care
	4 Mary McGill	Volunteer	Cooking
	5 Mary McGill	Volunteer	Arts/Craft
	6	Volunteer	Guitar
	7 CHOICES	FT	TCOE
Other			
Psychologi:	Mrs. DiMaggio	PT	TCOE
Counselor	Juan Reyes	PT	Contract
Resource			
Spec. Ed.	Mrs. Ishida	PT	TCOE
	Mrs. Fielder/Aide	FT	TCOE
Early Ed.			
	Maria Barajas	FT	TCOE

3.4

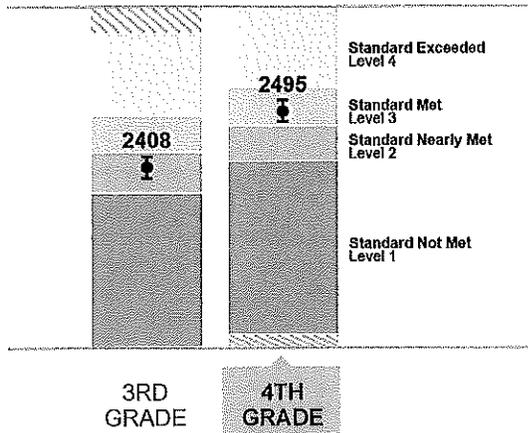


Sophia's Results on California's Assessments

ENGLISH LANGUAGE ARTS/LITERACY (ELA)

Sophia's overall score for 2016 is:
2495 | Standard Met (Level 3)

Overall Progress: Sophia has made progress and met the grade 4 standard for ELA. She appears ready for future coursework.



This area is outside the score range for that grade

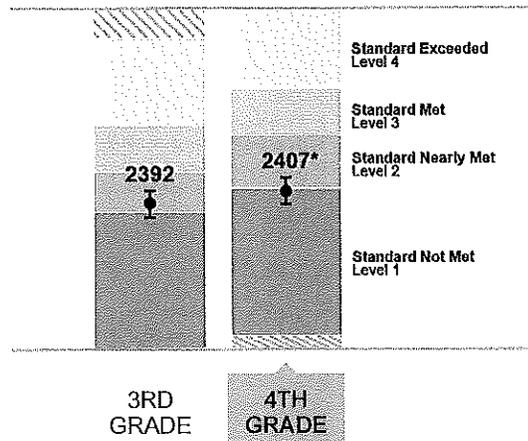
AREA	Below Standard	Near Standard	Above Standard
Reading <i>How well does your child understand stories and information that he or she reads?</i>			✓
Writing <i>How well does your child communicate in writing?</i>		✓	
Listening <i>How well does your child understand spoken information?</i>		✓	
Research/Inquiry <i>How well can your child find and present information about a topic?</i>	✓		

MATHEMATICS

Sophia's overall score for 2016 is:
2407* | Standard Not Met (Level 1)

Overall Progress: Sophia did not meet the grade 4 standard for mathematics needed for likely success in future coursework. Please discuss with her teacher(s) ways to help her improve.

*Sophia's scores should be used with caution as the test was administered under conditions that may not represent her achievement.



This area is outside the score range for that grade

AREA	Below Standard	Near Standard	Above Standard
Concepts & Procedures <i>How well does your child use mathematical rules and ideas?</i>	✓		
Problem Solving and Modeling & Data Analysis <i>How well can your child show and apply their problem solving skills?</i>	✓		
Communicating Reasoning <i>How well can your child think logically and express their thoughts in order to a solve problem?</i>	✓		

The bar around the score shows the degree to which your child's score might have been slightly higher or slightly lower.

To learn more about your child's score and performance, please visit <http://www.testscoreguide.org/ca/>.

Your Guide to Sophia's California Assessment of Student Performance and Progress (CAASPP) Score Report

CALIFORNIA DEPARTMENT OF EDUCATION (CDE)

Local ID #: 999999999
 Student ID #: 999999999 Date of Birth: 04/01/2006
 Grade: 4 Test Date: Spring 2016

FOR THE PARENT/GUARDIAN OF:
Sophia S Jackson
 1234 MAIN ST
 YOUR CITY, CA 12345

School: California Elementary School
 LEA: California Unified

Dear Parent/Guardian of Sophia Jackson:

This report shows how Sophia scored on the California Assessment of Student Performance and Progress (CAASPP) tests for English language arts/literacy and mathematics. These tests are based on California's rigorous academic standards, which are designed to help every student graduate ready for college and a 21st-century career.

If Sophia took these tests in the third grade, this report also shows her scores from last year. You can compare this year's scores and last year's scores as one measure of her progress. Please keep in mind that as Sophia advances to the next grade, the standards are higher.

While tests are just one way to measure Sophia's progress, the results can help teachers and the school focus on areas in which students need more help. I encourage you to be involved in your child's learning and discuss these results with Sophia's teacher(s).

Sincerely,

Tom Torlakson

Tom Torlakson,
 State Superintendent of Public Instruction



Statewide Assessments: One Measure of Sophia's Progress

These results are one measure of Sophia's academic performance and provide limited information. Like any important measure of your child's performance, they should be viewed with other available information—such as classroom tests, assignments, and grades—and they can be used to help inform a conversation with Sophia's teacher about how to progress in English language arts/literacy (ELA) and mathematics.

What is CAASPP?

The CAASPP ELA and mathematics tests reflect California's state-adopted standards, which will help prepare students for college and a career in the 21st-century job market. These tests contain a wider variety of questions than traditional multiple-choice tests and include tasks that require students to explain how they solve problems. The tests allow students to demonstrate analytical writing, critical thinking, and problem solving skills along with their knowledge of facts in ELA and mathematics. California may also develop new assessments in other subjects, including, but not limited to, science, history, and social science, which will be aligned to state-adopted content standards. To learn more about these tests, visit the CDE CAASPP System Web page at <http://www.cde.ca.gov/ta/tg/ca/>.

What do my child's score's mean?

There are four levels of scores for ELA and mathematics for 4th grade:

	Standard Not Met Level 1	Standard Nearly Met Level 2	Standard Met Level 3	Standard Exceeded Level 4
ENGLISH LANGUAGE ARTS/LITERACY (ELA)	2131-2415	2416-2472	2473-2532	2533-2663
MATHEMATICS	2204-2410	2411-2484	2485-2548	2549-2659

Score ranges for each level are different for each grade, and the standards for the next grade are higher than for the previous grade. As a result, students may need a higher overall score to remain in the same achievement level as the previous year. To understand your child's overall performance, consider both the score and the achievement level. If your child took the ELA and mathematics tests in the last year, you can see on the front of this report how your child's score and achievement level for 2016 compares to the previous grade. Visit the CDE CAASPP System Web page under the Students and Parents Tab at <http://www.cde.ca.gov/ta/tg/ca/> for more information and resources intended for parents about the CAASPP System, including a one-page flyer highlighting the information found on the Student Score Report and a *Parent Guide to the Smarter Balanced Summative Assessments*.

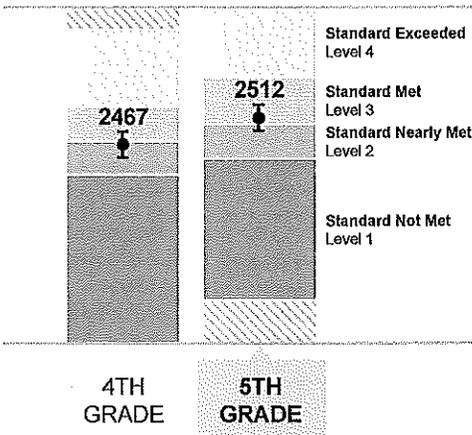


Matthew's Results on California's Assessments

ENGLISH LANGUAGE ARTS/LITERACY

Matthew's overall score for 2016 is:
2512 | Standard Met (Level 3)

Overall Progress: Matthew has made progress and met the grade 5 standard for English language arts/literacy. He appears ready for future coursework.



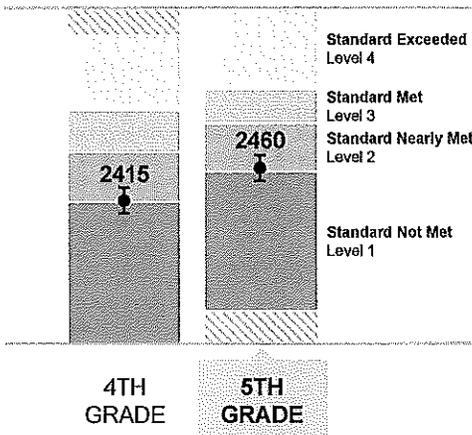
This area is outside the score range for that grade

AREA	Below Standard	Near Standard	Above Standard
Reading <i>How well does your child understand stories and information that he or she reads?</i>			
Writing <i>How well does your child communicate in writing?</i>			
Listening <i>How well does your child understand spoken information?</i>			
Research/Inquiry <i>How well can your child find and present information about a topic?</i>			

MATHEMATICS

Matthew's overall score for 2016 is:
2460 | Standard Nearly Met (Level 2)

Overall Progress: Matthew nearly met the grade 5 standard for mathematics needed for likely success in future coursework. Please discuss with his teacher(s) ways to help him improve.



This area is outside the score range for that grade

AREA	Below Standard	Near Standard	Above Standard
Concepts & Procedures <i>How well does your child use mathematical rules and ideas?</i>			
Problem Solving and Modeling & Data Analysis <i>How well can your child show and apply their problem solving skills?</i>			
Communicating Reasoning <i>How well can your child think logically and express their thoughts in order to solve a problem?</i>			

The bar around the score shows the degree to which your child's score might have been slightly higher or slightly lower.

To learn more about your child's score and performance, please visit <http://www.testscoreguide.org/ca>

Your Guide to Matthew's California Assessment of Student Performance and Progress (CAASPP) Score Report

CALIFORNIA DEPARTMENT OF EDUCATION (CDE)

LOCAL ID #: 9999999999
 STUDENT #: 9999999999 DATE OF BIRTH: 04/01/2005
 GRADE: 5 TEST DATE: Spring 2016



FOR THE PARENT/GUARDIAN OF:
MATTHEW MARTIN
 1234 MAIN STREET
 YOUR CITY, CA 12345

SCHOOL: California Elementary School
 LEA: California Unified

Dear Parent/Guardian of Matthew Martin:

This report shows how Matthew scored on the California Assessment of Student Performance and Progress (CAASPP) tests for English language arts/literacy and mathematics. These tests are based on California's rigorous academic standards, which are designed to help every student graduate ready for college and a 21st-century career.

If Matthew took these tests in the fourth grade, this report also shows his scores from last year. You can compare this year's scores and last year's scores as one measure of his progress. Please keep in mind that as Matthew advances to the next grade, the standards are higher. As a fifth-grader, Matthew also took a science test. His results on California's science assessment can be found on the bottom of this report.

While tests are just one way to measure Matthew's progress, the results can help teachers and the school focus on areas in which students need more help. I encourage you to be involved in your child's learning and discuss these results with Matthew's teacher(s).

Sincerely,

Tom Torlakson

Tom Torlakson
 State Superintendent of Public Instruction



Statewide Assessments: One Measure of Matthew's Progress

These results are one measure of Matthew's academic performance and provide limited information. Like any important measure of your child's performance, they should be viewed with other available information—such as classroom tests, assignments, and grades—and they can be used to help inform a conversation with Matthew's teacher about how to progress in English language arts/literacy (ELA) and mathematics.

What is CAASPP?

The CAASPP ELA and mathematics tests reflect California's state-adopted standards, which will help prepare students for college and a career in the 21st-century job market. These tests contain a wider variety of questions than traditional multiple-choice tests and include tasks that require students to explain how they solve problems. The tests allow students to demonstrate analytical writing, critical thinking, and problem solving skills along with their knowledge of facts in ELA and mathematics. California may also develop new assessments in other subjects, including, but not limited to, science, history, and social science which will be aligned to state-adopted content standards. To learn more about these tests, visit the CDE CAASPP System Web page at <http://www.cde.ca.gov/ta/tg/ca/>.

What do my child's scores mean?

There are four levels of scores for ELA and mathematics for 5th grade:

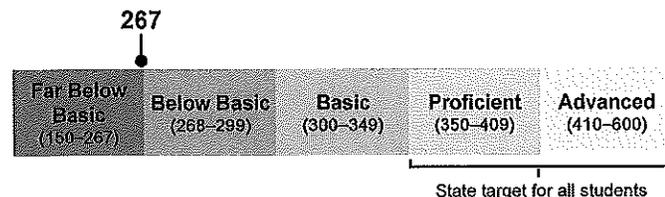
	Standard Not Met Level 1	Standard Nearly Met Level 2	Standard Met Level 3	Standard Exceeded Level 4
ENGLISH LANGUAGE ARTS/LITERACY	2201–2441	2442–2501	2502–2581	2582–2701
MATHEMATICS	2219–2454	2455–2527	2528–2578	2579–2700

Score ranges for each level are different for each grade, and the standards for the next grade are higher than for the previous grade. As a result, students may need a higher overall score to remain in the same achievement level as the previous year. To understand your child's overall performance, consider both the score and the achievement level. If your child took the ELA and mathematics tests in the last year, you can see on the front of this report how your child's score and achievement level for 2016 compares to the previous grade. Visit the CDE CAASPP System Web page, under the Students and Parents tab at <http://www.cde.ca.gov/ta/tg/ca/> for more information and resources intended for parents about the CAASPP System, including a one-page flyer highlighting the information found on the Student Score Report and a *Parent Guide to the Smarter Balanced Summative Assessments*.

Matthew's Results on the California Standards Test for Grade 5 Science

SCIENCE

Matthew's score is 267 — Far Below Basic



Matthew's score of 267 is in the Far Below Basic level on the California Standards Test for science.

California is transitioning to recently adopted Science Standards. To meet federal test requirements, California administered science assessments to all students in grades 5, 8, and 10; these tests are not aligned with California's new standards. As part of California's transition to these new standards, tests aligned to the new standards are under development.

NST

Name/2015-16	Grade ELA	Level Reading	writing	listening	research	MATH	Level conc/proc	prob solv	commun
Brianna Aldaco	3	2276	1 below	below	below	2360	1 below	near	below
Gilberto Avila	3	2358	1 below	below	near	2411	2 near	near	near
Hector Avila	3	2339	1 below	near	below	2309	1 below	below	below
Abriil Gonzalez	3	2347	1 below	below	near	2345	1 below	below	below
Art Gonzalez	3	2386	1 near	near	below	2402	2 below	near	near
Rodrigo Jimenez	3	2233	1 below	below	below	2335	1 below	below	below
Maria Paniagua	3	2345	1 below	below	below	2399	2 below	near	near
Ricardo Ramos	3	2342	1 below	below	below	2384	2 below	below	near
Fattah Said	3	2307	1 below	below	below	2497	3 above	above	near
Flor Salcedo	3	2358	1 below	near	near	2345	1 below	below	below
Adrian Avila	3	2332	1 below	near	below	2387	2 near	below	below
Armando Solis	3	2366	1 below	below	below	2375	1 below	near	near
Kevin Herrera	4	2398	1 near	below	near	2393	1 below	below	below
Xavier Leanos	4	2407	1 near	below	near	2419	2 near	below	below
Irene Madrigal	4	2379	1 below	below	near	2377	1 below	below	near
Ricardo Rangel	4	2368	1 below	below	below	2398	1 below	below	below
Erica Rodriguez	4	2306	1 below	below	near	2336	1 below	below	below
Jovani Sierra	4	2371	1 below	below	below	2387	1 below	below	below
Ivan Silva	4	2384	1 below	near	below	2437	2 below	near	near
Yair Aldaco	5	2312	1 below	below	below	2295	1 below	below	below
Javier Flores	5	2288	1 below	below	near	2420	1 below	below	below
Daniel Garcia	5	2340	1 below	below	below	2407	1 below	below	below
Ofelia Hernandez	5	2384	1 below	below	near	2340	1 below	below	below
Estafania Leon	5	2360	1 below	below	near	2416	1 below	below	below
Estafania Maciel	5	2376	1 below	below	near	2392	1 below	below	below
Janelli Maciel	5	2438	1 below	near	below	2369	1 below	below	below
Alan Manajarez	5	2376	1 below	below	below	2400	1 below	below	below
Raul Penaloza	5	2413	1 below	below	near	2397	1 below	below	below
Monserat Ramos	5	2438	1 near	near	below	2379	1 below	below	below
Raquel Ruiz	5	2437	1 below	near	near	2445	1 below	near	below
Anahi Telavera	5	2393	1 below	below	near	2356	1 below	below	below
Giovanna Toscano	5	2381	1 below	below	below	2318	1 below	below	below

Jimena Casillas	6	2415	1 below	below	near	near	2333	1 below	below	below
Monserat Becerra	6	2386	1 below	below	below	below	2368	1 below	below	below
Daniel Hernandez	6	2351	1 below	below	below	below	2387	1 below	below	below
Tonie Luna	6	2387	1 below	below	near	below	2367	1 below	below	below
Liliana Morales	6	2449	1 below	below	near	near	2467	1 below	below	near
Catherin Raya	6	2413	1 near	below	below	near	2319	1 below	below	below
Marisol Saavedra	6	2395	1 below	below	near	near	2315	1 below	below	below
Jocelyn Valladares	6	2402	1 below	below	near	below	2364	1 below	below	below
Lorena Jimenez	7	2460	1 near	below	near	near	2372	1 below	below	below
Andrea Maciel	7	2426	1 below	below	below	below	2390	1 below	below	below
Angelica Montano	7	2402	1 below	below	below	below	2368	1 below	below	below
Manuel Garcia	8	2420	1 below	below	below	below	2393	1 below	near	near
Cristelig Manajarez	8	2484	1 near	below	near	below	2386	1 below	below	below
Marylan Mendoza	8	2458	1 below	below	below	near	2448	1 below	below	near
Marcos Quezada	8	2406	1 below	below	below	below	2399	1 below	below	below
Miracle Ramirez	8	2468	1 below	below	below	near	2419	1 below	below	below
Francisco Rodriguez	8	2439	1 below	below	below	below	2372	1 below	below	below
Sandra Saavedra	8	2412	1 below	below	below	below	2461	1 below	near	near
Angela Silva	8	2456	1 below	below	near	below	2426	1 below	below	below
Maria Hernandez	3	2386	2 near	near	below	near	2432	2 near	near	near
Anamychele Maciel	3	2408	2 below	near	near	near	2423	2 near	near	near
Elisar Morales	3	2429	2 near	near	near	above	2451	3 near	near	near
Anthony Solis	3	2394	2 below	near	near	near	2396	2 below	near	near
Yisel Garcia Ruiz	4	2458	2 near	above	near	below	2448	2 near	near	below
Kassiel Lopez	4	2421	2 near	near	near	near	2501	3 near	near	near
Jose Juarez	4	2463	2 near	near	near	near	2496	3 near	near	near
Destiny Perez	4	2464	2 near	near	near	near	2382	1 below	below	below
Citali Saavedra	4	2417	2 near	near	near	below	2355	1 below	near	below
Fatima Silva	4	2448	2 near	near	below	near	2377	1 below	below	below
Juissés Bolanos	5	2450	2 near	near	below	near	2420	1 below	below	near
Kimberly Cassillas	5	2461	2 near	near	below	near	2440	1 below	near	below
Lia Charles	5	2482	2 near	near	below	near	2500	2 near	below	near
Angel Maciel	5	2517	2 near	near	near	near	2424	1 below	near	below

Tiffany Mariscal	5	2455	2 below	near	near	near	2433	1 below	below	near
Martin Martinez	5	2487	2 near	below	near	near	2488	2 below	near	near
O'Mari Robles	5	2455	2 below	near	near	below	2409	1 below	below	below
Leonel Torres	5	2443	2 below	near	near	below	2404	1 below	below	below
Susana Farfan	6	2512	2 near	near	near	near	2487	2 below	below	near
Elxias Hernandez	6	2529	2 above	near	near	near	2628	4 above	near	above
Alexandria Juarez	6	2458	2 below	below	near	near	2449	1 below	below	below
Vanessa Rios	6	2504	2 near	near	near	below	2466	1 below	below	near
Christopher Paniagua	6	2473	2 near	near	near	below	2477	2 below	near	below
Mariah Avila	7	2502	2 near	below	near	near	2449	1 below	below	below
Samantha Madrigal	7	2501	2 below	near	near	near	2469	1 below	below	near
Nathalie Mariscal	7	2497	2 below	near	near	near	2459	1 below	below	below
Gustavo Martinez	7	2531	2 below	near	near	near	2508	2 near	near	near
Marissa Mendoza	7	2534	2 near	near	near	near	2417	1 below	below	below
Guadalupe Ramos	7	2503	2 below	near	near	near	2465	1 below	below	near
Fernando Sanchez	7	2479	2 near	below	near	below	2323	1 below	below	below
Sebastian Sanchez	7	2512	2 near	near	near	near	2503	2 below	near	near
Ulyssa Govea	8	2511	2 below	below	near	near	2454	1 below	below	near
Ricardo Herrera	8	2514	2 near	near	near	near	2449	1 below	below	below
Alejandro Torres	8	2514	2 near	near	near	below	2416	1 below	below	below
B. Daniela Torres	8	2496	2 near	near	near	below	2326	1 below	near	below
Guilian Castro	3	2480	3 near	near	near	above	2429	2 near	near	near
Joanna Perez	3	2453	3 below	above	near	near	2444	3 near	near	near
Julian Avila	4	2481	3 near	near	above	near	2418	2 below	near	below
Damian Gonzalez	4	2475	3 near	near	near	near	2518	3 above	near	near
Yasel Hernandez	4	2508	3 near	above	near	near	2526	3 above	near	near
Jonathan Saldivar	4	2480	3 near	near	near	near	2505	3 near	near	near
Julian Beccera	5	2526	3 near	near	above	near	2471	2 below	below	near
Francisco Farfan	5	2509	3 near	near	near	near	2488	2 below	near	near
Michael Keeler	5	2504	3 near	near	near	near	2480	2 near	below	near
Sebastian Ramos	5	2505	3 near	near	near	near	2473	2 below	below	near
Erica Torres	5	2505	3 below	above	near	near	2455	2 below	near	below
Cesar Chavez	6	2534	3 near	near	near	near	2621	4 above	above	above

Roselyn Palafox	6	2534	3 near	near	above	near	2506	2 below	near	near
Citlalli Silva	6	2596	3 near	near	near	above	2491	2 near	below	near
Celeste Vargas	6	2594	3 near	above	near	near	2617	4 above	above	near
Roselyn Vigil	6	2603	3 near	near	near	above	2567	3 near	near	near
Jennifer Herrera	7	2559	3 near	near	near	near	2489	2 below	near	near
Jessie Luna	7	2589	3 above	near	near	near	2510	2 below	below	near
Athena Padilla	7	2568	3 near	near	near	near	2448	1 below	below	below
Ethan Rangel	7	2640	3 near	above	above	near	2537	2 near	below	near
Cecilia Ruiz	7	2580	3 above	near	near	near	2523	2 near	below	near
Marco Torrez	7	2568	3 near	above	near	near	2565	2 near	near	near
Daniel Vigil	7	2602	3 near	above	near	near	2651	4 above	above	above
Juan Bolanos	8	2572	3 near	near	near	near	2459	1 below	below	near
Jorge Paniagua	8	2642	3 above	above	above	near	2611	3 above	below	near
Jose Solis	8	2602	3 near	above	near	near	2466	1 below	below	near
Phillip Uribe	8	2572	3 above	near	near	near	2541	2 near	near	near
Vanessa Avila	3	2498	4 near	near	above	near	2509	4 above	near	above
Samantha Sanchez	4	2539	4 above	above	above	near	2518	3 above	near	near
Alondra Avila	5	2629	4 above	above	above	near	2552	3 near	near	above
Natalie Perez	7	2664	4 above	above	above	above	2577	3 near	near	near

CELDT 2015-16

Ducor School

September 11, 2016

How many students take the test?	94		
How many students reclassified?	26 (27%)	Goal: to increase student reclassification to 32%	When: October 2016
How many did not reclassify?	68 (63%)	Goal: to have more students reclassified	When: October 2016
How many NEAR Early Advance or higher?	27 (40%)	Goal: to have 13 (50%) Reclassified after the 2016 CELDT window	When: October 2016
Which grade level had the most reclassified?			
Grade	Number of student taken the test	Number of students reclassified	Percentage
1	11	1	9%
2	13	1	7%
3	20	5	25%
4	12	5	41%
5	16	4	25%
6	7	1	14%
8	9	6	66%

CST/CELDT comparison 2015-16

Name	Grade	Reading CST/CELDT	Writing CST/CELDT	Listening CST/CELDT
FM	1			
EV	2			
VA	3	Near/advanced	Near/intermediate	above/advanced
EM	3	near/early adv	near/adv	near/adv
MP	3	below/intermediate	below/early adv	near/adv
JP	3	below/adv	above/early adv	near/adv
FS	3	below/intermediate	below/adv	near/early adv
YG	4	Near/intermediate	above/adv	Near/adv
XL	4	near/intermediate	below/intermed	near/adv
JM	4	near/interm	near/early adv	near/adv
RR	4	below/intermed	below/early adv	near/adv
JS	4	near/intermed	near/intermed	near/adv
AA	5	above/adv	above/adv	above/adv
UB	5	Near/early adv	Near/intermed	Near/early adv
KC	5	near/adv	near/adv	below/adv
GT	5	below/intermed	below/early adv	Below/early adv
JV	6	below/intermed	below/early adv	below/early adv
LJ	7	near/intermed	below/adv	near/adv
AM	7	below/intermed	below/early adv	below/early adv
GR	7	below/early adv	near/adv	near/intermed
MG	8	below/early adv	below/adv	below/early adv
UG	8	below/early adv	below/early adv	near/early adv
RH	8	near/ early adv	near/early adv	near/early adv
CM	8	near/early adv	near/ early adv	below/early adv
AS	8	below/adv	below/adv	below/adv
BT	8	near/early adv	near/early adv	near/adv

Overall, the goal is to have our students taking the CELDT to achieve advanced in reading, writing and listening. Our goal is to have each student achieve ABOVE on their CST each year. Both exams should reflect similar scores in regards to reading, writing and listening. Currently, there are huge gaps between the CELDT and CST scores. Given that each student is tested in reading, writing and listening, the two scores are not similar. Students that have scored below/advanced on the CST/CELDT scores should reflect similar understanding. This is important to know and review. Why are the two scores so different?

A copy of the CELDT and CST scores have been provided. The teacher now must plan on how to increase student scores on the CELDT and CST. The foundation for both exams is to have all students reading at or above their reading levels, at or above their writing levels and at or above the listening standards. Speaking was not a measurement indicated on the CST. But the value of having all student speak well will have a positive impact on the students CELDT scores. Teacher must refer back to the CELDT and CST scores as well as the standards and resources provided to plan, align, develop and execute a whole class

to individual learning modular. This may include differentiating teaching, higher critical thinking questions and answers, collaboration, individual goals, formal and informal assessments, online resource programs and assessments.

Student that are Spanish speaking only need to have direct instructions. Direct instructions may include and is not limited to, listening stations, pairing, on-on-one with the teacher, level reading books, level writing, TA assistance, online listening programs, basic vocabulary aligned to their first language, bilingual books, pictures, hands on materials and other types of resources.

Administrator will have technology ready and accessible, books and materials as needed, proper teacher training for support, collaborate with the teacher to plan and execute as needed, student communication, positive intervention, tutoring services and any other resources needed to support all Spanish speaking students only.

CST Scores Total 117 Ducor School Year, 2015-16

Standards Levels	4 (Exceeded)	3 (Met)	2 (Nearly Met)	1 (Not Met)
Number of Students	4	27	35	51
Percentage	3%	23%	29%	44%
Grade Level	# of students	# of students	# of students	# of students
3	1	2	4	12
4	1	4	6	7
5	1	5	8	13
6	0	5	5	8
7	1	7	8	3
8	0	4	4	8

The California State Test (CST) is given once a year, beginning at 85% of the school year completed. Ducor can begin testing in April of each year. The CST has two areas of concentration, ELA and MATH. The areas of study in ELA are Reading, Writing, Listening and Research. The areas of study in Math are Concepts and Procedures, Problem Solving, Modeling and Data Analysis and Communicating Reasoning. The scores are indicated by Standards Met. There are four standard levels. Standard Not Met-Level 1, Standard Nearly Met-Level 2, Standard Met-Level 3 and Standard Exceeded-Level 4. The CST is a computer adaptive test, meaning as the students take the test, the computer program computes the level of understanding per student as the computer program adapts to the student understanding by adapting the questions from easy to difficult. The student response generate the adaptive questions based on the number of questions answered correctly and incorrectly. The test results are an indication determining if the student has met or not met the grade level standards.

The results will determine the school Annual Yearly Progress (AYP) based on the number of students taken the test. The test may also determine the school AYP on the percentage of standards met. This measurement will clearly define Ducor School as standards not met-Level 1.

The objective this year is to target all student reading level standards. Each grade level will focus on student reading and comprehension. This will be monitored through the Accelerated Reading (AR) program vial online. Data will be collected by each teacher to determine each student reading level. The object is to increase student reading levels by one grade level by the end of the school year.

Along with the AR program, teachers in grades K-5 will be utilizing the Guided Reading program. This programs is designed to offer small group reading. The assessments used is the Running Record method. This method allows each student to read a passage as the teacher records each word read and determines how well the student has read based on the success or failures of the number of word pronounced. The results will determine if the student is ready to move on to the next book level.

Listening is important. Ducor School has contracted with TCOE Education Resource Services (ERS) online services. Each student will have access to many genres of reading titles and levels. Students will be able to listen to many of the different stories. This resource is one of the many other focuses we have to offer to all students, especially our Spanish speaking only students. Online reading and listening programs allows all students to listen to the reader as the words and sentences are highlighted. All the student reading programs are interactive. This allows the students to select, listen to, re-read the stories as needed.

Staff Schedule for 2016-17

Monday thru Friday

Ducor School

Time	Grade	Monday	Tuesday	Wednesday	Thursday	Friday
8-830	K-3	Collaboration Meet with each K-3 teacher	Collaboration Meet with each new teacher	Collaboration Meet with each K-3 6-8 teacher	Collaboration Meet with grades 4 and 5	Collaboration Grades k-3, 3-6, 6-8
8:30-9:45	K-3	K-Reading Pace: 1-Guided Reading 2-Guided Reading Woodruff: 2-Guided Reading 3-Guided Reading	K-Reading Pace: 1-Guided Reading 2-Guided Reading Woodruff: 2-Guided Reading 3-Guided Reading	K-Reading Pace: 1-Guided Reading 2-Guided Reading Woodruff: 2-Guided Reading 3-Guided Reading	K-Reading Pace: 1-Guided Reading 2-Guided Reading Woodruff: 2-Guided Reading 3-Guided Reading	K-Reading Pace: 1-Guided Reading 2-Guided Reading Woodruff: 8:40-9:10 Buddy Reading with Mr. Hill 2-Guided Reading 3-Guided Reading
9:45-10	K-3	Brunch Walk students to bathroom and then to cafeteria, on the line, on quite				
10:00-11:00	K-3	K-Reading Pace: 1-Saxon Phonics 2-Saxon Phonics Woodruff: 2-ELA/ELD 3-ELA/ELD	K-Reading Pace: 1-Saxon Phonics 2-Saxon Phonics Woodruff: 2-ELA/ELD 3-ELA/ELD	K-Reading Pace: 1-Saxon Phonics 2-Saxon Phonics Woodruff: 2-ELA/ELD 3-ELA/ELD	K-Reading Pace: 1-Saxon Phonics 2-Saxon Phonics Woodruff: 2-ELA/ELD 3-ELA/ELD	K-Reading Pace: 1-Saxon Phonics 2-Saxon Phonics Woodruff: 2-ELA/ELD 3-ELA/ELD

11:00-12:00	k-3	K-Writing Pace: 1-Writing 3-Writing (Woodruff) Woodruff: 2-Math 2-Math (Pace)	K-Writing Pace: 1-Writing 3-Writing (Woodruff) Woodruff: 2-Math 2-Math (Pace)	K-Writing Pace: 1-Writing 3-Writing (Woodruff) Woodruff: 2-Math 2-Math (Pace)	K-Writing Pace: 1-Writing 3-Writing (Woodruff) Woodruff: 2-Math 2-Math (Pace)	K-Writing Pace: 1-Writing 3-Writing (Woodruff) Woodruff: 2-Math 2-Math (Pace)
12:00-12:45	K-3	Lunch Walk students to cafeteria and back to class on the line on quite	Lu Walk students to cafeteria and back to class on the line on quite	Lunch Walk students to cafeteria and back to class on the line on quite	Lunch Walk students to cafeteria and back to class on the line on quite	Lunch Walk students to cafeteria and back to class on the line on quite
12:45-2:00	K-3	K-Math Pace: 1-Math 2-Writing Woodruff: 2-ELA/Math 3-Math	K-Math Pace: 1-Math 2-Writing Woodruff: 2-ELA/Math 3-Math	K-Math Pace: 1-Math 2-Writing Woodruff: 2-ELA/Math 3-Math	K-Math Pace: 1-Math 2-Writing Woodruff: 2-ELA/Math 3-Math	K-Math Pace: 1-Math 2-Writing Woodruff: 2-ELA/Math 3-Math
1245-1:30	K-3 Wednesday			K-Math Pace: 1-Math 2-Writing Woodruff: 2-ELA/Math 3-Math		
2:15-2:45	K-3	K-P.E Pace: 1-PE 2-PE Woodruff: 2-PE 3-PE (Tutoring intervention)	K-P.E Pace: 1-PE 2-PE Woodruff: 2-PE 3-PE (Tutoring intervention)	1:45-3:30 Meetings Collaboration Planning Student Intervention	K-P.E Pace: 1-PE 2-PE Woodruff: 2-PE 3-PE (Tutoring intervention)	K-P.E Pace: 1-PE 2-PE Woodruff: 2-PE 3-PE (Tutoring intervention)
2:50	Dismissal	Dismissal	Dismissal		Dismissal	Dismissal

2:50-6:00	CHOICES	CHOICES Class #5 #20 #24 Tutoring Snacks Activities	CHOICES Class #5 #20 #24 Tutoring Snacks Activities	CHOICES Class #5 #20 #24 Tutoring Snacks Activities	CHOICES Class #5 #20 #24 Tutoring Snacks Activities	2:55-3:30 DETENTION DETENTION DETENTION CHOICES Class #5 #20 #24 Tutoring Snacks Activities
	Migrant Tutoring ESL Classes Pre-K Tutoring Music Arts and Crafts Cooking Class ESL classes (TBA) Catechism Class (9-19) Early Childhood Parent Social (TBA)	250-4:00 Beginning Cooking Class Migrant Tutoring Catechism (cafeteria) 445-6:30 Pre-K Tutoring	2:50-4:00 Arts and Crafts Migrant Tutoring 4:45-6:30 Pre-K Tutoring	2:50-4:00 Advance Cooking Class Migrant Tutoring 4:45-6:30 Pre-K Tutoring	2:50-4:00 Migrant Tutoring	

Grades 4-8

Time	Grade	Monday	Tuesday	Wednesday	Thursday	Friday
8-8:30	4-8	Collaboration Meet with each K-3 teacher	Collaboration Meet with each new teacher	Collaboration Meet with each K-3 teacher	Collaboration Meet with grades 4 and 5	Collaboration Grades k-3, 3-6, 6-8
8:30-10:15	4-8	ELA/ELD Reading, writing, listening, speaking				
10:15-10:30	4-8	Brunch	Brunch	Brunch	Brunch	Brunch
10:30-11:30	4-8	4-ELA/ELD 5-GO MATH! 6-Science 7-History 8-Math				
11:30-12:30	4-8	4-Math 5-Science 6-History 7-Math 8-Science	4-Math 5-Science 6-History 7-Math 8-Science	4-Math 5-Science 6-History 7-Math 8-Science	4-Math 5-Science 6-History 7-Math 8-Science	GAME DAY Schedule Sub for Mr. Hill Upper grade teacher stay with other students not playing home/away games 4-Math 5-Science/Sub 6-8 Coaching

12:30-1:15	4-8	Lunch Lunch Detention	Lunch Lunch Detention	Lunch Lunch Detention	Lunch Lunch Detention	Lunch Lunch Detention
1:15-2:15	4-8	4-Social Studies 5-Social Studies 6-Math 7-Science 8-History	4-Social Studies 5-Social Studies 6-Math 7-Science 8-History	4-Social Studies 5-Social Studies 6-Math 7-Science 8-History	4-Social Studies 5-Social Studies 6-Math 7-Science 8-History	4-Social Studies 5-Social Studies 6-8 Game Day Schedule
1:30 Wednesday Dismissal	4-8			Dismissal Staff meeting Staff prep time Student Intervention		
2:15-2:50	4-8	PE	PE		PE	PE
2:50-6:00	CHOICES	CHOICES Class #5 #20 #24 Tutoring Snacks Activities	CHOICES Class #5 #20 #24 Tutoring Snacks Activities	CHOICES Class #5 #20 #24 Tutoring Snacks Activities	CHOICES Class #5 #20 #24 Tutoring Snacks Activities	2:55-3:30 DETENTION DETENTION DETENTION CHOICES Class #5 #20 #24 Tutoring Snacks Activities
	Migrant Tutoring ESL Classes Pre-K Tutoring Music Arts and Crafts Cooking Class ESL classes (TBA) Catechism Class (9-19) Early Childhood Parent Social (TBA)	250-4:00 Beginning Cooking Class Migrant Tutoring Catechism (cafeteria) 445-6:30 Pre-K Tutoring <i>AH 6-7pm (once a month)</i>	2:50-4:00 Arts and Crafts Migrant Tutoring 4:45-6:30 Pre-K Tutoring	2:50-4:00 Advance Cooking Class Migrant Tutoring 4:45-6:30 Pre-K Tutoring	2:50-4:00 Migrant Tutoring	

List of topics that will be discuss/review individually or as a team:

- Student attendance
- Student reading/writing/math levels
- Differentiated instruction time for all students
- Utilizing instructional aides in the classroom/time/schedule
- Review CST scores, strength and weaknesses
- CELDT scores, compare to CST, attendance, behavior, social skills, basic core skills
- Management, rules, process and procedures, detention, parent contact, document all events/calls
- Reading program, guided reading, AR program, level start and end
- Library schedule, number of books to read, check out, time line to see improvement, semester grade, comprehension test, genres of books to select aligned with ELA program
- ELD, strategies, reading skills, techniques, running record, guided reading program, AR test, tutoring, additional services,
- Technology, testing, research, typing skills, align with lesson plans, core curriculum
- Science projects, in class, outside of class, with other grade levels, student performance, student evaluation, student leader in SCIENCE, science history,
- Math Projects, math assessments, real world connection to math, math application to daily lives, math/science ideas, math/history research
- Writing Projects, daily journal, weekly journal, news articles, writing genres, poetry, history of writing, writing in the real world, writing assessments, writing strategies, typing/writing, speaking/writing, texting/writing, note taking
- Reading projects, history of reading, history of letters and sounds,
- Spelling Bee Practice
- History Projects, presidential elections, voting history, voting in class, predictions, writing assignment, report, history of election in other countries
- Assessments, online, paper-pencil, formative, recording, data collection, self-evaluation, student expectation, lesson planning, backward mapping, number of days, hours needed to achieve improvement
- Positive Behavior Intervention, student success, recognition, punch card, certificates, field trips
-

Tulare County Office of Education

Law Seminars

FLSA and Overtime: Recent Developments in the Law

September 7, 2016

Is your district complying with the laws governing overtime pay for employees? How does the district count the hours worked if the employee works two jobs? What positions are properly exempt from overtime pay? Join us to discuss the requirements for overtime pay for California school employees. We will also delve in to which positions may be exempt from overtime pay under the professional, administrative, and executive exemptions and the new minimum salary level.

REGISTER

What the Education Code Doesn't Tell you About Employee Discipline

November 16, 2016

Koontz

Amador

This presentation will go beyond the basic discipline/dismissal procedures and focus on often overlooked, but critical parts of an employee discipline/dismissal process such as the Skelly meeting, mandatory and optional leaves of absence offenses, communicating with the Board about discipline and dismissal, discussing resignation/retirement agreements and much more.

REGISTER

HR Legal Update: What You Need to Know for 2017

January 24, 2017

Koontz

Amador

Discover the latest Statehouse and Courthouse actions that will affect your personnel department. Legal requirements and trends in school employment are constantly evolving and you'll want to stay ahead of the curve to avoid grievances, complaints, and lawsuits. This session will immerse you in the most recent and critical laws impacting your role in human resources, with an emphasis on best practices for your district. Attendees will gain meaningful information to create an action plan for implementing new laws.

REGISTER

Not So Reasonable Accommodations: Understanding Employee Rights

March 7, 2017

Amador

The laws governing employee accommodations for disabilities continue to evolve. This presentation will discuss specific types of accommodations, including service and comfort animals, job transfers and modifications, and flexible work schedules, and how to determine when such accommodations are reasonable and required.

REGISTER

Location

Tulare County Office of Education
Conference Rooms Redwood AB
6200 S. Mooney Blvd.
Visalia, CA 93277

Time

8:30 a.m. - 10:30 a.m.

Access Code

7874

For more information, contact

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ABOUT OUR COMPANY

Lara Asphalt Seal Coating is located in Visalia, Ca., serving the entire Central Valley. The Lara Brothers have been working in the Asphalt industry since 1995 with a combined total experience of 40 years. We take Pride in our company and our work performance which enables us to provide and have excellent results for you, our **Valued Customer!** Lara Asphalt Seal Coating handles the full spectrum of Asphalt Pavement Maintenance, we feature the best professional and technological equipment which enables us to be efficient and precise for excellent results. We have a long and strong relationship with our materials suppliers that enhance our ability to provide you with the best quality and competitive pricing.

Lara Asphalt Seal Coating provides the following services: New Asphalt Paving, Concrete work, Complete Asphalt Maintenance, Oil Spot Treatment, Pot Hole Patching, Crack Filling, Seal Coating, Line Striping, ADA Specialist and Signage to Commercial, Sub Division, Industrial and Residential.

We look forward to developing a professional and respectful business relationship with you! Please feel free to contact us for any questions you may have.

Thank You!

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*- FOX ASPHALT
- Lindsay*

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Small Schools Conference 2016

The annual Tulare County Small Schools Conference is scheduled for Monday, October 10, 2016. Below is an OVERVIEW of the day. In order to appropriately prepare for the conference please respond to this survey by Friday, September 2 (4:00 PM).

The current topic is a follow-up to our Summer Session at Pismo. The Tulare County Office of Education will be presenting material around INTEGRATED ENGLISH LANGUAGE DEVELOPMENT.

The day will kickoff with a General Session for all participants covering expectations, ground rules and an overview of the breakout sessions.

The morning session (by grade level and content area) will follow and consist of the following:

- (1) Observing model Integrated English Language Development Lessons
- (2) Opportunities to develop and craft lessons in a collaborative environment.
- (3) These will be hands-on sessions.
- (4) All materials provided
- (5) Bring your own technology device.

Lunch and Raffle to Follow

The afternoon session will be the same format as the morning session. Teachers will have the opportunity to attend another content area. Single Subject teachers will also have the opportunity to attend a target session and another Core Area Session (Example: Social Studies Teacher - can attend 7-8 Social Studies Session & possibly a Language Arts Session - to start the development and sharing of cross-curricular ideas).

Superintendents will have the opportunity to discuss LCAP with Martin Froli & Data (with new county person). These two sessions will be offered once (one in the AM and the other PM). They will be between 45-60 minutes allowing you the opportunity to visit the teacher designed sessions.

We need to get a general headcount in order to have the proper materials (providing hard copies so teachers can mark-up) and sessions available, in addition to ordering lunches.

OVERVIEW (Subject to Change/Modify)

- 7:30 - 8:15 Continental Breakfast and Registration
- 8:15 - 8:30 Welcome
- 8:30 - 9:30 General Session Overview
- 9:30 - 9:45 Break
- 9:45 - 11:45 Breakout Session #1