

Pond Eagles



Student / Parent Handbook 2009 - 2010

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Dear Parents and Students:

Welcome to Pond Union School. We are glad to have you join us as a member of our educational family. By actively working together, we have an excellent opportunity to bring about our mutual goal--- a high quality of education for all students.

Pond School has high expectations for its young people. Our students are very important to us and we will attempt to provide the best educational opportunities possible for them. This means, along with strong academics, extra emphasis will be placed on the need for students to develop appropriate attitudes and behaviors as they grow from childhood to adolescence. Accordingly, you will find enthusiastic teachers and staff members who are caring and sensitive to the needs of the whole child.

We are using this handbook as a means of communicating between the home and school. There are many policies, regulations, and services discussed in these pages. Please read the information contained in the handbook and keep it readily available throughout the year.

Many of your questions have been anticipated and are discussed in some detail. We are always available to clarify any school matter. Feel free to call the school or stop by if you have any questions.

Close cooperation between the home and school is essential to promote the best interests of your student. Parents are encouraged to visit the school and to attend scheduled meetings of parents and teachers. Mutual benefits occur when there is meaningful exchange of information between home and school.

We are looking forward to a great year and we hope you are too! We are glad you are here!

Sincerely,

Robert E. Parsons

Robert E. Parsons
Principal/Superintendent
Pond Elementary School

Please sign and return the bottom portion to your teacher.

I have read and understand the information and rules pertaining to Pond School as presented in the Information Packet/Handbook for the 2009-2010 school year. I have also read the Parent Compact on page 3

Date	Print (Parent's) Name	Signature of Parent/ Guardian
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Date	Print (Student's) Name	Signature of Student
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Pond Parent Compact

1. I want my child to have the best possible education and I realize that strong parent support is essential.

The school will provide high quality material's curriculum and instruction.

I will share my school progress with my parent(s) and ask for support.

2. I will provide an orderly, safe home environment that will encourage my child to learn.

The school will provide a supportive and effective learning environment.

I will do my best to learn at home and at school.

3. I will help my child build a small but meaningful home library by including stimulating books among the presents I give him/her.

The school will provide a minimum of ninety minutes reading/literature instruction each day.

I know that reading is essential to learning and I will work hard at becoming a good reader.

4. I will insist that all homework assignments are done each night and will check them for accuracy and completion.

The school will provide homework assignments that reinforce information covered in classroom instruction.

I will complete my homework to the best of my ability.

5. I will discuss with my child what was learned at school each day.

The school will provide time for students to share experiences and information obtained outside the classroom.

I will discuss with my parent(s) what I am learning in school each day.

6. I will review newspaper stories and TV newscasts with my child and discuss how the news may affect our lives.

The school will provide opportunity to learn about current events and important local, national, and world news.

I will pay attention to current events and the news in order to be well informed.

7. I will meet regularly with my child's teachers and will participate in school activities.

The school will provide parental access to staff, opportunities to volunteer, and opportunities to observe classroom instruction.

I will participate in school activities and conferences with my parent(s) and teacher.

**POND UNION SCHOOL DISTRICT
PERSONNEL**

BOARD OF TRUSTEES

Donald Ludy, President
Carmen Lara, Clerk
Eugene Ince, Member
James Regan, Member
Jeff Rogers, Member

SUPERINTENDENT/PRINCIPAL

Robert E. Parsons

VICE PRINCIPAL

Alex Spolsdoff

ADMINISTRATIVE ASSISTANT

Kim Hall-Howard

SCHOOL SECRETARY

Barbara Wyatt

TEACHERS

Briony Pfost
Alex Lopez
Roberta Ludy
Miriam Aguirre
Kara Reimer
Doug Ihmels
Katrina Ashlock
Connie Smith
Bonifacio Cabarello
Greg Fowler
Alex Spolsdoff

INSTRUCTIONAL AIDES

Ana Barajas
Shanna Cervantes
Veronica Dela Cruz
Yolanda Prieto
Rose Ramos
John Sosa

SPECIAL EDUCATION

Nora Orizaga RSP
Lydia Rangel Speech

TITLE 1 /TECHNOLOGY TEACHER

Shannon Zimmerman

CAFETERIA HELPER

Shanna Cervantes

DIRECTOR OF MOT

Horacio Cruz

CUSTODIAN / DRIVER

Jessie Granados
Rose Ramos

**POND ELEMENTARY SCHOOL DISTRICT
2009-2010 SCHOOL CALENDAR**

<u>SCHOOL MONTH</u>	<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>S</u>	<u>DAYS TAUGHT</u>	<u>HOLIDAYS, VACATIONS, ETC.</u>
<u>FIRST MONTH</u>	9	10	11	12	13	14	15		Aug 11 Staff Development Day
Aug 17 to	16	17	18	19	20	21	22		Aug 12 Staff Development Day
Sep 11	23	24	25	26	27	28	29		Aug 13 Staff Development Day
	30	31	1	2	3	4	5		Aug 14 Teacher Work Day
	6	7*	8	9	10	11	12	19(19)	Aug 17 First Day for Students
									Sept 3 Back-to-School Night
<u>SECOND MONTH</u>									Sept 7 Labor Day (legal)
Sep 14 to	13	14	15	16	17	18	19		Sept 18 Progress Reports
Oct 07	20	21	22	23	24	25	26		
	27	28	29	30	1	2	3		
	4	5	6	7	8	9	10	20(39)	
<u>THIRD MONTH</u>									
Oct 12 to	11	12	13	14	15	16	17		Oct 23 End 1 st Grading Quarter
Nov 06	18	19	20	21	22	23	24		Oct 29 Annual School Carnival
	25	26	27	28	29	30*	31		Oct 30 Parent Conference Day
	1	2	3	4	5	6	7	19(58)	Nov 01 Daylight Savings Ends
<u>FOURTH MONTH</u>									
Nov 09 to	8	9	10	11*	12	13	14		Nov 11 Veterans' Day (legal)
Dec 04	15	16	17	18	19	20	21		Nov 25 Progress Reports
	22	23	24	25	26*	27*	28		Nov 26 Thanksgiving (legal)
	29	30	1	2	3	4	5	17(75)	Nov 27 Thanksgiving (local)
<u>FIFTH MONTH</u>									
Dec 07	6	7	8	9	10	11	12		
Dec 16	13	14	15	16	17	18	19		Dec 17 Christmas Program
	20	21*	22*	23*	24*	25*	26		Dec 21-Jan 8 Christmas Break
	27	28*	29*	30*	31*	1*	2	10(85)	Dec 25 & Jan 1 (legals)
<u>SIXTH MONTH</u>									
Jan 11 to	3	4*	5*	6*	7*	8*	9		
Jan 27	10	11	12	13	14	15	16		Jan 11 School Back in Session
	17	18*	19	20	21	22	23		Jan 18 M.L. King (legal)
	24	25	26	27	28	29	30	14(99)	Jan 22 End 2 nd Grading Quarter
<u>SEVENTH MONTH</u>									
Feb 01 to	31	1	2	3	4	5	6		
Feb 24	7	8*	9	10	11	12	13		Feb 08 Lincoln B-Day (legal)
	14	15*	16	17	18	19	20		Feb 15 President's Day (legal)
	21	22	23	24	25	26	27	18(117)	Feb 19 Progress Report Day
<u>EIGHTH MONTH</u>									
March 01 to	28	1	2	3	4	5	6		
March 26	7	8	9	10	11	12	13		
	14	15	16	17	18	19	20		March 14 Daylight Savings
	21	22	23	24	25	26	27	20(137)	March 26 End 3 rd Quarter
<u>NINTH MONTH</u>									
March 29 to	28	29*	30*	31*	1*	2*	3		Mar 29-Apr 2 Easter Break
April 21	4	5*	6	7	8	9	10		Apr 05 Travel Day (local)
	11	12	13	14	15	16	17		Apr 19 STAR Testing Begins
	18	19	20	21	22	23	24	14(151)	
<u>TENTH MONTH</u>									
April 26 to	25	26	27	28	29	30	1		Apr 30 Progress Reports
May 21	2	3	4	5	6	7	8		May 5 End STAR Testing
	9	10	11	12	13	14	15		May 6 Cinco de Mayo Open House
	16	17	18	19	20	21	22	20(171)	May 7 Progress Report Day
<u>ELEVENTH MONTH</u>									
May 24 to	23	24	25	26	27	28	29		May 31 Memorial Day (legal)
June 04	30	31*	1	2	3	4	5	9(180)	June 3 Graduation
									June 4 Last Day of School
									180 INSTRUCTIONAL DAYS
									185 CERTIFICATED STAFF DAYS

* **Holidays** (No school) **Minimum Days** **Staff Development**

Kindergarten Schedule for 2009/10

8:25 a.m.	Warning Bell		
8:30 - 8:40	Home Room (Morning Lunch Count & Flag Salute)	10	min.
8:40 - 10:15	Language Arts	95	min
10:15 - 10:40	Nutrition Recess Break	25	min.
10:40 - 11:30	Math	50	min.
11:30 - 12:15	Lunch	45	min.
12:15 - 12:30	Afternoon Rest Period	15	min
12:30 - 1:00 p.m.	Story Time	30	min
1:00 - 1:30	Art / Visual & Performing Arts	30	min
1:30 - 1:45	Afternoon Recess	15	min
1:45 - 2:15	Physical Education	30	min
2:15 - 2:45	Science / Social Science Split A / B Week	30	min
2:45 p.m.	Dismissal to Bus		

Total Instructional Minutes per day = 275

140 regular days of attendance = 38,500 minutes

40 minimum days of attendance = 8,600 minutes
(Min Day = 215 minutes DAY ENDS @1:30 p.m.)

Total Instructional Minutes Per Year = 47,100

Teachers will be available to students for 30 minutes before school and after school, upon request.

Primary Grades 1-2-3 Schedule for 2009 / 2010

8:25	Warning Bell		
8:30 - 8:35	Home Room (Roll, Lunch Count, & Flag Salute	5	min.
8:35 - 10:00	Language Arts	85	min.
10:00 - 10:20	Nutrition Break	20	min.
10:20 - 11:20	Math	60	min.
11:20 - 12:00	Writing / Grammar	40	min
12:00 - 12:40	Lunch	40	min
12:40 - 1:00	AR Time	20	min
1:00 - 1:30	Physical Education / Health Science	30	min
1:30 - 1:45	Afternoon Recess	15	min
1:45 - 2:45	Science / Social Science	60	min
2:45	Dismissal from Classroom to Bus		

Total Instructional Minutes per day = 300

140 regular days of attendance = 42,000 minutes

40 minimum days of attendance= 9,600 minutes
(Min Day = 240 minutes)

Total Instructional Minutes Per Year = 51,600

Teachers will be available to students 30 minutes before school and after school, upon request.

Schedule for Grades 4 - 8 for 2009/2010

8:25	Warning Bell		
8:30 - 8:35	Homeroom (Morning Lunch Count & Flag Salute)	5	min
8:35 - 10:25	Language Arts	110	min
10:25 - 10:40	Nutrition Break / Recess	15	min
10:40 - 11:30	Math	50	min
11:30 - 12:20	Science	50	min
12:20 - 1:00	Lunch	40	min
1:00 - 1:50	History / Social Science	50	min.
1:50 - 2:40	Physical Education	50	min
2:40 - 2:45	Homeroom	5	min
2:45	Dismiss to Bus		

Total Instructional Minutes per day = 320

140 Regular days of attendance = 44,800 minutes

40 Minimum days of attendance= 9,800 minutes
(Min Day = 250 minutes)

Total Instructional Minutes Per Year = 54,800

Teachers will be available to students 30 minutes before and after school, upon request.

MINIMUM DAY SCHEDULE

Primary Grades 1-2-3 for 2009 / 2010

8:25	Warning Bell		
8:30 - 8:35	Home Room (Roll, Lunch Count, & Flag Salute	5	min.
8:35 - 10:00	Language Arts	85	min.
10:00 - 10:20	Nutrition Break	20	min.
10:20 - 11:10	Math	50	min.
11:10 - 11:50	Writing / Grammar	40	min
11:50 - 12:20	SSR / Social Studies / Science	30	min
12:20 - 1:00	Lunch	40	min
1:00 - 1:30	Physical Education / Health Science	30	min
1:30 p.m.	Dismiss to Bus		

Total Instructional Minutes per day = 240

MINIMUM DAY
Schedule for Grades 4 - 8
for 2009/10

8:25	Warning Bell		
8:30 - 9:20	Language Arts	50	min.
9:20 - 10:10	Math	50	min.
10:10 - 10:20	Nutrition Break / Recess	10	min.
10:20 - 11:10	Science	50	min.
11:10 - 12:00	History / Social Science	50	min.
12:00 - 12:40	Lunch	40	min.
12:40 - 1:30	Physical Education	50	min.
1:30	Dismiss to Bus		

Total Instructional Minutes per day = 250

Kindergarten Schedule

2009 / 2010

FOG DELAY

10:25	Warning Bell	
10:30 - 10:35	Flag Salute, Lunch Count	5 minutes
10:35 - 11:15	Language Arts	40 minutes
11:15 - 12:00	Math	45 minutes
12:00 - 12:45	Lunch	45 minutes
12:45 - 1:15	English Language Development	30 minutes
1:15 - 1:30	Recess	15 minutes
1:30 - 2:00	Physical Education	30 minutes
2:00 - 2:30	Science / Social Science	30 minutes
2:30 - 3:00	Art	30 minutes
3:00 p.m.	Dismiss to Bus	

Total Instructional Minutes per day for Kindergarten = 210

Primary Grades 1-2-3 Schedule

FOG DELAY

for 2009 / 2010

10:25	Warning Bell		
10:30 - 10:35	Home Room (Roll, Lunch Count, & Flag Salute	5	min.
10:35 - 11:30	Language Arts	55	min.
11:30 - 12:30	Math	60	min.
12:30 - 1:00	Lunch	30	min
1:00 - 1:30	SSR / Story Time	30	min
1:30 - 1:40	Recess	10	min
1:40 - 2:10	Writing / Grammar	30	min
2:10 - 2:40	Physical Education / Health Science	30	min
2:40 - 3:00	Visual & Performing Arts	20	min
3:00	Dismissal from Classroom to Bus		

Total Instructional Minutes per day = 230

School Buses run 2 hrs later than normal on a Fog Delay

Schedule for Grades 4 - 8

FOG DELAY

for 2009/2010

10:25	Warning Bell		
10:30 - 10:35	Homeroom (Morning Lunch Count & Flag Salute)	5	min
10:35 - 11:30	Language Arts	55	min
11:30 - 12:15	Math	45	min
12:15 - 12:45	Lunch	30	min
12:45 - 1:30	Science	45	min
1:30 - 2:15	History / Social Science	45	min.
2:15 - 3:00	Physical Education	45	min
3:00	Dismiss to Bus		

Total Instructional Minutes per day = 240

School buses run 2 hrs later on Fog Delays



Delano Route 2009 / 2010

K-Mart Guadalupe Church

	<u>A.M.</u>	<u>P.M.</u>
Leave School	7:18	2:48
Frost/Benner Ave	7:20	2:55
Guadalupe Church	7:30	3:01
K-Mart	7:40	3:11
Gomez-Guzman/Pond Rd	7:50	3:20
Pond School	7:55	3:25

Delano Route 2009 / 2010

St. Mary's School Armory Hall

	<u>A.M.</u>	<u>P.M.</u>
Leave School	7:10	2:45
St. Mary's School	7:25	3:10
Armory Hall	7:35	3:15
Springs/ Garzoli	7:38	3:18
Orozco/ Schuster	7:40	3:20
Montemayor/ Schuster	7:42	3:22
Casas/ Schuster	7:44	3:24
Cervantes/ Benner	7:46	3:26
Lara/ Benner	7:48	3:28
Pond School	7:50	3:30



Pond Route 2009/2010

A.M. P.M.

	A.M.	P.M.
Leave Pond School	6:35	2:48
Fierro / Garces Highway	6:40	3:15 - 3:25
Gonzales/ Garces Highway	6:42	3:15 - 3:25
Lira/ Garces Highway	6:45	3:50 - 4:05
Vasquez / Garces-Wildwood	6:47	3:50 - 4:05
Gaspar / Wildwood Rd.	6:50	3:45 - 4:00
Piz / Pond Road	6:54	3:45 - 4:00
Garcia-Hernandez-/ Pond-Rowlee	6:56	3:45 - 4:00
Gonzales / Pond Road	6:58	3:45 - 4:00
Dominguez / Peterson	7:02	3:30 - 3:45
Lara/ Jumper	7:06	3:30 - 3:45
Bravo-Lopez / Pond / Jumper	7:10	3:30 - 3:45
Rivera / Pond / Scofield	7:12	3:30 - 3:45
Deleon / Magnolia-Peterson	7:17	3:20 - 3:30
M. Nesheiwat / Pond	7:20	3:20 - 3:30
Garcia-Macedo/ Schuster Rd.	7:22	3:20 - 3:30
Anderson / Hwy 43	7:24	3:05 - 3:10
Beltran / Hwy 43	7:26	3:05 - 3:10
Garcia-Martinez/ Cecil Ave.	7:28	3:05 - 3:15
Sanchez/ Cecil Ave.	7:30	3:10 - 3:20
Navarro / Cecil Ave.	7:32	3:10 - 3:20
Pineda / Cecil Ave.	7:34	3:10 - 3:20
Morfin / Cecil Ave.	7:36	3:10 - 3:20
Vasquez / Wasco-Pond Road	7:38	3:10 - 3:20
Urias / Wasco-Pond Road	7:40	3:05
Lynch-Hardin Wasco-Pond Road	7:42	3:05
Rosales / Pond	7:45	2:50 - 3:00
Pond Shop	7:48	2:50 - 3:00
Pond Store	7:50	2:50 - 3:00
Guerrero/ Lytle	7:54	2:50 - 3:00

Garcia / Benner Ave.	7:56	2:50 - 3:00
Pond School	7:58	4:15 - 4:50

I. STUDENT ADMISSION AND ATTENDANCE POLICIES

Ages of Attendance

According to Education code 12101-12501, every child between six and sixteen, unless exempt under state law, is required to attend school for the full time the schools of the district are in session. The California State Legislature has enacted procedures for all schools in California. The process for student attendance revolves around **“POSITIVE STUDENT ATTENDANCE.”** (This means the student actually in the seat.) Excused absences are those due to illness, medical or dental appointment, funeral, jury duty or court appearance. **The new system does away with excused absences as a means of generating funding for the district. The following is taken from the education code:**

§ E.C. 48260. Definition; legislative intent

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

Absences

Attendance at school is essential for a student to be successful. Students cannot learn when they are absent from class.

State law requires that we continue to keep a report of student attendance records. Every school absence must be accounted for. Parents are required to notify the school whenever a student is absent. You may do this by:

1. Calling the school office before 9:00 a.m. on the day of the absence (792-2545)
2. Send a note to the school when the student returns. The note must be signed by the parent and give the dates of absence and reason for the absence.

A student with three absences or tardies of more than thirty minutes each may be classified as a truant. Parents will be notified when a student is truant. Students with excessive absences will be referred to the Kern County Truancy Reduction Program.

Perfect Attendance:

Since school attendance is essential for a student to be successful, we would like to place a greater emphasis on having perfect attendance. Therefore, students with perfect attendance will be recognized at our quarterly reward days.

Admission

Students entering kindergarten must be five years old by December 2. A birth certificate and an up-to-date immunization record are needed to register a child for school. No student will be admitted without the proper immunization record. It is also helpful to have the child's social security number.

Attendance in School District in Which Parent is Employed or Caregiver Resides.

Your child may have the option of attending school in the district where you or your spouse are employed, or if your child lives in the home of a caregiving adult, as defined by law, your child may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the caregiving adult is required to determine that your child lives in the caregiver's home. [E.C. sections 48204(d) and 48980(g)]

Arrival and Departure

Classes begin at 8:30 a.m. each day. **Students are not to arrive at school before 7:45 a.m.** There is no yard supervision before that time. Students who are tardy for school must check in at the school office before reporting to class.

Pond is a "closed campus" for the protection of the children. All students will remain on campus unless signed-out by a parent/guardian.

Students are to go home after school and not return, unless they are seeking academic help from a teacher, or are here for a team practice, or scheduled activity. We do not provide supervision for children after 3:30 p.m.

Emergencies

In case of an emergency, a phone call home will be made. However, many times we cannot reach parents. Therefore, **IT IS IMPORTANT THAT YOU KEEP AN UP-TO-DATE EMERGENCY NUMBER ON FILE IN THE SCHOOL OFFICE. PLEASE ADVISE THE SCHOOL WHEN THIS CHANGES.**

The person designated as your emergency contact should be someone who can reach

the school in a reasonable length of time. If you, or the person designated as your emergency contact cannot be reached, our only recourse is to use our judgment in getting medical attention for a sick or injured child.

Tardies

Tardy students disrupt the classroom and interfere with everyone's learning. Being on time for school teaches the importance of being prompt. We feel this is an important life skill. To avoid tardies, students must be in school by 8:30 a.m. Tardies are excused for the following reasons:

1. illness or injury
2. medical or dental appointments
3. attendance at funeral service for a family member
4. participation in religious instructions or observations

Students who have three unexcused tardies in a quarter will lose their quarterly reward day. A referral to SARB, will be the results of the fourth tardy in a grading quarter. Staff will issue notices to the tardy students.

Withdrawal from School

If you are going to move out of the Pond Union School District, please notify the school. Each student must check out of his/her class and all school books, materials and other school property must be returned to school. Student school records will be forwarded to the new school upon request from the receiving school.

II STUDENT SERVICES

Pond Union Elementary School has a team of professionals to provide specialized services, support, and education to parents, teachers, and students when needed. Services include:

Title I

The Title I Program is a federally funded program designed to provide qualified students with extra help in the basic skills of reading, language, and math.

Title V Funds

Each year the school district receives Title 5 funds from the U.S. Government. Traditionally, the district uses these funds to supplement new and innovative programs.

Limited English Pupils

Limited English-speaking students at this school will receive the core curriculum through small group instruction from an aide speaking Spanish. Lessons for these students are directed by a classroom teacher.

Compensatory Education

All students are assisted by program modifications using multi-modal approach with support from aides funded by SIP, Title 1, Economic Impact Aid, State Compensatory Education, and other federally funded programs.

Resource Specialist Program

The Resource Specialist provides specific prescriptive instruction in academic areas to the students who have been identified as requiring such instruction. The Resource Specialist plays an active role as a resource to teachers in designing and implementing programs for students with special needs.

Services to Handicapped Students

If you have reason to believe that your student has a handicap which affects his/her ability to learn, bring this to the attention of the school office. Your student will be evaluated to determine whether he/she is eligible for special instruction or services.

Special Education Program

Students with more severe needs in Special Education would be referred to the Kern County Superintendent of Schools Office.

Speech and Language

Speech and Language services are provided for students who are in need of specialized remedial and developmental instruction in language proficiency, primarily speaking and hearing. Speech services are provided two days a week. Parents may request to have a student tested for speech.

Gifted and Talented Education

The GATE program provides opportunities for students identified as possessing demonstrated or potential abilities that give evidence of high performance capability. The program provides many unique and challenging learning opportunities commensurate with the gifted and talented pupil's abilities. These services are provided through the regular classroom teacher.

Testing

Standardized tests are given to help evaluate student progress. All students will be given the Standardized Achievement Test. This is part of the state STAR Program. For more information about our testing program, please make an appointment with the Superintendent/Principal.

Student Medical Insurance

The District's insurance policy provides coverage for all regularly enrolled students while on the school premises, or while participating in a school-sponsored activity.

COVERAGE IS SECONDARY to any other insurance provided for students by their parents or guardian.

Other Health Services

The school psychologist is available as needed. The primary services performed are student testing and assistance to teachers in determining learning potential and specific educational needs of students. Clinica Sierra Vista offers a wide variety of clinical and psycho educational interventions designed to meet the needs of the youth and families in our community. Mental Health services are available on an as needed basis. Contact the school for further information.

Medical Alert Information

Physical Education at Pond School is a class like any other class. "P.E." is a full-fledged part of the school curriculum, neither more important nor less important than any other subject. Participation is required by State Law unless under doctors' care.

III. SCHOOL ORGANIZATIONS

School Board of Trustees

The Pond Union Elementary School District is a single school district. It is governed by a five-member school board of trustees. Board members are elected by the voting public of the Pond Union Elementary School District for a four-year term of office. School Board meetings are held on the second Tuesday of each month at 7:00 p.m. in the District Office. Meetings are open to the public. Agendas for the meetings are posted in the window of the school office.

School Administration

Pond School is administered by a Superintendent/Principal. The Superintendent works for the School Board and is responsible for carrying out the policies and regulations established by the Board. The Superintendent oversees the entire operation of the School and District.

Student Council

The Student Council of Pond School consists of a President, Vice President, Secretary, Treasurer, and Activities Director. These officers are elected by students in grades five through eight. Student representatives and alternates are selected from each grade (5 through 8). The Student Council has a faculty advisor who assists and directs the Council in policy and procedure.

To run for school office, all candidates shall have been recommended for good citizenship and satisfactory scholarship.

School Site Council

The Council has the responsibility to assist in the development of the School Improvement Plan. The Council meets periodically throughout the year to review and discuss school curriculum programs, assist in judging the effectiveness of the programs and make recommendations to the administration. The Council consists of eight members; the Principal, three teachers, four parents elected by the parents of students in the school. The Council is reorganized every September. Nominations and election take place during that month. Parents are encouraged to attend the meetings.

IV TRANSPORTATION

Safe school transportation is considered an integral part of the total educational program. Riding a school bus is a privilege not mandated by the California State Law. The primary purpose of school buses is to safely transport students from home to school and return. We recognize that a safe school bus operation is only possible with the full cooperation of our parents, students, and school staff. A copy of the School Bus Safety Plan is available upon request in the office.

Permission to ride the school bus can be taken away anytime for disruptive or unsatisfactory behavior. All students being transported are under the authority of the bus driver and must obey his/her requests. The school will give drivers full support in all situations. Written permission is required if students diverge from their normal routine.

Bus Schedule

The bus runs basically on the same schedule each year. At times, schedule changes become necessary due to the shifts in student population. When changes are necessary during the year, every attempt is made to notify you as soon as possible. If you have any questions regarding the bus schedule, please call the school, 792-2545.

Bus Delays

Weather or other unforeseen conditions may affect the opening of school at any time. In the case of inclement weather, usually fog, Mr. Parsons, District Superintendent, makes the decision with the welfare of the students in mind. When it is necessary to delay the opening of school, an announcement will be made as early as possible. The announcement will be broadcast over local radio and television stations as well as the Internet @ www.kern.org (School Alert) Once you hear the information, continue listening to your radio for any update related to the opening of school. Please **do not** call the school

A two-hour delay in opening means that the bus will pick up students two (2) hours later than the usual time. We would appreciate it if students who are delivered by a parent, **DO NOT** arrive at school until close to the 10:00 a..m. opening of school.

Minimum Day Schedules

When students are released from school earlier than the usual dismissal time, please adjust the bus schedule as necessary. For example, if students are dismissed thirty (30) minutes early, the bus should arrive at the stop approximately thirty (30) minutes early. Please remember we will be on a Minimum Day Schedule EVERY WEDNESDAY

Motorcycles/Bicycles/Skateboards

Students are **NOT** allowed to ride motorcycles to school. Motorcycles are not permitted on the school grounds at any time. Skates and Skateboard are prohibited on school grounds at all times. Students may ride bicycles to school, however, no bicycle riding on campus is allowed during school hours. Students also need a parent/guardian permission slip to ride a bicycle to school. Helmets are required for the safety of all bike riders. (CA Vehicle Code 21212A).

Bus Rules are as follows:

1. Students (any persons eligible to be transported on a school bus) being transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. (C.A.C. Title V, Sec. 142363) The bus driver is the authority. Riders must follow the drivers directions.
2. It is the pupil's responsibility to be on time for the bus during morning, afternoon and any other scheduled bus runs. Five minutes either way of a scheduled stop is considered on-time.
3. Conduct of students on the bus:
 - a) Students shall keep all parts of their bodies inside the bus at all times.
 - b) Students may talk quietly and shall refrain from boisterous conduct, noises or unnecessary conversation with the bus driver.
 - c) Nothing may be thrown in or out of the bus.
 - d) Students shall remain seated at all times while the bus is in motion. We typically define this as seat on the seat, and back on the back.
 - e) At bus stops, students will form an orderly line at least fourteen feet back from the edge of the roadway and six feet from the bus door. Students shall load and unload in an orderly manner, without crowding, shoving, or pushing. Students will board the bus only under the direction of the driver.
 - f) Drivers will carry only regularly assigned students who will be discharged only at school, their assigned stops, or the place of pick up. Students must have written permission, from their parents and the receiving adults, to be discharged anywhere other than the student's designated bus stop. If a student is to go home with another student, notes from the parents of **both** students concerned must be presented to the driver.
 - g) Eating or drinking on the bus during regular runs or field trips is not permitted.
 - h) All carry on-items shall be secured.

(Bus Rules Cont.)

- i) K-4th grade students are to sit in the front rows of the bus and 5th-8th grade students are to sit in the back rows. Drivers may assign students to designated seats, if necessary.
 - j) Students will keep their hands and feet to themselves.
4. Students shall keep the bus clean and neat. Students will be liable for any damage or defacing.
 5. Per C.A.C. Title V, Section 14252, no animals (except properly muzzled guide dogs for the blind) shall be permitted on a school bus.
 6. Any object or material capable of producing injury to students or damage to the bus is prohibited. Cleated or spiked shoes are not to be worn inside the bus.
 7. Students who do not promptly obey the directions of the driver, or who do not obey these rules, may lose the privilege of being transported.
 8. Students are responsible for any personal items left on the bus.

Parents Transporting Students

The school makes every effort to transport students by school bus to school activities. Sometimes it is necessary to have parents assist in transporting students to events or take students home. Parents may take their own children, but to be able to transport other students, parents must have on file, in the office, information regarding their up-to-date auto insurance policy. School Driver Certification Forms are available in the school office. Seat belts are required for each passenger. Emergency medical cards for each student and first aid kits are taken along.

PRIVATE VEHICLE REQUIREMENTS

The Pond Union Elementary School District acknowledges the need for responsible private drivers to provide transportation services for numerous school activities that otherwise would not exist without volunteer support.

To ensure that private transportation services will be provided in a safe, efficient and cost-effective manner, the following requirements will be met:

1. The driver must be at least 21 years of age and possess a valid California driver's license.
2. The driver must be in good physical condition, free of medications that may affect operation of the vehicle.
3. The vehicle will be in excellent condition and repair.
4. The vehicle will have a seat belt for each student being transported and the driver will require them to be used. Limitation on the number of students transported is:

6 passenger sedans:	5 passengers + driver
station wagons:	8 passengers + driver
vans:	9 passengers + driver

No transporting of more than nine passengers

5. The driver accepts the added responsibility that comes with carrying extra individuals and therefore, will be conscientious in obeying all driving laws and regulations set forth by the State of California. The California Supreme Court has eliminated the protection of the former California Guest Law, therefore, a guest passenger may sue his/her host owner/driver.
6. The driver must have an automobile liability insurance policy that meets or exceeds the minimum requirements for the State of California and is also responsible for physical damage to their vehicle. the District's liability insurance does not extend protection to the private driver unless the driver has been deemed a volunteer/employee by the District.
7. Copies of original Proof of Insurance and current California Driver's License shall be brought to the school office to be copied and kept on file. Drivers will carry with them an emergency medical card for each student assigned to his/her vehicle. These emergency medical cards will be provided by the teacher prior to leaving on the trip.
8. Drivers should plan to travel caravan style, with lights on for safety, and stop only at pre-planned breaks for bathroom, food, etc.

V. HEALTH INFORMATION

Communicable Diseases

When students complain of stomach ache, earache, sore throat, cold symptoms, or have not been free from fever for at least 24 hours, they should be kept home for observation.

When students have been absent because of one of the following diseases, please notify the school office immediately: chicken pox, mumps, red measles (rubeola), German measles (rubella), impetigo, pink eye, ringworm and lice.

Communicable Disease Information

<u>Disease</u>	<u>Incubation Period</u>	<u>May Return to School</u>
Chicken Pox	14 to 21 days	Minimum seven days after appearance of pox and all crusts are dry
German Measles	14 to 21 days	When rash is gone usually 18 days
Impetigo	Within 5 days	Must be under treatment and visible lesions covered
Influenza	1 to 3 days	On complete recovery
Mumps	12 to 26 days	Until swelling of the salivary glands has subsided, usually about 19 days.
Measles	10 days	Until rash is gone
Ringworm	10 to 14 days	Must be under treatment and visible lesions covered.
Scabies (Itch)	24 to 48 hours	Must remain at home until completely cleared.
Scarlet Fever	2 to 5 days	May return when fever, sore throat, and rash are gone.
Whooping Cough	7 to 10 days	At least 21 days after appearance of typical cough and on recovery

Any student with a temperature of 99.4 or over should be kept home.

Kindergarten and First Grade Physical Examination

Good health is important to your child’s learning and successful academic career. State law requires that for each child enrolling in the first grade, the parent must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. You may file with the school district a written objection or waiver stating the reasons if you are unable to obtain such services. You must understand that your child may be sent home if you fail to provide the certificate or waiver, or if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the physical examination is conducted. These services may be available to you at no cost through the Child Health and Disability Prevention Program (CHDP). For information, you may contact the Kern County Health Department at (661) 868-0554. [Health and Safety Code sections 323.5, 324.2., 343.3; E.C.§ sections 48211, 49450]

ALL KINDERGARTEN STUDENTS MUST RECEIVE A DENTAL SCREENING.

Immunizations

Immunizations must be up-to-date before admission to any K-12 school program is granted. To enter or transfer into public and private elementary and secondary schools (grades kindergarten through 12), children under age 18 years must have immunizations as outlined below. A varicella requirement for kindergarten has been mandatory since July 1, 2001. Vaccines and required doses are:

VACCINE	REQUIRED DOSES
Polio	4 doses at any age, but ...3 doses meet requirement for ages 4-6 if at least one was given on or after the 4th birthday; 3 doses meet requirement for ages 7-17 years if at least one was given on or after the 2nd birthday.
Diphtheria, Tetanus, and Pertussis Age 6 years and under (Pertussis is required) DTP, DtaP or any combination of DTP or DtaP with DT (tetanus and diphtheria).	5 doses at any age, but ...4 doses does meet requirements for ages 4-6 if at least one was on or after the 4th birthday.
Age 7 years and older (Pertussis is not required) Td, DT, or DTP< DtaP or any Combination of these	4 doses at any age, but ...3 doses meet requirement for ages 7-17 years if at least one was on or after the 2nd birthday. If last dose was given before the 2nd birthday, one more (Td) dose is required.
7 th grade Td booster	1 dose not required but recommended if more than 5 years have passed since last DTP, DtaP, DT, or Td dose.
Measles Mumps, Rubella (MMR) Kindergarten 7 th grade Grades 1-6 and 8-12	2 doses both on or after 1 st birthday 2 doses both on or after 2 nd birthday 1 dose must be on or after 1 st birthday.
Hepatitis B Kindergarten 7 th grade	3 doses 3 doses
Varicella Kindergarten	1 dose on or after 1 st birthday or health care provider Documented varicella disease or immunity.

First Aid and Illness During School Hours

First Aid is administered in case of minor injuries. If illness or a serious accident occurs during the school day, an attempt is made at once to notify the home. Many times we cannot contact parents. For this reason, it is important that you keep an up-to-date emergency card and telephone number on file in the school office. The person designated as your emergency contact should be someone who can reach the school in a reasonable length of time. If you, or the person designated as your emergency contact, cannot be reached, our only recourse is to use our judgement in seeking medical attention for your student.

Head Lice

People in all walks of life may be bothered with lice. Having head lice does not necessarily mean a person is "dirty." Transmission can occur quite easily from one infested individual to another. Students should be instructed not to share combs, brushes, hats, scarfs, coats, and sweaters. Treatment is shampooing with a special medicated shampoo. It is recommended that all members of the family be treated. All bed linens should be washed in hot, soapy water and dried in a hot dryer at least 20 minutes. Clothing, combs, and brushes should be cleaned. Carpets, upholstery, and mattresses should be vacuumed thoroughly. The Pond Union Elementary School District has a "no nit policy" in effect. This means that any students with nits, whether treated or untreated, may NOT attend school until his/her head is completely free of nits.

Medication

California State Law states that medication may not be dispensed by school personnel without a physician's order. Occasionally a student under medical care may continue to attend school. In these special cases, school personnel may administer medication when the parents provide the school with a Physician's Authorization for the Administration of Medicine by School Personnel/Parent Release for the Administration of Medicine form which includes name(s) of the medication, dosage, time(s) and duration that the medication is to be given to the student.

Physician's instructions must be renewed each year. Any changes in medication, amount, or means of administering require new physician's instructions.

The "Physician's' Authorization for the Administration of Medicine by School Personnel" and the "Parent Release for the Administration of Medicine" forms are available in the office.

Hearing and Vision Screening

All appropriate grade levels are screened for hearing. Those who fail the screening are will be referred to their personal medical provider for further audiologist assessment. Vision screening is available upon request.

Scoliosis Screening

The students are screened by trained personnel for curvature of the spine (Scoliosis). Students suspected of having Scoliosis during the initial screening shall be re-screened, and referred to their personal medical provider.

Pesticide Notification

The Healthy Schools Act of 2000 was signed into law in September 2000 and requires that all schools provide parents or guardians of students with annual written notification of expected pesticide use on school sites. The notification will identify the active ingredient or ingredients in each pesticide product and will include the Internet address (<http://www.cdpr.ca.gov>) for further information on pesticides and their alternatives. We will send out annual notifications in August each year.

The district has implemented an integrated pest management (IPM) program designed to effectively control pests using a combination of techniques. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risk to people, property, and the environment may be used according to established regulations and treatment thresholds.

Parents or guardians may request prior notification of individual pesticide applications at the school site. If you would like to be notified every time we apply a pesticide, please come to the school office and fill out the form, you will then be mailed a notification prior to all pesticide applications.

If you have any questions regarding this policy, please contact Robert Parsons, District Superintendent at 792-2545

VI. SEX EDUCATION

Sex Education

Sex Education is offered during the seventh grade year. You have a right to request in writing that your child not attend these classes, which may contain information regarding sex. You may withdraw this request at any time. You also have the right to inspect and review the instructional materials to be used in these classes prior to the holding of such classes. [B.C. § 51550] [Course criteria B.C. § 51553]

Instruction in AIDS Prevention

School districts are required by law to ensure that all pupils in grades 7 through 12 receive AIDS prevention instruction from adequately trained instructors in appropriate courses. Each pupil shall receive the instruction at least once in junior high or middle school and once in high school. This instruction will emphasize that sexual abstinence and abstinence from intravenous drug use are the most effective means for AIDS prevention. The instruction will also include development of refusal skills to assist pupils to overcome peer pressure and use effective decision making skills to avoid high-risk activities. The instructional materials related to this instruction are available for your inspection. If you do not want your child to receive this instruction, you may submit that request in writing to the school principal. [B.C. § 51201.5]

AIDS Prevention Instruction

You have a right to request copies of Education Code Sections 51201.5 and 51553 from the district. Copies of these statutes are on file at district offices. These statutes permit parents, or guardians, to excuse children from AIDS prevention instruction. The new law also provides: Any time an outside organization or guest speaker is scheduled to deliver AIDS prevention instruction, or any time an assembly is held to deliver AIDS prevention instruction, the parents must be notified. The notice must be mailed at least 15 days before the instruction is delivered. The notice shall include the date of the instruction, the name of the organization or affiliation of each guest speaker... and information about parent's right to receive copies of the statutes relating to AIDS prevention instruction.

Under the new law, a pupil shall not be subject to disciplinary action, academic penalty, or other sanction if a parent withholds the pupil from the instruction. Also, during the time of the instruction an alternative educational activity shall be made available to pupils whose parents have requested that they not receive instruction

Venereal Disease Education Courses

Because sexually transmitted diseases have become an ever growing problem in our society, this topic will be discussed in the middle grades. A discussion of this topic shall emphasize that abstinence from sexual intercourse is the only protection that is 100 percent effective against not only sexually transmitted diseases, but also unwanted teenage pregnancy and AIDS. All material and instruction dealing with these topics shall be age-appropriate and in accord with criteria established by law. [E.C. § section 51201.5]

VI CURRICULUM

Appropriate Student Placement: Promotion/Acceleration/Retention/Supplemental Assistance

The Governing Board expects students to be placed in the best possible learning situation within the resources of the district. To accomplish this expectation, instruction at each grade level is to be based on the Board adopted grade level standards and benchmarks. The instruction is also to accommodate the varying interests and growth patterns of individual students and include strategies for addressing academic deficiencies when needed. Students should only be placed where a reasonable prognosis of success and growth can be expected.

Students shall progress through the grade levels by demonstrating growth in learning and meeting specific grade level standards as set by the State Department of Education.

Progress toward eighth grade graduation shall be based on the student's ability to pass the subjects and electives necessary to earn the required number of credits. They must pass the U.S. Constitution Test with a 70% score. Finally, the eighth grade student must also meet the attendance and behavior requirements set by the Board.

Acceleration to the next grade level prior to the end of the school year should be used only when it is the best placement of the student, the student meets the entry standards of the grade level to be entered; AND the student study team predicts with a reasonable certainty that the student will be successful and continue to grow in learning.

Retention, remaining at the same grade level for a second year, is an action to assist the student increase learning achievement and meet the promotion requirements. As early as possible in the school year and in students' school careers, the Superintendent or designee shall identify students who should be retained and who are at risk of being retained.

Students who do not meet board adopted criteria will be identified at risk of retention. If a student is identified as performing below the minimum criteria for promotion, the student shall be retained in his/her current grade level unless the student's regular classroom teacher determines and states in writing (giving specific reasons and recommendations for intervention) that retention is not the appropriate intervention. The decision to retain may be appealed. The decision of the appeal panel shall be final.

When a student is recommended for retention based on board criteria or is identified as being at risk for retention, the Superintendent or designee shall provide opportunities for remedial instruction to assist the student in attaining acceptable levels of academic achievement. Such opportunities may include but are not limited to tutorial programs, after-school and before school programs, summer school programs, and parental assistance.

Promotion Standards

Students shall progress through the grade levels by demonstrating growth in learning and meeting the grade level standards and benchmarks of expected learning achievement. The principal or designee shall identify students who are at risk of retention at each grade level. Students who should be retained will be identified no less frequently than at the following times: between K-1, between grades 1 / 2, between grades 2 / 3, between grades 3 / 4, between grades 4 / 5, between grades 5 / 6, between grades 6 / 7, between grades 7 / 8, and between grades 8 / 9.

Acceleration

Acceleration to the next grade level prior to the end of the school year should be used only when it is the best placement of the student, the student exceeds the entry standards of the grade level to be entered; AND the student study team predicts with a reasonable certainty that the student will be successful and continue to grow in learning.

A student enrolled in kindergarten may be accelerated to the first grade at the discretion of the Superintendent or designee and with the consent of the parent/guardian, upon determination that the child is ready for first-grade work. (Education Code 48011)

Acceleration to 1st shall be subject to the following minimum criteria: (5 CCR 200)

1. The student is at least five years of age.
2. The student has attended kindergarten for a long enough time to enable school personnel to evaluate his/her ability.
3. The student is in the upper five percent of his/her age group in terms of general mental ability.
4. The physical development and social maturity of the student are consistent with his/her advanced mental ability.
5. The parent/guardian of the student has filed a written statement with the school district approving the placement in first grade.

Students at Risk of Retention or Who Should Be Retained

Retention is an action to assist the student to increase learning achievement and meet the promotion requirements established by the Board.

Students who are considered "at risk" shall be identified as soon after enrollment or as early in the school year as possible and will be offered programs of direct, supplemental, systematic, and intensive instruction to allow them to achieve proficiency.

If a student is identified as performing below the minimum standard for promotion, the student shall be retained in his/her current grade level unless the student's regular classroom teacher determines, in writing, that retention is not the appropriate intervention for the student's academic deficiencies. This determination shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other than retention that, in the opinion of the teacher, are necessary to assist the student in attaining acceptable levels of academic achievement. (Education Code§ 48070.5) (See Exhibits G and H)

If the teacher's recommendation to promote is contingent on the student's participation in a summer school or interim session rededication program, the student's academic performance shall be evaluated (based on the predetermined conditions) at the end of the rededication program. The decision to retain or promote the student shall be finalized at that time. An evaluation shall be provided to and discussed with the student's parents/guardians and the principal before any final determination. (Education Code§ 48070.5)

If the student does not have a singular regular classroom teacher, the principal or designee shall specify the teacher(s) responsible for the decision to promote or retain the student if that is the recommendation. (Education Code§ 48070.5)

When a student is identified as being at risk of retention, the Superintendent or designee shall so notify the student's parents/guardians as early in the school year as practicable. The student's parent/guardian shall be provided an opportunity to consult with the teacher(s). (Education Code §48070.5)

The Superintendent/designee shall also provide a copy of the district's promotion/retention policy and administrative regulation to those parents/guardians who have been notified that his/her child is a risk of retention.

When a student is identified as being at risk of retention or to be retained, the teacher will complete the Retention Consideration Record and immediately file a copy with the school principal or designee.

Teachers at each grade level shall record the progress of students identified as at risk on their cumulative record sheet and communicated that information to parents.

English Learners

Decisions regarding the promotion or retention of English learners require special considerations. Proposition 227 allows programs to be designed primarily to teach English Learner pupils English first and academic content second. It is inappropriate to retain English Learners who have failed to meet academic standards in areas in which they have been provided only limited instruction.

Appeal Process

The decision to retain a student may be appealed, consistent with Board policy, administrative regulation, and law.

The burden shall be on the appealing party to show why the decision should be overruled. (Education Code§ 48070.5)

The appeal shall be delivered to the school principal at least 20 school days prior to the last day of school. A form letter provided by the district will establish a hearing date within 10 days of the appeal notice. At the scheduled closed meeting, an appeal panel (consisting of the principal or superintendent, a teacher appointed by the principal and a parent appointed by the board chairperson) shall conduct the hearing. If the appealing party has legal representation, the superintendent is to be notified 48 hours prior to the hearing.

Grading Policy and Philosophy

The Board of Trustees believes that grades serve a valuable instructional purpose by helping students and parents/guardians identify the students' areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate evaluation of the student's achievement.

The teacher of each course shall determine the student's grade. The grade assigned by the teacher shall not be changed by the Board or the Superintendent except as provided by law.

Teachers shall evaluate a student's work in relation to standards which apply to all students at his/her grade level. The Superintendent, Principal shall establish and regularly evaluate a uniform grading system.

Grades should be based on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and objectives. Students shall have the opportunity to demonstrate this mastery through a variety of methods such as classroom participation, homework, tests and portfolios.

Graduation Standards

The Pond Union Elementary School District graduation is designed to honor those eighth-grade students who have made an effort to become productive members of the Pond School Student Body. The Pond Union Elementary School District has established academic, attendance, and behavioral requirements for eighth grade students. If these requirements are met, the student is eligible for the graduation ceremony. The graduation exercise is a privilege and not a right, and the student must earn the privilege to participate.

The Pond Union Elementary School District has established the following minimum requirements for graduation from the eighth grade:

ATTENDANCE: The student must have attended school at least 90 percent of the scheduled school days from the time of enrollment in the eighth grade.

BEHAVIOR: The student must not be suspended for ten (10) or more days. Suspension includes in-school placement and out-of-school suspension.

ACADEMIC: Students must complete (4) quarters of the following courses of study, with a 70 % proficiency in order to graduate and receive a diploma.

1. Language Arts
2. Reading
3. Mathematics
4. History
5. Science
6. Physical Education

In addition, all eighth-grade students must pass the United States Constitution test. 70% correct is considered a passing score.

Graduation requirements will go into effect at the time of enrollment.

Individual programs are prescribed for Special Day Class students and Resource Specialist Program students.

Teachers will notify the parents of any student who is failing a course at the end of the fifth week and at the end of each quarter. A written notice will be mailed home (E.C.§49067).

All requirements must be met ten (10) school days prior to the graduation ceremony. Any student who has been disqualified from graduation may appeal. The appeal must be filed seven (7) school days prior to the graduation ceremony. The appeal board will consist of the principal, homeroom teacher, and one other teacher directly involved with the student. The principal will chair the meeting, and the decision will be based on a simple majority vote.

The administration of the Pond Union Elementary School District reserves the right to review and act on any individual case.

Homework

Homework is considered an important part of the education of students. Types of homework will vary. Homework may be studying for a test, writing a report, completing class assignments, reading books or working on a project. The need for homework is a decision to be made by the teacher. Assigned homework takes the student's personal time to complete; it involves family interaction and time to some degree. It is reasonable that homework be acknowledged by the teacher through some form of review or comment. Parents may help by doing the following:

1. Setting a time and providing a place where homework can be done without distractions.
2. Verifying that assignments are being done and returned to school.
3. Monitoring and limiting time spent watching television.
4. Helping child understand an idea or concept, but not do the student's homework for him/her.
5. Contacting the teacher **as soon** as any question or concern arises.

Homework can be placed in the following categories:

- Work that was not finished during class time
- Assignments to help a student practice basic skill area(s)
- Assigned long-term projects

Homework assigned must incorporate these features:

- Homework is to be adapted to individual abilities. Students shall be assigned homework that can be completed successfully.
- Before students are assigned independent practice and application as homework, they shall first have guided practice and application with supervision and feedback.
- Teachers need to have flexibility to decide upon how much homework should be assigned each day, on what days the homework is needed, and for what type of grade the assignment should receive.
- All assigned homework will receive academic credit.
- Homework shall reinforce and extend classroom work, and be interesting and motivating.
- Homework will not be assigned during nights of school functions. This does not include extra-curricular activities.
- The average amount of time spent doing homework should not exceed the following guidelines, four days a week, Monday through Thursday.

K - 3rd grades - no more than 30 minutes per night
4th - 6th grades - no more than 60 minutes per night
7th - 8th grades - no more than 90 minutes per night

Parent Conferences

Parent-teacher conferences are held twice a year. The first at the end of the first quarter, and then mid way through the third quarter. Notices and schedules will be sent home with each student. We feel these conferences are important therefore students will not be in session during Parent-Teacher Conferences.

Parents may request additional conferences with a teacher at any time during the year. Please call the office or contact the teacher for an appointment.

Report Cards

Report cards are given four times during the year, usually the Wednesday following the quarter ending date.

Special Academic Assistance

A mid-term progress report will be sent home to the parent/guardian for any student who is working below his/her ability, or who is receiving a 60% or 50% in any class. The report will also let you know of any behavior problems your child may be having.

Teachers are available on an appointment basis before and after school to provide students with individual assistance.

A weekly progress report is available upon parent request. It is the students' responsibility to pick up the form on Friday from the teacher and have the form completed. To continue this practice, a student must return a signed progress report to the teacher each week.

VII EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

The Pond Union School District believes that the character of young people is strengthened by participation in extracurricular activities. Such skills as cooperation, teamwork, sportsmanship and self-awareness are expanded. Other outcomes include pride in school and carry-over interest into the academic program.

All persons connected with any school team sport have certain areas of responsibility. In the case of adults, they have specific areas of authority as well. Coaches have the authority to determine whether a student has demonstrated the potential to be an effective team player and a qualified representative of the Pond Elementary School Eagles. They also have the authority to drop players from the squad because of inadequate physical, personal or academic performance. At their discretion, they may choose to play or not to play a given student during any given game. They have the responsibility to ensure that each player is given the opportunity to participate, commensurate with his attitude, effort and skills.

Student team members have the responsibility to attend scheduled practices, follow the rules set down by their coach, and to conduct themselves in a proper fashion in accordance with the rules of Pond Elementary School.

Eligibility for Extra-Curricular Activities / Sports Programs

In order to be eligible to participate in school extracurricular activities (volleyball, basketball, track, cheerleading, student council, etc.) the student must maintain an overall "C" (2.0) grade average this equates to 70%. The student may not receive a failing grade (Less than 60%) in any grading period. Students must meet eligibility requirements at the quarter grading period prior to, and during participation in an activity.

The last quarter of the previous year will establish eligibility to try out for volleyball, student council or other fall extracurricular activities.

The first quarter will establish eligibility to try out for the basketball team or other winter and spring activities.

The "mid-term" second quarter will establish continuing eligibility.

If an activity becomes available during the year, your eligibility for that activity will be established from your grade point average at the most recent checkpoint.

After try outs and elections, if you are participating in any extracurricular activity, your continuing eligibility, during an academic or disciplinary probation, will depend on a single grade check. Since grades are determined at mid term and quarter, ineligible students may choose to have one additional grade check. In that manner they then will become eligible or ineligible until the next Checkpoint. Any student who is determined to be ineligible at any two checkpoints will be considered ineligible for the remainder of that sport season.

Students who are suspended from school are not permitted to participate in any school activity for the duration of the suspension. The possession or consumption of alcohol, tobacco, or any controlled substance by any team member, will result in immediate expulsion from the team for the remainder of the associated sport season or nine (9) weeks whichever is greater.

If a participant is involved in any other serious behavior problem (i.e., charged with a violation of the law while under the school's jurisdictional authority, an activity-related behavior problem, or repeated discipline problems at school, he/she also will be dismissed from the activity.

Unexcused absences or uncooperative classroom behavior by any team member will be cause for the administration to make a determination of that member's eligibility for the following week's game. Three or more unexcused absences during a quarter will result in the student being dismissed from the activity.

In order to participate, the student must be present in school on the day of the activity. Students missing more than 30 minutes of school on activity days (except for medical or dental appointments, funerals, student activities, or unforeseen emergencies) will not be allowed to participate. On activity days, students must also participate in their regular school P.E. classes.

If any student receives a physical injury that necessitates professional medical attention, that student must receive a clearance from a physician before returning to practice and before participating in athletic competition.

Uniforms

The school issues uniforms to students who are on teams. Students are responsible for the proper use and care of the uniforms. Student athletes who are issued a team uniform are responsible for its return immediately following the conclusion of the last game of the sports season. Students will be responsible for reimbursement costs of lost or destroyed uniforms.

Interdistrict Attendance:

If a student transfers to a different district, but there is no change of residency, any sport restrictions will be honored by the receiving district.

Please detach and return this bottom portion to the principal.

I have read and understand the foregoing guidelines and requirements for participation in Extra-Curricular and Co-Curricular Activities at Pond Union Elementary School for the 2009 - 2010 school year.

Student Signature

Parent/Guardian Signature

VIII STUDENT RECOGNITION

Education serves as the foundation for a democratic society. An important goal of our school is to help children develop the qualities of self-discipline, responsibility and respect for others. Our School believes that students have the right to learn and teachers have the right to teach. For this to be accomplished, an effective learning atmosphere must be created. This happens when parents, students and school staff work together cooperatively.

A large majority of our students demonstrate positive behavior at school. We make an effort to reward good behavior. Some of the methods used to acknowledge positive behavior are:

1. Classroom rewards
2. Citizenship awards
3. Perfect Attendance awards
4. Praise and Stickers for good work
5. Positive comments to parents
6. Report Cards and academic recognition
7. Special end of the year field trip
8. Special assemblies
9. Special end of quarter reward day
10. Student Council recognition of peers
11. Reading Incentives Program

Positive Behavior Rewards

As we all know, not all children have the ability to attain the academic achievements that produce positive attention and rewards; however, we are in a position to reward those students who enhance the learning environment by simply being well-behaved, kind and courteous students.

Schools have programs for learning disabled and talented/gifted children, both of which give them "special attention" in the eyes of the students who fall in the middle. With this program, there can be a reward or "special attention" for all students.

There will be positive reinforcement for good behavior. Students caught doing something good will receive a "Moment of Excellence" gold card (citing a particular positive behavior). Each student receiving one of these cards will be eligible for a special prize.

Honor Roll

Pond School stresses academics. Honor Roll awards are given each quarter in grades four through eight. The following subjects are considered in determining who qualifies for the honor roll: reading, math, language arts, social studies, science and P.E. A student must maintain a "B" average (3.0) grade to qualify for the honor roll. An "F" in any subject automatically disqualifies a student from the honor roll. Students qualify as follows:

Principal's list	4.0 (all A's)
A Honor Roll	3.6 - 3.9
B Honor Roll	3.0 - 3.59

Honor Roll Picnic

Students in 4th through 8th grades who make the honor roll three of the four quarters qualify for the honor roll picnic and bowling at the end of the school year. Students must also have good attendance (at least 90% actual attendance rate).

Field Trips

During the year, students may go on field trips to interesting places. Field trips are an extension of classroom activities. Students will be transported by school bus or parent automobiles. Many trips will be during regular school hours. Some trips may be long distances and students will return later in the afternoon or in the evening. Parents will be notified of all trips. In many instances, parents will be asked to chaperone. If a child's behavior could result in a danger to self or others, his/her participation may be modified or denied.

XI POLICIES AND PROCEDURES

Textbooks

Textbooks are furnished by the school. Students will receive their books from their teachers when classes first meet. Since the students will be bringing books home from school often, it will be important that they bring home only those books that have been checked out to them. Since each student is responsible for his/her own book, they should not borrow textbooks from a friend or loan textbooks to a friend. It is the student's responsibility to return the books in clean and good condition. Lost or damaged books shall be paid for by the student to whom the book was assigned. Report cards and diplomas will not be given out until all fines are paid.

Lunch Program

Pond Union Elementary School serves a nutritious lunch each day. Students may buy lunch for \$ 2.50 Students who qualify for reduced meals pay 40 cents for lunch. Extra milk may be purchased for 25 cents. Free and reduced lunch applications must be filed each year with the school.

Students **must** pay for their meals **in advance**, either daily or they may pay for several days, or weeks, at a time. We encourage this method of payment to be done in the Office, in the morning before school starts.

Sack lunches and containers should be clearly marked with the student's name. Providing your student with a sack lunch from home, or lunch money to buy a hot lunch at school is the responsibility of the parent. Each student in the family should be provided with the correct change for his/her lunch so that classes are not interrupted by students seeking money for lunch from a brother or sister.

In the operation of child feeding programs administered by the U.S. Department of Agriculture, no child will be discriminated against because of race, color, sex, national origin, age, or handicap. If any member of a household believes they have been discriminated against, they should write immediately to the Secretary of Agriculture, Washington, D.C. 2050_

Child Abuse

According to Penal Code 11165, it is mandatory for child care custodians (i.e., teachers and administrators) to report any known or suspected child abuse to the authorities. This includes physical, emotional, or sexual abuse, as well as neglect, which the child care custodian has reasonable suspicion this has occurred.

Lost and Found

Please make sure all jackets, lunch pails and other clothing have the student's name on them. Lost and found articles are placed in or by the office. Other articles of value, such as money, watches, wallets, and purses found on the school grounds should be turned into the office. All unclaimed clothing will be given to a charitable organization at the end of the year.

Fire Drills and Civil Defense Plans

Fire drills are to be held once a month. Fire drills are signaled by an alarm system. At the direction of an adult supervisor, students are to exit single file from the room in an orderly manner to a designated area. The "all clear" signal is a lengthy ringing of the bell. Teachers will instruct students in the "drop" position to be used in any emergency when debris may be flying around (wind storms or earthquake). Drop drills will be completed at least once a year.

Problem Solving

We recognize that during the year concerns or problems arise at school. We feel it is important to work together to answer concerns or solve problems. We realize that parents and students do not always know what to do or who to go to for answers. Our office is available, as a resource, to help make contact with school personnel or County agencies to assist in resolving problems.

Please use this sequence in cases of concern:

1. Meet with the child's teacher. If not satisfied.....
2. Ask for a conference with the Superintendent/Principal. If not satisfied.....
3. Submit complaint in writing to the School Board of Trustees (complaint form in the office)

Telephone Use/Messages

Delivery of personal messages to students disrupts the instructional and work time of many people. (If a call is absolutely necessary, such as arranging after school transportation, please call well before the end of the day. There have been times when it becomes impossible to deliver a message called in minutes before school is out.) Students will NOT be allowed to make personal telephone calls from the office telephone. Only emergency calls will be allowed. Students must have permission from a staff member (a note or an intercom call) to use the phone. Overnight trips, after school visits and child care are to be arranged prior to the school day.

Cellular Phones

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the students health and the use of which is limited to health-related purposes (Education Code 48901.5)

Except with prior consent, students shall not possess or use on school campus personal electronic signaling devices including but not limited to, pagers, beepers, or cellular. digital telephones for voice usage, digital imaging, or text messaging. If a disruption occurs or a student uses any mobile communication device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it.

Pupil Records

Parents have the right to inspect their child's records. The principal should be contacted to arrange a convenient time to inspect the records.

Open Door Policy

Pond Union Elementary School has an "open door" policy. Visitors are welcome on campus under the following conditions:

1. All visitors, including parents and guardians, must check in and receive approval from the school office. Visitors may be given an I.D. badge to wear during their visit.
2. All visitors are to be a positive influence on the learning process and may not interrupt the educational process.
3. Visitors are welcome to participate as volunteer assistants to the teachers.
4. Social visits from non-Pond students are discouraged during school hours.

School Visitors

Parents are welcome and encouraged to visit the classrooms. Parents and citizens need never feel that an invitation is necessary. Before visiting a classroom, parents or other visitors must check in at the office and let the secretary or principal know what classroom is being visited.

The following suggestions will make your visit more valuable.

1. Do not go directly to a classroom. The secretary or principal will direct you to the class.
2. Know the time for the subject you wish to visit.
3. Save the questions for the teacher until after class. Try to have a minute with the teacher after each visit. All parent-teacher conferences should be arranged for and held before or after instructional time.
4. Teachers appreciate a note, a call, or message from the parent prior to the visit.

Students not enrolled at Pond Elementary School are not permitted to visit or spend the day in a classroom unless accompanied by a parent or with the approval of the principal.

Party Invitations

Party invitations are not to be distributed to students in the classrooms, or on the school grounds or bus. We have found that, too often, there are hurt feelings because everyone can't be invited.

Students in the School Office

A student must have permission (a note or an intercom call) from a staff member to go to the school office, except in cases of emergencies. An emergency is when someone has been injured or becomes ill.

Personal Possessions

Personal possessions such as toys, computer games, Walkmans, radios, and tape players are not to be brought to school, unless permission has been obtained from the principal.

Sexual Harassment

Students in grades 4 through 8 may be suspended or expelled for sexual harassment. The Board of Trustees prohibits sexual harassment in the educational environment by any person in any form. Sexual harassment is in violation of federal and state laws, including Title VII of the Civil Rights act of 1964 and Title IX of the Education Amendments of 1982.

Within the educational environment sexual harassment is prohibited between students, employees and students, and supervisors and students. Repeated or unwarranted verbal or physical sexual advances, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone in the educational environment which are offensive or objectionable to the student or which cause the student discomfort or humiliation, or which interfere with the student's performance, are prohibited. Action will be taken when necessary to eliminate such practices or remedy their effects.

Students who engage in such harassment may be subject to disciplinary action up to an including expulsion (Education Code sections §212.5;230;48900.2). The principal or designee shall discuss the district's sexual harassment policy with his/her students and employees and assure them that they are not required to endure sexually insulting, degrading or exploitative treatment or any other form of sexual harassment. The principal or designee shall provide staff in-service or student instruction and counseling as needed (Title VIII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972)

Students and staff are encouraged to immediately report incidents of sexual harassment to the principal or designee. The principal or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

Tardies

Students must be prompt and regular in attendance if satisfactory work is to be accomplished. Regularity and promptness are two important characteristics of a successful life. When students are late to school they must report to the office. A note signed by the parent or guardian is required before a tardy can be considered as excused. Unexcused tardies will result in disciplinary action.

Truancy

Pond Union Elementary School participates in the Kern County Truancy Reduction Program. Students who have three or more unexcused absences may be referred to the School Attendance Review Board. (SARB)

Alcohol and Other Drugs Policy Statement

Because the use of alcohol and other drugs adversely affects a student's ability to achieve academically, is physically and emotionally harmful, and has serious and legal consequences, the Pond Union Elementary School District Governing Board intends to keep the school alcohol and drug free. Every effort will be made to reduce the chances that our students will begin or continue using alcohol and other drugs. A prevention program that includes instruction, intervention, recovering student support, and enforcement/discipline will be implemented. The Governing Board recognizes that effectively keeping schools alcohol and drug free is a cooperative effort between school, home, and the community.

The Superintendent or designee shall take appropriate action to eliminate possession, use, or sale of alcohol 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. Students possessing, selling, and/or using alcohol or other related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion.

School authorities may search student and school properties for the possession of alcohol and other drugs as long as such searches are conducted in accordance with law, Board Policy, and administrative regulations.

Tobacco-Free Schools

Ample research has demonstrated that health hazards are associated with the use of tobacco products, including smoking and the breathing of second-hand smoke. therefore, the Governing Board believes it is in the best interest of students, employees, and the general public to prohibit the use of tobacco products anywhere and any time on district property and in district vehicles. The use of tobacco products shall be prohibited on the campus at all times.

By State Law, student possession of, or smoking of tobacco, drinking of, or possession of alcoholic products is prohibited. A student found violating this law may be immediately suspended pending disciplinary action.

Dress Standards

The Governing Board feels that dress standards are important. A good school atmosphere is created when pupils have appropriate appearance, conduct themselves properly, and become students of learning. Anything which tends to detract from this atmosphere is unacceptable.

There is an appropriate time and place for activities and proper mode of dress for these and various activities in school, as well as in society. Public schools are not intended to be showplaces for unusual modes of dress. There is ample time after school hours and on non-school days to wear clothing not deemed appropriate at school

The school reserves the right to send a child home to change if his/her attire or appearance is inappropriate.

The following rules are to be followed:

1. Shoes are to be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable. Appropriate footwear must be worn for physical education.
2. Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane or sexually suggestive, or which advocate racial, ethnic, or religious prejudice, or the use of drugs or alcohol.
3. Hats, caps, and other head covering shall not be worn indoors.
4. Clothes shall be sufficient to **conceal undergarments at all times**. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, and bare midriffs are prohibited.
5. Shorts and skirts must reach the length of the longest fingertips of each individual student. Fingertip length is determined by students standing straight with arms resting next to their sides. Pants and /or shorts must be worn above the hip bone or above. Sagging pants or shorts may not be worn.
6. Gym shorts may not be worn in classes other than physical education.
7. Hair should be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

Students who are in violation of the dress code will be sent to the office and given the opportunity to correct the problem. Repeat offenders may face disciplinary action.

TECHNOLOGY ACCEPTABLE USE POLICY/REGULATION

POND UNION ELEMENTARY SCHOOL DISTRICT

ACCEPTABLE USE POLICY – STUDENTS

The use of school district computers, the school district network, school district-funded Internet connections and other school district technology, is encouraged and is provided to enhance productivity, facilitate education-related communications, access the World Wide Web in the service of education and foster the development of workplace skills.

When school district resources are utilized to communicate or access the World Wide Web and when non-school district resources are used, students are expected to demonstrate respect for intellectual property, data ownership, system security, privacy protected information, the rights of other users and the rights of others to be free from defamation, intimidation and harassment.

It is the responsibility of students and parents or guardians of students to familiarize themselves with this Policy and comport student conduct to the corresponding regulations set forth below. **In appropriate cases, misconduct in violation of this Policy and corresponding Regulations may result in student discipline including the loss of school related technology privileges, suspension from school and / or expulsion from the school district.**

Student discipline, however, will not be imposed if the misconduct constitutes a communication or expression that is protected by the California Constitution or federal Constitution. The district shall consult legal counsel prior to imposing discipline or censorship in conjunction with misconduct in the nature of a communication or other expressive activity.

Student discipline may include suspension from school or expulsion from the school district only if the prohibited conduct is related to school activity. Expulsion from the school district further requires that either (1) other means of correction are not feasible or have repeatedly failed to bring about proper conduct of the perpetrator, or (2) due to the nature of the act, the presence of the perpetrator causes a continuing danger to the physical safety of him or herself or others.

ACCEPTABLE USE REGULATIONS – STUDENTS.

All students and parents/guardians will be advised of the district's Student Acceptable Use Policy and Regulations at least annually. Access by students to school district computers, the school district network, school district funded Internet connections is conditional on the execution of an acknowledgment of agreement to comply with this Policy and Regulation by the parents as well as the student and actual compliance.

I. Unacceptable Uses / Prohibited Conduct:

In addition to misconduct expressly prohibited by the Education Code and other school district policies, including the Student Code of Conduct, the following conduct is prohibited regardless of the day of the week or the time of the day it is perpetrated provided that it pertains to "school related activity" and is **NOT** a constitutionally protected communication or expression.

School Related Activity. In the context of electronic communications or other expression utilizing non-school district technological resources such as a privately owned computer or Internet connection, the concept of "school related activity" is interpreted broadly and understood to include communications or other expressive activities directed at students or school staff which are:

- ▶ Unwelcome;
- ▶ Would be considered by a reasonable person to be severe or pervasive enough to impact negatively on the target's academic or professional performance or create an intimidating, hostile or offensive environment at school;
- ▶ In fact impacts negatively on the target's academic or professional performance or creates an intimidating, hostile or offensive environment at school.

Due to the legal complexity of determining (1) whether or not misconduct perpetrated through a privately owned computer or Internet connection is school related activity or (2) whether or not misconduct perpetrated after the school day at a private residence is school related activity, legal counsel will be consulted prior to initiating the discipline process.

Constitutionally Protected Expression. Student discipline or censorship may not be imposed for misconduct which consists of communications or other expression protected by the State and Federal Constitutions. Due to the legal complexity of distinguishing between protected and non-protected communications/expression, legal counsel will be consulted prior to initiating the discipline process.

As a general rule, expression associated with a religious belief, an ideological philosophy, a political or social issue, or other content-based expression, is protected, even when communicated in an insensitive or demeaning manner. Non-protected expression may typically include personally abusive epithets, "fighting words," "true threats," "hate symbolism" and perhaps advocating minors to abuse illegal drugs or alcohol, or otherwise violate the law.

A. Cyberbullying Directed at Another Student or at School Staff.

“Cyberbullying” directed at another student or school staff is prohibited.

“Cyberbullying” means sending or posting harmful material in order to be cruel to others or engaging in other forms of social or emotional cruelty using the Internet or other digital technologies. Cyberbullying includes direct harassment and also indirect activities intended to damage the reputation of the individual targeted or cause interference in their relationship with others which has a negative impact on the target's academic performance or creates an intimidating, hostile or offensive educational environment. Examples of cyberbullying include posting material harmful to the reputation of the targeted individual, impersonating the targeted individual, posting or disseminating slanderous information or disseminating embarrassing personal information.

B. Sexual Harassment Directed at Another Student or at School Staff.

“Sexual harassment” directed at other students or school staff is prohibited.

“Sexual harassment” means sexual advances, requests for sexual favors and other communications of a sexual nature which are unwelcome and which are sufficiently severe or pervasive so as to have a negative impact on the target's academic performance or creates an intimidating, hostile or offensive educational environment.

C. Incitement.

Communications designed to incite students to violate school rules or to commit unlawful acts on school grounds is prohibited when there is a clear and present danger that students will actually commit the unlawful acts on school grounds, violate school rules or create a substantial disruption in the orderly operation of the school.

D. Hate Symbolism.

Symbolism which is historically associated with the intimidation of any racial, religious or ethnic group, is prohibited in circumstances where it is employed to directly intimidate another student or school staff. Examples of such symbolism may include a KKK-style burning cross, a white hood or a noose. Examples may also include a Nazi salute or swastika.

E. Abusive Epithets and Threats.

“Fighting words” or a “true threat” directed at another student or school staff is prohibited.

“Fighting words” mean words or phrases, such as personally abusive epithets, which by their very utterance inflict injury or which as a matter of common knowledge are likely to provoke a violent reaction and an immediate breach of the peace.

“True threat” means one which the communicator appears to be able to immediately carry out and which reasonably induces fear in the target .

F. Other Harassment, Threats or Intimidation is Prohibited.

Other harassment, threats or intimidation directed at other students or school staff which violate Education Code sections 48900.3 (Hate Violence), 48900.4 (Harassment & Intimidation) or 48900.7 (Terroristic Threats), is also prohibited.

G. Misappropriating the Likeness of Another Student or School Staff.

Misappropriating the likeness of staff or other students to create a faux and demeaning MySpace profile, Facebook page or similar web site is prohibited.

H. Plagiarism and Cheating.

Plagiarizing or other types of cheating in connection with a school assignment, testing or extracurricular activity is prohibited.

I. Sexually Obscene Images.

Viewing, posting, downloading, transferring or storing obscene images is prohibited when utilizing school district computers, the school district network or school district funded Internet connections.

“Obscene” means an image (1) which a patently offensive representation of an actual or simulated ultimate sexual act, either normal or perverted, masturbation, excretory function, or a lewd exhibition of the genitals, and (2) which a reasonable person in the state of California would conclude that, as a whole, does not have any serious artistic, literary, political, or scientific value.

J. Sexually Titillating Images.

Viewing, posting, downloading, transferring or storing sexually titillating images is prohibited when utilizing school district computers, the school district network or school district funded Internet connections.

“Sexually titillating” means an image (1) which utilizes the partially clothed or naked human form, particularly the genitalia, the area around the genitalia, the buttocks or female breasts, and (2) for which there may be some artistic, literary, political, or scientific value but whose apparent primary purpose is to appeal to the prurient interests of the viewer.

K. Conspiracy, Solicitation or Aiding and Abetting.

Using school district computers, the school district network or a school district funded Internet connection to conspire with, solicit or aid and abet another in the commission of misconduct which violates this Policy, the Student Code of Conduct, the California Education Code, the California Penal Code, the California Vehicular Code or a Federal Statute, is prohibited.

L. Copyrighted and Other Proprietary Materials.

All students shall be responsible for respecting the copyright and proprietary interest of any materials accessed through school district computers, the school district network or school district funded Internet connections. Intentionally infringing upon the intellectual property rights of others including the unauthorized use or reproduction of software or electronic information is prohibited. The improper duplication or use of copyrighted materials is a violation of District Policy.

K. Other Prohibited Conduct When Using School District Computers, the School District Network or a School District funded Internet connection.

The following is prohibited when utilizing school district computers, the school district network or school district funded Internet connections.

- ▶ Attempting to log on to the school network as the system administrator;
- ▶ Misrepresenting oneself as another user;
- ▶ Using someone else's password;
- ▶ Trespassing in another's folders, work, files or e-mail;
- ▶ Deploying malware such as worms or viruses;
- ▶ Spamming (Sending unsolicited bulk mail);
- ▶ Sending threatening messages to others ;
- ▶ Participation in chat rooms of discussions for non-educational purposes;
- ▶ Wasting large amounts of paper;
- ▶ Using encryption or other security measures to avoid monitoring;
- ▶ Creating hyperlinks without prior authorization.
- ▶ Downloading, storing or transferring excessively large files without prior authorization;
- ▶ Using school resources for illegal purposes;
- ▶ Hacking (Attempting to compromise system security);
- ▶ Disclosing personal information or password to others;
- ▶ Leaving personal files open;
- ▶ Disabling protection measures that block or filters Internet access to some sites without authorization;
- ▶ Use of profanity and vulgarity.

II. Miscellaneous.

A. Privilege and Not a Right. Use of School District computers, the School District network, School District funded Internet connections and other School District owned technology is a privilege and not a right. A violation of this Policy or Regulation may result in loss of the privilege and other punitive measures.

B. Non-public Forum. School District technology resources are only provided to students for educational purposes only and shall not constitute a public forum. These resources may not be used for commercial, financial or other personal gain. Use of School District technology resources for non education related purposes is a violation of this Policy or Regulation may result in loss of the privilege and other punitive measures.

C. No Reasonable Expectation of Privacy. When utilizing school district computers, the school district network or school district funded Internet connections student activity is monitored from time to time by school staff and consequently students can have no reasonable expectation of confidentiality, privacy, security or ownership of content of any data accessed, sent, received, created or stored. All electronic communications and other information may be accessed by the system administrator, supervising staff and the Internet Service Provider. Students have no right of privacy when utilizing school district computers, the school district network or school district funded Internet connections

This privacy waiver does not extend to personally owned computers, cell phones, cameras or other technological devices. Personally owned devices may only be inspected by school staff in accordance with an individual's right to be free from illegal search and seizure.

D. Limited Supervision. School staff do not monitor student Internet activity which may occur either after the school day, on a non school computer, non school networks or over the world wide web. Parents are responsible for exercising oversight of their own children. School staff may monitor specific activity when alerted to a problem. Students are responsible to immediately notify staff and their parents if others, particularly outsiders, try to contact them for an unlawful or suspicious activity.

E. Violations. In addition to or in lieu of imposing student discipline for a violation of this Policy and Regulations, the school district may also require: (1) a parent to closely supervise or restrict a student's Internet activity at home; (2) a student to participate in counseling; (3) withhold grades, diplomas or transcripts when property is damaged and restitution has not been made; (4) contact the system administrators of pertinent social network and request removal of offending information; (5) advertize that the school is not affiliated with certain offensive ideas and disapproves of them; and (6) seek criminal charges if the illicit conduct violates the Government or Penal Codes.

F. Agreement Form. The attached agreement / liability waiver form must be executed by each student and his / her parent or guardian before access to school district technology resources may be accessed.

POND UNION SCHOOL DISTRICT

ACCEPTABLE USE POLICY AGREEMENT AND WAIVER

By signing below I acknowledge that I have read the School District's Acceptable Use Policy and Regulations, reviewed it with my child and we agree to comply. In addition, we agree to waive any claims which may arise against the School District in favor of my child as a result of his or her use of School District technological resources.

1. Acknowledgment. I have read the School District's Acceptable Use Policy and Regulations and have reviewed them with my child. My child agrees to comply. My child and I understand that a violation of the Policy or Regulations may result in (1) loss of access to School District computers, network, e-mail services and Internet access; (2) student discipline; or (3) other measures as may be appropriate.

2. Privacy Waiver. I understand that while using School District computers, network, e-mail system or Internet access, my child's activity may be monitored by school staff. I waive any privacy rights associated with the use of School District Technological Resources.

3. Liability Waiver. I agree to waive any claim or cause of action which arise against the School District, (including its governing board, officers, administrators, agents, employees, independent contractors, subcontractors, consultants, volunteers and other representatives, hereinafter jointly referred to as the "School District",) caused by use of School District technological resources.

Child's Signature

Parent's Signature

Printed Name

Printed Name

Date: _____

Playground Rules

Climbing Apparatus

1. The climbing apparatus is for climbing only.
2. Only one person is allowed on the cross bars at one time.
3. One person may be waiting their turn on the ladder.
4. Students must line up and cross only from East to West.

Swings

1. No twisting the swings.
2. You may not bail out.
3. All swings should go one way.
4. Take turns by counting to 100 if there is not another empty swing.
5. No double swinging.

Slide (No slides at the present time)

1. Only one person is allowed on the slide at one time.
2. One person may be waiting their turn on the ladder.
3. No climbing up the slide from the bottom.
4. Do not put sand on the slide.

Remember to always PLAY SAFE or we will be forced to make a rule that will insure safety.

LIFE LONG GUIDELINES FOR POND STUDENTS

There are five lifelong guidelines that every student should practice:

- 1) Active Listening
- 2) No Put Downs
- 3) Always Do Your Personal Best
- 4) Be Trustworthy
- 5) Be Truthful

Good Examples of Active Listening

- * Hands and Feet to yourself
- * Be seated
- * Be attentive and listen for directions
- * Be involved in school
- * Be responsible for your actions

Examples of what to avoid:

- * Gum Chewing
- * Eating in the Classroom
- * Wearing Hat in School
- * Bringing Toys, and Radios to School
- * Bring Weapons and Controlled Substances to School
- * Jumping Over the Fence

No Put Downs Examples

- * Maintain a positive attitude
- * Get permission before you borrow
- * Respect yourself and others
- * Maintain self control

Examples of what to avoid:

- * Negative Attitude
- * Foul Language
- * Verbal and Physical Abuse

"I" Message

The "I" Message is a tool to encourage students to use problem solving skills and to end a negative behavior cycle. It gives students a way to cope with negative situations. Students state how they feel about a put down instead of responding with another putdown.

1. State the person's name.
2. Look the person in the eye (Eye Contact)
3. Tell the person how you feel.

Example: "You made me feel bad. Please don't put me down by calling me stupid."

After using the "I" Message, a positive statement MAY be helpful or the student can walk away.

4. Say something positive or helpful to end the message,

Examples: "Thank you for listening."
"I still like you".
"I want to be your friend."
"I know I can depend on you."
"I understand."
"I don't value that."

Students who use the "I" Message make a clear statement that they choose to avoid negative behavior and put downs by using their problem solving skills.

INAPPROPRIATE BEHAVIOR AND CONSEQUENCES

In order to guarantee your child and all the students in our classrooms, the excellent learning climate they deserve, we are utilizing the following Discipline Plan.

Our Philosophy:

We believe all our students can behave appropriately in our classrooms. We will tolerate no student stopping us from teaching and/or any student from learning.

Class Rules:

1. Be on time to class.
2. Bring books and required materials to class.
3. Follow the teachers directions and established classroom policies.
4. Stay in your seat and raise your hand to leave your seat or to talk.
5. Keep hands, feet, and all objects to yourself.

* * * * *

If a student chooses to break a rule:

- 1st consequence** - Name on the board as a warning.
- 2nd consequence** - Name and a check - Teacher assigns consequence.
- 3rd consequence** - Name and two checks - and parent called.
- 4th consequence** - Name and three checks - parent called sent to the Principal.
- Severe Clause** - Immediate removal from classroom. Parent called and Principal to assign consequences.

Three (3) tardies in one class period during a quarter. Loss of recess & writing assignment.

Gum is strictly forbidden at Pond Union Elementary School.

The administration of the Pond Union Elementary School District reserves the right to review and act independently on any individual case.

DISCIPLINE DEFINITION & TERMS

Suspension/ Possible Expulsion Violations (E.C. 48900)

1. Assault and Battery: is caused, attempted to cause, or threatened to cause physical injury to another person. Battery is the use of force or violence, upon a person.
2. Weapons: Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object including imitation firearm.
3. Drugs: 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. Unlawfully offered, arranged, or negotiated to sell any controlled substance, 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. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
4. Extortion or Robbery: means obtaining something that belongs to someone else by means of force or the threat of injury to that person or to his/her property.
5. Deliberate Damage or Defacing of School Property: is doing permanent damage to or writing on property belonging to the school or others.
6. Stealing: is taking anything that is not yours from other students, the staff, or the school.
7. Tobacco Use means using any products containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew, chew packets, and betel.
8. Gang Activity: is when two or more people commit assault and/or battery on one or more person(s).
9. Indecent Exposure: means committing an obscene act or exposing any private body parts. This would include other persons such as in pantsing.
10. Receiving of Stolen Property: means knowingly received stolen school or private property.
11. Hate Violence: caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.

12. Harassment: Any intentional act in harassment, threats, or intimidation, directed against pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disturbing classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.
13. Sexual Harassment: includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender. It must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.
14. Willful Defiance: means 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.
15. Fireworks and Firecrackers: are dangerous explosives and inflammable devices.

Possible Suspension Violations

16. Fighting: is an actual physical attack on another person. This means two people coming to blows.
17. Defiance: is refusing to do what someone in authority tells you to do when it is within reason and possible for you to do.
18. Tobacco Possession: is having any products containing tobacco or nicotine products, including but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew, chew packets, and betel.
19. (A) Indecent Behavior: is any improper or obscene gesture.
(B) Indecent Touching: is touching personal private body areas. It could also mean embracing members of the opposite sex.
(C) Pornographic Books, Magazines, and Materials: Bringing or creating pornographic materials at school is forbidden. This would include on the internet.
20. Rude and Unprovoked Disrespect: is when a student continues to talk back, argue, or degrade someone in authority when such behavior has not be provoked.
21. Hazing: means committing any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending school within this district. **(E.C. 32051)**

Other Rules and Violations

22. Forgery: means giving any signature to any important school documents with the intent to deceive.
23. Mistreatment of School Equipment: is when a student uses school equipment for other purposes than it's intended use, and in a dangerous or destructive manner.
24. Throwing Hazardous Objects: is the act of throwing anything that might injure or harm someone (such as pencils, pens, sticks, rocks, etc.)
25. Leaving School without Permission/Cutting Class: means a student cannot leave school grounds or designated supervision areas at any time during school hours without first checking out through the office.
26. Cafeteria Misconduct : is the violation of any cafeteria rules and/or any disruptive behavior which interferes with proper cafeteria use. It would include throwing food.
27. Bathroom Misconduct: is misuse of the restroom, restroom supplies and fixtures (this includes rowdy behavior, loitering, throwing towels, removing towels and toilet paper, plugging sinks and fixtures, etc.)
28. Matches and Lighters: are devices for igniting fires and are not to be in a student's possession on campus.
29. Deliberate Spitting: is not allowed anywhere on school property. (This would include throwing spit wads.)
30. Verbal Argumentation: is arguing with someone in authority after being given a direction.
31. Assembly Misconduct: is any disruptive behavior during an assembly.
32. Being sent out of class: means being sent to the office by the supervising teacher
33. Name: on the board and three checks received in the classroom.
34. Gambling: is the playing of games of chance (this includes but is not limited to, pitching coins, rolling dice, and playing cards).
35. Cheating : means any attempt to defraud, swindle, or be dishonest, such as in taking a test.

36. Disturbing Classes: means any outside activity that disrupts a class (this includes, yelling, screaming, loud talking, peeking in at doors or windows etc.)
37. Water Play: includes playing in sprinklers, playing in puddles and mud, splashing at drinking fountains, throwing water, using squirt guns and water balloons, and any activity that wets other students or involves improper use of water.
38. Rough Play and Running in Restricted Areas: is any contact or activity where students could be hurt (including pushing, shoving, or wrestling.) Restricted areas are the halls, and classrooms.
39. Improper Language: is coarse or tasteless language that is not appropriate for school use (this includes racial slurs, name calling, derogatory comments, and certain slang terms.)
40. Profanity: is the use of vulgar words or terms. (Habitual violation of this rule will result in further disciplinary action taken by the Principal.)
41. Inappropriate Display of Affection: Kissing or clutching.
42. Out of Class Without Permission: means being out of class without teacher permission.
43. Violation of hands off policy: means not keeping your hands to yourself
44. Not following directions: means when a child is given directions that they could reasonably follow, and then chooses not to.
45. Name: on the board and two checks received in the classroom.
46. Gum: chewing gum anywhere on campus.

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