

PARENT-STUDENT HANDBOOK

2009 - 2010

HOME OF THE WILDCATS

**WARREN T. EICH INTERMEDIATE SCHOOL
AN AVID NATIONAL CERTIFIED SCHOOL
A PROJECT FIT AMERICA SCHOOL**

1509 Sierra Gardens Drive

Roseville, CA 95661

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Web Site: www.rcsdk8.org/buildings/eich/index.htm



**Chris Hudson
Principal**

**Brandon Beadle
Assistant Principal**

**Rich Pierucci
Superintendent**

W. T. EICH INTERMEDIATE SCHOOL

PARENT – STUDENT HANDBOOK 2009 - 2010

SIGNATURE PAGE

We have read and reviewed the Parent-Student Handbook of W. T. Eich Intermediate School with our son/daughter. We understand that along with our child, we are responsible for knowing the information contained within the handbook

Print Student's Name: _____

Signature of Student: _____

Signature of Parent: _____

Date Signed: _____

**THIS PAGE MUST BE RETURNED TO YOUR HOMEROOM TEACHER
BY FRIDAY, SEPTEMBER 4, 2009**

WARREN T. EICH INTERMEDIATE SCHOOL
2009 - 2010 BELL SCHEDULE

PERIOD	#1 REGULAR DAY (Tues - Fri)	PERIOD	#2 MINIMUM DAY PLC MONDAY	PERIOD	#3 DISTRICT MINIMUM DAY	PERIOD	#4 SPLIT ASSEM. 1 ST PERIOD
1	9:05 – 9:55	1	9:05 – 9:45	1	9:05 – 9:49	1 or ASSEMBLY	9:05 – 10:00
2	9:58 – 10:47	2	9:48 – 10:28	2	9:52 – 10:31	1 or ASSEMBLY	10:00 – 10:55
3	10:50 – 11:39	3	10:31 – 11:11	3	10:34 – 11:13	2	10:58 – 11:40
4	11:42 – 12:31	4	11:14 – 11:54	4	11:16 – 11:55	3	11:43 – 12:25
LUNCH	12:31 – 1:04	LUNCH	11:54 – 12:27	LUNCH	11:55 – 12:25	LUNCH	12:25 – 12:58
WEI Advisory	1:07 – 1:30						
5	1:33 – 2:22	5	12:30 – 1:10	5	12:29 – 1:08	4	1:02 – 1:44
6	2:25 – 3:14	6	1:13 – 1:53	6	1:11 – 1:50	5	1:47 – 2:29
						6	2:32 – 3:14

PERIOD	#5 RALLY/ASSEM. 6 TH PERIOD	PERIOD	#6 BAND ASSEMBLY	PERIOD	#7 SPLIT ASSEMB. 6 TH PERIOD
1	9:05 – 9:47	Band Assembly	9:05 – 9:52	1	9:05 – 9:47
2	9:50 – 10:31	1	9:55 – 10:40	2	9:50 – 10:32
3	10:34 – 11:15	2	10:43 – 11:28	3	10:35 – 11:17
4	11:18 – 11:59	3	11:31 – 12:16	4	11:20 – 12:02
Lunch	11:59 – 12:32	4	12:19 – 1:04	LUNCH	12:02 – 12:35
5	12:36 – 1:17	Lunch	1:04 – 1:37	5	12:39 – 1:21
6	1:20 – 2:01	5	1:41 – 2:26	6 or ASSEMBLY	1:24 – 2:19
Rally/Assembly	2:04 – 3:14	6	2:29 – 3:14	6 or ASSEMBLY	2:19 – 3:14



W.T. EICH INTERMEDIATE
24 HOUR HOMEWORK HOTLINE, STAFF EMAIL,
ABSENCE REPORTING AND STAFF VOICE MAIL
771-1775
2009 - 2010



- To hear homework assignments, dial the hotline number and teacher's extension (see below).
- To access multiple teachers for homework hotline information: After listening to a teacher's message, press '0' at anytime, and you will be returned to the Homework Hotline menu. When you hear the operator, enter '9' + the 3 digit extension number of the teacher you want next.
- To leave a message for a staff member, press the # sign while listening to the message to transfer to voice mail.

NAME/EMAIL ADDRESS	EXT/ROOM	NAME/EMAIL ADDRESS	EXT/ROOM
ALLEN dallen@rcsdk8.org	122/C-2	MADAY cmaday@rcsdk8.org	144/GYM
ATKINSON latkinson@rcsdk8.org	134/D-4/D-2	MAMUYAC Registrar dmamuyac@rcsdk8.org	308/OFFICE
BEADLE bbeadle@rcsdk8.org	306	MARTIN rmartin@rcsdk8.org	124/C-4
BROWNE Speech kbrowne@rcsdk8.org	317/D-6	MOEN Attendance lmoen@rcsdk8.org	305/OFFICE
DAVIS mdavis@rcsdk8.org	126/C-6	MURRAY amurray@rcsdk8.org	102/A-2
DWILLIS ldwillis@rcsdk8.org	104/A-4	O'HAIR cohair@rcsdk8.org	137/D-7
ENOCH Adm. Secretary menoch@rcsdk8.org	301/OFFICE	PSYCHOLOGIST	316/wing A
FASL dfasl@rcsdk8.org	145/GYM	SALATTI ALC ksalatti@rcsdk8.org	ALC PORTABLE
GENZLINGER wandag@rcsdk8.org	101/A-1	SHRIDER lshriker@rcsdk8.org	123/C-3
GONSALVES jgonsalves@rcsdk8.org	146/MUSIC	SPANGLER espangler@rcsdk8.org	125/C-5
GOROSPE ggorospe@rcsdk8.org	114/B-4	TABB ttabb@rcsdk8.org	133/D-3
HUDSON Principal chrish@rcsdk8.org	300/OFFICE	TAGERT ctagert@rcsdk8.org	112/B-2
KEENAN Nurse stephaniek@rcsdk8.org	D-6 OFFICE	VALLERGA pvallerga@rcsdk8.org	121/C-1
KERNS mkerns@rcsdk8.org	113/B-3	WOLFF rwolff@rcsdk8.org	325/LIBRARY
KLAMM bkamm@rcsdk8.org	105/A-5	ZLOTKOWSKI tzlotkowski@rcsdk8.org	106/A-6
<u>KLINGENSMITH</u> mklingsmith@rcsdk8.org	111/B-1	<u>ASD PROGRAM</u>	153/P-5
LUDINGTON bludington@rcsdk8.org	103/A-3	REV. 06/12/09	

EICH PRIDE!

EICH PRIDE is the theme embraced by our students, staff, parents, and school community. This theme can be seen on our campus daily throughout our classrooms, athletics, assemblies, and extracurricular activities.

GENERAL INFORMATION

SCHOOL HOURS

Eich Intermediate School provides supervision twenty minutes before and twenty minutes after school. School begins at 9:05 a.m. each day. Therefore, students are **not** to be on campus before **8:45** a.m. Students are to go directly home at dismissal time which is 3:14 p.m. Students must be picked up by **3:30** p.m. The exception of these hours are only for students involved in extra curricular activities such as athletics or academic tutoring before and after school. Students may also be on campus outside the designated school hours for detention, solutions, and/or work service.

ABSENCES -- Homework/Absence Hotline: 771-1775

It is your responsibility to be in school every day. Excused absences are as follows: (1) personal illness or injury; (2) medical or dental appointment (3) immediate family member funeral. If you are going to be out of school for the day or part of the day your parent must call the homework/absence hotline number, (771-1775) the morning of the absence. Please state the grade of the student and the student's homeroom teacher's name. It is necessary that a phone call is made. If contact has **not** been made, the student must bring a written notice upon return to school. The written excuse must be presented to the attendance office upon your arrival at school following the absence. Failure to verify absences may result in a recorded day of truancy. For all classes missed, your work must be made up to the satisfaction of the teachers. If you are planning or are out of school for 5 or more days then please call the attendance clerk at 771-1770 for Independent Study arrangements. **All arrangements must be made ahead of time and contracts signed before student leaves.**

TARDY POLICY

Attendance is taken during each class period. It is a school expectation that when the bell rings the student is in his/her seat ready to work. An unexcused tardy to school or any class period will result in a detention the following day and a loss of 3 merits. Students with excessive tardies will receive extended disciplinary action. A student who has an appointment with a doctor or dentist before school starts and arrives late to school must bring a note from the parent or guardian. Students late to school must first check into the Attendance Office.

CLOSED CAMPUS

W.T. Eich Intermediate School maintains a closed campus. Our front gates will be closed at 9:05 a.m. and opened at 3:14 p.m. All students/parents must enter through the front door of the administration building. Students leaving campus without permission after arriving at school or during school hours will be subject to disciplinary action

STUDENTS WALKING TO SCHOOL

Those students who are within the designated walking area (2.8 miles from Eich) are to proceed to school via the safest route. They are to remain on sidewalks at all times crossing streets only at intersections and marked crosswalks. Students are to respect and obey all crossing guards. It is always recommended to walk in groups for safety purposes. Students who interfere with other school's campuses on their way to or from school will be subject to disciplinary action.

STUDENT IDENTIFICATION CARD

Student ID cards will be issued to all students after fall pictures. ID cards are required to check out library books, textbooks and to gain admittance to extra curricular activities. The cost to replace a lost ID card is \$5.00.

LEAVING SCHOOL EARLY

If a student must leave school early, it is necessary that he/she brings a note from a parent or guardian stating the reason for leaving, date, time, and who will be picking up the student. Before leaving and upon returning to school, the student and parent must check in at the Attendance Office per *Penal Code Section 627*. Only those listed on a student's emergency card will be allowed to check a student out of school early unless the legal parent(s) or guardian(s) give permission to the office in person or by phone.

PERMIT TO LEAVE CLASS

If a student needs to leave class at any time other than regular passing time, permission must be received from the teacher and the student must have a pass in his/her possession. A student **MUST** have a pass to come to the office during the school day. Students must use the Attendance Office door to enter the Administration Building.

STUDENT TELEPHONE USE

The student telephone in the office may be used before and after school or during lunch. During school hours the phone may be used with a pass from your teacher.

BICYCLES, SKATEBOARDS, ROLLERBLADES, SCOOTERS

Bicycles are to be parked and locked in the bike rack on the north side of the gym. Per *RMC 11.18.040* all bicycles, skateboards, rollerblades, scooters, and other vehicles **may not** be ridden on school grounds which also includes the blacktop area. Students tampering with another student's bicycle will be subject to disciplinary action. Students riding bicycles must obey all traffic rules and regulations. The bike rack will be locked at 9:05 a.m. and unlocked at 3:14 p.m.

LOST AND FOUND

Lost and found is kept in the cafeteria. You can check for any lost items before school, during lunch, and after school.

PARENT/VISITORS ON CAMPUS

Per *Penal Code Section 627* all parents and visitors must sign in at the office and wear a visitor's badge while on campus.

BACKPACKS

Backpacks and contents within them, including cell phones and ipods, are the responsibility of the student. The school accepts **no responsibility** for lost or stolen articles or books. **Keep your backpack with you at all times.**

CARE OF PROPERTY

Eich Pride can be shown by student respect of the buildings and campus by keeping desks, floors, and walls clean from all unnecessary marks and by throwing away all trash. Any student who destroys or damages school property is responsible for restitution.

CELL PHONES

Cell phones and all electronic devices are to be turned off between 9:00 am – 3:15 pm Any use of cell phones during school hours including texting will result in confiscations and disciplinary consequences. A parent will have to come in and recover the phone.

DISPLAY OF AFFECTION

School is a place of business and should be treated accordingly. Inappropriate display of affection by students is not acceptable at school or at any school sponsored activity and will result in disciplinary action.

GUM

Gum chewing is not permitted. Any student with gum will lose 3 merits and be assigned detention for the following school day.

INAPPROPRIATE ITEMS

The following items are not appropriate for school: Laser pointers, permanent markers, waterguns, flowers and balloons. It is not possible to list every item that is inappropriate; therefore common sense should be used. Students who bring items that may cause a disruption to the learning environment will receive consequences.

CRISIS RESPONSE PLAN

Students are to follow the Crisis Response Plan posted in each classroom and must remain with their adult supervisor unless otherwise instructed. Students who do not follow proper procedure are subject to disciplinary action.

ACADEMICS

REPORT CARDS

Report cards will be mailed home to students the week following the end of each trimester. Trimester dates are:

November 20, 2009

March 12, 2010

June 10, 2010

PROGRESS REPORTS

Progress Reports will be sent home with students the week following the mid-point of each trimester. The dates for the mid-point of each trimester are:

October 9, 2009

January 22, 2010

April 30, 2010

WEEKLY PROGRESS REPORTS

Progress reports are available weekly on Friday mornings to assist parents in monitoring students' academic progress. It is the student's responsibility to give the progress report to the teachers in the beginning of each class period so they may have the opportunity to fill it out.

PROMOTION POLICY AND ACTIVITIES

- **Maintain a 70% average in all classes attended in the seventh and eighth grades.**
- **Attain a passing grade on the eighth grade civics test.**
- **Maintain satisfactory attendance of 90% or better from the time they enroll in school or attend a minimum of 162 days out of the required 180 during the eighth grade year.**
- **Maintain satisfactory citizenship as delineated in the student handbook. Have 85 or more merits (If student has been on probation, he/she must have earned merits back to 100)**

SOLUTIONS

Solutions is an after school academic program held for one hour from 3:20 p.m. – 4:20 p.m. Solutions is assigned to students by teachers who want their students to complete class work or homework which has not been completed by the assigned date. Solutions may also be assigned for test make-ups and projects that were not turned in on time. **Failure to attend Solutions will result in a loss of three merits, possible detention, and the Solution time being rescheduled. Repeated failure to attend Solutions will result in ALC.**



AWARDS

W. T. Eich Intermediate School is an *AVID National Certified School* and a *Project Fit America School*. The students, staff, parents, and school community are proud of this achievement and support the pursuit of academic excellence by our students.

AWARDS:

The following awards are presented to qualified students in addition to other awards that may be recognized throughout the year.

PRINCIPAL'S LIST – The Principal's List is reserved for students who maintain a 90% or above average in every class for the immediate past trimester. *Students who qualify for the Principal's List for all six trimesters will be individually recognized at the 8th Grade Awards Assembly in the Spring.*

HIGH HONORS – The High Honors list is reserved for students who maintain an 85% or above average in every class for the immediate past trimester.

HONOR ROLL – The Honor Roll is reserved for students who have an overall average of 85% during the immediate past trimester.

AMERICAN LEGION AWARD - Places emphasis on courage, honor, leadership, patriotism, scholarship and service. Awarded to two 8th grade students during the Spring Awards Assembly.

PRESIDENTIAL ACADEMIC AWARDS - Presented to students who have an 85% or above average and score at or above the 85th percentile on the CAT 6 test. Awarded to 8th grade students at Awards Assembly in the Spring.

HOPE OF AMERICA – Presented to an 8th grader by the Roseville Kiwanis Club for outstanding leadership abilities.

DEPARTMENT AWARDS - Presented to 8th grade students selected by their teachers for their outstanding achievement in a particular subject area. Students will be recognized at the 8th grade Awards Assembly in the Spring.

RONALD D. FISCHER EICH SCHOLAR ATHLETE – Presented to two students who participate in the most sports and have the highest GPA in all six trimesters while in attendance at Eich. Awarded to 8th graders at the Awards Assembly in the Spring.

BECOME AWARD – BECOME which stands for Business, Educators, and Community Organized to Maximize Education is presented by the school in conjunction with the Roseville City Chamber of Commerce. Awarded to two 8th graders at the BECOME ceremonies hosted by the City of Roseville.

WILDCAT SPORTSMANSHIP AWARD – Awarded to 8th graders in the spring who exhibit outstanding sportsmanship in Eich athletics.

PRINCIPAL'S INSPIRATION AWARDS – Presented to 8th grade students at the Awards Assembly in the Spring to students who possess and portray good citizenship, are good role models, and have an overall positive attitude.

ATHLETICS / EXTRA CURRICULAR ACTIVITIES

ATHLETICS AND CHEERLEADING ELIGIBILITY

In order to try out and/or participate, students shall meet the following requirements:

1. No student may participate in athletics/cheerleading if they are below the passing standard of 70% in any two classes.
2. A student must be academically eligible as of the most recent official grading period in order to participate in try outs. Once selected for a team, grade checks will be conducted at each official grading period (three progress reports and at the end of the three trimesters). If a student does not meet the criteria at the **progress report grade check time**, he/she has five (5) school days to meet the eligibility criteria. At the end of any trimester, all grades are final and **NOT** able to be made up five days later.
3. In order to participate, a student must have at least 85 merits. If a student falls below 85 merits, he or she is off the team.
 - 3a. All merits must be made **back up to 100** before eligibility is restored for the next sport.
 - 3b. Merits may be made up through work service or Friday/Saturday school. 30 minutes of work service equals one (1) merit regained. Friday and Saturday school works on the same time to merit ratio as work service.
4. If a student is dismissed from a team for merits or grades, the dismissal is for all games as well as practices. The uniform will also be turned in to the Athletic Director.
5. Academic and merit eligibility **does** carry over from one school year to the next within the Roseville City School District. If a student is not academically eligible based on the end of the third trimester grading period, successful completion of summer school will allow for a **reevaluation** of academic eligibility (if offered).
6. Student **must be** in attendance for at least half of the day on the day of the activity.

ATHLETICS: Students who are selected for extra curricular athletics/cheerleading are requested to pay a \$50.00 donation per student for each sport in which the student is selected.

SPORTS OFFERED

Eich participates in the Foothill Intermediate School Athletic League (FISAL). The following sports are offered at Eich:

Fall Sports

Flag Football
Girls Volleyball
Cross Country

Winter Sports

Boys Basketball
Girls Basketball
Wrestling

Spring Sports

Boys Volleyball
Track and Field

Year-round Sports

Cheerleading

PARTICIPATION IN CONCURRENT ATHLETIC TEAMS OR CHEERLEADING AND ATHLETIC TEAM

Policy: Students who wish to participate in school sponsored athletics/cheerleading and have overlapping seasons in another sport, including cheerleading, may do so only if the student can meet the commitment of consistent attendance at practices and games of both sports and/or cheerleading.

Coaches and Cheerleading advisors shall have the authority of determining if the student's request for dual participation will work and the ability to decide whether a situation that has been approved is to continue or if a change is necessary.

DRESS CODE

All clothing should be neat, clean, and appropriate attire for middle school aged students. Some guidelines to follow are:

Pants/Shorts/Skirts/Dresses:

- ❖ Oversized pants are not allowed, and pants must stay up without a belt.
- ❖ Hanging belts are not allowed.
- ❖ Suspenders or overalls must be worn over the shoulders.
- ❖ Skirts, dresses and shorts should be *mid-thigh or longer*.

Shirts/Blouses/Tops:

- ❖ Low cut, strapless or revealing tops are not allowed.
- ❖ Shirts/tops must be long enough to cover pants, skirts and shorts so that the midriff is not visible.
- ❖ No “see-through” or “fishnet” blouses or shirts are to be worn. Under garments are not to be visible, such as bra straps, boxer shorts, etc.
- ❖ Spaghetti straps and halter tops are not allowed. Straps on the shoulders must be at least 2 fingers widths wide.

Shoes:

- ❖ Shoes will be worn at all times. High heel shoes and flip flops are considered unsafe and are not recommended.

Hats:

- ❖ Hats can be a problem and can indicate gang affiliation or identification; however, state law allows students to wear appropriate hats outdoors to protect from the sun.
- ❖ Hats, Hoods, or Head coverings cannot be worn in the classroom.
- ❖ No bandanas may be worn at any time.
- ❖ Hats are **NOT** to be worn sideways or backwards.

General

- ❖ Pajamas, bedroom slippers, etc. are not allowed.
- ❖ Inappropriate buttons, pins, or jewelry will be confiscated. These are items bearing profanity, advertising sex, drugs, alcohol or tobacco, gangs or violence.
- ❖ Inappropriate lettering, printing, message patches, or messages on T-shirts, backpacks, binders, book covers and other personal items are prohibited. These include any references to drugs, alcohol, weapons, satanic themes, violence, sex, etc.
- ❖ Wearing of any gang symbols such as handkerchief, hanging suspenders, chains, shoestrings, earrings, jackets, colors, or devices associated with group intimidation or gang affiliation is strictly prohibited. Suspenders or overalls must be worn over the shoulders.
- ❖ Sunglasses may be worn when students are outside. They must be removed prior to entering the classroom or any building on campus. Appropriate sunglasses include those in good taste and those which do not cause distractions such as resembling toys, tricks, being oversize, and having inappropriate language. The school cannot take responsibility for lost sunglasses.
- ❖ Clothing and accessories which are unsafe and/or dangerous will be confiscated (for example: studded belts, wrist bands, metal belts, chains, handcuffs, earrings, etc.).
- ❖ Students are not to write or draw on arms, hands, face, legs, etc. as it causes a distraction in the classroom.
- ❖ The administration reserves the right to decide the appropriateness of the student's attire. Inappropriately dressed students will be expected to change clothing.

Make-up:

- ❖ Students are asked to refrain from extreme use of make up as it may be an educational distraction to other students or to the teacher.

Hair:

- ❖ Hair shall be clean and neatly groomed. Hair must be in the natural color hues. Blue, green, orange, bright pink, etc...hair colors that are deemed a distraction by the administration are not allowed. Students violating this rule will be sent home until the hair color is corrected.

We reserve the right to assess the appropriateness of clothing, hair, and accessories and give consequences if deemed necessary.

PHYSICAL EDUCATION PROGRAM

The California Education Code states that all students must participate in Physical Education unless possessing a certified medical excuse from their physician. Students must dress out daily. P.E. clothes may be purchased through the P.E. Department. Gym clothing should be marked with the student's name.

ASSEMBLIES/RALLIES, DANCES AND AFTER SCHOOL ACTIVITIES

To be eligible to attend school assemblies/rallies, dances, sporting events or participate in extra curricular activities, a student must not be on Student Probation and must attend school the day of the activity. All school rules apply to all extra curricular activities. Students who are not picked up after an activity within 20 minutes may be subject to consequences, which could include exclusion from the next activity.

PARENT TEACHER CLUB (PTC)

W. T. Eich Intermediate School appreciates the active Parent Teacher Club and its generous support of our staff and students. We need you! Please contact Eich at 771-1770 if you want to become an active member in the Eich Parent Teacher Club.

BEHAVIOR / DISCIPLINE

STUDENT BEHAVIOR PHILOSOPHY

It is expected that every staff member, student and parent within the school community will assume a share of the responsibility to see that a positive school climate exists. Each student shall be responsible for understanding the discipline program and the consequences. It is the belief at W.T. Eich that every student has the right to learn and every teacher has the right to teach, therefore, any student who violates school or classroom rules will be subject to disciplinary action.

PROGRESSIVE DISCIPLINE

The discipline at Warren T. Eich Intermediate School is based upon a progressive form of discipline. As repeat behaviors occur, consequences and behavior interventions will become more severe, ranging from detention to ALC to Friday/Saturday School to Suspension to Expulsion.

STUDENT BEHAVIOR EXPECTATIONS

- All students must display respect and responsibility at all times.
- Students will not be allowed to interfere with the teaching process or the learning of others.
- Safety of students and staff is our #1 priority.
- Students are expected to follow all school and classroom rules.
- Students are allowed only in areas where there is adult supervision.
- Students will comply with and show respect towards all adults and each other.

DETENTION

Detentions are assigned for gum, tardies, use of electronic devices, lunch citations, and other campus infractions. Detentions are held the next school day after the infraction. **It is the student's responsibility to notify the parent(s)/guardian(s).** Students who do not attend detention will lose additional merits and be assigned another detention. Students who repeatedly miss detention will be given additional consequences such as ALC and/or possible "Home Suspension". Dismissal from detention for inappropriate behavior may result in ALC assignment. Detention may only be rescheduled by a parent in the case of an emergency.

Title V of the Education Code states that students may be detained in school for disciplinary or other reasons outside the school day hours.

DISCIPLINARY REFERRAL

At W. T. Eich Intermediate School, we believe that every student has the right and responsibility to learn and that every teacher has the right and responsibility to teach. Referrals are issued by teachers and/or staff members to students who disrupt the learning environment. Teachers will attempt to notify parents of students who display behavior that disrupts the learning environment.

ALTERNATIVE LEARNING CLASS (ALC)

It is Eich's policy that students who are disruptive in a classroom or out on campus or who make choices that are in violation of school rules are removed from the regular classroom setting and placed in the ALC program, which is a positive alternative to home suspension. While a student is attending ALC, an ALC teacher will supervise them. The student's assignments will be given to them from their teachers and it is the expectation that they will be completed. It is also the responsibility of the student to bring in any unfinished work from their classes to be completed during this time. If any student disobeys the ALC teacher or disrupts the learning environment he/she will receive an **Out of School Suspension**.

Discipline System

Discipline is that part of growing up that helps children to be in charge of themselves. Discipline is part of the total teaching-learning process. Having clear rules of student conduct which are fairly and consistently enforced can help to achieve a safe, healthy, and orderly environment in which students can best learn and teachers effectively teach.

The rules of conduct apply to all Warren T. Eich Intermediate students at times when they are:

1. Going to or from school
2. On school grounds, in school buildings, or on school provided transportation.
3. Away from school grounds or school buildings when representing the school at a school activity.

Merits

Incoming seventh grade students begin the year with 100 merits while incoming eighth grade student's merit standing is rolled over from the previous school year. Merits also transfer from one school to another within the Roseville City School District. A student must not have lower than eighty-five (85) merits at any given time or they will be placed on a **Probationary List** and must earn merits back to 100 before participating in any school sponsored activities.

Probation Information

Probation is a time for the student to undertake serious changes in behavior with the help of parents and the W.T. Eich school staff.

A student on probation will not be allowed to participate in any activity such as assemblies, rallies, field trips, sports teams, or attendance at after school activities.

During the probationary period, students must earn their merits back to 100 within one month, through work service at the school. Students also have the opportunity to earn back merits by attending Friday and/or Saturday School when offered.

Failure to meet the probationary contract requirement(s) will result in immediate home suspension for each additional disciplinary pass. Follow up consequences will include: transfer to another middle school in the district or recommendation for expulsion from the Roseville City School District.

Work Service Program

- Morning work service opportunities are from 7:00 – 8:30 a.m., lunch work service is from 12:48 – 1:21 p.m. on a regular school day and afternoon work service is from 3:30 – 4:30 p.m.
- Students may work for teachers and/or custodians.
- 30 minutes is required to earn back one merit.
- Students cannot earn merits during class time.
- Any before and after school work service or lunch-time work service must be arranged by the student with the teacher and/or custodian.
- Work service will be evaluated by school staff to determine if the student earns merits.
- All merits for participating in any activities must be completed by 4:30 P.M. on the day before the activity.

Lunch Procedures/Rules:

1. Students are to walk to lunch.
2. Students must keep the area in which they eat **clean** at all times and before they leave.
3. Students who do not follow lunchtime procedures/rules will be requested to help clean and/or receive a “Lunch Citation”.
4. Students are not permitted to take food and/or drinks beyond the areas marked with a “**yellow line**”.
5. Students are not permitted to go beyond the areas marked with a “**red line**” at anytime during lunch period.
6. The area between wing C/Music Room to the front of the gym is considered to be a “**NO STOPPING**” zone area. This route may only be used to get to gym during lunchtime sports or to the field/blacktop areas.

Discipline Policy

The following pages list consequences that students can expect if they choose to violate school rules. It is to be used as a guide and is not binding upon school authorities, except as prescribed by the governing board and legal authority. Students can receive Citations, Lunch Citations, Disciplinary Referrals, Friday/Saturday School, ALC, Suspension, and/or Expulsion for infractions of the school rules. Consequences of these infractions are explained below.

CITATIONS-The consequence for the following infractions is 3 Demerits and Detention the next school day. It is the responsibility of the student to inform their parent(s)/guardian(s) that they will be serving detention:

Chewing gum on campus
 Tardy to Class
 Tardy to School
 Class cuts
 Electronic Device (Ex. Cell phone, iPod, iPhone, CD player, etc.)
 No Show Detention
 Other- Failure to comply with the guidelines of school rules and/or a teacher’s Classroom Management Plan.

LUNCH CITATIONS- The consequence for the following infractions is 3 Demerits and

Detention the next school day. It is the responsibility of the student to inform their parent(s)/guardian(s) that they will be serving detention:

Running, pushing, and/or shoving

Did not keep hands, feet, and objects to her/himself and/or voice under control

Was disrespectful with use of words, gestures, and/or actions

Littering

Was in an unauthorized area

Refused to do what was asked, endangered others, defaced and/or destroyed school property

Other

Definition of terms:

- **Citation-** Form by which a student is written up by a staff member for chewing gum, tardy to school/class, cutting class, electronic device, no show detention, or other infractions as designated by any school staff member. All citations are worth three demerits and detention the next school day.
- **Lunch Citation-** Form by which a student is written up by a staff member for such infractions as running, pushing, not keeping hands and feet to oneself, inappropriate language, inappropriate gestures/actions, littering, in unauthorized area, disrespect to an authority figure, and any other actions considered inappropriate by a staff member.
- **Disciplinary Referral** - Form on which a student is written up by a staff member for major infractions of the school rules, such as extreme disruptiveness, defiance, or disrespect. All disciplinary referrals are worth five demerits and detention. ALC and/or Home Suspension will be given after every three disciplinary referrals.
- **Detention** - As part of our discipline system a student remains after school for 45 minutes under supervision. Each missed detention will result in 3 demerits and another assigned detention.
- **Alternative Learning Class (ALC)** - A modified schedule to assist students with academic or behavioral concerns. Students are to leave campus immediately after ALC class ends and are not to return to campus that day. Students in ALC are excluded from attending school activities until their stay is completed. Any combination of offenses can result in ALC.
- **Out of School Suspension** - Removal of the student from school for 1 - 5 days. Students are not to enter upon any Roseville City School District campus or any adjacent street during the suspension period.
- **Expulsion** - The student loses the privilege of attending Warren T. Eich Intermediate or any Roseville City School for up to one year.
- **Teacher Detention** - Student remains during lunchtime or after school in the assigning teacher's classroom.
- **Friday/Saturday School** - Student attends the study center for four and a half hours on Friday afternoon from 3:30 – 8:00 p.m. and Saturday morning from 8:00 a.m. to 12:30 p.m. on a regular school day, to resolve merit and/or attendance issues. Students will be under the supervision of a Friday/Saturday School Teacher.
- **SARB (School Attendance Review Board)** - The purpose of the School Attendance Review Board is to provide for intensive guidance and coordinated community services to meet the special needs of students with school attendance and/or school behavioral problems. The School Attendance Review Board is responsible directly to the Board of Education.

DISCIPLINARY REFERRAL INFRACTIONS –

Infraction

1st Disciplinary Referral
2nd Disciplinary Referral
3rd Disciplinary Referral

Consequence

5 Demerits / Detention / Parent Contact
5 Demerits / Detention / Parent Contact
5 Demerits / 3-5 Days ALC or
Possible Suspension / Parent Contact

Major offenses that **may** be documented on a Disciplinary Referral include, but are not limited to the following:

- Disruptive, Defiant or Disrespectful Behavior
- Vulgar / Obscene note writing, drawings, gestures, language -or- extreme use of profanity
- Inappropriate use of school computer
- “Gang” writing / drawings / throwing gang signs
- Drawing on / marking on / damaging school property (e.g., books, desks, table, chairs)
- Improper academic behavior: (e.g., cheating, providing answers, plagiarism, etc.)
- Forgery of Parent / Guardian / Teacher Signature
- Refusal to identify oneself -or- give a false name to any school employee
- Class Walk-Out
- Possession of or use of poppers or fireworks / possession of or use of stink bombs
- Possession of or use of matches or lighter
- Leaving school grounds after arriving on campus in the morning
- Dress Code violations
- Inappropriate Behavior causing injury, bruising, redness, etc.
- Personal Harassment including but not limited to:
 - **Gossiping/spreading rumors**
 - **Bullying**
 - **Threatening another student for money, food, etc.**
 - **Threatening to fight or inflict bodily harm**
 - **Instigating/creating a disturbance**
 - **Retaliation**(Conflict Resolution Process may be used to resolve problems)

A.L.C. (Alternative Learning Class)

Major offenses that result in possible automatic A.L.C. assignment include, **but are not limited to** the following: *Note that this is only a guide and may be changed based on the severity of the*

situation.

Infraction

- **Possession of or use of Tobacco**
 - 1st offense
 - 2nd offense
 - Subsequent offenses
- **Fighting**
 - 1st offense
 - 2nd offense
 - Subsequent offenses
- **Extreme Overly Aggressive Behavior**
 - 1st offense
 - 2nd /Subsequent Offenses
 - subsequent offenses
- **Extortion**
 - 1st offense
 - 2nd/Subsequent offenses
- **Theft, Property Damage**
 - 1st offense
 - 2nd /Subsequent offenses
- **Possession of Fireworks, Stinkbombs, or weapon(s)**
 - 1st offense
 - 2nd offense/Subsequent offenses
- **Vulgar gestures/obscene note writing/drawings/comments made in reference to any school employee**
- **Racial name calling/Racial slurs**
- **Sexual Harassment of students**
- **Pantsing another student**
- **Hazing**
- **Failure to turn in Disciplinary Referral**

Consequence

- 5 demerits/3-5 days ALC/Parent contact
- 5 demerits/5 days ALC or Suspension/
Parent contact
- 5 demerits/3-5 days Suspension/
possible Expulsion
- 5 demerits/3-5 days ALC/Parent contact
- 5 demerits/5 days ALC or Suspension/
Parent contact
- 5 demerits/ 3-5 days Suspension/
possible Expulsion
- 5 demerits/3-5 days ALC/Parent contact
- 5 demerits/3-5 days ALC or
Suspension/ Parent contact
- 5 demerits/3-5 days suspension/
possible Expulsion
- 5 demerits/ 3-5 days ALC/ Parent contact
- 5 demerits/5 days ALC or Suspension/
possible Expulsion
- 5 demerits/3-5 days ALC or Suspension
Parent contact
- 5 demerits/5 days Suspension/
possible Expulsion
- 5 demerits/3-5 days ALC/Parent contact
- 5 demerits/3-5 days ALC or Suspension/
Possible Expulsion
- 5 demerits/3-5 days ALC or possible
suspension/Parent contact
- 5 demerits/3-5 days ALC or possible
suspension/Parent contact
- 5 demerits/3-5 days ALC or possible
suspension/Parent contact
- 5 demerits/3-5 days ALC or possible
suspension/Parent contact
- 5 demerits/1-3 days ALC/Parent contact

To the Administrative Office

- Continuous Personal Harassment – including but not limited to:
 - Gossiping/spreading rumors
 - Threatening to fight or inflict bodily harm
 - Instigating a disturbance/retaliation

5 demerits/1-5 days ALC or possible suspension/Parent contact

BEHAVIOR / DISCIPLINE

SUSPENSIONS AND EXPULSIONS

The following are causes for suspension and/or expulsion as defined by Education Code 48900:

- A. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
- B. Possessed, sold, otherwise furnished any firearm, knife, explosive, or other dangerous object unless the pupil has obtained written permission to possess the item from a certificated school employee.
- C. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or an intoxicant of any kind, and then either sold, 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.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property.
- G. Stole or attempted to steal school property or private property.
- H. Possessed or used tobacco.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property or private property.
- M. Possession of imitation firearm.
- N. Committed or attempted to commit sexual assault or sexual battery.
- O. Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding or retaliated a complaining witness.
- P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Q. Engaged in or attempted to engage in hazing.
- R. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel.
- T. Aiding or abetting the infliction or attempted infliction of physical injury on another person.

48900.2 Sexual Harassment – In grades 4-12, any inappropriate conduct of a sexual nature that negatively impacts another person or creates an intimidating, hostile, or offensive educational environment.

48900.3 Hate violence – In grades 4-12, any student who has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.

48900.4 In grades 4-12, any student who intentionally engages in harassment, threats or intimidation directed against a pupil or groups of pupils.

48900.7 Terroristic threats against school officials, school property or both.

In addition to the above offenses, Eich Intermediate also recognizes the following as suspendable offenses:

- Pulling fire alarm
- Attempting to set – or – setting a fire
- Calling 911
- Assault or battery toward school personnel (e.g., threatening, attempting to or striking, hitting, pushing a staff member)

UNLAWFUL HARASSMENT OF STUDENTS

Warren T. Eich Intermediate maintains a **strict policy prohibiting harassment of students because of sex, race, color, national origin, ethnicity, religion, age, mental or physical disability, or any other basis protected by federal, state or local law, ordinance or regulation.** All such harassment is unlawful. Sexual harassment is a form of sexual discrimination under Title IX of the Education Amendment of 1972 and is prohibited by both federal and state law. Irrespective of law, Warren T. Eich Intermediate believes that all such harassment is offensive. Violation of this policy by another student may result in discipline, which may include **suspension or expulsion**, depending on the nature and seriousness of the violation.

Unlawful harassment because of sex, race, ancestry, physical or mental disability, age or any other protected basis includes, but is not limited to:

1. Verbal conduct such as derogatory comments, slurs, or unwanted sexual advances, invitations or comments, epithets.
2. Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures.
3. Physical conduct such as assault, unwanted touching, blocking normal movements or interfering with academic performance or progress directed at a student because of sex or race or any other protected basis.
4. Retaliation for having reported or threatened to report harassment.

Other types of conduct which are prohibited in the District and which may constitute unlawful harassment include:

1. Unwelcome repeated acts of leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominately single-sex class.
7. Touching a person's body or clothes in a sexual way.
8. Purposely limiting a student's access to educational tools based on student's rejection of or protest against prohibited conduct of a sexual nature.

GANG AFFILIATION AND ACTIVITY

The governing Board shall maintain campuses, which are safe for students and staff in accordance with the mandates of the Constitution of the State of California.

The Board finds that gangs and other groups that promote criminal activity or intimidate students and staff pose a threat to school safety and disrupt the educational process.

The District, with the assistance of local law enforcement agencies, will monitor the behavior, apparel, accessories, and other attributes that may be indicators of gang involvement or emulation, in order to insure a safe and secure campus for students and staff.

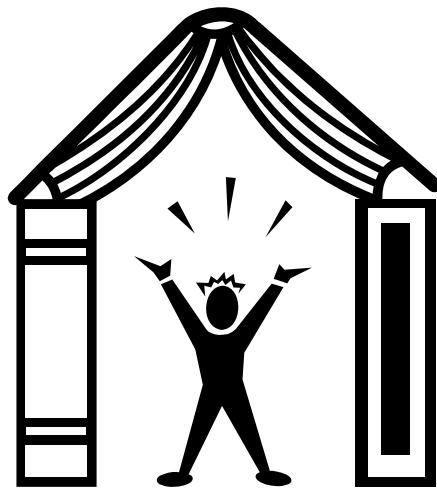
The Board prohibits the presence of any apparel, jewelry, accessory, notebook, or manner of grooming which by virtue of its color, arrangement, trademark, or other attribute; denotes membership in gangs which advocate drug use, violence, or disruptive behavior which includes flashing gang signs, gang drawings, etc. Students who violate this Board policy will be subjected to appropriate disciplinary action, up to and including expulsion.

DISCIPLINARY REFERRAL

At W. T. Eich Intermediate School, we believe that every student has the right and responsibility to learn and that every teacher has the right and responsibility to teach. Referrals are issued by teachers and/or staff members for students who disrupt the learning environment. Teachers will notify parents of students who display behavior that disrupts the learning environment.

**INFORMATION ON
DISTRICT POLICIES, PROCEDURES
&
PARENT RIGHTS AND RESPONSIBILITIES**

2009-2010



**EDUCATIONAL SERVICES
ROSEVILLE CITY SCHOOL DISTRICT**

ROSEVILLE CITY SCHOOL DISTRICT

1050 Main Street
Roseville, CA 95678
916-771-1600

BOARD OF EDUCATION

Rene Aguilera
Krista Bernasconi
Susan Goto
Brett W. McFadden
Gary Miller

ADMINISTRATION

Richard L. Pierucci, Superintendent
Julie Olson, Asst. Superintendent, Business Services
Jerrold Jorgensen, Asst. Superintendent, Personnel Services
Pete Clark, Asst. Superintendent, Educational Services

STUDENT SERVICES

1000 Darling Way
Roseville, CA 95678
Timothy Ribota, Director
Deeann Roesser, Administrative Assistant

INSTRUCTION, INTERVENTION & ASSESSMENT

Carin Contreras, Director
TBD, Administrative Assistant

BLUE OAKS SCHOOL (K-5)

8150 Horncastle Avenue
Roseville, CA 95747
916-771-1700
Jeff Ancker, Principal
Carol Combs, Administrative Secretary

CRESTMONT SCHOOL (K-6)

1501 Sheridan Avenue, Roseville 95661
916-771-1750
Richard Sorenson, Principal
Laurie Milton, Administrative Secretary

SARGEANT SCHOOL (K-6)

1200 Ridgecrest Way, Roseville 95661
916-771-1800
Teri Seaman, Principal
Ann Wilmoth, Administrative Secretary

BROWN SCHOOL (K-5)

250 Trestle Drive, Roseville 95678
916-771-1710
Marc Buljan, Principal
Suzette Greenslade, Administrative Secretary

DIAMOND CREEK SCHOOL (K-5)

3151 Hopscotch Way, Roseville 95747
916-771-1760
Martin Brown, Principal
Sandie Helms, Administrative Secretary

SIERRA GARDENS SCHOOL (K-6)

711 Oakridge Drive, Roseville 95661
916-771-1810
Vickie Raymond, Principal
Debra Novick, Administrative Secretary

BULJAN MIDDLE SCHOOL (6-7-8)

100 Hallissy Drive, Roseville 95678
916-771-1720
Greg Gunn, Principal
Pablo Gutierrez, Asst. Principal
Jody Ponzio, Asst. Principal
Sheryl Kern, Administrative Secretary

EICH INTERMEDIATE (7-8)

1509 Sierra Gardens Drive, Roseville 95661
916-771-1770
Chris Hudson, Principal
Brandon Beadle, Asst. Principal
Mary Ellen Enoch, Administrative Secretary

SPANGER SCHOOL (K-5)

699 Shasta Street, Roseville 95678
916-771-1820
Jodi Westphal, Principal
Melinda Vlasak, Administrative Secretary

CIRBY SCHOOL (K-5)

814 Darling Way, Roseville 95678
916-771-1730
David Dominguez, Principal
Deborah McPherson, Administrative Secretary

GATES SCHOOL (K-5)

1051 Trehowell Drive, Roseville 95678
916-771-1780
Meghan Baichtal, Principal
Shirley Breese, Administrative Secretary

STONERIDGE SCHOOL (K-6)

2501 Alexandra Drive, Roseville 95661
916-771-1830
Rebecca Toto, Principal
Diane Yuen, Administrative Secretary

COOLEY MIDDLE SCHOOL (6-7-8)

9300 Prairie Woods Drive
Roseville 95747
916-771-1740
Karen Calkins, Principal
Dan Brear, Asst. Principal
Todd Gladwill, Asst. Principal
Judy Lovell, Administrative Secretary

JUNCTION SCHOOL (K-5)

2150 Ellison Drive, Roseville 95747
916-771-1860
Carrie Vincent, Principal
Teri Saenz – Administrative Secretary

THOMAS JEFFERSON SCHOOL (K-5)

750 Central Park Drive
Roseville, CA 95678
916-771-1840
Barbara Jelicich, Principal
Lynn Ahlberg, Administrative Secretary

KASEBERG SCHOOL (K-5)

1040 Main Street, Roseville 95678
916-771-1790
Karen Quinlan, Principal
Christy Faraone, Administrative Secretary

WOODBIDGE SCHOOL (K-3)

515 Niles Street, Roseville 95678
916-771-1850
Dave Phillips, Principal
Eva Keene, Administrative Secretary

ENROLLMENT AND ATTENDANCE

ADMISSION REQUIREMENTS

The birth date of children registering for kindergarten must be verified by an original, certified birth certificate or baptismal certificate (with embossed seal). To be admitted to kindergarten, a child must turn five years of age on or before December 2 of the current year.

IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY (K-12)

California State Law requires these vaccines:

VACCINES	REQUIRED DOSES
Polio (OPV and/or IPV)	4 doses at any age , but 3 doses are enough if at least one was given on or after: <ul style="list-style-type: none">the 4th birthday for children aged 4-6 years entering Kindergartenthe 2nd birthday for children aged 7 years and older
Diphtheria, Tetanus and Pertussis DTP/DtaP/DT/Td²	5 doses at any age , but 4 doses are enough for first entry of children 4-6 years old if at least one dose was given on or after the 4 th birthday. After the 7th birthday, 4 doses at any age , but 3 doses are enough if at least one dose was given on or after the 2 nd birthday.
Measles, Mumps, Rubella	2 doses , both given on or after 1 st birthday
Hepatitis B	3 doses or 2 doses of 2-dose formulation
Varicella	1 dose or health care provider-documented varicella disease or immunity

The Roseville City School District will exclude any child who cannot fulfill the State of California's mandatory immunization requirements by:

1. Presenting written documentary proof of the student's immunization status;
2. A physician's written exemption;
3. An affidavit stating that such immunization is contrary to his/her beliefs.

CERTIFICATION FOR ADMISSION TO FIRST GRADE

For each child entering first grade, state law requires a completed health form, signed by a physician, verifying that the child has received a physical examination within the last eighteen (18) months. The law is aimed at preventing illness and disability among children through early identification.

INTER-INTRA DISTRICT TRANSFERS

Parents wishing to enroll their child in a school other than their school of residence may apply for an intra-district or inter-district transfer. Information on this process is sent home with students each year and applications are accepted during the open enrollment period early each spring. Education Code § 46600; 48300 et seq. Education Code § 51101 (a) (6).

RESIDENCE BASED ON PARENTS' EMPLOYMENT

Under certain conditions, a pupil may attend schools of the district within which one or more of the parents are employed. Contact the school district in which the parents are employed for further information. Education Code § 48204.

EMERGENCY CARD INFORMATION AND UPDATE

New emergency cards are sent home at the beginning of each school year to ensure that the school has a current address, phone numbers, health and emergency information. These cards must be returned to school as soon as possible. All pupils must have an emergency information card filled out and signed by their parent or guardian at the beginning of the school year. Education Code § 49408. If any of this information changes during the school year, please call the school to provide updated information.

CHANGE OF ADDRESS DURING THE SCHOOL YEAR

Students are assigned to schools based on residency within the school's attendance area. Families who move during the school year must report their change of address to their school, even if they intend to continue attending the same school to finish the school year. An intradistrict transfer may be granted to allow the child to continue at the same school.

Not reporting a change of address that affects school assignments, or reporting a false address, may negatively effect future intra or inter district attendance requests.

RELEASING CHILDREN FROM SCHOOL

An adult listed on the student's emergency card must come to the school office and sign out any student leaving school before the end of the school day. Students will not be released to anyone who is not listed on this card. Although planned early dismissal for appointments are discouraged, if it is necessary to schedule an early pick-up, parents are asked to send a signed, dated note to school with the child prior to the early dismissal.

ATTENDANCE/ABSENCES

Regular attendance is essential for satisfactory progress in school. All student absences should be verified by a signed note from the parent giving the reason for the absence, the date of the absence, and the student's full name or a call to the school office on the date of the absence.

Excessive unexcused absences are considered truancy and may result in referral to the Student Attendance Review Board. Students abusing excused absences may also be considered truant.

Related Education Codes: Parents will be notified in a timely manner if their child is absent from school without permission.

Education Code § 51101 (a) (4).

Upon a pupil's initial classification as a truant, you will be obligated to have your child attend school and any failure to meet this obligation may subject you to criminal prosecution. Education Code § 48260.5.

TRAVEL INDEPENDENT STUDY PROCEDURES

A travel independent study program is available for students who must travel at a point during the school year. To qualify, a student must be traveling for a minimum of five school days, and no more than fifteen school days. The participating student is not considered absent for each day for which full credit is earned. Students who will be out longer than 15 days will be disenrolled and will need to re-register upon return. The Placer County Office of Education, Independent Study Program will enroll students for extended periods of time and provide appropriate academic work. The Independent Study Program can be reached at 916-771-1695.

TARDINESS

Punctual attendance is essential for success at school and is required by law. Late students miss valuable instruction and disrupt the learning of other students. Tardy students must report to the office before going to class. Chronic tardiness may result in referral to the School Attendance Review Board.

ADDITIONAL EDUCATION CODE CITATIONS (Please see Annual Parent Notification of Rights and Responsibilities-p. 12)

Absence for Religious Exercises: Education Code §§ 46014; 48205.

Absences For Personal Reasons: Education Code § 48205.

Excused Absences: Education Code §§ 48980; 48205.

Home Instruction: Education Code § 48206.3.

Residence When Hospitalized: Education Code §§ 48207; 48208.

CURRICULUM AND INSTRUCTION

ACADEMIC GRADE LEVEL STANDARDS

State standards define the content and skills to be taught in language arts, mathematics, social studies and science at each grade level, in each school in California. These standards provide a guide for the classroom teacher and parents and ensure that all students have access to the same, high quality curriculum. The typical student is expected to successfully meet the majority of his/her grade level standards to the best of his/her ability. Teachers are expected to adapt pacing and instructional strategies to meet individual student needs.

Related Education Code: § 51101 A parent has the right to be informed of the academic expectations of their child.

INSTRUCTIONAL MATERIALS

Instructional materials used in the Roseville City School District have been adopted by the Board of Education and are aligned to the California State Standards. All instructional materials and assessments, including textbooks, teacher manuals, films, tapes, and software are available for review by parents. Parents may contact their child's classroom teacher or the school principal to make an appointment to look at these materials.

Education Code §§ 49091.10; 51101.

The curriculum, including titles, descriptions, and the instructional aims of every course offered by a public school, is compiled at least once annually in a prospectus. The prospectus is available for review upon request and for copying at a reasonable charge. Education Code §§ 49091.14; 49063 (k).

INTERRUPTIONS DURING INSTRUCTION

Messages given to students at school interrupt the academic learning time of other students. The school office cannot deliver messages to students during the school day. Please make all necessary arrangements with your child before sending him/her to school. The telephone in the office is a business phone and may be used by students for emergency calls only.

CLASSROOM OBSERVATIONS

Upon written request, a parent has the right to observe instruction that involves his or her child or for the purpose of selecting a school in accordance with board policies on interdistrict and intradistrict transfers. Any observation will be done in accordance with district policies established to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel.

Education Code §§ 49091.10(b); 51101.

PERSONAL BELIEFS

A pupil may not be compelled to affirm or disavow any particular personally or privately held world-view, religious doctrine, or political opinion. No pupil shall be relieved of any obligation to complete regular classroom assignments. Education Code § 49091.12(a).

HOMEWORK

Homework is used to reinforce skills and develop independent study habits. Students, either individually or in groups, will be assigned work, which is to be completed outside the regular school day. The determination of specific homework assignments and the amount of homework appropriate for a particular student is to be made by the classroom teacher. Parents/guardians will be notified if homework is consistently not completed.

FIELD TRIPS

Permission slips, signed by parents, are a necessity for students to participate in a field trip. **For each trip**, the school must have parent permission and current information for reaching parents in the event of an emergency. Without this information, students will not be permitted to attend the field trip.

LOST OR DAMAGED TEXTBOOKS

The replacement cost for damaged or lost textbooks is the responsibility of the student and parent. Textbooks are checked out annually to students at the beginning of each year. A replacement fee for a lost or damaged textbook that is no longer usable will be the current cost of replacing the book. A lower fee will be charged for books that are in need of mending, but do not need to be replaced. Report cards and certificates of completion will be held until all fees are paid or books returned. If a book that has been paid for is found and is returned in a usable condition before the onset of the next school year, a refund will be made. (*Board Policy 6004*)

LIBRARY BORROWING PRIVILEGES

Children are encouraged to take home books from the School Library. Parents are asked to cooperate in seeing that children take care of the books and return them when due. In accordance with District policy, students will be required to pay for lost or damaged materials. Parents who do not wish for their child to have library borrowing privileges must notify the classroom teacher.

ASSESSMENT OF STUDENT PERFORMANCE

Students are assessed throughout the year using different assessment tools to measure progress toward meeting grade level standards. Assessment results are used by teachers to plan classroom instruction and to identify the individual needs of children. Teachers will ensure that students know what they will be expected to understand and be able to do and how this will be evaluated using classroom assessments.

Once a year in the spring, all students in grades 2-8, participate in the California Standards Test. In addition, students in grades 3 and 7 are given a nationally normed, standardized test. These exams are given in the spring each year, and results are mailed to parents during the summer. These results provide valuable information to parents and teachers, but are never used alone to determine student success, placement, or promotion.

GRADING STANDARDS-BASED ACHIEVEMENT

The achievement report a student receives will be a fair reflection of his or her performance. The learning expectations for each grade level or course are based on the California content standards, explained to students as a part of instruction, and shared in writing with parents. Student involvement in assessment throughout the teaching/learning process increases the likelihood that all students will meet the learning targets. Formative assessment will be used to give students and teachers information about how students are progressing toward the standards. Summative assessments, matched to the standards, will be used to evaluate student performance.

REPORT CARDS

The Roseville City School District has adopted a standards-based report card that is issued three (3) times annually, approximately every twelve (12) weeks. The report cards are issued to students on the Wednesday following the close of each reporting period. Report cards indicate a student's progress toward meeting the grade level standards, and the quality of his/her work.

STUDENT WITH EXCEPTIONAL NEEDS

Pupils with exceptional needs, as defined by Education Code § 56026, have a right to a free and appropriate public education. Parents who believe their child is in need of special education services should contact the school principal.

PSYCHOLOGICAL TESTING

Psychological testing is sometimes used by school districts to determine the appropriateness of a special academic placement or service. A parent must give permission prior to any psychological testing and has the right to receive information from any psychological testing the school does involving their child. Education Code § 51101 (a) (13).

ADDITIONAL EDUCATION CODE CITATIONS (Please see Annual Parent Notification of Rights and Responsibilities, page 12)

Animal Dissection: Education Code §§ 32255-32255.6.

Instruction on AIDS Prevention: Education Code §§ 51201.5 and 51553.

Family Life and Sex Education: Education Code §§ 51240; 51550; 51553.

Human Reproductive/Sexually Transmitted Disease Instruction: Education Code §§ 51550; 51820.

Minimum Days and Staff Development: Education Code § 48980 (c).

High School Exit Exam: Education Code §§ 60851, 60859.

Internet Policy: Education Code §§ 48980, 51870.5.

Grants for Advanced Placement Tests: Education Code § 52244.

PARENT PARTICIPATION

PARENT VOLUNTEERS

The active participation of parents contributes significantly to the quality of the programs offered by the Roseville City School District. In addition to supporting the Parent/Teacher organization at school, there are other opportunities for parents to support their child's education.

Volunteers are considered an asset to the educational system. Parent volunteers work in the library, classroom or school office, supervise children during play periods, or chaperone field trips. Parents serve as Art Docents or room fathers or mothers. Parents volunteer to talk to a class about specialized job skills, hobbies or interests that enrich the curriculum the students are studying. Parents and local businesses sponsor work-experience opportunities or give scholarships to deserving youth. Some businesses adopt a school by providing funds for enrichment activities or a special project.

PARTICIPATION IN ADVISORY COUNCILS

A parent has the right to participate as a member of a school site council, a parental advisory council, or a site-based management leadership team in accordance with the rules governing parent membership of those organizations. Education Code § 51101 (a) (14).

VOLUNTEERING TIME AND RESOURCES

Parents may volunteer their time and resources for the improvement of school facilities and programs under the supervision of district employees. A school plan is available to parents which describes opportunities to participate in professional development. Education Code § 51101.

Contact your school office for further details if you wish to assist your school.

COMMUNICATION WITH PARENTS AND COMMUNITY

The Roseville City School District has several vehicles for communicating with parents and the community. Parents are encouraged to utilize several or all of these to keep informed and involved in the schools:

- SCHOOL NEWSLETTERS are sent home monthly with timely information about work and events at school.
- THE DISTRICT WEBSITE provides information about district goals, projects, departments and a district-wide calendar. www.rcsdk8.org
- SCHOOL BOARD MEETINGS are generally held on the first and third Thursdays of each month and are open to the public. Agendas are posted at each school site.
- PARENT FORUMS are announced when the district is considering a significant change in policy or practice. Fliers are sent home with students.
- PARENT ADVISORY COUNCIL is a district planning and communication body made up of representatives from School Site Councils from each school in the district.
- SCHOOL ACCOUNTABILITY REPORT CARDS are published each year and provide information about the school's performance, staffing, resources, and programs. These are available at the District website: www.rcsdk8.org. A printed copy may be requested from the school office.

SCHOOL VISITORS

The District welcomes parents as volunteers and visitors. Parents who wish to visit their child's classroom should make an appointment through the principal to schedule the classroom visit. Unscheduled visits are not permitted because they interrupt instruction. For the safety of our students, all visitors **MUST** report to the school office to sign in when arriving on campus. Children may not bring student visitors to the classroom at any time.

BACK TO SCHOOL NIGHT

All parents are encouraged to attend Back-to-School Night. Dates and times are provided on your school calendar or newsletter. This is a time for parents and teachers to get acquainted. Teachers will discuss the grade level standards, curriculum, assessments and the methods and materials that will be used to reach these standards.

INDIVIDUAL CONFERENCES

At the end of the first trimester in November, parents of elementary students are invited to an individual conference with the teacher to discuss their child's progress. First trimester report cards are discussed at this time. At the end of the second trimester, individual conferences may be arranged for students in need of additional support or if requested by parents. Staff members may request parent/teacher conferences at other times during the year, if necessary. Parents are also invited to request conferences at any time to discuss the progress of their child/children.

Related Education Code: Upon reasonable notice, a parent has the right to meet with their child's teacher and principal. Education Code § 51101.

SCHOOL SITE COUNCIL AND SCHOOL PLANNING

School Site Councils (SSC) consist of school personnel and parents who develop a Single Plan for Student Achievement. This plan includes a review and analysis of student achievement at the school, clear goals and objectives for school improvement, and a budget for school spending.

Related Education Code: A parent has the right to participate as a member of a school site council, a parental advisory council, or a site-based management leadership team in accordance with the rules governing parent membership of those organizations. Education Code § 51101.

PUPIL BEHAVIOR AND DISCIPLINE

DISCIPLINE

The Board of Education desires to prepare youth for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that good planning, a good understanding of each child, and parent involvement can minimize the need for corrective discipline. Teachers will use positive conflict resolution techniques and avoid unnecessary confrontations. When misconduct occurs, staff will make every effort to identify and correct the causes of the student's behavior.

Board policies and regulations delineate acceptable student conduct and provide the basis for sound disciplinary practices. Each school develops disciplinary rules in accordance with law to meet the school's individual programs and circumstances. A copy of the school's discipline rules may be obtained by contacting the principal or his/her designee. Education Code § 35291; 48900.1.

Staff shall enforce disciplinary rules fairly and consistently, without regard to race, creed, color or sex.

In order to maintain safe and orderly environments, the Board will give employees all reasonable support with respect to student discipline. If a disciplinary strategy is ineffective, another strategy will be employed. Continually disruptive students may be assigned to alternative programs or removed from school.

SAFE LEARNING ENVIRONMENT—Zero Tolerance

The Roseville City School District believes that every student, staff member, volunteer and visitor has a right to participate in schools that are safe, secure and peaceful. We encourage mutual respect and safe and harmonious relations that promote human dignity and equality. Gestures, comments, threats or actions, either written, verbal or physical, that cause, threaten to cause, or are likely to cause bodily harm or personal degradation on any school campus, or at any school activity, will not be tolerated.

SCHOOL SAFETY ISSUES

The District will make every effort to notify parents/guardians if a direct safety issue affecting students or staff exists. Typically, parents will be notified when any of the following circumstances occur:

- When children at school are aware of an immediate safety threat
- When the school and police department are involved in an investigation that poses a threat to the safety of students, staff or visitors
- When an incident involving high levels of vandalism or destruction of property has occurred

We encourage all parents to share any safety information or concerns with the school site principal.

POSSESSION OF WEAPONS

Firearms, knives, explosives or any other dangerous object that could cause harm or serve as a weapon are prohibited on any of the campuses in the Roseville City School District. Having such an object will result minimally in a one-day suspension and could result in expulsion from the district. Education Code 48900 (a) and (b) permits suspension or expulsion when:

"the principal of the school in which the pupil is enrolled determines that the pupil has:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.*
- b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless in case of possession of any such object, the pupil had obtained permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal."*

DRUGS, ALCOHOL AND TOBACCO

Drug, alcohol, and tobacco use is detrimental to the state of well-being and undermines the aim of education, which is to enable individuals to develop to their full potential. Therefore, appropriate actions will be taken to eliminate the possession, use or sale of alcohol, tobacco and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of the students. These actions may result in suspension and/or expulsion and a police citation.

CYBER-BULLYING

The Board of Education strictly prohibits the use of electronic information and communication devices, to include but not limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings and defamatory websites that deliberately threatens, harasses, intimidates and individual or group of individuals; or places an individual in reasonable fear of harm to the individual or damage to the individual's property; or has the effect of substantially disrupting the orderly operation of the school. Examples include but are not limited to, sending mean or threatening messages, spreading rumors about a classmate, creating a website that targets another student, sharing fake or embarrassing photos or videos, stealing a login or password to send messages on another persons account. These actions may result in disciplinary action including suspension and/ or expulsion and a referral to police. (Board Policy 5131 (a))

GANG AFFILIATION AND ACTIVITY

The Governing Board maintains campuses that are safe for students and staff. Gangs and other groups that promote criminal activity or intimidate students and staff pose a threat to school safety, disrupt the educational process and will not be tolerated. The district, with the assistance of local law enforcement agencies, will monitor the behavior, apparel, accessories, and other attributes that may be indicators of gang involvement or emulation, in order to insure a safe and secure campus for all students and staff.

The Board prohibits the presence of any apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark, or other attribute, denotes membership in gangs which advocate drug use, violence, or disruptive behavior. Students who violate this Board policy will be subject to appropriate disciplinary action, up to and including expulsion.

CARE OF SCHOOL PROPERTY

Students should be proud of their school building and campus. Pride is shown by keeping desks, floors, and walls clean, and by depositing all papers and refuse in receptacles provided. Any student who willfully destroys or damages any school property will be responsible for paying the fair value of the property and such students will receive additional disciplinary consequences.

Related Education Code: Parents are liable for all damages caused by the willful misconduct of their minor children, which results in the death or injury to other students, school personnel, school volunteers or school property. Education Code § 48904; Civil Code § 1714.1.

Vandalism is expensive and wastes school district resources. Citizens living near the schools are requested to report any acts of suspected vandalism to the school principal or to the proper authority. **CALL 911 (Emergency Only) or 774-5000 to report an incident.**

PERSONAL PROPERTY

School districts and the county office are not responsible for personal property. Students are discouraged from bringing non-instructional items to school. Education Code § 35213.

DISTRICT POLICY ON STUDENT DRESS & GROOMING

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. (Board Policy 5132)

The Dress Code was established by the District, working together with students and parents. Students are expected to attend school clean and neat. Student dress and appearance affect student attitudes and conduct. There is appropriate and inappropriate clothing for school. The Dress Code is intended to be a definition of appropriate attire and personal grooming. Its purpose is to prevent disruption of the classroom atmosphere, eliminate disturbances among other students in attendance and minimize distraction of other students so as not to interfere with the educational process. It is also intended to protect the health and welfare of the individual student. The guidelines below are not all inclusive. The district maintains the right to enforce the spirit of the Dress Code, regardless of whether specific examples are listed.

- Appropriate footwear must be worn at all times.
- Clothing, jewelry, and personal items shall be free of writing, pictures or any other insignia which are crude, vulgar, violent, gang related, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
- Clothing must be appropriate and sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter-tops, off-the-shoulder or low-cut tops, bare midriffs, tight shorts, and very short skirts or shorts are prohibited.
- Hair shall be clean and neatly groomed.

(Administrative Regulation 5132 (a))

NONDISCRIMINATION/HARASSMENT

District programs and activities will be free from discrimination, including harassment, with respect to ethnic group, religion, gender, color, race, national origin and physical or mental disability.

The Board of Education will ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers will carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

The schools provide girls and boys with separate shower rooms and sex education classes in order to protect student modesty. In physical education, when objective standards have an adverse effect on students because of their gender, race, ethnic group or disability, other standards shall be used to measure achievement and create comparable educational opportunities.

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff will be alert and immediately responsive to student conduct, which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who harass other students will be subject to appropriate counseling and discipline, up to and including expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

Any student who feels that he/she is being harassed should immediately contact the principal or designee. If a situation involving harassment is not promptly remedied by the principal or designee, a complaint can be filed in accordance with administrative regulations. The Superintendent or designee will determine which complaint procedure is appropriate. *(Board Policy 5145.3)*

SEXUAL HARASSMENT

The Board of Education is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity.

The Superintendent or designee will ensure that students receive age-appropriate information related to sexual harassment. Students will be assured that they need not endure any form of sexual behavior or communication, including harassment, because of sexual orientation. They will further be assured that they need not endure, for any reason, any harassment that impairs their well-being at school.

Any student who engages in the sexual harassment of anyone at school or a school-related activity will be subject to disciplinary action. For students in grades K-3, this disciplinary action will depend on the maturity of the students and the circumstances involved. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion.

Any employee who engages in, permits or fails to report sexual harassment will be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment may also be considered a violation of laws relating to child abuse.

Students should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff will report complaints of sexual harassment to the principal or designee or to another district administrator. Staff will similarly report any such incidents they may observe, even if the harassed student has not complained.

The principal or designee will immediately investigate any report of the sexual harassment of a student. Upon verifying that sexual harassment occurred, he/she will ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures.

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment will be confidential to the extent possible, and individuals involved in the investigation of such a complaint will not discuss related information outside the investigation process. *(Board Policy 5145.7)*

SUSPENSION AND EXPULSION/DUE PROCESS

The Board of Education has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

Suspended or expelled students will be excluded from all school-related extracurricular activities during the period of suspension or expulsion.

Except where suspension for a first offense is warranted in accordance with law, suspension will be imposed only when other means of correction fail to bring about proper conduct. (Education Code 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others. (Education Code 48915)

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion are specified in administrative regulation.

On-Campus Suspension Program

The Board recognizes that students who are suspended from school often have no supervision or guidance during the school hours when they are off campus and may fall behind in coursework. The Board believes that in many cases, it would be better to address the student's misconduct by keeping the student at school and providing him/her with supervision that is separated from the regular classroom.

A supervised, in-house suspension program has been established which meets the requirements of law for suspended students who pose no imminent danger or threat at school and for whom an expulsion action has not been initiated.

The Superintendent or designee will examine alternatives to off-campus suspension and may establish a suspension program which involves progressive discipline during the school day on campus; use of conferences between staff, parents/guardians and students; detention; student study teams or other assessment-related teams; and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspensions.

Required Parental Attendance

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.

Whenever a student is removed from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was removed may require that the student's parent/guardian attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian will also meet with the principal or designee. (Education Code 48900.1)

The Board encourages teachers, before requiring parental attendance, to make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher may also inform the parent/guardian about available resources and parent education opportunities. Teachers will reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

The teacher will apply this policy uniformly to all students within the classroom. This policy will apply only to a parent/guardian who lives with the student. (Education Code 48900.1)

Parental attendance may be requested on the day the student returns to class or within one week thereafter. The principal or designee will contact any parents/guardians who do not respond to the request to attend school. The Board recognizes that parental compliance with this policy may be delayed, modified or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get certain release time from work.

District regulations and school-site rules for student discipline include procedures for implementing parental attendance requirements.

Student Due Process

The Board will provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee will comply with procedures for notices and appeals as specified in administrative regulation and law. (Education Code 48911, 48915, 48915.5)

Decision not to Enforce Expulsion Order

In cases where expulsion is mandatory pursuant to Education Code 48915 (c), the enforcement of an expulsion order will not be suspended by the Board. In all other cases of expulsion, the order for expulsion may be suspended by the Board, on a case-by-case basis, pursuant to the requirements of law.

RESPONSIBILITIES OF STUDENTS RIDING A SCHOOL BUS

The following rules and regulations have been written to assist parents/guardians and students to understand the responsibilities of students while on the school bus, loading onto or unloading from the bus, and while waiting at a bus stop.

Rules or regulations cannot be written to cover every act or situation. In general, students will conduct themselves in a reasonable manner.

- 1.0 General Regulations - Students will refrain from:
 - 1.1 Abusive acts or language.
 - 1.2 Any act that may be dangerous to self or others.
 - 1.3 Skateboards, skates and rollerblades are not allowed on the bus.
- 2.0 Specific Rules - Students will refrain from:
 - 2.1 Using other than a regular bus stop.
 - 2.2 Creating excessive noise.
 - 2.3 Damaging the bus or the property at the bus stop.
 - 2.4 Lighting matches, cigarettes, and/or smoking on the bus.
 - 2.5 Littering of any kind.
 - 2.6 Transporting live animals, reptiles, insects, etc., on the bus.
 - 2.7 Eating or drinking on the bus.
 - 2.8 Showing disrespect to, or failing to obey the bus driver.
 - 2.9 Other unauthorized or unsafe action.



3.0 Penalties for infractions of the established rules or regulations:

- 1st Citation - Warning or up to three days bus riding suspension; parents/guardians notified.
- 2nd Citation- Bus riding suspension up to three days; Superintendent notified; parents/guardians conference.
- 3rd Citation - Bus riding suspension up to six days; Superintendent notified; parents/guardians conference.
- 4th Citation - Bus riding suspension up to twelve days; Superintendent notified; parents/guardians conference.
- 5th Citation - Bus riding suspension up to twenty-four days; Superintendent notified; parents/guardians conference.
- 6th Citation - Bus riding suspension for rest of semester/year.

Immediate suspension will be invoked for threatened or actual bodily harm and/or any act that, in the opinion of the bus driver and the administrator involved, warrants the immediate suspension of bus privileges. The above established regulations regarding the citations may be waived if, in the opinion of the building administrator, the situation warrants other action(s). Reference Board Policy 5048 (a)(b).

➤ **What is the Danger Zone?**

The Danger Zone is the space all around the school bus. It goes out 10 feet. The bus driver may not see students in this zone. It is very dangerous to be in this area.

➤ **Getting on the Bus**

Students must wait for the bus in a place that is safe. Students are expected to get on the bus in single file, using the handrails. Pushing or shoving is not allowed. Children should be told that if something drops under the bus, to leave it there and tell the bus driver so that it can be retrieved safely. Students are expected to be on time for the bus and to obey the bus driver.

➤ **Walking to and from school bus stops:**

Parents should ensure that their child has plenty of time to arrive at the bus stop five minutes before the pickup time. For safety, students should walk, not run, stay on sidewalks (if there are none, walk single file on the side of the road), and cross the street only at intersections or crosswalks.

ADDITIONAL EDUCATION CODE CITATIONS (Please see Annual Parent Notification of Rights and Responsibilities, page 12)

Pupil Discipline Rules: Education Code §§ 35291; 48900.1.

Sexual Harassment: Education Code § 48980 (g), 212.6.

HEALTH AND SAFETY

CAMPUS SUPERVISION HOURS

Students are supervised on school campuses 20 minutes before school and 20 minutes after school. Students should not arrive on campuses earlier or stay later unless they are part of a supervised school activity.

HOT LUNCHES

A nutritious and tasty lunch is available at all schools. Lunches are nutritionally analyzed to meet all of students' recommended dietary allowances. The price for lunch is \$3.00 per day. Students may prepay for lunches and are issued a credit on their lunch cards. Students who are eligible based on their family's income, are entitled to free meals or reduced-price meals at school. Education Code § 49510, et seq. Applications for free meals and eligibility information are available at the school.

There is a \$10.00 fee for all returned checks.

ILLNESS

Children who have been ill must be completely recovered before returning to school. Students are not allowed to stay in the rooms at recess and at noon since they are not under teacher supervision. If they are not sufficiently recovered in order to be outside, they should not be sent to school. Children should not be in school with a fever, or if they have had a fever of 100 degrees or higher within the last 24 hours. Parents should notify the school if their child has lice, chicken pox, or any contagious condition so that other parents may be alerted. Students' names will not be used.

HEAD LICE

If a student is found to have head lice, eggs, or nits, district personnel will notify the student's parents and the child will be excluded from school until treated. Before being re-admitted to school, the student will be required to be checked by district personnel, and must be free of all head lice, eggs and nits. (*Board Policy 5141.33*)

SCHOOL ASSIGNMENTS FOR ILL CHILDREN

Requests for assignments for children who are ill must be made to the school office prior to 10:00 a.m. to allow ample preparation time. Assignments and materials are to be picked up in the office between 3:15 and 4:00 p.m.



SCHOOL HEALTH SERVICES

During the year, a school nurse will administer vision, hearing and scoliosis screenings at mandated grade levels. The nurse will notify parents when a child requires further evaluation. All entering first grade students are required to present to the school documentation of a physical exam.

Medical care is a responsibility of the parents and is not provided by school personnel. School personnel cannot care for old wounds and injuries. First-aid, defined as immediate, temporary care given in case of accident or sudden illness, will be administered when necessary by the school nurse or designated school personnel.

ACCIDENTS

In the event of an accident requiring the service of a doctor, every attempt will be made to contact parents/guardians. For this reason, it is imperative by law that parents/guardians keep the school informed if there are changes in residence, phone numbers, places of employment, sitters, and nearest relatives and their phone numbers. If the parents/guardians cannot be reached, information on the emergency card, signed by the parents/guardians, shall be used for securing medical care.

In the event the student needs immediate emergency care, the fire department will be called. If hospital care is indicated, the student will be taken to a local hospital by ambulance with the cost to be borne by the student's parents/guardians. The school nurse, administrator, or teacher shall accompany the child and stay with him/her until the parents/guardians have been reached and given time to arrive.

MEDICATION

When it is necessary for students to take medication during school hours, whether prescribed or over the counter, the following procedure shall be followed: (ref. Board Policy 6052-e)

1. The parent or guardian must notify the school nurse or school office of the need for the student to take medication during school hours. The nurse or school secretary shall forward to the parent Form #67 which the attending physician and the parent must complete, sign and return to the school. **Medication cannot be administered by school personnel unless there are completed parent and physician request forms on file in the school office.** This includes Tylenol, inhalers, dental medications, etc.
2. Forms will then be kept with the medication in the school office.
3. The medication must be sent to the school in the prescription bottle or original container. The medication dose and instructions on the bottle must match the dose and instructions on the form. No medication is to be sent to school in plastic bags, envelopes, etc.
4. Medication and/or inhalers shall not be kept in lunch boxes, desks, teachers' desks, or backpacks. If the physician feels your child's inhaler is to be carried at all times on his/her person, the physician must indicate this on the school form.

HOME HOSPITAL INSTRUCTION

For specialized medical needs, home hospital instruction is available through a doctor's referral. Contact the Student Services Department for information about arranging for this service.

CONFIDENTIAL MEDICAL SERVICES

Pupils enrolled in grades 7 through 12 may be excused from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent. Education Code § 46010.1.

CHILD ABUSE

State law mandates principals, school nurses, teachers, and other school employees to report suspected cases of child abuse or molestation to local law enforcement authorities. Parents may contact the school office for information regarding reporting procedures.

BICYCLES

Children who ride bicycles to school must park them in the bicycle racks in the bicycle area. Bicycles are never to be ridden on walks or school grounds. The school shall request that bicycles be left at home if children endanger others by disregarding safety rules.

Children riding bicycles must observe the same laws adults do when driving cars. For safety reasons, it is not recommended that children below third grade ride their bicycles to school. The school makes every effort to supervise the bicycle rack area to prevent damage and theft. Bicycles should be licensed and locked. State law requires everyone under the age of 18 to wear a helmet when riding a bicycle.

SKATEBOARDS, ROLLERBLADES

Skating of any kind on school grounds is prohibited by Roseville Municipal Code Section 11.18.040. Please leave skateboards, skates, and rollerblades at home. If a student uses any of these items coming to or from school, they must remain secured in the student's backpack and not removed from the backpack until the student is off school grounds.

PERSONAL PROPERTY AT SCHOOL

Students are not allowed to bring radio/cassette players, computer games, or any other items to school that may cause a disruption to the educational environment. The district is not responsible for personal property. Students are discouraged from bringing non-instructional items to school. Flowers or balloons are not allowed in the classrooms.

PARENT RESPONSIBILITY

Parents are liable for all damages caused by the willful misconduct of their minor children which results in the death or injury to other students, school personnel, school volunteer or school property. Education Code § 48904; Civil Code § 1714.1.

TOBACCO-FREE CAMPUSES

The use of tobacco products is prohibited at any time on district property or in district buildings, or vehicles. Health and Safety Code § 104420

SUN PROTECTIVE CLOTHING

Students may use articles of sun protective clothing, including hats, for outdoor use during the school day, subject to school district or county office dress code policies. Sunscreen may be used during the school day without a physician's note or prescription, but school personnel are not required to assist pupils in applying sunscreen. Education Code § 35183.5.

ASBESTOS MANAGEMENT PLAN

Roseville City School District has conducted initial and periodic inspections of all District school buildings to identify suspect asbestos containing building materials (ACBM) as required by Federal Asbestos in Schools Regulations. The District's Asbestos Management Plan for each school is located in each school office and in the District Office at 1050 Main Street. These Asbestos Management plans are available for review and copying by EPA or state representatives, the public, including parents, teachers and other district personnel and their representatives.

EMERGENCY PROCEDURES

In the case of an emergency, tune to one of the following radio or television stations.

Cable Channel 14 – Roseville Only	KCTC 1320 AM
All Cable Channels – National Emergency	KFBK 1530 AM
Channel 3 (KCRA)	KMIX 96.1 FM
Channel 10 (KXTV)	KNCI 105.1 FM
Channel 13 (KOVOR)	

ADDITIONAL EDUCATION CODE CITATIONS (Please see Annual Parent Notification of Rights and Responsibilities, page 12)

Fingerprint Policy: Education Code § 32390, 48980 (f).

Pupil Immunization: Education Code §§ 49403; 48216; Health and Safety Code § 120335

Physical Examinations: Health and Safety Code §§ 124085, 124105; Education Code §§ 49450–49455.

Pupil Medication: Education Code § 49423, 49423.1.

Continuing Medication: Education Code § 49480.

Pupil Insurance: Education Code § 49472.

Use of Pesticide Products: Education Code §§ 17612; 48980.3.

PUPIL RECORDS

Notification of Privacy Rights of Pupils: Federal and state laws grant certain privacy rights and rights of access to pupil records to pupils and to their parents. Full access to all personally identifiable written records maintained by the school district or county office must be granted to:

Parents of students age 17 or younger.

Parents of students age 18 or older if the student is a dependent for tax purposes.

Students age 16 or older, or having completed 10th grade.

Parents, or an eligible student, may review individual records by making a request to the principal. The principal will see that explanations and interpretations are provided if requested. A parent with legal custody has the right to question and receive any information regarding items on his/her child's record that appears inaccurate, misleading or that invades his/her child's privacy. Information which is alleged to be inaccurate, inappropriate, or misleading may or may not be removed by the Superintendent or his/her designee.

In addition, parents of eligible students may receive a copy of any information in the pupil's records at a reasonable cost per page. School district and county office policies and procedures relating to types of records, kinds of information retained, persons responsible for maintaining pupil records, directory information, access by other persons, review, and to the challenge to content of records is available through the principal or his/her designee. Parents may contact the school to review the log listing those who have requested or received information from a pupil's file. Access to a pupil's records will only be granted to those with a legitimate educational interest.

When a student moves to a new school district, records will be forwarded upon request of the new district. At the time of transfer, the parent or an eligible student may challenge, review or receive a copy at reasonable fee of the requested records. Parents may contact the school district or county office for any policy regarding the review and expungement of pupil records.

If you believe the school district or county office is not in compliance with federal regulations regarding privacy, you may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education at 400 Maryland Avenue, SW, Washington, DC 20202-4605.

The school district also makes certain student directory information available in accordance with state and federal laws. This means that each student's name, birth date, birthplace, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and the most previous public or private school attendance, may be released to certain specified agencies. In addition, height and weight of athletes may be made available. Appropriate directory information may not be provided to any private, profit making entity other than employers, prospective employers or to representatives of the news media. Names and addresses of seniors or terminating students may be given to public or private schools and colleges.

Upon written request from the parent of a student age 17 or younger, the school district will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of post-secondary instruction and makes a written request, the pupil's request to deny access to directory information will be honored. Requests should be submitted within 30 calendar days of receipt of this notification.

Education Code §§ 49060-49078, 51101; FERPA 20 U.S.C. § 1232g; 34 C.F.R. § 99.37.