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# 2016-2017 PARENT/STUDENT HANDBOOK

## WELCOME TO KIRKWOOD ELEMENTARY SCHOOL

We hope the information in this handbook will provide you with information about our school, and what is expected of our students. Included is information about our staff, school calendar, rules, activities, and office procedures. The handbook also contains annual notifications for parents/guardians required by the State of California. Please sign and return the enclosed form acknowledging receipt of these items.

Please feel free to contact the school, if you have any questions. Our telephone number is 824-7773. Our website is [www.kirkwoodschoollca.org](http://www.kirkwoodschoollca.org).

Sincerely,

Kirkwood School Staff



The State of California, Department of Education (CDE), and the Kirkwood Elementary School District are committed to ensuring equal, fair, and meaningful access to employment and education services. The District does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans' status, or any other basis prohibited by California state and federal nondiscrimination laws respectively, and provides equal access to the Boy Scouts and other designated youth groups. The Title IX officer is charged with overseeing, leading, and directing the District's efforts to meet the legal obligations set forth in state and federal civil rights laws, and regulations in District employment and delivery of education services. Inquiries regarding nondiscrimination and civil rights should be directed to the Title IX Officer: Marci Fulks, 2049 Kirkwood Road, Corning, CA 96021, 530-824-7773

# **KIRKWOOD ELEMENTARY SCHOOL**

## **Mission Statement**

### **Core Values**

The Kirkwood School District is committed to providing a high-performing school and promoting academic excellence with a focus on student learning and achievement. The District's primary core value is student learning. The core values of excellence, empowerment, partnership, way of life, and variety serve as a foundation to support student learning.

### **Excellence**

The value that the Kirkwood District places on excellence is exemplified by:

- A focus on and passion for learning
- High expectations for students, parents, faculty, staff, administration, and board
- A commitment to quality resulting in the creation of exemplary work
- An articulated spoken standards-based curriculum
- Quality instruction based on research and effective practices

### **Empowerment**

- Encouraging risk-taking and innovation that will accomplish improvement in student learning and achievement
- Involving all stakeholders in shared decision-making and problem-solving
- Encouraging shared responsibility for decisions and actions
- Encouraging leadership at all levels
- Using their talents to continually improve the district
- Recognizing the positive contributions of others

### **Partnership**

The Kirkwood School District and the community form a partnership that provides resources, which enable the school district to offer exemplary programs. These partnerships provide continual educational opportunities for citizens. Effective school and community partnerships are characterized by:

- A people orientation and focus
- A community involvement in all aspects of the school
- Positive, open communication and relationships between school and community
- A sense of teamwork and common goals

## **Way of Life**

The Kirkwood School District places a value on a school environment that is safe, orderly and inviting, as exemplified by:

- Honesty and integrity
- Respect of self and others
- Responsibility
- Accountability
- Reliability
- Courtesy

## **Variety**

The Kirkwood School District respects variety by:

- Providing a full-range educational curriculum
- Addressing individual educational needs
- Expanding learning opportunities
- Accepting and respecting diversity among individuals

*Go Bobcats!*



## **Staff**

Superintendent  
Business Manager  
Secretary/Registrar  
TK/Kindergarten Teacher  
1<sup>st</sup> – 2<sup>nd</sup> Grade Teacher  
3<sup>rd</sup> – 4<sup>th</sup> Grade Teacher  
5<sup>th</sup> – 6<sup>th</sup> Grade Teacher  
7<sup>th</sup>– 8<sup>th</sup> Grade Teacher  
PE Teacher  
Counselor  
Paraprofessional  
Paraprofessional  
Paraprofessional  
Paraprofessional  
Maintenance/Custodian

John Burch  
Cheryl Manos  
Marci Fulks  
Levi Funderburk  
Kristina Young  
Ashley Meese  
Linda Smith  
Talitha MacDonald  
Katie Rustin  
Gary Fortenberry  
Elizabeth Garrett  
Hilary Rice  
Susan Maloney  
Aracely Banuelos  
Matt Verdun

## **School Board**

President  
Clerk  
Member  
Member  
Member

Luke Alexander  
Jack Safford  
Paul Gibson  
Bob Varner  
Bryan Hagan

## **School Site Council**

Superintendent  
School Staff  
Parent  
Parent  
Parent  
Parent  
Parent  
Teacher  
Teacher  
Teacher

John Burch  
Cheryl Manos  
Nikki Alexander  
Erica Gibson  
Meghan Stewart  
Alex Marshall  
Jodie Hughes  
Talitha MacDonald  
Levi Funderburk  
Kristina Young

## **School Hours**

School begins at 8:15 a.m. Students **may not** arrive on campus before 7:45 a.m.

K-2nd Grades are dismissed at 2:35 p.m.

3<sup>rd</sup>-8<sup>th</sup> Grades are dismissed at 2:45 p.m.

All students are dismissed at 12:30 p.m. on Mondays and Minimum Days..

Parents are expected to transport students to and from school. We ask that you are sensitive to the extra burden placed on staff when students are on campus outside of school hours.

## **Attendance**

Absences and tardiness have a big impact on student success. Attending school regularly and on time creates a foundation that will carry on into high school and beyond. Please take your child's attendance seriously and make sure your child attends school every day unless he/she is sick or there is an emergency.

A note, phone call, or e-mail is required each time/day your child is absent. If you don't report the reason for your student's absence, that absence is "unverified". Unverified absence are UNEXCUSED absences. **If your child is tardy, he must report to the office before going to class.**

**Excused Absences:** No pupil will have his/her grade reduced or suffer a loss of academic credit on account of an excused absence when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. An excused absence is defined in Education Code section 48205 as an absence:

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic service rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family as defined in the Education Code, so long as the absence is not more than one day if the service is conducted in California, and not more than three days if the service is conducted outside California.
5. For justifiable personal reasons, including, but not limited to, an appearance in court, observance of a holiday or ceremony of his or her religion, attendance at religious retreats which shall not exceed four (4) hours per semester, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or

a designated representative pursuant to uniform standards established by the governing board.

**Truancy:** Upon a pupil's initial classification as a truant, parent/guardian will be notified that the pupil is truant and that parents/guardians are obligated to have students attend school and any failure to meet this obligation may subject parent/guardian to criminal prosecution. Education Code § 48260.5.

**Independent Study:** Independent Study is available for absences of **five consecutive days or longer**. The number of days a student may participate in Independent study in any given school year shall be limited to a total of 10 days. This maximum number of days may be extended upon approval of the superintendent with a written request from the parent/guardian stating the need of why the maximum should be extended. Arrangements for independent study must be made prior to the absence. 3 days' notice is required for the teacher to prepare the independent study plan. Students must complete work and give it to the teacher upon returning to school.

### **Lunch Program**

**Free or Reduced Price Meals:** Needy pupils are entitled to free or reduced price meals. Education Code § 49510, et seq.

Information regarding free and reduced price lunches is sent home at the beginning of school and available in the school office. School lunches are delivered by Corning High School each day. Hot lunches may be purchased for \$3.00, reduced lunches are \$0.40 and milk only is \$0.40. **If your child is going to be late for school and needs to order a lunch, you must call the school by 8:30 a.m. to place the order;** otherwise, you need to send a sack lunch with your child. **We are unable to warm up students' home lunches.** Students eligible for free lunches who choose to order **milk only** are required to pay \$0.40 for milk.

If your financial status changes during the school year, you may request a new application from the office.

Please send lunch money daily or pre-pay in the school office. Students may not charge more than 5 days (\$15.00). After 5 days, he/she will need to bring a lunch or call home for parent to bring a lunch.

### **USDA's Statement of Non-Discrimination**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability,



age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Ave, SW  
Washington, D.C. 20250-9410 or

Fax: (202) 690-7442 or

Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity employer.

## **Health, Safety and Medical Services**

### **Immunizations**

Students entering school must show proof of the following immunizations:

<b>Immunization</b>	<b>Dosage</b>
Diphtheria, Pertussis & Tetanus (DPT)	Five (5) doses
Polio	Four (4) doses
Measles, Mumps & Rubella (MMR)	Two (2) doses
Hepatitis B	Three (3) doses
Varicella (chickenpox)	One (1) dose

Students entering grade SEVEN must show proof of:

<b>Immunization</b>	<b>Dosage</b>
Tetanus, reduced Diphtheria & acellular Pertussis (Tdap)	One (1) dose
Measles, Mumps & Rubella (MMR)	Two (2) doses

All students from out of state must show proof of varicella (chickenpox) immunization.

**Illness and Medication:** Education Code states "any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated personnel if the school district receives:

1. A "School Medication Authorization Form" must be completed and signed by a physician, detailing the method, amount and time schedules by which such medication is to be taken, and
2. A written statement from the parent or guardian of the pupil indicating they desire that the school district assist the pupil in the matters set forth in the physician's statement.
3. This regulation applies to over-the-counter medications as well as prescription medication. Medication must be in the original container or prescription bottle.

Authorization Forms are located in the office.

4. Students may carry and administer an inhaled asthma medication and/or auto-injectable epinephrine if the rules above are met and if a physician confirms in writing that the student is able to self-administer. We have a supply of epi-pens for emergency use. (EC 49414, 49414.5, 49423, 494231, 49480)

For your child's welfare and the health of others in their class, please keep your child home if a fever is present, or if they are ill.

### **Head Lice**

Students may not come to school with live head lice. If your child has head lice, please treat them immediately and re-check them for live lice regularly. Students who are sent home with live lice may return to school with verification of treatment (purchase receipt of treatment, empty package and/or doctor's note); student must be examined by office staff.

**County Support Services:** The Tehama County Department of Education Support Services Personnel is available to help any student that needs their assistance. They may be reached through the school office (824-7773) or by calling the Tehama County Department of Education (527-5811). County Personnel assigned to our school include:

Psychologist  
County School's Nurse

Resource Specialist Teacher  
Speech Teacher

**Child Abuse:** When a teacher, administrator, or other employee in the district observes or reasonably suspects that a student has been physically, mentally, or sexually abused, that person is required by California Law to immediately file a report with Child Protective Services (CPS). A follow-up written report must also be filed within 36 hours. The name of the person required to file that report shall be confidential.

**Visitors on Campus:** All visitors, including parents, must sign in at the school office and get/wear a name tag before entering the classroom or playground. PENAL CODE 627.4

**Parking Lot Safety:** When picking up your child, please pull all the way forward in the parking lot. The curb is marked red and your vehicle may be towed or you may be cited, if the vehicle is left unattended. When you must exit your vehicle, please park in a parking lot stall. This will help provide a safe situation as students arrive and are dismissed from school.

**Release of Children:** All parents must check in with the school office and sign a form when picking up a child early. Students will not be allowed to go home with anyone that is not on the child's emergency card unless the parent/guardian sends a note or calls the school to give permission. Please keep emergency-contact information up-to-date.

**Custody Issues:** Custody issues must be handled by the courts. Kirkwood School has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. We ask that parents make every attempt to not involve the school in custody matters.

**Psychological Testing:** A parent has the right to receive information about psychological testing the school does involving their child and to deny permission to give the test. Education Code § 51101(a)(13).

**Evaluations:** A pupil may not be tested for behavioral, mental, or emotional evaluation without the informed written consent of his or her parent/guardian. Education Code § 49091.12(c)

**Accidents at School:** Kirkwood School has student accident insurance. This insurance will pay a portion of medical, hospital, and dental expenses that are a result of injury at school or on field trips for children with no other insurance

coverage. For parents who have insurance for their children, this will be considered a secondary coverage.

**Emergency Medical Care:** All pupils must have an emergency information card filled out and signed by the parent/guardian at the beginning of the school year. If your child is ill or injured during regular school hours and, requires reasonable medical treatment and if you cannot be reached, the school district, county office or the principal cannot be held liable for reasonable treatment of your ill or injured child without your prior consent, unless you have previously filed a written objection to any medical treatment other than first aid. (Education Code §§ 49407; 49408)

**Pupil Safety:** A parent has the right to have a safe and supportive learning environment for his/her child. Education Code § 51101(a)(7). Parents may review the School Safety Policy which is located in the school office.

### **Health Examinations**

A parent/guardian may annually file a written statement with the administrator withholding consent to the physical examination of his/her child. The child shall be exempt from any physical examination but shall be subject to exclusion from attendance when contagious or infectious disease is reasonably suspected. Health examinations given at school include: Vision and hearing tests and scoliosis screening.

**Sexual Harassment:** Prohibited sexual harassment includes, but is not limited to: unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. (Education Code 212.5) A copy of the school board policy (BP 5145.7) on sexual harassment is included in the back of this handbook.

**Student Conduct:** The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students are expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation. The school board policy on student conduct is located in the back of this handbook. (BP 5131)

### **Student Assessment/Standardized Testing and Reporting**

The California Assessment of Student Performance and Progress (CASPP) is administered to all students in grades 3 through 8 each spring. California Code of Regulations, Title 5, Section 852 permits a parent or guardian to submit to the school annually a written request to excuse his/her child from any or all parts of any test provided pursuant to Education Code Section 60640 for the school year. If a parent or guardian submits an exemption request after testing has begun, any test(s)

completed before the request is submitted will be scored and the results reported to the parent/guardian and will be included in the student's records.

**Tobacco-Free School:** The Board prohibits the use, possession, distribution, and sale of tobacco products at any time in district owned or leased buildings, on district property and in district vehicles. (Education Code § 48901; Health and Safety Code 104420; Labor Code 6404.5; 20) This also applies to volunteer/parent drivers during school activities.

Products prohibited include any product containing tobacco or nicotine, including, but not limited to cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs and other vapor-emitting devices, with or without nicotine content that mimic the use of tobacco products.

**Diabetes Screening:** Each year we will provide a type 2 diabetes information sheet developed by the State Department of Education to the parent or legal guardian of incoming 7<sup>th</sup> grade pupils. (Education Code 49452.7)

**Annual Notification of Pesticide use:** The Healthy Schools Act of 2000 requires all California school districts notify parents and guardians of pesticides they expect to apply during the year. We intend to use the following pesticides at Kirkwood Elementary School this year during non-school hours and days:

<b>Name of Pesticide</b>	<b>Active Ingredient(s)</b>	<b>Scheduled Use</b>
EcoPCO WP-X Insecticide	2-Phenethyl Propionate 3% Thyme Oil 5% Pyrethrins 0.5%	Third Saturday of every month.
Bug B Gon Max	Bifenthrin	As needed on non-school days
Remuda (Round-up)	Glyphosate	As needed on non-school days

You can find additional information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's website, <http://www.cdpr.ca.gov>.

If you have any questions, please contact the office at 824-7773.

## **KIRKWOOD ELEMENTARY SCHOOL POLICY FOR BULLYING PREVENTION**

The Kirkwood Elementary School District believes that all students have a right to a safe and healthy school environment. The district, school, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The Kirkwood Elementary School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The Kirkwood Elementary School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity and during lunch period.

To ensure bullying does not occur on the school campus, the Kirkwood Elementary School District will provide staff development training in bullying prevention.

### **BULLYING (BP 5131.2)**

According to Keenan Safe Schools training abusive situations that are defined as bullying have three main characteristics. All three of these components need to be present in order to be defined as bullying:

1. **Harm – Someone gets hurt either physically, socially, or emotionally.**
2. **Unfair Match – One person or group does not have the physical, verbal, or social skills to effectively contest the other person or group.**
3. **Repeated – The harm and unfair match are repeated over a period of time.**

Types of Bullying are: Social isolation or Manipulation, Physical Contact, Emotional, Verbal or Sexual assaults, Racial Cyberbullying (on or off school site).

The four conditions a bully attempts to force on a victim are isolation, dehumanization, disempowerment and inevitability.

### **Aggressive behavior and/or isolated incidents do not constitute bullying.**

Teachers will discuss this policy with students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during the lunch period.

**The Student Code of Conduct includes, but is not limited to:**

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to their teacher.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or parent of the student should contact the administrator. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

**The procedures for intervening in bullying behavior include, but are not limited, to the following:**

- All staff, students and their parents will receive a summary of this policy prohibiting bullying: at the beginning of the school year, as part of the student handbook, as part of new student orientation and as part of the school's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff members are expected to immediately intervene when they see a bullying incident occur.
- People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.

Adopted: 3/28/2011 By the Kirkwood Elementary School District Board of Trustees

Reviewed/Updated: 11/26/12 School Site Council and Board of Trustees

Reviewed/Updated: 9/23/13 by the School Site Council and Board of Trustees

Reviewed/Update: 6/30/14 by the Kirkwood Board of Trustees

## **Discipline**

**School Rules:** Each teacher develops their own set of classroom rules and requirements. Teachers will go over expectations with students the first week of school and with parents at Back to School Night. Teachers at Kirkwood School have very high expectations. We feel that these high expectations are what contribute to the high success rate of our students. Classroom rules may vary slightly, but we do have the same school-wide expectations. Your child's teacher will send home a list of classroom rules and expectations; please review them thoroughly with your child.

### **STUDENT EXPECTATIONS**

- I will be positive and treat all members of the class, adults and property with courtesy and respect.
- I will come to class on time. I will have my own pencil, books, homework or any other necessary materials for each class period.
- I will be in my seat and work on class assignments the entire period.

### **STUDENT RULES**

#### **Playground rules:**

1. Respect and listen to yard duty supervisors. The yard duty supervisor who puts you on the wall is supervisor who can excuse you.
2. Keep your body to yourself; be in control of your body!
3. Leave toys at home.
4. Treat others with respect. (No bullying. Report any bullying to a school adult immediately.)
5. Stay in sight of the yard duty supervisor.
6. Walk on cement walkways.
7. Ask permission to leave the playground for a drink, to use the restroom, to go to classroom or to office.
8. Play 5 steps away from the fence and buildings unless you are on the wall.
9. To use the slide, go up the ladder, take turns going down on your bottom, and move out of the way! (No swinging on the pole)
10. Rocks stay on the ground and are not to be played with or in.
11. Swing forward towards the trees on the swings with your bottom on the seat and two hands on the chain. Use your feet to stop. Count and wait your turn outside the swing poles.
12. When waiting for the monkey bars, wait behind the green start bar in line. Go across one at a time and exit at the red bar.
13. Use equipment properly and return it to the ball box when finished.
14. Be aware of balls on the court. (This means it is not safe to stand under the hoop.)



15. If a ball gets stuck, ask for help; poles are not to be shaken.
16. Keep off of wet grass and rocks; stay out of puddles and mud.
17. Stay on your feet.
18. Snacks must be eaten while sitting down and all snack trash must be thrown away in the garbage can.
19. Throw balls at the wall; not over the wall.
20. No spitting.

**Bathroom Rules:**

1. No more than three students in the restroom at a time. People waiting must wait in line outside the restroom.
2. Keep food outside of the restroom.
3. Restrooms are for using the toilet, washing hands, or changing clothes only.
4. Keep restrooms clean.
5. Give others privacy and respect.
6. Tell a school adult if there is a problem in the restroom, such as a clogged toilet.

**Drinking Fountain Rules:**

1. Stand behind the line to wait your turn.
2. Seven seconds per person and you can always get back in line if you are still thirsty.
3. The only thing that can go down the drinking fountain drain is water.
4. Keep your mouth from touching the spout so we don't share germs.

**Consequences:**

- First offense:
  - K-1: 1 verbal warning
  - 2-8: 5 minutes on the wall
- Second offense:
  - K-1: 5 minutes on the wall
  - 2-8: Loss of entire recess
- Third offense:
  - K-1: Loss of entire recess
  - 2-8: Incident report and 30 minutes detention with written assignment

**Dress Code:** Appropriate clothing is required. Any clothing that interferes with classroom learning or safety is not allowed. The following guidelines shall apply to all regular school activities:

- Clothing, jewelry and personal items (backpacks, fanny packs, water bottles etc.) with writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bare drug, alcohol or tobacco company advertising, promotions and likeness, or which advocate racial, ethnic, or religious prejudice or are gang-related in any form are prohibited.
- Hats, caps and other head coverings are discouraged during normal school activities. If they are worn, they must be removed in classrooms and any buildings on campus. Any head covering that is considered gang-related is NOT allowed.
- Clothes shall be sufficient to conceal undergarments at all times. See-through, halter tops, spaghetti straps, off-the-shoulder or low-cut tops, midriiffs, muscle shirts, tube tops, or strapless tops are prohibited.
- No short-shorts. Shorts or skirts worn must extend past the length of finger tips while standing upright with arm straight down at sides.
- Sandals must have heel strap (no flip flops).

Students not following the dress code will be sent home to change.

**School Cell Phone Policy:**

Students are not allowed to have turned on, or use, cell phones or any other electronic devices (such as iPods, MP3 players or hand-held games, etc.) during school hours except for educational purposes with the permission of and under the supervision of a classroom teacher for students in grades 5-8. If a student is observed using any electronic device during the school day for non-approved, non-educational purposes, it will be taken away and the student's parent will have to pick it up at the end of the day.

The school district and district's employees will not be held liable for any damage or loss of any personal electronic devices a student brings to school from home.

The school has a phone in each classroom in case of any emergency situation.

**No Wheels on Campus:** The following are not permitted on the school grounds at any time:

- |              |               |
|--------------|---------------|
| Skateboards  | Roller Blades |
| Scooters     | Roller Skates |
| Hover Boards |               |

Bicycle riding is not permitted on our school campus; students must walk their bikes on campus. Parents are encouraged to speak with their child regarding obeying school policies and posted signs.

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

### **Field Trips/Parent Drivers**

Since Kirkwood School does not have a bus, we rely on our parents and teachers to drive students to field trips and sporting events. If you intend to drive students on field trips this year, please make sure that you have the following on file in the office:

- ✓ Fingerprint Clearance
  - ✓ Current Private Driver Application\*
  - ✓ Copy of your current CA Driver's License\*
  - ✓ Copy of your current insurance policy and card\*
- \*Current documentation must be provided each year.

Minimum limits of insurance required of the driver are:

Bodily Injury	\$100,000 each person
	\$300,000 each occurrence
Property Damage	\$ 50,000 each occurrence
	<u>OR</u>
Combined Single Limit	\$300,000 each occurrence



- **PLEASE NOTE THAT ANY PASSENGERS IN YOUR CAR THAT ARE NOT STUDENTS OF KIRKWOOD ELEMENTARY ARE NOT COVERED BY OUR INSURANCE AND ARE THEREFORE PROHIBITED FROM ATTENDING FIELD TRIPS.**
- **DRIVERS MUST ADHERE TO THE TEACHER'S INSTRUCTIONS FOR THE DURATION OF THE SCHOOL ACTIVITY. INCLUDING, BUT NOT LIMITED TO, DRIVING DIRECTLY TO AND FROM THE ASSIGNED MEETING PLACE, STAYING WITH THE GROUP, AND FOLLOWING THE TEACHER'S ITINERARY.**

### **Volunteers**

The District recognizes and acknowledges the services that volunteers contribute, and that they provide an array of services that promote the health and well-being of children. The presence of volunteers in the classroom, on school grounds, and as part of student activity programs, enhances supervision of students and contributes to a positive school environment.

All volunteers, with the exception of visitors and one-time volunteers who remain at school, must complete a volunteer application packet which includes the following:

1. Volunteer Application
2. Confidentiality and Discrimination Statement
3. Fingerprint/Criminal History Background Check (paid for by Kirkwood School)

ALL volunteers who accompany students off campus must complete a volunteer packet. Volunteer application packets must be **renewed each year**. Volunteer interests, availability and emergency contact information may change from year to year and should be current.

Visitors and one-time volunteers do not need to complete an application UNLESS they accompany students off campus (field trips).

- One-time volunteers and visitors who remain under the direct supervision of teachers and staff while at school DO NOT need to complete the application packet. These volunteers should not be left alone with or have unsupervised contact with individual or groups of students. Examples of one-time volunteers: grandparent visiting a classroom; person presenting information to the class on a one-time basis; parents, friends or relatives who attend a class party or one-time event in the classroom.
- Any volunteers accompanying students off campus, however, must complete a volunteer packet including fingerprint screening as well as the parent driver application, prior to the field trip. Volunteers on field trips are more likely to be alone with students, take students in small groups, and have a different level of responsibility.
- A copy of the completed volunteer pack must be on file at the school.

All volunteers, including one-time volunteers and visitors must:

- Sign in and out in the school office.
- Wear identification badges during their volunteer activity.
- Acknowledge that "relationships developed with children at school need to remain at school" and that for their own protection, volunteers should never be left alone with a child that is out of view of school personnel or another adult volunteer.

If you are interested in volunteering, please apply early in the year as the fingerprinting process can be long. Applications packets are available in the office.

## **Curriculum and Instruction**

**Instructional Materials:** All primary and supplemental instructional materials and assessments, including textbooks, teacher manuals, films, audio and video recordings, and software, will be compiled and stored by the classroom instructor and made available promptly for inspection by a parent in a reasonable time frame or in accordance with school district office policies or procedures. (Education Code §§ 49091.10(a); 51101)

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

**Minimum Days:** Included in this handbook is the calendar for the school year which includes the current schedule of any minimum days or pupil-free staff development days. Parents will be notified during the school year of any additional minimum days and pupil-free staff development days one month before the scheduled minimum or pupil-free day. (Education Code § 48980(c))

**School Compact:** The Kirkwood School Compact is sent home the first day of school and is signed by the student, parent, and teacher. The compact should be read and discussed with your child when signed and also reviewed several times during the school year. A copy of your signed Compact will be returned to you for reference throughout the year.

## **Pupil Performance, Evaluation & Records**

**Academic Expectations:** A parent has the right to be informed of the academic expectations of his/her child. (Education Code § 51101(a),(11))

Honor roll students will be recognized each trimester according to their grade point average:

4.0	Principal's Honor Roll
3.5 – 3.9	Honor Roll
3.0 – 3.4	Merit Award
Each trimester one student will be honored as the "All Star Student of the Trimester".	

**Academic Probation for Extra Curricular Activities:** Students may be placed on academic probation if they don't meet the following requirements: A grade point average of 2.5 on a 4.0 scale and maintenance of 70% or higher in all subject areas. If a student fails to meet the minimum requirement, he/she may be placed on

academic probation and may be ineligible to participate in any extracurricular activities including, but not limited to: field trips, dances, sports, and student council. The student will be released from academic probation if he/she meets the minimum requirements at the next progress period. This is in compliance with Board Policy BP 6145 and Administrative Regulation AR 6145.

### **Promotion Ceremony**

At the end of the year, Kirkwood Elementary School hosts a Promotion Ceremony, in which all 8th grade students, who have met Board requirements, are eligible to attend. Criteria for participating in the ceremony and receiving a Kirkwood Elementary School diploma includes meeting the following (taken from the Kirkwood Elementary School District Board Policy 5127):

1. In order for students to meet promotion requirements, students must maintain the following minimum grade point averages (GPA):
  - a. A minimum cumulative grade point average of 2.0 (on a 4.0 scale) in all report card subjects in the second and third trimesters of the eighth grade year. Students who fall below the 2.0 GPA will be promoted to the 9th grade; however, they will not be permitted to participate in promotion ceremonies and activities (including the 8<sup>th</sup> grade trip).
  - b. Students who fall below a 2.0 G P A will be required to attend a mandatory academic counseling meeting with the teacher, superintendent and one parent/guardian in attendance after the trimester grades are posted.
2. During the eighth grade year, in addition to the academic requirements listed in # 1 , above, participation in the graduation ceremony and related events (including the 8<sup>th</sup> grade trip) is contingent upon the following:
  - a. The student shall not have been declared a habitual truant during the second or third trimesters of the eighth grade nor have continued to be truant if declared a habitual truant during the first semester. Parents/guardians may appeal to the Superintendent if extenuating circumstances exist. The Superintendent's decision will be final.
  - b. Demonstrate good behavior in accordance with school rules.
3. If a student is suspended more than once during the eighth grade year or suspended on the last day of the year, the student will be ineligible to participate in promotion ceremonies and activities (including the 8<sup>th</sup> grade trip).
4. Meeting obligations of all outstanding debts. Completion of requirements will also include the meeting of all outstanding debts for books, lunch charges and other miscellaneous charges.
5. Promotion requirements for students on IEPs or English Learner students shall be differentiated. The superintendent, through consultation with staff, shall

ultimately determine on a case-by-case basis, the status of students on IEPs and English Learner students in regards to receiving a diploma and participating in the promotion ceremony.

6. Parents/guardians may appeal the loss of privileges to the Superintendent. The Superintendent's decision shall be final.

**Parent Notification:** A parent has the right to be notified concerning their child's classroom and standardized test performances, when their child has been identified as at risk of retention, and to be informed about school rules, including disciplinary rules and procedures, attendance policies, retention and promotion policies, dress codes, school visiting procedures and the person to contact should problems arise with their child. (Education Code §§ 48070.5, 51101(a) (5), (9), (12), (16))

**Review of Pupil Records:** Parents have the right to question, and receive an answer regarding items on their child's record that appear inaccurate, misleading, or that invades the child's privacy. (Education Code § 51101)

**Notification of Privacy Rights of Pupils:** Federal and state laws grant certain privacy rights and rights of access to pupil records to students and to their parents. Full access to all personally identifiable written records, maintained by the school district or county office must be granted to parents/guardians of a student age 17 or younger. Parents/guardians, or an adult or eligible student, may review individual records by making a request to the superintendent. The superintendent will see that explanations and interpretations are provided if requested. A parent/guardian has the right to question and receive any information regarding items on his/her child's record that appears inaccurate, misleading or that invades his/her child's privacy. Information which is alleged to be inaccurate, inappropriate, or misleading may or may not be removed by the superintendent or his/her designee. In addition, a parent, adult or eligible student may receive a copy of any information in the pupil's records at a reasonable cost per page. School district and county office policies and procedures relating to types of records, kinds of information retained, persons responsible for maintaining pupil records, directory information, access by other persons, review, and to challenge the content of records is available through the superintendent or his/her designee. Parents may contact the school to review the log listing of anyone who has requested or received information from a pupil's file. Access to a pupil's records will only be granted to those with a legitimate educational interest.

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

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

The school district also makes certain student directory information available in accordance with state and federal laws. This means that each student's name, birth date, birthplace, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and the most previous public or private school attendance, may be released to certain specified agencies. In addition, height and weight of athletes may be made available. Appropriate directory information may not be provided to any private, profit-making entity other than employers, prospective employers or to representatives of the news media. Upon written request from the parent/guardian of a student age 17 or younger, the school district will withhold directory information about the student. (Education Code §§ 49060-49078; 51101; FERPA 20 U.S.C. § 1232g; 34 C.F.R. § 99.37.7)

**Release of Information Pursuant to Court Order or Subpoena:** Information concerning a student must be furnished in compliance with a court order or lawfully issued subpoena. Reasonable effort shall be made to notify the parent in advance of disclosing student information pursuant to a subpoena or court order. (Education Code § 49077)

**Pupils with Exceptional Needs:** Tehama County school districts are included in the Tehama County Special Education Local Plan Area ("SELPA"). Pupils with exceptional needs, as defined by Education Code § 56026, have a right to a free and appropriate public education.

If you believe your child is in need of special education services, contact our school administrator. Some pupils with special needs who do not qualify for special education may qualify for assistance under Section 504 of the Rehabilitation Act if he/she has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. The school district and county office have policies and procedures to identify and evaluate any student who may need assistance in his/her educational program or to provide access into district programs. Pupils or parents or others who have questions or concerns regarding the Section 504 policy may contact the school district or the county office.

**Every Student Succeeds Act (ESSA):** At the beginning of each school year, parents may request information regarding the professional qualifications of their child's classroom teacher including, at a minimum:



- Whether the teacher has met state qualification and licensing criteria for the grade level(s) and subject area(s) in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or other provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the classroom teacher and other graduate certification or degree held by the teacher, and the field of discipline of the certificate or degree.
- Whether their child is provided services by paraprofessionals, and if so, their qualifications.

**Program Improvement Status Schools:** Parents/guardians shall be notified if Kirkwood School is identified as a “program improvement” school under the Every Student Succeeds Act and the opportunities for school choice and supplemental instruction.

**Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA):** PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

A. Consent before pupils are required to submit to a survey that concerns one or more of the following “protected areas” of information if the survey is funded in whole or in part by the U.S. Department of Education

- Political affiliations or beliefs of the pupil or pupil's parent;
- Mental or psychological problems of the pupil or pupil's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the pupil or parents; or
- Income, other than as required by law to determine program eligibility.

B. Receive notice and an opportunity to opt a pupil out of

- Any other protected information survey, regardless of funding
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a pupil, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from pupils for marketing or to sell or otherwise distribute the information to others.

C. Inspect, upon request and before administration or use

- Protected information surveys of pupils;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum. These rights transfer from the parents to a pupil who is 18 years old or an emancipated minor under State law. Board policies regarding these rights may be obtained from the school district or county office. Parents who believe their rights have been violated under this section may file a complaint with:

Family Policy Compliance Office/US Dept. of Education  
400 Maryland Avenue, S.W. Washington, DC 20202-5901  
20 U.S.C. § 1232h.

### **Nondiscrimination**

The State of California, Department of Education (CDE), and the Kirkwood Elementary School District are committed to ensuring equal, fair and meaningful access to employment and education services. The District does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans' status, or any other basis prohibited by California state and federal nondiscrimination laws respectively. The Title IX Officer is charged with overseeing, leading, and directing the District's efforts to meet the legal obligations set forth in state and federal civil rights laws, and regulations in District employment and delivery of education services. Inquiries regarding nondiscrimination and civil rights should be directed to the Title IX Officer: Marci Fulks, 2049 Kirkwood Rd, Corning, CA 96021, 530-824-7773

### **Miscellaneous**

**Disruption in a Public School or Public School Meeting:** Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500). *EC 32210*

**Lost Books/Vandalism:** Students are responsible for school books issued to or borrowed by them. If they lose books or damage them, they and their parents are responsible for reimbursing the school for replacement costs. Students who owe money for lost books will not receive report cards or diplomas until their obligation is met. Parents are responsible under state law for up to \$7,500 for vandalism committed by their children. When vandalism occurs, students and their parents are expected to meet their obligation to cover the cost of repair or replacement.

**Lost and Found:** The Lost and Found is a large storage bin located in the outside of classroom 5. Every month we accumulate several items of clothing. At the end of each month all items in Lost and Found will be donated to charity. Please check the Lost and Found on a regular basis.

**Parent Club:** Kirkwood School has great participation from parent volunteers. If you are interested in volunteering through the Parent Club, please contact the office and we can help you make contact with our Parent Club officers.

**School Accountability Report Card:** A copy of the school district's accountability report card is made available by February 1<sup>st</sup> each year on the school's website at [www.kirkwoodschoolca.org](http://www.kirkwoodschoolca.org). (Education Code 35256) If you would like a printed copy, please contact the office.

### **Complaints**

We realize communication is essential to avoid mistakes and misunderstandings and it is our desire to correct any errors on our part. Parents always have the right to speak with a staff member, if you have a question or concern. To keep interruptions to a minimum we ask that you contact staff members before or after school. If you feel that your concerns cannot be resolved by a staff member please share your concerns with our superintendent. If you feel the need to file a formal complaint, Title 5 California Code of Regulations provides the uniform complaint procedures. Form and instructions are in the back of this handbook.

### **How to submit a complaint**

Any person, organization, or public agency concerned about a violation of state or federal regulation governing a vocational education, special education, child nutrition or child development programs is to submit a written complaint to:

Marci Fulks  
Kirkwood School District  
2049 Kirkwood Rd  
Corning, Ca 96021

Complaint forms are available in the office and office staff will provide assistance to those who cannot complete a written complaint. Notice is given that confidentiality will be observed to every extent possible and the Kirkwood School District prohibits retaliation against anyone who files a complaint or anyone who participated in the complaint investigation process. Complainants are further advised that civil law remedies, including, but not limited to, injunctions, restraining orders, or other order, may also be available to them.

### **How a complaint is investigated and answered**

Each complaint is investigated by the appropriate division which must do the following within sixty (60) days:

- Provide an opportunity for the person or organization complaining and the Kirkwood School District personnel to present information related to the complaint.
- Obtain specific information from other person familiar with events and locations related to the complaint.
- Review related documents.
- Prepare a written report on findings and recommended solutions.
- Notify the person or organization of appeal procedures.

## **How to appeal**

Persons or organizations disagreeing with the original decision have fifteen (15) days after receipt of the decision to file an appeal. The appeal must be in writing, and must include a copy of the original complaint and the decision provided to them. The appeal should be sent to:

California Department of Education  
Office of the Superintendent of Public Instruction  
P.O. Box 944272  
Sacramento, CA 94244-272

### **Mandated Annual Policy Notifications**

The following policies are available on our website, [www.kirkwoodschoollca.org](http://www.kirkwoodschoollca.org/content/board-trustees). If you would like a printed copy, please let the office know and one will be provided.

<b>Policy #</b>	<b>Description</b>	<b>Date of Adoption</b>
BP1312.1	Complaints Concerning District Employee	10/21/13
BP 1312.3	Uniform Complaint Procedures	12/10/14
BP 5131	Student Conduct	10/21/13
BP 5131.7	Weapons & Dangerous Instruments	11/18/15
BP 5141.4	Child Abuse Prevention & Reporting	8/19/15
BP 5144	Student Discipline	9/23/15
BP 5144.1.	Student Suspension & Expulsion/Due Process	4/15/15
BP 5145.3	Non-discrimination/Harassment	6/23/14
BP 5145.7	Sexual Harassment	11/18/13
BP5145.12	Individual Searches	10/21/13
BP6020	Parent Involvement	9/23/15
BP6145	Extracurricular and Co-curricular Activities	1/27/14
	Student Wellness Policy	5/7/15

























We acknowledge that we have read, reviewed and agree to support the guidelines outlined in Kirkwood Elementary School's 2016-2017 Parent/Student Handbook.

I would like a printed copy of the following policies:

Please ✓ if you would like a copy	Policy #	Description	Date of Adoption
	BP1312.1	Complaints Concerning District Employee	10/21/13
	BP 1312.3	Uniform Complaint Procedures	12/10/14
	BP 5131	Student Conduct	10/21/13
	BP 5131.7	Weapons & Dangerous Instruments	11/18/15
	BP 5141.4	Child Abuse Prevention & Reporting	8/19/15
	BP 5144	Student Discipline	9/23/15
	BP 51441.	Student Suspension & Expulsion/Due Process	4/15/15
	BP 5145.3	Non-discrimination/Harassment	6/23/14
	BP 5145.7	Sexual Harassment	11/18/13
	BP5145.12	Individual Searches	10/21/13
	BP6020	Parent Involvement	9/23/15
	BP6145	Extracurricular and Co-curricular Activities	1/27/14
		Student Wellness Policy	5/7/15

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please tear out this page and return to school by: **September 6, 2016**

*Thank You!*