

Baker Elementary School

72100 School House Lane, Baker, CA 92309
PHONE: (760) 733-4567 FAX: (760) 733-4605
www.baker.k12.ca.us
Ms. Ronda Tremblay, Superintendent/Principal



2015-16 Student Handbook

Baker Valley Unified School District
72100 School House Lane, Baker, CA 92309
(760) 733-4567

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Mr. Bryan Verley, Business Manager
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WELCOME LETTER

Baker Elementary School Baker Valley Unified School District



72100 School House Lane, Baker, CA 92309 (P.O. Box 460)

PHONE: (760) 733-4567 FAX: (760) 733-4605

Welcome back to the 2015-2016 school year. We are excited and wish to extend a warm welcome to returning and new staff, students, and their families!

Something new this year is the addition of Blackboard, an auto-dialer program that will provide you with instant and effective school communication. You may download the Baker Valley USD App from the Apple App Store or from google, and it is free.

Also, we will be kicking off a PBIS Day (Positive Behaviors Interventions and Supports) This is a proactive approach to establishing the behavioral supports and social culture necessary for all students to achieve social, emotional and academic success. (Date to be announced in August)

On October 12, Columbus Day, we will be having our first annual Challenge Day for grades 6-12. We need many adult volunteers for this special event! This special event was created to build connection and empathy, and to fulfill the vision that every child lives in a world where they feel safe, loved, and celebrated. We need your support to help us ignite a movement of compassion and positive change in our district, known as the Be the Change Movement!

We have revised our LCAP (Local Control Accountability Plan) and are continuing to do the good work we began last year, and continuing to refine and build an even better program for this school year.

Very soon, you will be receiving your child's CAASP Test Scores. These tests are tied to the Common Core State Standards. The Common Core challenges students to think independently, use technology, solve tough problems, analyze information and construct well-researched arguments. We are working to give our teachers the support they need to help students master these learning goals. The shift to seamless everyday classroom instruction, however, will take time. Scores from this year's online test will likely reflect this challenging transition.

Also, results from these new tests should not be compared to the STAR program of the past. They measure different things in different ways. Think of this year as California 'hitting the reset button.' This year's results will set a new starting point for student achievement against which we can compare performance for years to come. No student, parent or teacher should be discouraged by this year's scores.

We remain committed to educating all of our students to become World Class Learners in Baker Valley!

Respectfully submitted,
Ronda Tremblay, Superintendent

GENERAL INFORMATION

VISION STATEMENT

Baker Braves will promote a community of respectful and responsible learners who will be able to communicate and collaborate effectively.

SCHOOL OFFICE HOURS

7:30 a.m. to 4:00 p.m.

PHONE NUMBERS

(760) 733-4567 School Office

(760) 733-4605 School Fax

Absence Verification- Ext. 100

Office Clerk- Ext. 100

Administrative Assistant- Ext. 10

STUDENT ATTENDANCE HOURS

Regular School Day.....8:45 a.m. to 3:25 p.m.

Minimum Days.....8:45 a.m. to 1:40 p.m.

Students may arrive at school after 8:00 a.m.

LOST AND FOUND

The school is not responsible for items lost or stolen. The "Lost and Found" is located in the office. Lost and found items will be kept for two weeks and then given to a charitable agency to distribute to needy. Do not bring valuable items to school.

STAFF ROSTER

TEACHERS

Mrs. Tina Delgadillo	Kindergarten
Mrs. Kristy Chambers	First Grade
Mr. Art Gonzalez	Second Grade
Mr. Cecil Edwards	Third Grade
Ms. Robin Grefsrud	Fourth Grade
Ms. Jessica Almanza	Fifth Grade
Mrs. Helen Knight	Special Education
Mr. Jeffrey Tuckness	Physical Education

SUPPORT STAFF

Mrs. Isabel Yates	Instructional Aide
Mrs. Bridget Wolford	Cafeteria Manager
Mr. Ron Ragsdale	Technology
Mrs. Maribel Munoz	Office Clerk II

MAINTENANCE/GROUNDS/CUSTODIAL STAFF

Mr. Jessie Jenkins	Maintenance/Grounds
Mr. Tom Mitchell	Utility Worker
Mr. Vincent Dupuis	Custodian

TRANSPORTATION

Mrs. Linda Maria	Bus Driver/Accounts Payable
Ms. Janell Mora	Bus Driver

SCHEDULE

Lunch

Teachers spend the first 10 minutes of their lunch assisting students in the cafeteria and walking students from the cafeteria to the playground. The kindergarten and first grade teacher rotate this responsibility. The first grade teacher covers lunch duty one week while the kindergarten teacher switches and covers recess duty. They switch roles the following week.

K, 1st and 2nd

Eating Time: 11:00 – 11:20

Play Time: 11:20 – 11:45

3rd, 4th and 5th

Play Time: 11:00 – 11:20

Eating Time: 11:20 – 11:45

K/1st PE and Art

The kindergarten and first grade classes take turns going to art and PE. One day first grade will go to art and kindergarten will go to PE. They will switch the following day. First grade will go to PE and the kindergarten class will go to art.

K/1st Art time 1:40 – 2:25

K/1st PE time 1:40 – 2:25

2nd, 3rd, 4th, and 5th PE and Art

The 2nd – 5th grade classes follow a similar schedule, but they attend art and PE in combined classes. One day 2nd and 3rd grade will go to art as one group. The 4th and 5th grade classes to PE as one combined group. The 2nd/3rd grade group and 4th/5th grade group alternate activities each day.

2nd – 5th Art time 2:35 – 3:25

2nd – 5th PE time 2:35 – 3:25

K/1st Recess 1:25 – 1:40

The kindergarten and first grade teachers rotate recess duty each week. The first grade teacher covers recess duty for one week. The kindergarten teacher will cover recess duty on the following week.

2nd – 5th Recess 1:50 – 2:05

The 2nd – 5th grade teachers rotate recess duty each day. The second grade teacher covers Tuesday. The third grade teacher covers Wednesday. The fourth grade teacher covers Thursday. The fifth grade teacher covers Friday. Monday recess duty is rotated.

Bus Duty 3:25 – 3:45

The 1st – 5th grade teachers rotate this duty each day. The first grade teacher covers Monday. The second grade teacher covers Tuesday. The third grade teacher covers Wednesday. The fourth grade teacher covers Thursday. The fifth grade teacher covers Friday.

2015-16 DISTRICT CALENDAR

Baker Valley Unified School District | 2015-2016 CALENDAR

JULY 2015						
S	M	T	W	Th	F	S
			1	2		4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3—Independence Day (Obs.)

1-6—Winter Break
13, 27—Min. Days
18—MLK Day

Instructional Days: 16
Total Days: 104

JANUARY 2016						
S	M	T	W	Th	F	S
						2
3	4	5	6	7	8	9
10	11	12		14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2015						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5, 6—Teacher Orientation Day
10—First Day of School
12, 26—Min. Days

Instructional Days: 16
Total Days: 16

10, 24—Min. Days
12—Holiday
15—President's Day
23—End Trimester 2 (ELEM)

Instructional Days: 19
Total Days: 123

FEBRUARY 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

SEPTEMBER 2015						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7—Labor Day
9, 23—Min. Days

Instructional Days: 21
Total Days: 37

1—Trimester 2 Grades Due
9, 23—Min. Days
15—End Quarter 3
22—Quarter 3 Grades Due
25—Holiday
28-31—Spring Break
Instructional Days: 18
Total Days: 141

MARCH 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

OCTOBER 2015						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7, 21—Min Days
9—End Quarter 1
16—Q1 Grades Due
21—Jr. H/HS Parent Conferences
30—End Trimester 1

Instructional Days: 22
Total Days: 59

1—Spring Break
13, 27—Min. Days

Instructional Days: 20
Total Days: 161

APRIL 2016						
S	M	T	W	Th	F	S
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

NOVEMBER 2015						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

4, 18—Min. Days
6—Trimester 1 Grades Due
11—Veteran's Day
17, 18—Elem. Parent Conferences
23-27—Thanksgiving Break

Instructional Days: 15
Total Days: 74

11, 26—Min. Days
26—Last Day of School, End 2nd Semester, End 3rd Trimester, Grades Due

Instructional Days: 19
Total Days: 180

MAY 2016						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DECEMBER 2015						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2, 18—Min. Days
18—End Quarter 2 (1st Sem.)
21-31—Winter Break

Instructional Days: 14
Total Days: 88

	Holiday/Sch. Closed
	First/Last Day School
	End Grading Period
	Quar./Tri. Grades Due
	All Schools Min. Day
	Elem. Only Min. Day

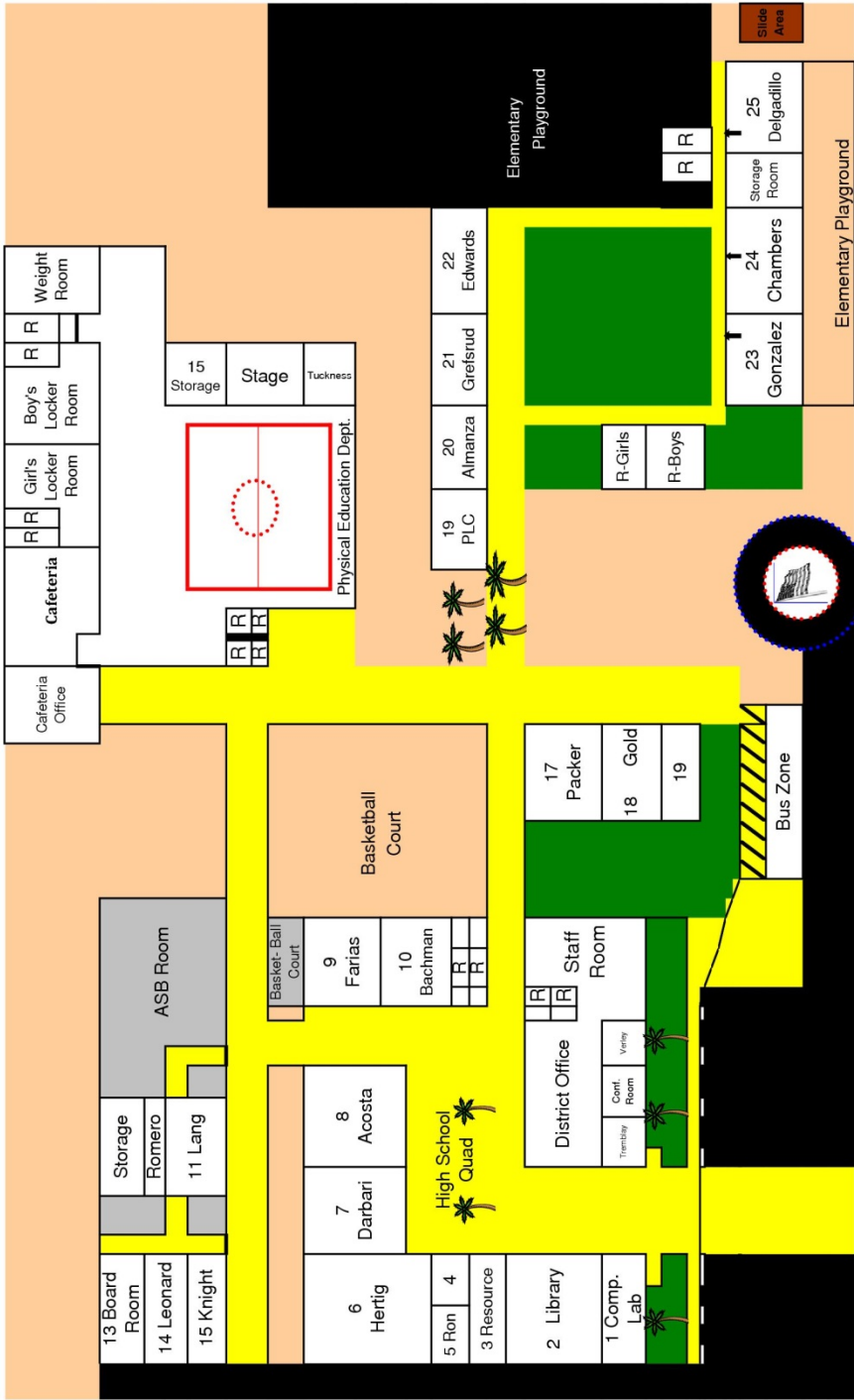
JUNE 2016						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2015-16 DATES TO REMEMBER

Baker Elementary Dates to Remember 2015-2016 (Subject to Change)

August 10	First Day of School
August 12	Minimum Day
August 26	Minimum Day
September 7	Labor Day – No School
September 9	Minimum Day
September 23	Minimum Day
October 7	Minimum Day
October 21	Minimum Day
October 30	End Trimester 1
November 4	Minimum Day
November 6	Trimester 1 Grades Due
November 11	Veteran's Day Observed
November 17-18	Parent Teacher Conferences
November 18	Minimum Day
November 23-27	Thanksgiving Break
December 2	Minimum Day
December 18	Minimum Day
December 21-January 6	Winter Break
January 13	Minimum Day
January 18	Martin Luther King Day – No School
January 27	Minimum Day
February 10	Minimum Day
February 12	Holiday – No School
February 15	Presidents' Day – No School
February 23	End Trimester 2
February 24	Minimum Day
March 1	Trimester 2 Grades Due
March 9	Minimum Day
March 23	Minimum Day
March 25	Holiday – No School
March 28 – April 1	Spring Break – No School
April 13	Minimum Day
April 27	Minimum Day
May 11	Minimum Day
May 26	Last Day of School – Minimum Day, End of 3 rd Trimester, Grades Due

*Baker Valley Unified School District
MAP*



2015/16 School map

REGISTRATION INFORMATION

ENROLLMENT PROCEDURES

When you and your child are ready to enroll in grades K-5, please come to Baker Elementary School's office with the following:

- 1) Original birth certificate
- 2) Physical Exam
- 3) Dental Exam
- 4) Immunizations Record
- 5) IEP (Individualized Education Plan) if your child was in a Special Education Program
- 6) Most recent State testing results
- 7) Most recent report card

IMMUNIZATIONS REQUIRED

Every pupil 17 years or younger is required by law to be fully immunized against polio, diphtheria, pertussis/whooping cough, tetanus, measles, mumps, rubella, and hepatitis B. Chicken pox vaccine is required for kindergarten entry or anyone coming from out of state of California. The parent/guardian has the right to sign an affidavit of personal belief exempting his/her child from immunization requirements.

EMERGENCY CARDS

Emergency cards are required to be on record at the school site for each child. These cards are maintained in the school office and must have a **current phone number** where the parent/guardian can be reached during school hours. Information on the cards will enable the school to proceed efficiently in case of illness, accident, or emergency. Please help us keep these records current.

The law requires that students be released only to those adults listed on their emergency cards. If you desire otherwise, at any time, please inform the office in writing. In the event parents are divorced, court papers indicating legal custody must be shown to the Principal to prevent release to a parent not having custody. Any parent is allowed to visit school, talk with a teacher or school official, and review attendance and academic records unless the school has a court order specifically prohibiting these activities. If you would like to change your emergency card information, you may call the office for a new card at any time. In the event of a school-wide disaster, please remain calm and pick up your child at the designated check-out location.

FREE AND REDUCED LUNCH PROGRAM

Application for the Free and Reduced Lunch program are available in the cafeteria. You will need a pay-stub for each person in the household who is working. For more information, please contact Bridget Wolford, Cafeteria Manager, at (760) 733-4567 Ext. 112.

ARRIVAL AND DISMISSAL PROCEDURES

ARRIVAL/DISMISSAL PROCEDURES

Students who walk, cycle or have their parents bring them to school should not arrive before 8:00 a.m. Arrival and dismissal procedures are put in place to ensure your child's safety when arriving at school in the morning and going home at the end of the day. Teachers are on duty to make sure that certain procedures are followed, but we would greatly appreciate your cooperation to make this process run as smoothly as possible. Students are not dismissed until 3:25 p.m.

CYCLERS & WALKERS

Bicycles must be parked and locked at the bike racks. Students must wear a helmet while riding their bike to and from school. Students riding bicycles to school must carry a lock and chain suitable to lock their bikes to the bicycle rack. After school, students riding bicycles must walk their bicycles off of campus. When cycling to and from school observe all possible precautions for your safety and that of others. No bike should be left at school overnight and absolutely no riding bicycles on campus. The school or school district accepts no responsibility for stolen or damaged bicycles, and students riding bikes to school do so at their own risk. Absolutely no skateboards, skates, rollerblades, or roller shoes are permitted on campus. Any skateboard or skates on campus will be confiscated and the student's parents will be contacted to pick the item up.

BUS RIDERS

Our bus riding students convene in the front of the campus in the designated bus zone area. They are supervised and dismissed to buses by adults in an orderly manner.

PARENT DROP-OFF & PICK-UP

Students who will be dropped off or picked up by their parents convene at the main entrance of the school. Parents will follow arrows to red curb area for drop-off/pick-up and circle around to exit. If parents choose to park and drop-off/pick up their child(ren), they are to enter parking lot and walk to the entrance. Cars **cannot** be parked and left unattended in the pick-up/drop-off area at any time. These students are supervised and dismissed to parents by adult supervision.

Please do not ask your child to come out and meet you unsupervised. Finally, make sure you and your child are clear about changes to dismissal such as after school activities, Minimum Days and other such changes to regular school days.

PARKING LOT

In order to ensure student safety, please adhere to marked off areas in the parking lot. Please park only in designated parking spaces.

CHANGING THE WAY YOUR CHILD GOES HOME

If you are changing the way your child goes home on a particular day, you must either send a note to the teacher, or call the office prior to 2:00 p.m. with the information. The office will then relay the message to the teacher. A note from parent is also required if your child is going to ride the bus to a different location other than home. If a note or call is not received, YOUR CHILD WILL GO HOME THEIR REGULAR WAY.

CHECK-OUT PROCEDURES

If you will be moving out of the Baker Elementary area, please notify the office as soon as you know when you will be leaving. All textbooks, library books, and other school materials will have to be returned or you will be charged for them.

ATTENDANCE INFORMATION

ATTENDANCE

The Baker Valley Unified School District Board of Trustees has established our schools as closed campuses. Students must stay on the campus for the entire day. Students leaving school during the day are required to obtain permission granted only by administrative contact with the student's parents, guardians or emergency contact.

School attendance is compulsory (must be in school) in California until high school graduation or the age of eighteen. Regular school attendance is essential for successful academic achievement. Students who are absent without a valid reason more than three days or are tardy in excess of 30 minutes on each of three or more days in one school year are TRUANT. (Education Code 48260)

Students with excessive absences will be reported to the appropriate authorities.

Failure to comply with California school attendance laws can involve parents in court action.

TARDINESS

All students late for school must come to the office before going to their classrooms. Students with excessive tardies to classes will be referred for disciplinary action. Baker Valley Unified School District will not excuse notes for tardies for such reasons as oversleeping, transportation problems, etc. Students presenting written verification from a doctor, dentist, or from a court appearance will not be penalized.

ATTENDANCE NOTIFICATION PROCEDURES

You may receive a written notification alerting you to certain alarming attendance issues. Unexcused absences, excessive excused absences and excessive tardies may all warrant the necessity of sending an attendance notification letter. If the attendance pattern does not improve, a School Attendance Review Team (SART) meeting may be scheduled.

STUDENT ATTENDANCE REVIEW BOARD (SARB)

According to the Education Code (Section 58260) a student who is absent from school without a valid excuse for more than three days or tardy in excess of thirty (30) minutes on each of more than three days in one school year is truant. Parents are urged to have his/her child in school each day unless they are ill. Parents will be notified by letter if their child has excessive absences or tardies. If the situation is not corrected, an appointment with the principal will be scheduled. Continued tardiness or absences may result in a referral to the School Attendance Review Board (SARB) for action. *See pamphlet on next page.

REQUEST FOR HOMEWORK

If your child is absent and you would like to request homework, please notify the teacher early in the morning so that he/she can write up the assignments and gather your student's books. Homework can be picked up after school.

ACCEPTABLE REASONS FOR EXCUSED STUDENTS ABSENCES

(46010, 46010.3, 48205 Ed. Code)

Student must be given an opportunity to complete work which is reasonably close to, but not necessarily identical to, missed work.

1. Personal illness (school may require doctor's note verifying absence after 10 days).
2. Quarantine under the direction of a health officer.
3. Personal medical, dental, optometric or chiropractic appointment.
4. Funeral services for a member of the immediate family (limited to one day in the state, and three days out of state).
5. Student serving on jury duty.
6. Exclusion for illness or medical appointment of a child of whom the pupil is the custodial parent.
7. Personal court appearance (requires verification).
8. Prior Principal approval for employment conference.
9. Employment in the Entertainment Industry for a maximum of up to five absences per school year.
10. Observance of a religious holiday or ceremony (recommend three (3) days advance notice to school).

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS

Parent and Student SCHOOL ATTENDANCE REVIEW BOARD (SARB) INFORMATION PAMPHLET



MISSION:

**TEACH THEM WELL
KEEP THEM SAFE
PREPARE THEM FOR THE FUTURE**

Superintendent
Ted Alejandre, County Superintendent

11. Religious retreat (limited to four hours per semester).

12. Prior Principal approval for reasons, which may not be included elsewhere, but are pursuant to uniform standards established by the governing board.

13. For the purpose of serving as a member of a precinct board for an election

14. For the purpose of spending time with a member of the pupil's immediate family who is on active duty in the military.

15. Other reasons that are within the discretion of school administrators, and based on the factors of the pupil's circumstances, are deemed to constitute a valid excuse.

46014 ED. Code – The following requires a Board-adopted resolution:

Religious observance or exercise for moral or religious instruction limited to four (4) days per month. Student must attend minimum school day hours.

For further information, please contact the
COUNTY SARB COORDINATOR:

Earl Smith
601 North E Street
San Bernardino, CA 92410
(909) 386-2755 Phone
(909) 888-1235 FAX

TRUANCIES & UNEXCUSED ABSENCES

Reasons **NOT** acceptable for being absent from school and are considered truanies or unexcused absences during the regular school year.

A truancy occurs if a student does the following:

1. Going to work with parent or other family member.
2. Going to the beach, lake, river, mountains or desert.
3. Going to a concert.
4. Getting ready for a date.
5. Baby-sitting, taking care of other family members.
6. Under the influence of alcohol or drugs.
7. Joyriding or partying.
8. Personal problems.
9. Repairing car or household items.
10. Waiting for service or repair people to arrive.
11. Shopping
12. Camping
13. Attending a sporting event.
14. Any other reason not included in "Acceptable Reason for Excused Student Absences." See other side of the pamphlet.
15. Bus not available/missing bus.
16. Participating in a student demonstration off campus.

All absences must be verified or the absence becomes an unexcused absence or truancy.

The SARB Process As Established by LAW

Third (3) – unexcused absences or tardies over 30 minutes or any combination:

Classified as a **Truant** (reported to attendance administrator) **1st Letter** sent to home.

Fifth (5) – unexcused absences or tardies over 30 minutes or any combination:

Second truancy (again reported to attendance administrator) **2nd Letter & School Attendance Review Team (SART)** meeting or meeting with administrator.

Sixth (6) – unexcused absences or tardies over 30 minutes or any combination:

Third truancy (classified as a **Habitual Truant** and subject to a summons to appear at a School Attendance Review Board (SARB)).

Ed. Code 48263.6- Chronic Truant

Any student absent from school without a valid excuse for more than 10 percent of the school days in one school year from the date of enrollment to the current date.

NOTE:

Education Code Sec. 48260 – Any pupil subject to full-time education or to compulsory education who is absent from school without valid excuse more than three days or tardy or absent for more than any 30-minute period during the school day without a valid excuse or three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance administrator or superintendent of the school district." Students with chronic absences or irregular attendance can be referred to SARB per Ed. Code 48263

PENALTIES

48293 Education Code

SARB Hearing – The School Attendance Review Board (SARB) will ask the parent and the student to sign an attendance contract. Failure to comply with the contract will result in the order of a citation to appear in court. 48293 Ed.Code.

1st Conviction A fine of not more than \$100.00 plus penalties could amount to as much as \$375.00.

2nd Conviction A fine of not more than \$320.00 plus penalties could amount to as much as \$750.00.

3rd or Subsequent Conviction A fine of not more than \$500.00 plus penalties could amount to \$1,500.00.

13202.7 V.C. Any minor under the age of 18 years, but 13 years of age or older who is a habitual truant may have his/her driving privilege suspended for one year.

272 (a)(i) P.C. Failure to enroll your student in an approved educational program could result in a \$2,500.00 fine + 1 year county jail + probation up to 5 years.

270.1 P.C. Failure to address chronic truancy of students in elementary or middle school could result in a \$2,000.00 fine + 1 year county jail + probation up to 5 years.

Parents are responsible for a child's attendance from the age 6 until age 18 (48200 Ed. Code).

INSTRUCTIONAL PROGRAM INFORMATION

FIELD TRIPS

From time to time trips to different locations are arranged for the purpose of providing students with first-hand experiences which are related to material studied in the classroom. All field trips are conducted in strict accordance with procedures set forth by the school district. Specifically, such procedures cover:

1. Parent notification/permission: All trips are to be preceded by ample notification as well as parent permission forms.
2. Transportation: All students will be transported in district vehicles. Any student attending a field trip must ride in a district vehicle both on the way to the activity and returning to the school site.
3. Supervision: All trips will be supervised by one or more certificated members of the school staff.

HOMEWORK

Homework is an important part of your child's education. These assignments are designed to help your child practice what has been taught in school in order to solidify learning. For transitional kindergarten and kindergarten students, activities are planned that involve the parent and student working together. In first and second grades, part of the homework is usually having your child read to you. Homework guidelines recommend thirty (30) minutes for kindergarten, and grades 1, 2, and 3; forty-five (45) minutes for grades 4 and 5; and 4 to 6 hours per week for grade 6. If your child appears to have more work than this amount on a regular basis, please contact the teacher. It is possible that your child is not completing regular assignments in class and is taking them home in addition to homework.

Recent research has shown that students who spend time each night doing homework score higher on assessments and are more likely to be successful as adults. Your support in this area could make a big difference for your child. You can help promote good study habits with your child by providing:

1. A specific time for homework.
2. A quiet place to study.
3. Checking your child's work when it is completed. We suggest you make homework a priority. By working together, parents and teachers can help students develop and practice study habits which will increase their amount of learning.

If your child is absent and you would like to request homework, please notify the teacher one day in advance so that he/she can write up the assignments and gather your student's materials.

SHORT TERM INDEPENDENT STUDY

Short term independent study will be issued for students who need to be absent from school for five to ten days. Independent Study must be requested in writing **five school days prior to the absence**. Teachers will be notified in writing and will be asked to give work to the student. The student will not be counted absent provided the independent study contract is fulfilled and all work is turned in. Upon the student's return, he/she should go to the office with all work to be photo copied. If the work is not received in the office, no credit will be given to the student, and all absences will be unexcused. Contact the school attendance clerk for further information.

LIBRARY / LEARNING CENTER

Our school library offers an outstanding collection of reading material. Our program consists of teaching library skills, encouraging students to read books for personal enjoyment, reading guidance, and using the library for enriching the classroom curriculum. Parents are welcome to check out books.

INSTRUCTIONAL PROGRAM INFORMATION

TECHNOLOGY USE

Baker Elementary students do have the ability to access the internet and learn to search and retrieve information for use with class projects. No student is permitted access to the internet without a signed permission slip from their parent. These permission slips are sent home at the beginning of the school year. While accessing the internet, students are carefully monitored and given structured lessons to follow. A strong firewall is in place to filter most objectionable material.

TEXTBOOKS

All textbooks are loaned free. If a book is lost or damaged, report it to the office immediately so that steps may be taken to replace it. "Stolen" is no excuse or release from responsibility; the student is still liable for books, which have been checked out to him/her. It is the students' responsibility to keep, use and return books in good condition. All books are inventoried as to their condition and loaned to the specific student. Books and other District property found on campus by students will be turned in to the office. Students must keep their books secure by keeping them in their possession or locked in their lockers.

COMING TO CLASS ON TIME

All students are to be in his or her classroom on time. We have the expectation that all students will be on time and ready to learn. Students that are not able to be on time will meet with the principal and their parents to discuss an appropriate strategy.

COMING TO CLASS WITH NECESSARY MATERIALS

Students are required to report to class with the necessary books and materials. Students who fail to bring necessary books and materials may receive a teacher detention and appropriate consequence.

HALL PASSES

Students are to stay in the classroom during instructional time. Students leaving class must have a signed hall pass issued by the teacher. Hall passes are required for students going to another classroom, library, office and restroom during instructional time.

DRESS CODE

The following applies to students at school or at any school-related activity.

Students should be dressed neatly and appropriately to participate in classroom and playground activities and for the ever-changing weather conditions. During cold weather, students will usually be going outside to play. A warm jacket or sweater, and a cap or hat will help your child be warm and comfortable to be outside. Be sure to mark the inside of your child's clothing with your child's name for easy identification.

1. **ALL CLOTHING MUST COVER ALL UNDERGARMENTS.** Tops, shirts, and blouses must cover the shoulders, chest, back, and midriff. Spaghetti straps are not allowed. Sleeveless blouses are acceptable. Tops that do not meet the above requirements cannot be worn without a second cover top, which cannot be sheer.
2. Shorts are acceptable if they are long enough to cover all under clothing and fall to approximately mid-thigh length with side splits no greater than one inch. Pajamas are not acceptable.
3. Pants for boys and girls must be worn with the waist around the body's waist. Loose pants must be held up by a belt. Clothes that are baggy because the waist is below the body's waist will not be allowed or tolerated and students will be sent home to change.
4. Skirts and dresses can be worn as long as the length is at least half the distance between the knee and upper thigh. Slits/openings must follow the above guidelines as listed in #2.
5. Hats/caps/beanies and sunglasses are not to be worn in the buildings. They may be worn during transition times between classes and during breaks outside.
6. Footwear must be worn at all times. Slippers or other footwear without soles or heel straps are considered inappropriate. Sneaker skates are not allowed.
7. Any clothing or jewelry that presents a safety hazard to the wearer or to other students or school personnel will not be allowed. No wallet chains are allowed. Jewelry or clothing depicting anything illegal is not allowed. Any attire promoting gang involvement or is indicative of gang membership is strictly prohibited. Those items that are strictly prohibited are hairnets, bandannas or handkerchiefs. Because gang clothing styles are constantly changing, the school will reserve the right to address new clothing styles as the need arises. The school dress code will be in effect on field trips.
8. Body piercing which the administration might consider disruptive or distracting is not allowed, i.e. tongue rings, eyebrow piercing, visible nose rings, plugs, etc.
9. Formal attire for dances and special events must comply with the regular dress code, unless prior arrangements with the principal or the school designee have been made.
10. Helmets must be worn by students who ride their bicycles to and from school.

If student's appearance is deemed to be inappropriate, immodest or distracting by the school administration, the student will be asked to call home to rectify the situation. Repeated offenses or failure to comply will be considered an act of defiance.

FOOD & DRINKS INFORMATION

FOOD AND DRINKS

This is a closed campus. Students need to bring their lunch with them in the morning or purchase from the cafeteria. Fast food is not allowed on school campus. Students checking out for lunch must be checked-out in the district office by the parent/guardian at the designed lunch time and signed back in by the parent/guardian before lunch time ends. This privilege may be taken away from student at any time by the office staff.

Fast food deliveries will not be accepted on campus. Parents may bring food to school if they stay and eat the meal with their child.

Food and drinks purchased from the cafeteria must be consumed in the cafeteria, unless prior permission is obtained from the school administration. Food may be purchased from the cafeteria before school and at morning nutrition. Students must check in before 9:00 a.m. Students who check in after 9:00 a.m. may receive an alternate meal.

Morning nutrition is offered to students and will be served ONLY before 8:30 a.m. Meals may be purchased in advance. There will be NO meals charged by students or adults.

Lunch Prices:

Nutrition - \$1.50	Reduced Price \$.30
Lunch - \$2.50	Reduced Price \$.40

PARENT INVOLVEMENT INFORMATION

SIGN-IN AND SIGN-OUT

We must account for all visitors at Baker Elementary. We have a policy that all visitors to the campus sign-in and sign-out. When you sign-in, you can pick up a volunteer “badge” at the front desk. If you are not wearing this badge, expect to be stopped and asked to go back to the office for a badge.

MESSAGES TO STUDENTS

Occasionally parents may have to leave messages for their children. We are happy to deliver such messages to the classrooms but ask that you call the office **prior to 11:00 a.m.** This will give our runners time to go to the classrooms or fields during PE. You may be asked for personal information over the phone so that we can identify you as the parent/guardian.

SCHOOL SITE COUNCIL (SSC)

The School Site Council (SSC) is a group of parents, staff, and the principal which acts as a planning team for school improvement. Quarterly meetings are open to the public, and parents are encouraged to become involved.

PARENT VOLUNTEER OPPORTUNITIES

Room Parents (year-round)

A room parent is the main parent the teacher turns to when something extra/special is needed. Typical duties consist of the following:

1. Meet with teacher at the beginning of each month for potential special needs.
2. Assist teacher in organizing classroom activities.
3. Communicate with parents regarding volunteer opportunities.
4. Attend SSC meetings to stay informed and assist with fundraising opportunities.

TRANSPORTATION INFORMATION

BUSES/TRANSPORTATION

The Baker Valley Unified School District and all school districts in the State of California do not have to provide transportation to school. Bus transportation is a privilege and can be taken away from students. Baker Valley Unified School District buses will be driven on approved, paved roads only, and will pick-up and drop-off students only at designated and district approved stops. **The bus driver has absolute authority on the bus. The bus driver has the responsibility for the safety of all students. Neither students nor parents are to argue with the driver's directions and distract the driver's attention.** Baker Valley Unified School District buses will be driven on approved, paved roads only, and will pick up and drop off students only at designated and district approved stops.

Students will behave in a way which does not distract the driver or endanger other students by:

1. Remain seated while the bus is in motion, and until the driver tells you to get up.
2. Refrain from loud conversations and boisterous conduct.
3. Keep all parts of your body inside the bus at all times.
4. Do not throw any item inside, outside of the bus.
5. Pick and clean up all items from the seats or floor of the bus as you leave the bus.
6. Do not eat, drink, smoke, and use tobacco products or controlled substances on the bus or at the bus stop.
7. Watch for traffic when crossing the street in front of the bus, and keep away from the side of the bus as it leaves the stop.
8. Students must show appropriate behavior in accordance to school rules at all times, going to and from school, and on school trips.
9. Obey the bus driver's directions at all times.

RED LIGHT CROSSING

VC 22112

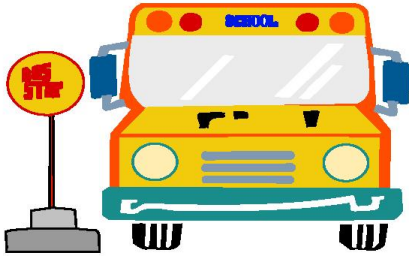
School bus drivers shall activate the flashing red light signal system and stop signal arm at all times when the bus is stopped for the purpose of loading and unloading pupils. The bus driver is directly responsible for the safety of all students loading, unloading and crossing the roadway, regardless of grade level. To assure the safe loading and unloading of every school pupil in BVUSD, the following guidelines are in effect:

1. Beginning at home, plan time so that you can leave home at the same time every day. Students should arrive at the bus stop **five (5) minutes** before the school bus arrives. At the end of the school day all students must leave their classrooms in a timely manner to prevent missing the bus ride home.
2. If you are walking to the bus stop:
 - a. Find and follow the safest route to the bus stop.
 - b. On the way to the bus stop, walk as far away from the roadway as possible.
 - c. Don't run or play at the bus stop, stay out of the street.
 - d. Respect other people's property
 - e. While waiting for the bus, keep the noise down, neighbors may be sleeping.
 - f. At the bus stop, stand in single file line.
 - g. Let the bus come to a complete stop, and let the bus driver open the door before you approach the bus.
 - h. Use the handrail to help you balance as you enter the bus.
 - i. Take your seat quickly.
 - j. Keep your voice down, don't distract the driver.
 - k. Stay in your seat facing forward at all times.
 - l. Keep all your body parts inside the windows, don't throw anything out the window of the bus.
 - m. Keep the aisles clear of legs, arms, books, bags or other objects someone may trip over.
 - n. Be courteous to your fellow passengers and the driver. Follow the driver's instructions.
 - o. Remain silent at railroad crossings so the driver can clear the tracks.
3. If you are being driven to the bus stop:
 - a. Parents should park on the same side of the roadway as the bus, leaving enough room so the bus may pull into the bus stop safely.

BUS STOP SUMMARY

2015-16 STUDENT HANDBOOK

Please be at bus stop five minutes before departure time. Driver will leave at scheduled time.



PLEASE BE AT BUS STOP **FIVE MINUTES** BEFORE DEPARTURE TIME- DRIVER WILL LEAVE AT SCHEDULED TIME.

BVUSD Bus Schedule 2015-2016

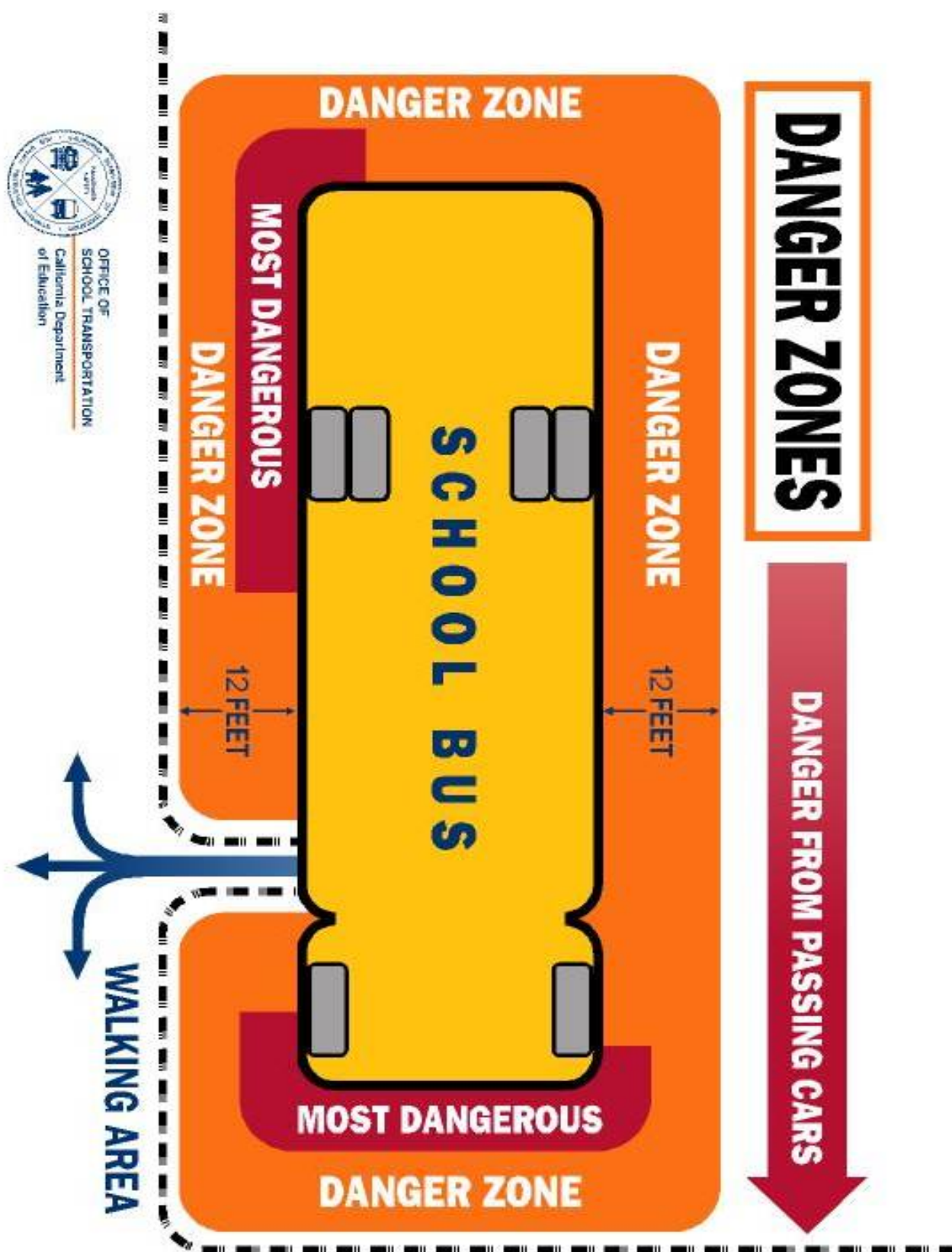
Bus Driver- Janell Mora

AM Route		PM Route		
BAKER				
Día Reg.		Día Reg.	Día Min.	
Reg. Day		Reg. Day	Min. Day	
7:50	Leave Baker School	3:30	1:40	Leave Baker School
7:55	Lakeview Rd. Apt.	3:32	1:42	HWY 127
7:58	Paradise	3:35	1:45	Clark's Mobile Home Park
8:00	Baker School	3:39	1:49	A/C from Clark's Mobile Home Park
8:03	HWY 127	3:41	1:51	Baker School
8:05	Clark's Mobile Home Park	3:45	1:55	Lakeview Rd. Apt.
8:10	A/C from Clark's Mobile H. Park	3:47	1:57	Paradise
8:15	Arrive at Baker School	3:58	2:08	Arrive at Baker School

AM Route		PM Route		
MOUNTAIN PASS/CIMA				
Día Reg.		Día Reg.	Día Min.	
Reg. Day		Reg. Day	Min. Day	
6:10	Leave Baker School	4:00	2:15	Leave Baker School
6:50	Nipton Rd.	4:35	2:50	Cima Rd.
7:00	Mountain Pass	4:45	3:00	Mountain Pass
7:10	Cima Rd	4:53	3:10	Nipton Rd.
7:50	Arrive at Baker School	5:40	3:55	Arrive at Baker School

AM Route		PM Route	
KELSO		Driver- Bridget Wolford	
Día Reg.		Día Reg.	Día Min.
Reg. Day		Reg. Day	Min. Day
7:15	Kelso	3:45	2:45
8:00	Arrive at Baker School	4:30	2:50
			Leave Baker School
			Kelso

Parents! Please stop for the red flashing lights.



SCHOOL RULES

SCHOOL/CLASSROOM RULES

School/Campus rules are contained in this book. Classroom rules relate to each classroom and will be posted in each classroom. Violations of these rules will meet with disciplinary action, whether by the teacher, staff or administration. All students are expected to follow these rules and to be responsible and respectful at school and all school related activities so other students may get the education they have a right to receive.

The following is a list of some disciplinary actions that may be taken when students violate school rules and regulations:

- Teacher/Parent contact or conference
- Campus Beautification
- Referral and consequences from teacher or staff
- Suspension
- Referral and consequences from Administrator
- Expulsion
- Teacher/Administrative detention/suspension
- Contact of appropriate authorities

Students may be assigned campus beautification in lieu of detention or suspension./ It will consist of campus service projects including, but not limited to, campus clean up, gum removal. Offenders will be dealt with according to the severity of the offense, District policy, and the Education Code. Students will be supervised during campus duty.

COOPERATION WITH SCHOOL PERSONNEL

Every community depends on its citizens to help uphold the rules, which everyone is expected to follow. Everyone has the responsibility to help protect the rights of others by helping to identify the ones who are doing wrong. Cooperation with school staff is especially important. Teachers need student cooperation in order to help students learn. All school personnel need cooperation in order to make the school operate efficiently. Students are expected to cooperate with classified staff in the same way as they are expected to cooperate with teachers. Substitute teachers, secretaries, bus drivers, aides, custodians, volunteers, etc. all expect students to cooperate. Flagrant defiance of reasonable requests by adults on campus will meet with disciplinary action.

DETENTION

Detention may be held during lunch period. Students are to go to lunch and then go to detention. At detention students are to be on time, sit quietly and awake and must follow all rules or the time will not be counted. Failure to serve detention will result in more serious penalties.

ALL STUDENTS ARE HELD RESPONSIBLE FOR SCHOOL PROPERTY

Laws and our district policies hold parents and/or young adult students responsible for the cost of restitution and restoration of damaged property. The school is responsible to notify police of vandalism or destruction of property. The student or his/her family must pay for equipment and missing or damaged books.

SCHOOL RULES

ELECTRONIC DEVICES AND CELL PHONES

Cell phones and other electronic devices are permitted on campus before school, during lunch, and after school; however, cell phones must be off and put away during passing periods or instructional time UNLESS they are being used for instructional purposes per teacher directions. NO EXCEPTIONS. If this policy is not adhered to, the phone will be confiscated and the parent will be contacted. Confiscated phones are subject to search by school employees.

No student shall use an electronic signaling device with camera, video or voice recording function in a way or under circumstances which infringe the privacy rights of other students. Confiscated electronic signaling devices shall be stored by school district employees in a secure manner.

The district reserves the right to modify/change district policy on personal electronic signaling devices at any time.

VANDALISM, THEFT & GRAFITI

The Governing Board considers vandalism and defacing of school property (including textbooks) a very serious matter. (Board Policy 5131.5 – Students – Vandalism, Theft and Graffiti). Vandalism includes the negligent, willful, or unlawful damaging or theft of any district owned real or personal property, including the writing of graffiti. (cf.3515.4 Recovery for Property Loss or Damage)

Any district student who commits an act of vandalism shall be subject to disciplinary action by the district and also may be prosecuted through other legal means. If reparation of damages is not made, the district also may withhold the student's grades, diploma and/or transcripts in accordance with law. (cf.5125.2 – Withholding Grades, Diploma or Transcripts) (cf.5144.1 – Suspension and Expulsion/Due Process)

Legal Reference:

Education Code Sections: #48900, 48904, and 48904.3

Code of Regulations, Title 5 Section: #305

Civil Code Section: #1714.1

Government Code Section: #53069.5

Penal Code Sections: #594, 640.5, 604.6

Student/Parents will be held responsible for all damages to equipment and books. Defacement of books will require the purchase of a new book. Lost books must be paid for before another book is issued to any student. Book covers will be mandatory for all schoolbooks.

POSITIVE BEHAVIOR AND INTERVENTION SUPPORT (PBIS)

The staff of Baker Elementary is currently being trained in PBIS strategies to support student behavior and positive interventions. PBIS is a research-based program that will help us to establish and sustain a safe, positive and inclusive learning environment for ALL.

Baker Valley USD Discipline Matrix

Level 1 - Incidental Violations (Non-referred/Non-recorded)	Level 2 - Minor Violations (Non-referred/Self-Assessment Form)	Level 3 - Major Violations (Referred/Recorded)	Level 4 - Illegal Violations (Referred/Recorded)
<ul style="list-style-type: none"> • Loud voices/yelling • Off-task behavior • Name Calling • Noise Making • Insubordination (i.e. not following teacher directions in an non-emergency situation, ignoring when called upon) • Out of Seat • Disruptive • Breaking Cafeteria Rules • Breaking Playground Rules • Inappropriate Behavior in Bathrooms • Chewing Gum or Eating Candy (except with teacher permission) 	<ul style="list-style-type: none"> • Lying/Cheating • Indirect, Inappropriate Language/Gestures • Inappropriate Outfit • Spitting • Forgery (i.e. reading logs, communication from teacher) • Theft (minor items that are recovered) • Harassment/Bullying (i.e. student calling another "stupid" or another word that can be handled by the teacher) • Internet Misuse (i.e. playing games when they should be researching) • Third Level 1 Offense 	<ul style="list-style-type: none"> • Direct, Inappropriate Language/Gestures to Other Students or Staff • Fighting/Physical Aggression • Overt Defiance (i.e. causing a major classroom disruption.) • Property Destruction/Misuse • Forgery (i.e. permission slips, documents with importance) • Skipping Class/Leaving the School Campus • Reference in Conversation, Writing, or Pictures to Weapons or Acts of Violence (unless directed so by teacher's assignment) • Severe Harassment/Bullying/Cyber-Bullying • Theft (items not recovered or worth a larger monetary value) • Severe Internet Misuse • Third Level 2 Offense 	<ul style="list-style-type: none"> • Drug Use/Possession • Weapon Use/Possession • Truancy • Arson • Bomb Threat • Extreme Property Damage/Vandalism • Combustibles • Assault/Threats • Driving to school without proof of license, registration, and insurance
<p>3rd Level 1 Offense - Self-Assessment</p>	<p>1st Minor Offense - Self-Assessment (Create Office Report)</p> <p>2nd Minor Offense - PBIS Team Member Conference (Add offense to Office Report)</p> <p>3rd Minor Offense - Add offense to Office Report. Submit to office.</p>	<p>1st Major Offense - Office Report</p> <p>2nd Major Offense - Office Report / Principal Referral to Counselor</p>	<p>Contact Sheriff's Office, Office Report</p>

Baker Valley USD Discipline Matrix

	Level 1 - Incidental Violations	Level 2 - Minor Violations	Level 3 - Major Violations	Level 4 - Illegal Violations
Addressing the Behavior	Teacher-Handled The teacher addresses the behavior using classroom management strategies, such as: <ul style="list-style-type: none"> • Redirect to the correct behavior • Proximity control • Nonverbal cue to correct behavior • Private conference with student • In-class modified seating • In-class self-reflection time • Review Behavior Lesson Plans 	Teacher-Handled The teacher addresses the behavior using logical consequences such as: <ul style="list-style-type: none"> • Redirect to the correct behavior • Private conference with student • Out of class time with another teacher • Correspondence to parent/guardian • Recess detention with teacher • Silent lunch • Loss of privilege 	Office-Handled Teacher will fill out Office Report and send the student and Office Report to the office. Office will enter Office Report into SWIS and the student will receive the proper consequence.	Office-Handled Send the student to the office where the principal will address the behavior.
Steps	3rd Level 1 Offense - Self-Assessment Teacher generated form that is created to informally track behavior or to communicate with PBIS team. Self Assessment	1st Minor Offense - Begin Office Report with incident. 2nd Minor Offense - Record second incident. PBIS Team Member Conference 3rd Minor Offense - Record third incident. Office Report to be entered into SWIS	1st Major Offense - Office Referral 2nd Major Offense - Office Report and possible referral to counselor.	
Forms		Student Self Assessment - Student fills our self assessment to be sent home and returned signed by parent/guardian (make a copy in case form does not get returned). File self assessment in student's file in the classroom.	Student Self Assessment Office Report to the office that will entered into SWIS	Office Report Office will provide the student with the Self Assessment.

SUSPENSION & EXPULSION

EC 48900

GENERAL SUSPENSIONS/EXPULSIONS

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r) inclusive:

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stole or attempted to steal school property or private property.
- h. Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k. (1) 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.
(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends the date.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of intimidation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- r. Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

SUSPENSION & EXPULSION

- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) (A) "Electronic act" means the creation and transmission originated on or off the schoolsite, by means of an electronic device, including but not limited to a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- i. A message, text, sound or image.
 - ii. A post on a social network Internet Web site including, but not limited to:
 - I. Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
 - II. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - III. Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- s. A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
- (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school sponsored activity.
- t. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- u. As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- v. For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.
- w. It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

SUSPENSION & EXPULSION

EC 48900.2

SEXUAL HARASSMENT

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

EC 48900.3

HATE VIOLENCE

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

EC 48900.4

HARASSMENT, THREATS, INTIMIDATION

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have, the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

EC 48900.5

ALTERNATIVE TO SUSPENSION

- (a) Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.
- (b) Other means of correction include, but are not limited to, the following:
1. A conference between school personnel, the pupil's parent or guardian, and the pupil.
 2. Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.
 3. Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.
 4. Referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).
 5. Enrollment in a program for teaching prosocial behavior or anger management.
 6. Participation in a restorative justice program.
 7. A positive behavior support approach with tiered interventions that occur during the schoolday on campus.
 8. After school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.
 9. Any of the alternatives described in Section 48900.6.

SUSPENSION & EXPULSION

EC 48900.6

COMMUNITY SERVICE

As part of or instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, the superintendent of schools or the governing board may require a pupil to perform community service on school grounds, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's nonschool hours. For the purposes of this section "community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. This section does not apply if a pupil has been suspended, pending expulsion, pursuant to Section 48915. However, this section applies if the recommended expulsion is not implemented or is, itself, suspended stipulation or other administrative action.

EC 48900.7

MAKING TERRORISTIC THREATS

- (a) In addition, to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.
- (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

EC 48915

CIRCUMSTANCES FOR RECOMMENDING EXPULSION

- (a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:
 - (A) Causing serious physical injury to another person, except in self-defense.
 - (B) Possession of any knife or other dangerous object of no reasonable use to the pupil.
 - (C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:
 - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
 - (D) Robbery or extortion.
 - (E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
 - (2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.
- (b) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel a pupil for any of those acts shall be based on a finding of one or both of the following:
 - (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

SUSPENSION & EXPULSION

- (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.
 - (2) Brandishing a knife at another person.
 - (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
 - (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
 - (5) Possession of an explosive.
- (d) The governing board of a school district shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:
- (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
 - (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
 - (3) Is not housed at the schoolsite attended by the pupil at the time of suspension.
- (e) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:
- (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (f) The governing board of a school district shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study that meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.
- (g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
- (h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

ANTI-BULLYING STATEMENT

Baker Elementary is committed to being a *Bully Free Zone*. Bullying of any sort will not be tolerated and will be investigated promptly.

DISTRICT POLICY

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

BULLYING PREVENTION

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

INTERVENTION

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

COMPLAINTS AND INVESTIGATION

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

ANTI-BULLYING STATEMENT

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee shall file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

DISCIPLINE

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

Baker Elementary School

School/Parent/Student Agreement 2015-16 School Year

Please sign and return to your child's teacher within one week of the start of school.

Student Name: _____

Teacher Name: _____

I have read with my child the contents of the Baker Elementary School Student Handbook (available either electronically on the school's website or in paper format in the school office) and understand the following rules, regulations, procedures, and consequences of the following:

Attendance Policy (pages 11 to 13)
Dress Code (page 16)
Transportation Procedures (pages 19 to 21)
School Rules (pages 22 to 25)
Suspension / Expulsion (pages 26 to 30)
Anti-Bullying (pages 31 to 32)

Parent Signature

Date

Student Signature

Date

Principal Signature

Date