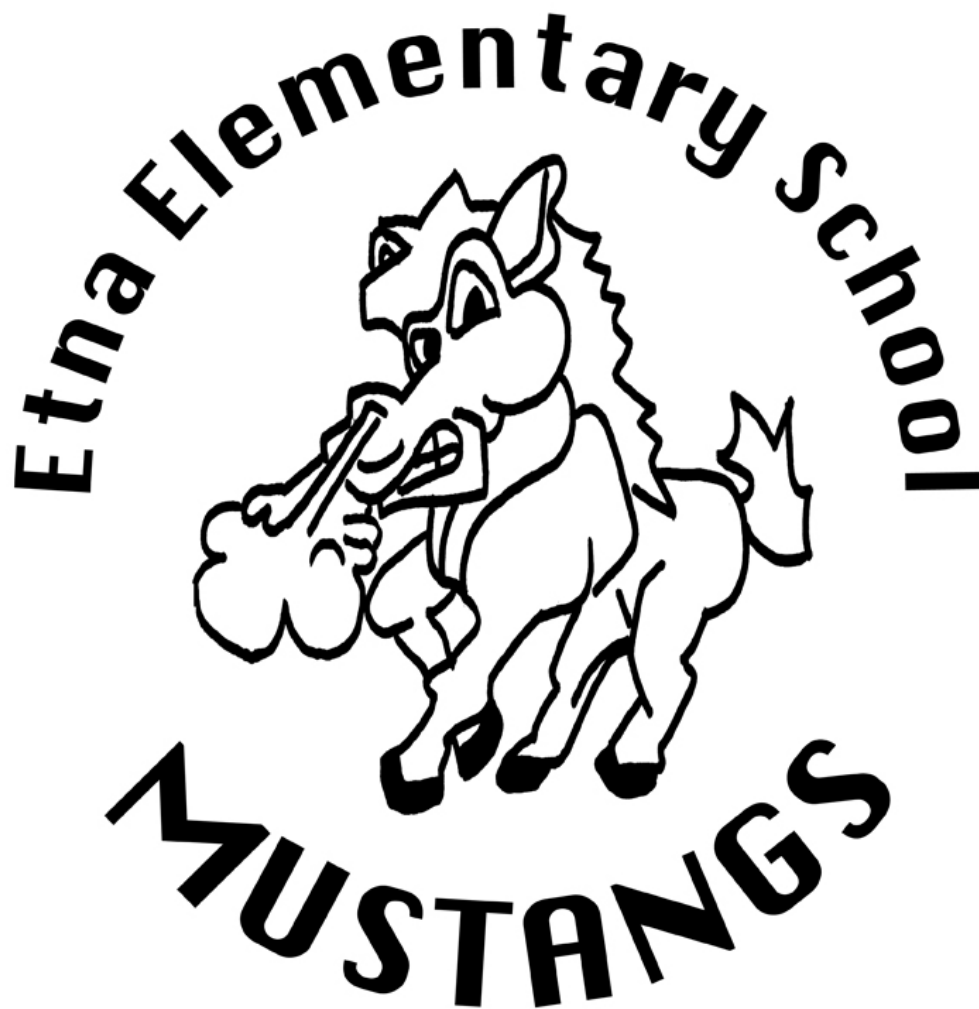


Etna Elementary School

Parent/Student Handbook



2013/2014

Debbie Miller, Principal

220 Collier Way
Etna, California 96027
(530) 467-3320

www.etnaelementary.k12.ca.us

Welcome to Etna Elementary School

Our Vision:

It is the vision of Etna Elementary School parents and staff to offer quality experiential learning opportunities through grant and categorical program funding and to extend standards based learning objectives to natural learning environments such as outdoor learning centers and educational field trips.



Office Hours and Contact Information

8:00am to 4:00pm Monday – Friday

Phone: (530) 467-3320

Fax: (530) 467-3465

www.etnaelementary.k12.ca.us

Principal

Debbie Miller

School Secretary

Jenna Ruggles

School Colors and Mascot

Our school colors are red, white, and black. Our school mascot is the Mustang. Each Monday is **Mustang Monday**, and all students and staff are encouraged to wear school colors.

Scott Valley Unified School District

Mission: "To ensure high levels of learning for all students"

Superintendent

Dr. Bryan Caples

Scott Valley Unified Board of Trustees

Jesse Downey, President

Charnna Gilmore, Clerk

Jennifer Thackeray

Christine Hullquist

Tammi Bennett

**District office and school information for the
Scott Valley Unified School District**

District Office

11918 Main Street
PO Box 687
Fort Jones, CA 96032
Superintendent: Dr. Bryan Caples
Phone: (530) 468-2727
Fax: (530) 468-2729
Email: bcaples@svusd.us

Etna Elementary School

220 Collier Way
Etna, CA 96027
Principal: Debbie Miller
Phone: (530) 467-3320
Fax: (530) 467-3465
Email: dmiller@svusd.us

Fort Jones Elementary School

11501 Mathews Street
Fort Jones, CA 96032
Principal: Debbie Miller
Phone: (530) 468-2412
Fax: (530) 468-2742
Email: dmiller@svusd.us

Scott Valley Junior High School

Principal: Allan Carver
Phone: (530) 468-5565
Fax: (530) 468-5658
Email: acarver@svusd.us

Etna High School

Principal: Bruce Bishop
Phone: (530) 467-3244
Fax: (530) 467-5763
Email: bbishop@svusd.us

Scott River High School

Principal: Bruce Bishop
Phone: (530) 467-5279
Fax: (530) 467-3459
Email: bbishop@svusd.us

Etna Elementary Staff and Email Addresses

Teachers	Grade Level and Email
Raylene Lang	K
rlang@svusd.us	
Julie Sutter	1
jsutter@svusd.us	
Nancy Silva	2
nsilva@svusd.us	
Maurice Fasenfest	3
mfasenfest@svusd.us	
Lisa Theofanides	3
ltheofanides@svusd.us	
Joy Isbell	4
jisbell@svusd.us	
Ellen Fasenfest	5
efasenfest@svusd.us	

Specialists	Title and Email
Teri Goodwin	Title I
tgoodwin@svusd.us	
Michele Murphy	Resource Specialist
mmurphy@svusd.us	
Mary September	Music
mseptember@svusd.us	
Marcia Lloyd	Title VII
mlloyd@svusd.us	

Classified Staff	Title and Email
Jenna Ruggles	Secretary, jruggles@svusd.us
Rob Hileman	Technology Coordinator
rhileman@svusd.us	
Carolyn Siemers	Librarian/SAFE Coordinator
csiemers@svusd.us	
Pat Lytken	Cook, plytken@svusd.us
Justin Neely	Maintenance, jneely@svusd.us
Gary Warner	Grant Writing/Special Programs
gwarner@svusd.us	
Wendy Hurlimann	Preschool Teacher
whurlimann@svusd.us	
Kathy Mahon	Preschool Paraprofessional
Emi Loogman	RSP Paraprofessional
Laurie Sweezey	Paraprofessional
TBA	Paraprofessional
Aileen Hildebrand	SAFE Tutor
Jeanne Reber	SAFE Tutor
Nicole Stacher	Paraprofessional
Nancy Bolick	Custodian
Jerry Hamlin	Custodian

County Office Staff Title and Email

Diana Barden	School Nurse
dbarden@siskiyoucoe.net	
Annie Kramer, PhD	School Psychologist
akramer@siskiyoucoe.net	
Debbie Pindell	Speech Pathologist
dpindell@siskiyoucoe.net	
Jason Singleton	Science/Outdoor Ed.
jsingleton@siskiyoucoe.net	
Corey Hansen	Special Day Teacher
chansen@siskiyoucoe.net	
Catrina Layton	Special Day Aide
Patricia Stewart	Special Day Aide

School Schedule

8:00-8:15	Morning Recess
8:20	Instruction Time
9:55-10:15	Recess (K-5)
11:45-12:25	K-3 Lunch and Recess
11:55-12:35	4-5 Lunch and Recess
2:30	Primary Dismissal
2:50	Intermediate Dismissal
<i>*Friday Dismissal is 1:30</i>	

Arrival at School

Upon arriving at school in the mornings students are to set their bags outside their classroom and go out to morning recess. Supervision begins on the yard at 7:30am with breakfast being served at 7:50am and instruction starting at 8:20am.

Attendance and Tardies

Consistent attendance is essential to your child's educational progress. Frequent absences and habitual tardiness disrupt not only your child's daily program, but it can interrupt the learning of others. Please plan vacations during school breaks. Each student is only excused for three illness days; all other absences are considered unexcused.

The beginning of the school day is an important part of your child's day and sets the educational stage for the rest of the day. Being on time to school develops an important habit and builds responsibility.

California State Education Code requires parents of children from ages six to eighteen to send their children to school. The only valid reasons that students may be excused from school attendance include the following.

- Personal illness
- Observing a religious holiday
- Court appearance
- Attending a funeral

Attendance for Extra Curricular Activities

In order to participate in an after-school or during-school extra-curricular activity, students must do the following.

- Be in school all day until dismissed to attend the activity.
- Be in school all day on Friday if the activity is on a Saturday.
- Be in school all day the day prior to the activity if the student will be leaving for the activity before school starts the next day.
- Not be tardy for school on the event day.



Bus Transportation Safety Plan

Sec. 22112 of the Vehicle Code, effective October 5, 1999: Not all designated bus stops are red-light stops. However, whenever a bus displays flashing red lights, all traffic in both directions of the bus must stop until the red lights are turned off. Violators will be reported to the California Highway Patrol.

Loading and Unloading Students

The driver of a school bus shall operate warning lights and signs at all school bus stops and at all times when the school bus is stopped for the purpose of loading or unloading students. This is done regardless of whether the students must cross the highway or a private road.

In addition, the driver shall escort students in kindergarten and grades 1-8 who must cross a highway, roadway or private road. If the bus travels in both directions on the same road, the child shall remain on the bus so that he/she can depart on the correct side of the road.

The driver shall stop to load/unload students only at a school bus stop designated for students by the school

district. A student may not depart the bus at any stop other than his/her own unless he/she has a note that has been authorized by the school office.



Bus Rules and Procedures

Students are expected to be **Safe, Respectful, and Responsible.**

- Students being transported in a school bus shall be under the authority of and responsible directly to the driver of the bus (CAC Title 5, Sec. 14263).
- It is the student's responsibility to be on time for the bus both morning and afternoon and any other scheduled bus runs.
- If the bus is approaching a stop, a student shall never cross the street, but rather wait for the driver to escort him/her across the street.
- Students shall wait for the bus to come to a complete stop, red lights have been activated, and the door has opened.
- Students shall keep all parts of their bodies inside the bus at all times
- Students shall refrain from boisterous conduct, unnecessary noises, or loud conversation
- Nothing may be thrown in or from the bus.
- All profanity or vulgar talk is strictly prohibited
- Students shall remain seated at all times while bus is in motion.
- Drivers will carry only regularly assigned students; they will be discharged only at school, their assigned stops or place of pick-up. Students must have written permission or parents present to be discharged anywhere else and that must be a designated stop.
- Students will not board bus until driver is present and ready to make his/her run. Students will form in an orderly line at least fourteen feet back from the edge of the roadway and six feet from the bus door if possible.
- Students shall unload in an orderly manner, without crowding, shoving, or pushing.

- Students may eat and drink on the bus with driver's permission only. Food and litter shall not be allowed to become loose on the bus.
- Drivers may assign any or all students to designated seats.
- Students shall keep hands to themselves.
- Students shall keep bus clean and neat and refrain from damaging it. Students will be liable for any damage or defacing done.
- No animals (including insects, reptiles, etc.) shall be permitted on school bus except for a guide dog (properly muzzled) for a blind person, as per CAC Title 5, Sec 14252.
- Lighting of matches at any time is prohibited.
- Any object or material capable of producing injury to students or damage to the bus is prohibited.
- Students who do not promptly obey the directions of the driver or who do not obey these regulations shall lose his/her privilege of being transported by bus and/or subject to whatever other corrective action deemed appropriate by driver and/or school administrator.

***Note 1: Cell phones are on the buses to permit contact with the school office or parents when an emergency exists.**

***Note 2: Be aware that surveillance cameras are used to identify and address discipline problems. They are located in the front of each bus. They record video and audio data.**

Bus Violations

When a bus rider is guilty of misconduct, they will be reported to the school principal. The consequences for bus violations are as follows.

- 1st citation: Warning or possible bus riding suspension
- 2nd citation: 3-day bus riding suspension
- 3rd citation: 2-week bus riding suspension
- 4th citation: Balance of year bus riding suspension

***Immediate suspension for threatened or actual bodily harm.**

***Incidents of a serious nature may result in immediate suspension from bus privileges.**

***Students who have lost bus riding privileges are not allowed to ride on field trips, athletic events or band trips.**

***Students suspended from riding the bus must continue to attend school. It is the responsibility of the parent or guardian to ensure that the student attends school.**

Child Abuse

All school employees are required by law to report suspected child abuse to Child Protective Services.



Rules of Student Conduct

Students, parents and staff members are all expected to be **Safe, Respectful** and **Responsible**.

- Chewing of gum is not permitted at school
- Hats must be removed when entering buildings
- Intimidating another person (verbally or physically) and fighting are strictly prohibited
- Throwing rocks, sand, snowballs, or any other dangerous object is not permitted
- Students are to walk inside the buildings
- Bikes are not to be ridden on campus during the school day
- Skates, skateboards, and scooters are not permitted on campus at any time
- **Restroom Use:**
 - Inside restrooms are for grades 1-3
 - Restrooms across from the library are for grades 4-5
- Baseball has to be played at a backstop and no one is allowed to be a catcher. Metal bats need to be supervised; hard balls are not allowed.
- Balls may be kicked on the fields or upper court areas. Please do not kick balls on the basketball courts.
- Electronic devices and toys (i.e. iPods, CD players, card collections, etc.) from home are not allowed unless the teacher requests these as part of a classroom project. Neither the school nor the district are responsible for lost or stolen items from home.
- Cell phones must be turned off and stored in the student's backpack during school hours. Student cell phone use is prohibited during school hours. Students who need to call home must have

permission from their classroom teacher or the office staff and call from a school phone.

- Sexual harassment of students or staff is strictly prohibited.
- Weapons, replicas of weapons, and antique weapons are strictly prohibited on school grounds.

Student Dress Code

In the interest of safety and modesty, students should wear appropriate clothing to school. Any clothing with symbols, words, or pictures that promote the use of drugs or alcohol, are violent in nature or are sexually explicit, are not allowed at school. Bare backs, bare midriffs, and low-slung attire that reveals underwear is also inappropriate clothing at our school.

Suspension

Suspension means the removal of a student from ongoing instruction for the purpose of adjustment. Students may be assigned an in-school suspension. In this case, the student will be sent with his/her class materials to the office and will work under the supervision of the principal and/or secretary. In more severe cases the student will be required to remain at home for the length of suspension.

Expulsion

Expulsion is an action taken by the Board of Trustees for severe or prolonged breaches of the discipline code by a student. Expulsion, except for single acts of a grave nature, is usually reserved for cases where there is a history of misconduct and where other forms of discipline, including suspension, have failed.

Suspension Offenses ED Code Violations 48900	
A student may be suspended or expelled for the following offenses:	
Stolen or attempted to steal school property or private property (EC 48900g)	
Drug paraphernalia (EC 48900j)	
Disrupted school activities or willfully defied the authority of school personnel (EC 48900k)	
Knowingly received stolen school or private property (EC 48900l)	
Possessed an imitation firearm (EC 48900m)	
Committed or attempted to commit a sexual assault (EC 48900n)	
Harassed, threatened, or intimidated a pupil (EC 48900o)	
Forgery	
False fire alarm	
Caused, attempted to cause, or threatened to cause physical injury (EC 48900a1)	
Possessed, sold or furnished firearm, knife, explosive, or other dangerous object (EC 48900b)	

Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance or intoxicant (EC 48900c)	
Unlawfully offered, arranged, or negotiated to sell any controlled substance or intoxicant, and either sold, delivered, or otherwise furnished to any person a controlled substance or intoxicant (EC 48900d)	
Committed robbery or extortion (EC 48900e)	
Caused or attempted to cause damage to school property or to private property (EC 48900 f)	
Possessed or used tobacco (EC 48900h)	
Willfully used force or violence upon the person of another, except in self-defense. (EC 48900a2)	
Committed an obscene act or engaged in habitual profanity or vulgarity. (EC 48900i)	
Committed sexual harassment (EC 48900.2)	
Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. (EC 48900.3)	
Engaged in harassment, threats, or intimidation directed at a student or a group of students (EC 48900.4)	

Mandatory Suspension and Recommendation for Expulsion (48915)			
Unless the principal or superintendent finds that expulsion is inappropriate due to particular circumstances, the principal, superintendent, or designee shall recommend a student's expulsion for any of the following acts:			
Caused serious physical injury to another person (EC 48915a1)			
Possessed a knife or other dangerous object (EC 48915a2)			
Unlawfully possessed a controlled substance (EC 48915a3)			
Committed robbery or extortion (EC48915a4)			
Committed assault or battery upon any school employee (EC 48915a5)			

Mandatory Recommendation and Mandatory Expulsion (48915)			
The principal, superintendent or designee shall recommend and the Board shall expel any student found at school or at a school activity committing any of the following acts			
Possessed, sold, or furnished a firearm (EC48915 c1)			
Brandished a knife at another person (48915c2)			
Unlawfully sold a controlled substance (48915c3)			
Committed or attempted to commit a sexual assault (48915c4)			
Possessed an explosive (48915c5)			

Earthquake Emergency System and Disaster Preparedness Plan

Recognizing that California will continue to experience moderate to severe earthquakes, and in compliance with a legislative measure, Scott Valley Unified School Board has instituted preparedness training for staff and students. “Drop and Cover” Drills are held quarterly to insure that students and staff will act instinctively in an emergency. The district also realizes that the school building could be used as a community shelter and the office assigned as disaster headquarters under disaster conditions. The administrator will act as the director.

Enrollment Requirements

The laws concerning health issues are numerous and must be followed by parents. Please read the following requirements carefully.

State Requirements:

1. A physical examination within 18 months prior entering first grade
2. Up-to-date immunizations
3. A listing of the child’s allergies and/or any health concerns and medications

District Requirements:

1. A certified birth certificate
2. Resident in the Etna district
3. Occupation of parents
4. Primary language spoken in the home
5. An emergency telephone number.

Any concerns regarding exceptions should be referred to the school office.

Experiential Learning

We are committed to providing experiences from which students can learn and apply their knowledge beyond the classroom setting. These experiences are directly related to the information being discussed in class and relate to the state standards we are required to teach. There are three primary components of our experiential learning program.

- Field Experiences
 - Service Learning
 - Science Lab and Outdoor Learning Center
- Participation in these experiences is critical to ensuring that students can apply knowledge, enjoy learning and participate in their community.



General Health

Immunizations:

- Parents or guardian must provide the dates of each immunization received.
- A physician's signature, including the date, is necessary to document the disease of measles, mumps, or rubella in lieu of immunization. If this is not possible, immunization is required.
- While parent signature will suffice to claim a religious or philosophical exemption to these regulations, a physician's signature is necessary to claim an exemption for medical reasons. If your child is exempt and there is an outbreak of any one of these diseases, the child may be temporarily excluded from school for his/her protection.
- Students not meeting the standards and not claiming exemptions must initiate a schedule of immunization within ten working days of school entrance or be excluded from school by authorization of the health department

Child Health and Disability Prevention Program

The Child Health and Disability Prevention Program requires all children to have a health check-up or screening before entering first grade. It also includes periodic health screenings for persons under age twenty one who are eligible for Medi-Cal.

All children who enter first grade must present their school district with a certificate, signed by a doctor, showing that they have received the health check-up. If parents do not want their child to have the health check-up, they may sign a waiver. If your child has had a health check-up by your family doctor during the 18 months before he enters first grade, your doctor may sign a form saying this check-up has been done.

Communicable Diseases

If your child complains of stomachache, earache, sore throat, cold symptoms, or has not been free of fever for at least 24 hours, he/she should be kept home for

observation and care. If your child has a communicable disease, please contact the school for guidelines on when they may safely return to school.

Any child with an oral temperature of 100° or over will be sent home.

Medication

California State Law states that medications may not be dispensed by school personnel without a physician's order. Occasionally a child under medical care may continue to attend school. In these special cases, school personnel may administer medication when parents provide a physician's order, which includes name of medication, dosage, time, and duration that the medicine is to be given to the child.

Health Screening

Vision and hearing screenings are done at all grade levels, kindergarten through sixth, by the school nurse. Parents are contacted for follow-up if the student fails the recheck screening. Dental screenings are offered to all students, kindergarten through sixth grade with parent permission.

Accidents

If a child incurs a minor injury, basic first aid is used. Cuts and skin abrasions are washed and a sterile bandage is applied, if necessary.

If an accident other than that of minor nature occurs to your child, we will make every effort to contact you. If contact cannot be made, we will contact your doctor and/or the clinic for treatment.

If your child is hurt or injured while on the school grounds at any time, it is important that he/she report the injury immediately to the adult who is in charge. An accident report will then be recorded in the office.

Leaving School during the School Day

For the welfare and protection of your child, your cooperation in the following will be appreciated.

- Children leaving the school during the day must bring a signed note from home permitting the school to excuse him/her.
- Parents are to pick up their child at the school office after signing him/her out. Parents are not to go directly to the classroom. The office personnel will retrieve your child. This is a continued effort to minimize disruption to the learning process.



Meals Program

Breakfast and lunch are served every school day. Menus are sent home at the beginning of the month. Students from families whose income is appropriate, are eligible for meals at free or reduced prices.

Breakfast Prices:

- K-5 grade students: \$1.25
- Reduced price: \$.30
- Adults: \$2.25
- Milk: \$.30

Lunch Prices:

- K-5 grade students: \$2.00
- Reduced price: \$.40
- Adults: \$3.50
- Milk: \$.30

*If your child brings a lunch from home, he/she can purchase milk for \$.30. This includes students on the free/reduced meal program.

Cafeteria Policy Regarding Charging

Cafeteria policy requires that all meals must be prepaid. In the event that the student's account balance is not enough to cover the meal, then the student may charge for that day only. The parent /guardian will be notified when the student's account balance is overdrawn.

School Support Programs and Services

Parents may request a referral to any of the available programs anytime throughout the school year.

Annual Notification Special Education and Related Services

Pursuant to Board Policy 6164.5 and Education Code 56301, all parents/guardians have a right to request a referral for a child who may need special education and related services. Such a referral includes: identification, assessment, instructional planning, implementation and review, and procedures.

Parents/guardians are strongly encouraged to discuss this matter with the regular classroom teacher, resource specialist or principal. A referral can be initiated at any time. Early intervention is the best approach.

Title I Program

This program is designed to better meet the reading needs of students. The Title I program offers small group instruction school wide. Intervention strategies assist students in reading, writing, or math instruction integrated with regular classroom instruction. These services are provided to students performing below grade-level expectations.

English Language Development (ELD) Program

This program is designed to develop fluency in speaking, reading and writing English for students whose primary language is not English. The program also strives to enhance self-esteem, promote cross-cultural understanding, and provide equal opportunity for academic instruction.

Resource Specialist/Special Education

The resource specialist is a classroom teacher with special certification in special education and learning disabilities. The resource specialist provides specific prescriptive instruction in academic areas and plays an active role as a resource to teachers in designing and implementing teaching strategies for students with learning difficulties. Services are also provided to non-disabled children. Pursuant to BP 6164.4, all parents/guardians have a right to request a referral for a child who may need special education services. A referral may be initiated at any time. Please contact the school office.

School Accountability Report Card (SARC)

The School Accountability Report Card (SARC) for Etna Elementary School is available on the schools website and in hard copy in the school office.

School Nurse

The school nurse is on campus several days per month. In addition to hearing and vision screening, she plays an important role in:

- Providing health education resources for teachers.
- Maintaining health records for children.
- Contacting parents regarding illness, health problems, and excessive absence observed at school.
- Conditions and/or hazards, which may affect the operation of the school.

School Psychologist

Our county school psychologist is on campus one day per week. The psychologist is available to provide testing and psychological information beyond the scope of the classroom teacher. All psychological testing requires written parental permission.

Speech and Language Specialist

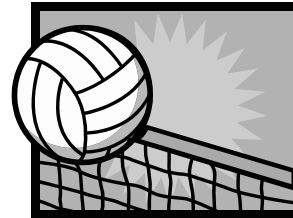
The speech and language specialist is on campus one day per week. This specialist works with children who are in need of specialized and developmental instruction in language proficiency, primarily speaking and hearing.

Service Learning

Etna Elementary is very involved in service learning as one component of our experiential learning program. All teachers participate in at least two service learning projects each school year.

Siskiyou After School For Everyone (SAFE)

Parents please register your children in the Siskiyou After School For Everyone (SAFE) program at Etna Elementary. The program provides a healthy snack, tutoring time, physical activity as well as enrichment activities in science, music and the arts. The program operates from the time school is dismissed until 6:00pm, Monday through Friday. Our SAFE coordinator is Carolyn Siemers and she can be reached at 467-3320 ext. 150 or by email csiemers@svusd.us.



Science Lab and Outdoor Learning Center

We are excited to have Jason Singleton from the Siskiyou County Office of Education on our staff in a part-time capacity. He will be serving as our primary science teacher and will be using the science lab and outdoor learning center for his instruction.

Snow Days

In the event that school is canceled because of excessive amounts of snow, you will receive a telephone call via our telephone tree. If you do not have a phone, and the bus does not arrive at its regularly scheduled time (or shortly thereafter), you must assume a snow day has been called. **Whenever possible, KYRE 1490 AM and KSYC 103.9 FM will broadcast the snow day alert.**

Student Accident Insurance

Etna Elementary offers supplemental accident insurance for accidents that occur on the bus or on the school grounds. This is a district-paid program. The insurance is supplemental only and should not be considered primary insurance.

Testing

Students at Etna Elementary are involved in the state's Standardized Testing and Reporting (STAR) for second through sixth grades, fifth grade Physical Education assessment, first grade diagnostic reading assessment, and district benchmark assessments.

Volunteers

VISITORS MUST CHECK IN AT THE OFFICE.

We welcome volunteers. There are many areas in which to help the school community including, classroom assistance with academic subjects, art activities, field trips, library, school pictures, communications, fund raisers, and playground supervision.

Notice to Parents and Guardians			
Parental Notification (BP 5145.6)			
Education Codes and Privacy Rights:			
17612, 48980.3	Notice of pesticide product, active ingredients, internet address to access information	49451	Exempt the pupil from physical exams, vision and hearing screenings
35291, 35291.5, 48980	Notification of district and site discipline rules	56031	The right to apply for special tuition payments when the district cannot provide the appropriate special education program
48205, 48980	Absence for justifiable personal reasons	49063	Access and right to challenge the content of child's records
48205, 48980	Students grade/credit cannot be reduced due to excused absence if work or test has been completed	49073	No address or phone information may be released without parental permission
48206e, 48207, 48208, 48980	Availability of home/hospital instruction for students with temporary disabilities	49480	Parents are to inform designated school employees of the type of medication, dosage, and physician if not for non-episodic condition
48216, 48980	Pupils may be excluded from school because pupil is not immunized	48912	Notification of suspension
48980	Notification that parents have the option of their pupil attending a school in which the parent/guardian works within the boundaries of the district	48910	Parent must be asked to attend a meeting concerning the suspension no later than the third day
48980, 231.5	Parent must be provided a copy of the sexual harassment policy as related to students	48914	Notification in writing at least ten days prior to an expulsion hearing
48980, 52244	Notice of availability of state funds to cover costs of advanced placement exam fees	87044	Parent is to be notified if student is released to a peace officer
48980	Parent and student must be provided a copy of policy on student access to the internet	60650	Parent must give written consent to allow student to take test, survey or written questionnaire concerning personal beliefs
49063, 49091.14	Notice of availability of course prospectus	51820	Notification at least 15 days prior to venereal disease education course
49510-49520	Notice of free and reduced-priced meals	49068	Upon transfer, the records may be obtained if requested. The parent has the right to challenge the content
49472, 48980	Notice of availability of insurance	49067	There must be a conference or written report when the teacher becomes aware that a student is failing
51550	Parents may exempt pupil from sex education instruction	49077	The parents and student must be notified prior to the release of information pursuant to a court order
58501	Notice of alternative schools	37616	Before implementing a continuous school program, a school district must consult with parents of students who would be affected
20 USC 1681-1688, 42 USC 2001d-7	Notice of nondiscrimination on basis of sex, disability, ethnicity or lack of English skills	49065	Parents following procedures must be granted their child's records for use during school hours
46014	The right to excuse pupil for religious reasons	49069	Parents have absolute access to student records related to their children
49403	The right to exempt pupil from immunization		
49423	The right to allow the nurse to assist with medication		
49472	Exempt pupil from medical or hospital services		
51240	Exempt the pupil from health, family life, sex education instruction if they conflict with religious beliefs		



Notice to Parents/Guardians of Title I Students

As a result of the “No Child Left Behind Act,” signed into law January 22, 2002, parents/guardians have the following rights or notifications.

- Parent/guardians have the right to request information regarding the professional qualifications of their child’s teacher and paraprofessional.
- Parent/guardians must be notified if their child is taught by a teacher that is not “highly qualified” for four consecutive weeks.

Parents of English Language Learner Students

In addition, the parents of limited English Proficient (English language learner) students participating in a language instruction program shall be notified, not later than 30 days after the beginning of the school year, of the following.

- The reasons for the identification of their child as limited English proficient and in need of placement in a language instruction educational program;
- The child’s level of English proficiency, how such level was assessed, and the status of the child’s academic achievement;
- The methods of instruction used in the program in which their child is, or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
- How the program in which their child is in, or will be participating in, will meet the educational strengths and needs of their child;
- How such a program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
- The specific exit requirements for the program, including the expected rate of transition from such a program into classrooms that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school, if applicable;
- In the case of a child with a disability, how such program meets the objectives of the individualized education program of the child;

- Information pertaining to parental rights that includes written guidance detailing the right of parents to have their child immediately removed from such a program upon their request, and the options parents have to decline to enroll their child in such a program or choose another program or method of instruction, if available, and assisting parents in selecting among various programs if more than one program is offered.

Etna Elementary School

School Site Parental Involvement Policy

Part I: General Expectations

Etna Elementary agrees to implement the following statutory requirements:

- The school will jointly develop with parents, distribute to parents of participating children, a School Parental Involvement Policy that the school and parents of participating children agree on.
- The school will notify parents about the School Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.
- The school will make the School Parental Involvement Policy available to the local community.
- The school will periodically update the School Parental Involvement Policy to meet the changing needs of parents and the school.
- The school will adopt the school's school-parent compact as a component of its School Parental Involvement Policy.
- The school agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

a. Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents play an integral role in assisting their child's learning;

b. that parents are encouraged to be actively involved in their child's education at school,

c. that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

d. the carrying out of other activities, such as those described in section 1118 of the ESEA.

Part II: Description of How the School Will Implement Required School Parental Involvement Policy Components

1. ***Etna Elementary*** will take the following actions to involve parents in the joint development and joint agreement of its School Parental Involvement Policy and its schoolwide plan, in an organized, ongoing, and timely way under section 1118(b) of the ESEA:

The following will be disseminated to parents for review through newsletters, informational meetings, back to school packets, advisory committees, and school site council:

- District Parental Involvement Policy
- School Parental Involvement Policy
- Student-Parent-School Compact
- Parental Notices as they apply to the Title I, Part A Non-Regulatory Guidance

2. ***Etna Elementary*** will convene an annual meeting during the first month of the school year at a convenient time to inform parents of the following:

- That their child's school participates in Title I
- About the requirements of Title I
- Of their rights to be involved
- About their school's participation in Title I

3. ***Etna Elementary*** will provide information about Title I programs to parents of participating children in a timely manner by using the following:

- Newsletters
- Back to School Night
- School Site Council
- Back to School/Enrollment Packets
- Parent-Student Handbook
- Monthly Calendar
- Email Directory

4. ***Etna Elementary*** will provide parents of participating children a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet, and an opportunity for parents of participating children to provide suggestions through:

- School Site Council Meetings
- Parent-Teacher Conferences
- School Board Meetings
- Title I Annual Meetings
- IEP's (Individual Education Plan)
- SST (Student Study Teams)
- Needs Assessment Surveys

5. **Etna Elementary** will submit to the district any parent comments if the schoolwide plan under section (1114)(b)(2) is not satisfactory to parents of participating children. Submission of comments will be made to the Superintendent and parents will be notified by the district for a conference.

Part III: Shared Responsibilities for High Student Academic Achievement

1. **Etna Elementary** will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- Newsletters
- Back to School Night
- Parent-Teacher Conferences
- Parent-Student Handbook
- Parent Volunteers in the Classroom
- Parent Volunteers in the Science Lab
- School Site Council
- Back to School/Enrollment Packets

2. **Etna Elementary** will incorporate the school-parent-student compact as a component of its School Parental Involvement Policy and will be disseminated in the Parent-Student Handbook at the beginning of every school year.

3. **Etna Elementary** will, with the assistance of the district, provide assistance to parents of children served by the school in understanding topics such as the following:

- The State's academic content standards
- The State's student academic achievement standards
- The State and Local Academic Assessments including alternate assessments

- The requirement of Title I
- How to monitor their child's progress
- How to work with educators

4. **Etna Elementary** will, to the extent feasible and appropriate, ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parent of participating children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language the parents can understand.

Schools in Program Improvement or Corrective Action

Any school that has been identified for Program Improvement or Corrective Action must promptly notify parents as follows.

- An explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary schools or secondary schools served by the LEA and the state educational agency involved;
- The reasons for the identification and explanation of what the school identified for school improvement is doing to address the problem of low achievement;
- An explanation of what the LEA or state educational agency is doing to help the school address the achievement problem;
- An explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement;
- An explanation of the parents' option to transfer their child to another public school, with transportation provided, or to obtain supplemental educational services for the child, as applicable.



The staff at Etna Elementary School look forward to another year of teaching and learning. We appreciate your support and involvement in our school.

**SCOTT VALLEY UNIFIED SCHOOL
DISTRICT 2013-2014**

**ANNUAL NOTIFICATION OF
THE UNIFORM COMPLAINT PROCEDURES
(UCP)**

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties.

The Scott Valley Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

The Scott Valley Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination complaints may be based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Adult Education, Consolidated Categorical Aid Programs, Career Technical and Technical Education and Child Care and Developmental Programs, Special Education Programs, and Federal Safety Planning Requirements.

Complaints must be filed in writing with the following compliance officer:

Name and/or Title of Compliance Officer:

Dr. Bryan Caples, Superintendent

11918 Main Street, Fort Jones, CA, 96032

Telephone Number:

(530) 468-2727

Complaints alleging discrimination must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the LEA's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the LEA's Decision. The appeal must include a copy of the complaint filed with the LEA and a copy of the LEA's Decision.

Civil law remedies may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the LEA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Scott Valley Unified School District's UCP policy and complaint procedures shall be available free of charge.

Scott Valley USD

Board Policy, Parent Involvement

BP 6020

Instruction

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

(cf. 0420 - School Plans/Site Councils)

(cf. 0420.1 - School-Based Program Coordination)

(cf. 0420.5 - School-Based Decision Making)

(cf. 0520.1 - High Priority Schools Grant Program)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1230 - School-Connected Organizations)

(cf. 1240 - Volunteer Assistance)

(cf. 1250 - Visitors/Outsiders)

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and

barriers that may inhibit parent/guardian participation.

(cf. 0500 - Accountability)

Title I Schools

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program.

(Education Code 11503)

(cf. 6171 - Title I Programs)

The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC 6318. (20 USC 6318)

The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities. (20 USC 6318)

(cf. 3100 - Budget)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent involvement policy in accordance with 20 USC 6318.

Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

Legal Reference:

EDUCATION CODE

11500-11506 Programs to encourage parent involvement

48985 Notices in languages other than English

51101 Parent rights and responsibilities

64001 Single plan for student achievement

LABOR CODE

230.8 Time off to visit child's school

UNITED STATES CODE, TITLE 20

6311 Parental notice of teacher qualifications and student achievement

6312 Local educational agency plan

6314 Schoolwide programs

6316 School improvement

6318 Parent involvement

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

Management Resources:

CSBA PUBLICATIONS

Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services Policy Briefs, August 2006

STATE BOARD OF EDUCATION POLICIES

89-01 Parent Involvement in the Education of Their Children, rev. 1994

U.S. DEPARTMENT OF EDUCATION NON-REGULATORY GUIDANCE

Parental Involvement: Title I, Part A, April 23, 2004

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Family, School, Community Partnerships: <http://www.cde.ca.gov/ls/pf>

California Parent Center: <http://parent.sdsu.edu>

California State PTA: <http://www.capta.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National PTA: <http://www.pta.org>

No Child Left Behind: <http://www.ed.gov/nclb>

Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsasteachers.org>

U.S. Department of Education: <http://www.ed.gov>

Policy SCOTT VALLEY UNIFIED SCHOOL DISTRICT
adopted: January 21, 2009 Fort Jones, California

The Mustang Compact

It is important that families and schools work together to help students achieve high academic and behavioral standards. The following are agreed upon rules and responsibilities that we as partners will uphold and support for the success of our students in school and in life.

Staff Pledge

- Provide high-quality curriculum and instruction
- Motivate my students to learn.
- Maintain high expectations for behavior and academic success.
- Communicate regularly with families about student progress.
- Provide a safe and supportive learning environment.
- Participate in professional development and seek to improve teaching and learning.
- Actively participate in collaborative decision making and serve as an active participant in the school community.
- Be safe, be respectful, be responsible.

Student Pledge

- Arrive at school ready to learn and work hard.
- Bring the necessary materials, completed assignments and homework.
- Know and follow school agreements.
- Ask for help when I need it.
- Communicate with my parents and teachers about school experiences so they can help me be successful in school.
- Be safe, be respectful, be responsible.

Family/Parent Pledge

- Provide a quiet time and place for homework.
- Read to my child or encourage my child to read every day (20 minutes grades K-2, and 30 minutes for grades 3-6).
- Communicate with the teacher or principal when I have a concern.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.

- Regularly monitor my child's progress in school.
- Participate in the school by volunteering, attending parent-teacher conferences and enjoying productions.
- Communicate the importance of education and learning to my child.
- Be safe, be respectful, be responsible.

Thank you for committing to serve our students and our school.

We have read and understand the Etna Elementary School Student-Parent Handbook and agree to comply with all school policies and procedures contained within.

Student

Student

Student

Student

Parent/Guardian

Date

