

# SVCS PARENT HANDBOOK



## **Sacramento Valley Charter School**

2019-2020

Principal: Dr. Amrik Singh

Office Hours: 8 a.m.- 4 p.m.

2301 Evergreen Avenue / 2399 Sellers Way

West Sacramento, CA. 95691

Phone: (916) 596-6422

Website: [sacvalleycharter.org](http://sacvalleycharter.org)

Email: [info@sacvalleycharter.org](mailto:info@sacvalleycharter.org)

### Our Vision:

A charter school with strong community support and participation that provides a rigorous, standards-based curriculum and individualized support for all children.

A safe and compassionate learning environment that promotes love of learning among children while meeting their academic, social and emotional needs.

A highly professional staff that builds an uncompromising commitment to learn, compete, and excel.

### Our Mission:

To create an inspiring and challenging learning environment for our children and to promote a culture of strong social and family values.

Dear Parents, Guardians, and Students,

Sacramento Valley Charter School has a mission that states, “To create an inspiring and challenging learning environment for our children and to promote a culture of strong social and family values.”

In order to achieve this, dedicated staff members work collaboratively with you the parent or guardian. As your child’s Principal, I will continue to monitor the implementation of *Common Core State Standards*, strive for continued focus on improving our test scores, and provide a safe learning environment for all students and staff.

To improve the success of all students, we need parents/guardians to help us by encouraging their children to do their very best, and assist with their child’s homework. I highly encourage all parents/guardians to join our Parent Teacher Organization (PTO) and become a parent volunteer.

I invite you to serve on our English Learner Advisory Committee (ELAC) or the School Site Council (SSC) for advising the principal and staff on programs for English learners.

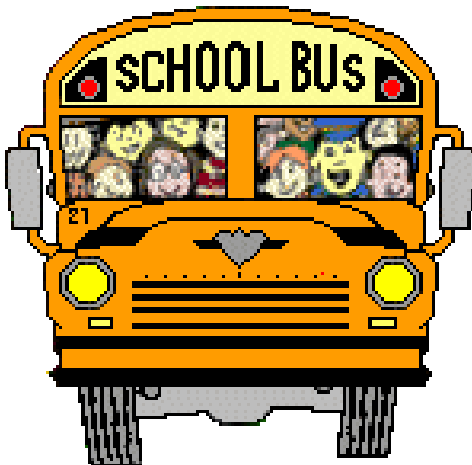
The importance of regular school attendance is a key to high achievement. I hope you will make sure your scholar attends school every day.

We are asking parents to read school newsletters, and classroom notes for pertinent information about our expectations. We ask that parents continue to encourage students to follow behavior/technology rules, support student learning, and follow our uniform dress policy.

Please read this booklet and discuss it with your child. At the end of this booklet is a form that should be signed by you and your child and returned to your child's teacher.

Thank you for being a part of the SVCS family. Feel free to call or email me or your child's teacher regarding compliments or concerns about your child or the school.

***Dr. Amrik Singh, Principal***



## **Staff Directory**

### **Administration**

Principal Dr. Amrik Singh

### **Board of Directors**

Chamkaur Dhatt, Board Chairman

Narinder Thandi, President

Darshan Mundy, Vice-President

Surjit Dhillon, Board Member

Bhajan Singh Bhinder, Board Member

### **Office Staff**

Jagdeep Kaur

Lizvet Aguilera

### **Teaching Staff**

Kindergarten	Sandip Kang & Courtney Olson
First	Cammi Ruffino
Second	Preet Cheema
Third	Teresa Phillips & Andrea Anaya
Fourth	Kristin Provost & Katherine Whittall
Fifth	Kristine Koven & Madisen Lester
Sixth	Ginny Phillips (English)
Seventh	Christine Boudreau (Science)
Eighth	Apparjit Duhra (Math)
6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup>	Brian Henderson (Social Studies)
Intermediate Punjabi	Manjit Sekhon
Elementary Punjabi	Sarabjit K. Nijjar
Elementary Punjabi	Amarjit Nijjar
EL Language Support	Nadine Ibrahim

### **Instructional Assistants**

Niranjan Kahlon – Math Tutor

Amrit Singh

Gurwinder Kaur

Niranjan Kaur

Josiah Sidhu

Rajveer Kaur

### **Recess Monitors**

Parkash Kaur

Manjinder Padda

### **Transportation**

Kuldip Bagri (Lead)

Harpreet Kaur

Jeff Nelson

Ranjit Singh

### **Lunchroom Staff**

Kulwinder Dhillon

Paramjit Singh

Gurjit Dhillon

Sukhpreet Kaur

### **AFFIRMATIVE ACTION POLICY**

Sacramento Valley Charter School is committed in all its activities, policies, programs, and procedures to provide equal opportunity for all to avoid discrimination against any person regardless of race, color, national origin,

ancestry, religious creed, age, marital status, physical or mental disability, medical condition, veteran status, gender or sexual orientation.

**Attendance:**

All children are expected to be in attendance each day. School begin promptly at 8:30 a.m. and ends at 3:05 p.m. No adult supervision is provided before 8:15 a.m. or after 3:15 p.m. unless in after school programs or waiting in the office with the permission of the office. Regular attendance and prompt arrival for the school day ensures solid academic preparation and minimum classroom disruption. A student is considered a habitual truant with 3 days or more of un-excused absences or more than 10 days of excused absences.

State law requires an official verification by the parent or guardian excusing absences. You must call the office on the day of the child's absence (916) 596-6422, leave a message on voicemail, or send a note upon the student's return to school. Please include your name and your child's name, grade and teacher, date of absence, and reason for absence. If tardy, student is to report to the office and receive an admit pass. Tardies are considered unexcused and will be reported to the state as such unless the child has a note from a doctor, dentist, or other early morning appointment.

It is the family's responsibility to request make up work from the teacher. Students are not allowed to leave campus without parent permission. Parents picking up their children will report to the office and sign their child

out and wait for the child to come to the office. This procedure provides minimum disruption to instructional time. Parents are asked to not engage teachers in discussions after 8:15 a.m. nor during the school day nor during dismissals. Teachers are responsible for your child's instruction and safety and should not be kept from their duties. Please make an appointment to discuss your child.

### **Independent Study Agreement**

Independent study is provided to a student who needs to be away from school for a period of time (usually a matter of days or weeks) but who will return to the classroom. We offer independent study which has specific guidelines for completing the assigned work. The student's classroom teacher serves as the independent study supervising teacher and provides the independent study assignments (coursework the student would have covered had he or she remained in the classroom during this period). To apply for an independent study contract parents must follow the listed process:

Independent Study Agreement Process:

- Parent/guardian notifies school in advance, at least five school days prior to the planned departure from school
- The request must be for a minimum of at least five consecutive days, and may not exceed the administration-approved time.
- The principal has the right to deny a new independent study agreement when the student has a history of not completing work assignments.



- The independent study agreement must be planned, written and signed before the start of the absences and cannot be made retroactive to an earlier date. The student, parent/guardian and teacher must all sign the agreement (even if the student is in kindergarten or first grade). Sign and date the independent study agreement prior to departure
- The student must complete all assignments by the due date and/or before the date he/she returns to classroom instruction, whichever occurs first. This date is final and cannot be extended. Completed work may be sent by USPS priority mail, email, fax, or other agreed upon delivery method.
- If assignments are completed or returned after the due date, academic credit may be given; but no credit will be awarded for attendance.
- Teacher receives and evaluates work assignments completed by student on the assignment due date
- Principal signs the agreement and turns it in to attendance clerk.
- All independent study agreements will be kept in the office
- Any failure to complete an independent study agreement, or if the independent study period is deemed too extensive, may result in retention.

### **Medical Emergency Contact and Pick-Up**

It is the school's expectation that parents provide an immediate contact number in case of illness or emergencies involving their child while at school.

A parent/guardian or another person authorized by the parent should be available to pick up an ill child within 30 minutes of the school 's report of illness.

It is the parents' responsibility to provide accurate emergency contact information as a part of the Application for Enrollment and to promptly notify SVCS in writing of any changes in that contact information.

### **Health Screenings**

All students enrolled in first grade must receive a health screening before the end of the first grade. A student may be excused from school for not more than five days if the parent/guardian does not provide a health screening certificate or a waiver on or by the 90th day after the student's entrance into first grade. (Health & Safety Code 124105).

### **Medicine Policy**

If your child requires medication or treatment while at school, please provide the school with a completed —Authorization for Medication to be taken at School form. The medication **must** be in the original container. Never put medicine in your child's school bag, coat pocket, etc. Bring it to the office along with WRITTEN instructions.

Non-prescription medication in the following categories may be given out only with WRITTEN parent consent, and only at the dose, duration, and method of administration specified on the manufacturer 's label for the age or weight of the child needing medication:

- Antihistamines
- Baby ointments or powder
- Sunscreens
- Anti-itching ointments or lotions
- Non-aspirin fever/pain reducers/relievers
- Decongestants

Any non-prescription medication not listed above, or to be taken differently than indicated on the original container, or lacking labeled instructions, must be treated as prescription medication and thus must be accompanied by the physician/dentist form. Medication will be kept in the office until administered. Unused portions of the medication will be returned to the parent or disposed of properly.

***When Your Child Is Sick, Consider...***

...the protection of other children from communicable disease.

...the comfort and safety of the ill child.

...the capacity of the school to look after an ill child.

With these considerations in mind, the following guidelines are given:

1. Any child too ill to participate in normal activities of the school may be excluded. This includes outdoor recess. Notes from parent is needed.

2. We recommend that children with temperatures between 99-100 degrees go home. Children with temperatures over 100 will be excluded from school.

3. Children with a draining rash, eye discharge (pink eye), lice or nits, gastro-intestinal problems (i.e. vomiting, diarrhea) will be excluded from school.
4. Children with suspected or known cases of measles, mumps, rubella, or chicken pox will be excluded until non-infectious. Children with generalized rash and fever are suspect of having measles and will be excluded pending diagnosis.
5. In addition to the illnesses mentioned (4), there may be other less common communicable diseases, which would necessitate exclusion for a period of time.
6. Children with chronic symptoms such as persistent cough or persistent fever warrant medical evaluation. Once appropriate medical evaluation is obtained, they may attend school unless they fall under the terms of 1-5 above.
7. Children with upper respiratory infection, but no fever, may be excluded for the protection of other children. Note needed from doctor.
8. Children on antibiotics who do not have a fever and are otherwise well may attend school.
9. Parents are asked to complete and update health records on admission, and to update them annually. They are also required to update them more frequently if the condition or medication changes.

10. No medication can be administered by school staff. With a note from a parent/custodian, the student can self-medicate.

11. The school staff does not remove splinters or foreign objects from the skin.

Whenever a child attending school develops new symptoms of illness (whether mentioned above or not) or has a worsening of symptoms, the parents will be notified. The parents must make immediate arrangements for the child's removal from school. Ill children will be cared for in the office until the parents arrive.

### **Keeping Your Ill Child Home - Guidelines for Parents**

Children with symptoms of communicable disease are likely to spread the disease to others.

Keep your child home if any of the following symptoms are present:

- **Diarrhea** \*Three or more watery stools in a 24-hour period, especially if the child acts or looks ill.
- **Vomiting** \*Vomiting on two or more occasions within the past 24 hours, or once in the morning before leaving for school.
- **Rash** \*A body rash not associated with heat or allergic reactions; especially with fever or itching.
- **Eyes** \*Thick mucus or pus draining from the eye, or pink eye.
- **Appearance** \*Unusually tired, pale, lack of appetite, difficult to wake, confused or **/Behavior** irritable.

- **Sore Throat** \*Especially if associated with fever or swollen glands in the neck.
- **Fever** \*Temperature of 100 degrees (F) or more and sore throat, rash, vomiting, diarrhea, earache, or just not feeling well.
- \*Children with mild cold symptoms who do not have any symptoms described above probably do not need to be excluded from school. However, chronic greenish nose discharge should probably be evaluated by your health care provider.
- **Head Lice** Children who have lice may not return to school until they are louse and nit (egg) free.

### **EpiPen for Emergencies**

The EpiPen (epinephrine injection) was developed to help improve access to epinephrine in the event a person experiences a life-threatening allergic reaction in the school setting. Every school has staff that has been trained to administer this injection in an emergency. Each student must have a Parent/Guardian Statement of Consent on file.

### ***EMERGENCY PROCEDURES***

As part of our continued pledge to have SVCS be a safe place for your children, we want to be prepared in the event of an emergency, such as earthquakes, bad storms, snow or any other natural disaster that may cause us to keep your children for hours beyond the school day.

### **Asthma Policy for Pupils**

## **Statement of Intent**

We want to make sure that having asthma does not mean children cannot participate when they are at school. Most children with asthma can have a full and active life.

## **Asthma register**

- When a student joins the school part of their admission pack is a form to alert the school to asthma or health needs. Parents are asked to complete and update asthma records on admission, and to update them annually. The return of this completed form will ensure that the student is taken care of immediately when there is a concern. The parent must have their doctor sign the health form in the registration packet.
- Each inhaler provided by parents for students to use must be within a current date, name and prescribed with an appropriate pharmacy label.

## **Access to Inhalers**

- Individual students' inhalers are kept in a named box in the office.
- Students are allowed access to their inhalers at any time in the school day, should they feel the need to use it.
- Inhalers should accompany them when taking part in offsite activities (fieldtrips).

**THE RELEASE OF STUDENTS AFTER AN EMERGENCY:** (i.e. Earthquake, Lock-Down, etc.)

1. All parents/guardians must sign out their student(s) through the designated adult emergency school leader. There will be a specific area set up for student check-out. Included in the sign out will be documentation as to where the student is going.
2. Identification will be required of any parent/guardian claiming the child.
3. SVCS is the final authority on whether a student should or should not be released to the party claiming the child. After 72 hours, the school will contact agencies such as the Red Cross, the California National Guard, or Child Protective Services if the child has not been claimed by a parent/guardian. If the child is released to any such agency, release records at the school will record which agency took the child.
4. The school and its personnel will make every effort to ensure that the parent/guardian's wishes are complied with in an emergency. Any such instructions must be noted on the back of the emergency form or attached to the form on a separate sheet. (Keep emergency form current)

### **Dress Code Policy**

Sacramento Valley Charter School policy requires all students to wear uniforms. SVCS is committed toward creating a culture of academic rigor, and a school-wide dress code policy encourages this climate. School uniforms support a safe and disciplined environment.



As Sacramento Valley Charter School is a school of choice, there will be **no** exception made for any student. SVCS has designated general funds to support families who may need assistance in meeting these uniform requirements.

Students who do not dress in appropriate uniform attire will be sent to the office to call home. Parents will need to bring the appropriate uniform before the student will be allowed to return to class. If the student does not have the appropriate uniform, one will be furnished.

Uniform clothing may be purchased from any retail stores: Kohl's, JC Penny, Old Navy, Lands' End, etc.

### **Standards of Dress**

- **Pants** – Navy or khaki (tan) in color and must be worn with a belt at the waist. Belts must be through the loops.
- **Skirts, Jumpers, or Shorts** - Navy or tan; can be cotton, cotton blend or corduroy; must be knee level or longer and can have an elastic waist. Blouse, T-shirt, or polo must be worn under the jumper. Absolutely NO hip huggers, cargo pants, baggies, logos, insignias, pictures or messages, other than the school's logo.
- **Shorts** - Navy or khaki (tan) in color and knee length. Shorts must be worn with a belt at the waist and belts must be through the loops. Shorts can be cotton, cotton blend, or corduroy and have an elastic waist.

Absolutely NO cargo pants, jeans, sweat suit pants, pajamas, logos insignias, pictures or messages.

- **Shirts** - Light blue, collared, polo shirt, dress shirt, long or short sleeve. No insignias, pictures or messages.
- **Sweatshirts or sweaters** - can be pullover or zippered - navy. NO logos aside from Sacramento Valley Charter School; no insignias, pictures or messages.
- **Shoes or sneakers** – Black shoes/sneakers must fit securely on the foot. Shoes with open toes, or backless shoes (including flip flops, sandals, mules and slides) will not be allowed. Shoes may be laced or buckled. NO heeies or rollers.
- **Headgear** – NO hats or other headgear in class, other than patka, dastar, pagri, or other forms of turbans. These must be either light blue or navy blue, matching the school uniforms.

**Note:** No oversize clothing will be allowed.

No colored wrist bands or neck beads are allowed in class. The principal has a right to stop any pattern, for example groups wearing identical earrings, chains, beads, bracelets, etc. or anything that may be mistaken for a negative group affiliation. In addition, the principal may, at their discretion, require the removal of jewelry deemed distracting in an academic environment.

No coats, jackets, hooded sweatshirts, caps or hats are to be worn in buildings during school.

Dress code compliant uniforms can be purchased online either by following the link below, or the link on our website:

<https://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900183641>

### **Enforcement**

The school will strive to achieve full compliance through the use of positive reinforcement measures and will resort to disciplinary action only when positive measures and supports fail to assure compliance.

### **Student Dress Code - Personal Habits**

- Extreme hairstyles and colors that will distract from the learning environment of the classroom are not allowed.
- Students K-8 are not to bring or wear make-up.
- Clothing may not be obscene, vulgar, or likely to have disruptive effect on the educational process
- Hats are allowed on the playground, but must be removed in classrooms or school buildings.
- SVCS is a perfume free zone.

### **Personal Hygiene:**

Good personal hygiene is extremely important in a school environment. Students maintain close proximity to one another, necessitating personal cleanliness be maintained at high standards. Frequent shower and bathing, fresh clothing, use of deodorants or antiperspirants as necessary, and brushing and flossing of the teeth are all signs of good hygiene. Many childhood and adult illnesses can be traced back to poor hygiene. Good hygiene also includes regularly washing of hands, especially after using

restrooms, or before eating lunch or a snack. Please remind your students to maintain good hygienic practices throughout the day to minimize the spread of illness while at school.

Lice are another common issue at the elementary school level. Remind your students not to share clothing, or hats, with fellow students, as this can contribute to the spread of lice among students. Please check your student periodically, or if the student begins to itch or scratch their head more often than usual. It is important, for the maintenance of good hygiene, that all students remain lice-free. Students found to have lice at school will be sent home and will have to stay out of school until the issue is resolved.

### **Free Dress Days:**

The last Thursday of the month and spirit days are free dress. However, students' choice in clothing must be clean, modest and appropriate for regular school activities. Shoe wear must be secured for walking and/or running, therefore slippers or any other kind of shoe that is not secure is not acceptable for student safety reasons.

### **Punjabi Language Course**

All students, from Kindergarten through Eighth Grade, are enrolled in a Punjabi world language and culture course at SVCS. There is no exemption from the Punjabi world language course, as it is an integral part of our education plan. Consent to enrollment in the Punjabi world language and culture course is implied upon enrollment in SVCS.

### **English Learner Advisory Committee**

State law requires that any school with over 21 students in their EL program must have an English Learner Advisory Committee in place made up of parents. If your student is an EL student at SVCS, you are welcome to attend meetings or to take a seat on the committee. The purpose of ELAC is to offer advice and feedback to the principal and staff regarding how the EL program is progressing during the year. Notices regarding dates and times for meetings will go out throughout the year as ELAC meetings are scheduled.

### **Homework Policy**

The purpose of assigning homework is to strengthen academic skills, reinforce concepts taught by teachers, develop student responsibility and accountability, and to promote parent awareness. Homework is deemed to be an independent activity to be accomplished outside of the school day. Homework will generally fall into one or more of three categories and may include, but are not limited to the following:

1. **Practice:** This includes activities to reinforce skills.
2. **Preparation:** These are assignments designed to provide background information and focus on future class activities.
3. **Extension:** Creative activities such as book reports, science projects, and research are examples of such homework.

4. **Sustained:** Nightly reading of 30 minutes either parent to child, orally child to parent, or independently by student.

The amount of homework assigned shall be related to the maturational and ability level of students in a given class. Assignments of a longer nature will include checkpoint monitoring. It is the responsibility of the student to note and understand the homework assignment, complete it, and return it to school on the required day. Students neglecting to do homework may lose field trip or recess privileges. It is the parents' responsibility to monitor their child's work, assisting as appropriate. If you have any questions, please contact your child's classroom teacher. Some classes may have extended projects over break periods.

### **Student Awards**

Students receive awards for various topics such as Perfect Attendance, Academic Excellence, Citizenship, and other categories at the discretion of the teacher and administrators. Each trimester, at the time report cards are mailed out, students will receive Honor Roll or Principal's Honor Roll awards based on academic achievement. Students with a GPA for the term of 3.50 to 3.75 are eligible to be placed on the Honor Roll. Students with a GPA for the term of 3.76 to 4.00 will be eligible for the Principal's Honor Roll.

### **Field Trips**

Field trips are scheduled throughout the school year to enhance the educational curriculum. These trips are not a

requirement, but a privilege. Any child who does not meet the classroom teacher's standards for behavior, attendance, academic effort, or homework, will be excluded from field trips. If a child is not allowed to participate, contact with the parent will be made prior to the trip and other classroom arrangements will be made. In order for any child to participate in a field trip experience, the school must have a permission form signed by the parent or guardian. These forms must be sent home prior to each field trip. Parent drivers must carry \$100,000 liability insurance.

### **Technology - Guidelines for Student Use**

1. Sacramento Valley Charter School will make its computing and network resources available to its students and staff solely for educational purposes, and to carry out the legitimate business of the charter school. All other uses of school site computing and network resources are strictly prohibited.
2. Access to school's computing and network resources is not a right of any person. Rather, such access, if given by the charter pursuant to the provisions of Charter Policy and Regulations, is a revocable privilege. Users of SVCS's computing and network resources are required to use such resources responsibly, ethically, and in a manner consistent with the provisions of adopted Board policy without regard to whether a user accesses SVCS's

resources directly, or through any remote computer or network.

3. As a condition of using the charter school's computing and network resources, every user must read, and sign the appropriate "Acceptable Use Agreement" provided by SVCS staff. All minors seeking permission to use these resources must also obtain the written permission of that minor's parent or guardian. Any user who does not sign an "Acceptable Use Agreement" will not be permitted to use school's computing and network resources.
4. SVCS' computer resources and all users' accounts are the property of the school site. There is no right to privacy in the use of the computer resources or users' accounts, and the charter reserves the right to monitor and access information on the system and in users' accounts for the purpose of determining whether a violation of Board policy has occurred. The charter will remove any information on the system which it determines to be in violation of Board policies.
5. In compliance with the requirements of the Children's Internet Protection Act, the school will utilize an internet blocking or filtering device to prevent electronic access to visual depictions that are obscene, pornographic, or



harmful to minors. However, the principal or his/her designee will have the discretion to disable such blocking or filtering measures in any case in which an adult requires access to such materials for bona fide research or other lawful purposes. The principal or his/her designee will review written requests from adults for permission to disable blocking.

6. The use of the internet is limited to teacher approved sites. Any violation of this is considered a violation of the “Acceptable Use Agreement” and is susceptible to disciplinary measures.
7. No person utilizing charter school computer resources will disclose or disseminate personal information concerning minors attending District schools.
8. The principal or his/her designee is hereby authorized to adopt and implement such Administrative Regulations as are necessary and appropriate to implement this policy.
9. School provided email accounts should be used only for school related assignments or communication.

## **Cell Phones**

Cell phones are ***not allowed during school hours, school events and school transportation time.*** Only under special circumstance can students have a cell phone. If this is the case, then they are responsible for keeping them in their backpacks and parents are responsible for setting parental controls on the cell phone and must notify the front office that their student has a cell phone. Cell phones that are seen or heard will be confiscated and kept in the school office and will be returned only to the parent or legal guardian.

## **Internet Safety**

- Never give out private information such as last name, address, telephone number or parent's telephone number.
- Understand internet sites that can be visited by students and those that are off-limits.
- Tell an adult if something comes up on the screen that makes you feel uncomfortable.
- Never agree to meet with anyone you meet online.
- Never post on a web page or send in an email any pictures of yourself or classmates without an adult's permission.
- Tell an adult if you get an inappropriate e-mail from anyone.
- Remember that going online is like going out in public, so all the safety rules apply to the internet as well.
- Know that the internet is a useful tool and will always use it responsibly,

- Follow internet rules at home, in school, at the library or with friends.

To be successful, contributing members of any community, children must learn necessary social and life skills. Positive Discipline is based on the understanding that discipline must be taught and that discipline teaches.

## **POSITIVE DISCIPLINE**

The tools and concepts of Positive Discipline include:

- Mutual respect. Adults model firmness by respecting themselves and the needs of the situation, and kindness by respecting the needs of the child.
- Identifying the belief behind the behavior. Effective discipline recognizes the reasons kids do what they do and works to change those beliefs, rather than merely attempting to change behavior.
- Effective communication and problem solving skills.
- Discipline that teaches (and is neither permissive nor punitive).
- Focusing on solutions instead of punishment.
- Encouragement (instead of praise). Encouragement notices effort and improvement, not just success, and builds long-term self-esteem and empowerment.

## **Lunchroom Procedures and Rules**

All SVCS students have the option of receiving a free vegetarian lunch, or they may bring a packed vegetarian lunch from home. Students may not bring meat, egg, or peanut products from home. SVCS students must demonstrate the following behaviors in the cafeteria:

- Sit properly at the table with feet on the floor.
- No running, pushing, crawling on the floor. Keep your hands to yourself.
- Keep your voice low. No shouting.
- Clean up after yourself. Put your tray away when you are finished with your lunch.
- Return to your table and sit quietly until dismissed to line.
- When your table is clean, clear, and quiet, the adult will dismiss your table to line up for recess.
- Lunch recess: line up
- Look for peace signal and finger on lips and imitate. When students are quiet and in a straight line, the adult leader will walk them to the playground.
- Bathroom use. Only one child may be in the bathroom at a time. Ask the adult for permission and sign the log.

### **Playground Rules**

SVCS students must each demonstrate the following behaviors on the playground:

- When leaving the lunchroom in line, please do not run nor raise your voice.
- Pay attention so when the line begins to go, you follow.
- Keep your hands to yourself.
- Do not run or take a shortcut across the street; follow behind the adult.
- One child at a time in the bathrooms. Ask adult permission sign out in the classroom.
- Report lost or damaged equipment.
- Do not retrieve lost equipment unless you have adult permission and supervision.
- Exhibit good sportsmanship while playing with others.
- If having difficulty with positive demeanor, then sit out quietly until able to return to play.
- Report negative or dangerous behaviors to an adult.
- Return all equipment after play.
- Line up and follow in line behind your teacher.

## **Bus Rules**

### **Bus Rules for Students**

1. Students will obey drivers/teachers/chaperones at all times.
2. Wait for bus in a safe place and manner. Stay away from traffic, and remain within the line.

3. Wait for a signal from the bus driver before crossing the street. Never walk behind the bus.
4. Be at bus stop 10 minutes before pick-up time.
5. Keep the bus clean. Do not eat, drink or chew gum on the bus. This includes field trips.
6. Keep hands, feet, heads and objects inside of bus windows and to yourself.
7. Remain seated, facing the front of the bus. Keep the aisle clear of feet, heads and objects. Do not switch seats at any time. Use seatbelts.
8. Keep noise levels to a minimum - no yelling, screaming, name-calling, bullying, or use of profanity is allowed.
9. No throwing any objects on or off bus.
10. Do not litter, write on seats or walls, or damage anything on the bus. Students will be assessed for damage to the bus.
11. Keep pencils and any other harmful objects in your backpack.

The morning and afternoon stop for your child is the same. For safety, the bus drivers are keeping track and changes put children at risk.

If your child is not to ride the bus, the office needs at least 4-hour notification or your child will be placed on their scheduled bus.

Students are to be either on their scheduled bus, or transported by parents. School begins at 8:30 and ends at 3:05. Please be prompt and pick up your child immediately after school. No after school services are available.

Parents/guardians who transport their children by personal car, please drop off and pick up your children on the North side of the Multi-Purpose building for your child's safety.

## **Transportation Procedures & Policies**

### **Staff and Bus Drivers**

1. Teachers will walk students to bus at end of day

#### ***Non-Bus Riders:***

2. Students not riding the bus will be released to a parent/guardian
3. Students may only be released to siblings/other responsible adults with prior written authorization
4. A student who is typically picked up by parents will be brought to the office by the classroom teacher in the event his/her parent is late. An immediate attempt will be made by office staff or teacher to contact the parent(s).

#### ***Bus Riders:***

5. Student bus riders will be released by teachers to board buses
6. Bus drivers will do a count of students present on bus versus total count of riders signed up for a particular bus
7. In the event of a discrepancy in the number, the driver will take roll to ascertain which students are inadvertently on the bus

8. Students not scheduled for bus transportation will be escorted from the bus and released to a school staff member
9. Bus drivers will have a binder with relevant information, including:
  - a. Transportation variances indicating day(s) of week of variance(s)
  - b. General student information including designated drop-off point
  - c. Parent contact numbers
  - d. Emergency contact numbers
  - e. School phone contact numbers (Office, principal, vice-principal etc.)

## **Parents**

1. Parents must indicate that they wish their child to participate in SVCS transportation services and agree to pay for the associated fee.
2. Parents are required to fill out an "Assigned Bus Stop Location Form" in order to have their child eligible to ride the bus
3. Parents requesting an ongoing variance in the default transportation routine must fill out a detailed overview of the change(s). This will be kept on file in the office and with the bus drivers.
4. A one-time change must be requested through the office as soon as possible in order to notify the staff and bus driver in a timely fashion. This variance must include specific details as to the drop-off location.



5. A parent who typically picks up his/her child must notify the school in the event he/she will be more than 15 minutes late
6. Parents who are running late in picking up their child may opt to have their child take the bus, provided they (1) Have a bus agreement on file with SVCS, and (2) Contact the school giving specific instructions indicating their wish for their child to ride the bus for that day only. A child's ability to ride the bus under these circumstances is predicated on the parent's ability to notify the school prior to the bus leaving at the scheduled time
7. Parents should arrive at their scheduled bus stop 10 minutes early

**Student bus scheduling and routing, governed by SVCS Board Policy, are as follows:**

1. Eligible students are scheduled for bus transportation between home and school. This is done in accordance with state law and rules and regulations for school bus transportation.
2. Students must ride the same bus 5 days a week. Students will be bused back to the same place he/she is scheduled to be picked up unless a change has been submitted.
3. On-going, repeated requests for a day to day variance will be denied based on the principal's discretion.
4. Requested changes must fit into a regular and manageable routing acceptable to the Principal, the bus driver, and Transportation Director.

## **Reason for School Suspension**

EDUCATION CODE, SECTION 48900: A student who has committed the following acts is subject to discipline by suspension or expulsion: (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.

- Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco, or any products containing tobacco
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia,
- Willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

- Knowingly received stolen school property or private property.
- Possessed an imitation firearm. As used in this section, 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.
- Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- Engaged in, or attempted to engage in, hazing, an act of bullying, including, but not limited to, bullying Committed by means of an electronic act, directed specifically toward a pupil or school personnel.
- A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following.

(1) While on school grounds, or at an off-campus event.

(2) While going to or coming from school.

(3) During the lunch period on or off the campus.

(4) During, or while going to or coming from, a school sponsored activity.

(5) While on SVCS school buses.

## **Suspension by Principal**

Suspension by the principal or designee shall be preceded by an informal conference. At that conference, the student shall be informed of the reasons for the disciplinary action and the evidence against him/her. In addition, the student shall be given the opportunity to present his/her version and evidence in his/her defense.

At the time of the suspension, the principal or designee shall make a reasonable effort to contact the student's parent or guardian in person or by telephone. Whenever a student is suspended from school, the parent or guardian shall be notified in writing of the suspension. The notice shall contain a statement of the facts leading to the decision to suspend, the date and time when the student will be allowed to return to school, and a request that the parent or guardian attend a conference upon the student returning with school officials, including notice the state law requires parents or guardians to respond to such request without delay. (Education Code 48911)

### **Suspension by Teacher**

A teacher may suspend any student from the class for the day of the suspension and the day following for an act stated in Education Code 48900. A "day" in middle school is defined as an instructional period; a day in elementary school is defined as a calendar day. If the student has

more than one teacher, the student is only precluded from attending the suspending teacher's class. Prior to excluding a student from the classroom, the teacher must inform the student which school policy was violated, that the teacher intends to suspend, and that the student has the opportunity to respond to the charges. As soon as possible, the teacher shall request a parent/guardian conference at which time the circumstances of the suspension and the data will be presented. (Education Code 48910 (a) (b) and 48911)

### **Teacher Referral**

A teacher may refer a student, for any of the acts stated in district policy, to the principal or designee by the principal for consideration of suspension from school. (Education Code 48910 (a) (b) and 48911)

### **Expulsion**

An expulsion is the removal of the student from all schools in the district for violating California Education Code as ordered by the Board of Education. The district is required to provide some alternative programs of study (Education Code 48925). The expulsion is for a defined period of time, but an application for re-admission must be approved before the student is permitted to return to the school.

State law provides for full due process and rights to appeal any order of the expulsion. State law mandates the Board of Directors to expel students as indicated in the Education Code for 48915 (c) for:

- Sale, possession or furnishing of a firearm.

- Brandishing a knife at another person.
- Selling a controlled substance.
- Sexual assault or battery.
- Possession of explosives. 8910 (c))

California Education Code requires a school administrator to recommend expulsion if a student commits one of the following offenses:

- Causing serious physical injury to another person except in self-defense.
- Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil
- Unlawful possession of any drug except for the first time offense of possession of not more than one ounce of marijuana.
- Robbery and/or extortion.
- Assault or battery upon a school employee.

## **BULLYING**

Should a student, parent or staff member believe that any student has been subjected to bullying, or harassment, he/she should file a Suspected Bullying Report with the school. The administrator will conduct an investigation to determine if the act fits the definition of bullying. If so, the site administrator will take the appropriate disciplinary and intervention steps. Students can be assured that the Board will not tolerate retaliation as a result of the filing of Suspected Bullying Report. Forms can be accessed at the school sites or downloaded from the school website.

The Board recognizes that it is the responsibility of program personnel to maintain a secure and safe school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior in school, school-sponsored activities on or off school grounds, and transportation to and from school. Therefore, bullying behavior, of any form, will not be tolerated.

Consistent with legislative requirements the principal is authorized to develop and implement a Safe Schools Plan outlined in Section 32280 of California Education Code. Bullying takes many forms and may include many different behaviors, such as, but not limited to:

1. Physical violence and attacks;
2. Verbal harassment or taunts, name-calling and use of disparaging language, including disability-, ethnically- or racially-based verbal abuse and gender-based disparaging language; 25
3. Sexual harassment including unwanted sexual attention or insulting or degrading sexual remarks or conduct;
4. Harassment, threats and intimidation;
5. Extortion or stealing of money and possessions;
6. Exclusion from the peer group; and/or
7. Using the Internet as a means of harassment and intimidation (i.e., Cyber-bullying).

**Definitions:**

“Bullying” is defined as the repeated use by one or more students of a written, verbal, or electronic communication,

such as cyber bullying, or a physical act or gesture directed at another student in the same school that:

- (A) Causes physical or emotional harm to the student or damage to the student's property,
- (B) places the student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- (C) creates a hostile environment at school for such student (a hostile environment is a situation in which bullying among students is sufficiently severe or pervasive as to alter the conditions of the school climate),
- (D) infringes on the rights of the student at school, or
- (E) substantially disrupts the education process or the orderly operation of a school.

This definition of “bullying” includes, but is not limited to, written, verbal, or electronic communications, or physical acts or gestures that are based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

“Cyber bullying” - Any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices, or any electronic communications. In order for it to be identified as “cyber bullying” requiring school/program intervention, the students involved must attend SVCS.



"Electronic communication" - means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo-optical system.

"Hostile environment" - means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

“Harassment” – Any physical or verbal hostility toward someone with legally protected status. Such status pertains to race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (Including past or present history of mental disability), physical disability, learning disability, mental retardation, genetic information, prior criminal conviction, or other lawfully protected status. Such hostility can be severe, persistent, or pervasive.

"Mobile electronic device" - means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

"Outside of the school setting" - means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic

device that is not owned, leased or used by the SVCS Board of Directors.

Any student who engages in the bullying of anyone at school or a school-related activity shall be subject to disciplinary action according to SVCS guidelines.

### **Suicide Prevention (Education Code § 215)**

As of the 2017-18 school year, SVCS has implemented plans on how to minimize and prevent the occurrence of student suicide both on and off campus. Teachers and staff receive up to date training on methods of spotting troubled students at risk, and further training on how to get those students help as needed. Parents or students with concerns are always welcome to contact the front office at (916) 596-6422. During hours when SVCS is closed, please contact the National Suicide Prevention Lifeline at (800) 273-8255.

### **Home and Hospital Services**

Home and Hospital Instruction Services may be provided to students who are temporarily disabled and unable to attend regular classes or alternative education programs due to verified physical, mental, or emotional disability. Parents may apply, in writing, to the school nurse,

attaching the doctor request, for home teaching services for their student at the school in which the student is enrolled. (Education Code 48206) When a student is hospitalized or in a residential health facility located outside the school district, it shall be the primary responsibility of the parent to apply for instruction at the school district in which the hospital is located. (Education Code 48207 and 48208)

**EDUCATION CODE 48900.3: HATE VIOLENCE:** In addition to the reasons specified in Sections 48900 and 48900.2

A pupil in any of grades 4 to 8, inclusive, may be suspended from school or recommended for expulsion if the principal of the school determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.

### **Minimum and Pupil-Free Staff Development Days**

SVCS has scheduled minimum and pupil-free staff development days. These dates are included in the school calendar. If additional days are scheduled, parents will be notified of such days at least one month before the scheduled minimum or pupil-free days. (Education Code 48980 (c))

### **Uniform Complaint Procedure**

The Board of Directors recognizes that parents, guardians, students, employees, advisory committee members, or

other members of the community may have questions, seek information, desire to make requests, and express complaints regarding school policies and procedures of state programs. A complaint in this sense is a request for action to resolve a conflict. The complainant is the person affected or represents the person affected. A parent complaint about a student must first be discussed with the teacher and then with the Principal of the school. If the complaint is not satisfactorily resolved, the next step is to complete the Complaint form. This form can be obtained from either the school office at (916) 596-6422 or is available online.

Any person may file a complaint alleging non-compliance with state or federal laws and regulations or unlawful discrimination.

Once a complaint is filed, the complainant should expect a phone call from the appropriate administrator within two (2) business days. School administration will attempt to resolve the complaint within thirty (30) days. If there is a prolonged investigation, the process may take up to a maximum of sixty (60) days.

If dissatisfied with the school's decision, the complainant may appeal in writing to the California Department of Education (CDE) within 15 days of receiving the school's decision. The appeal must include a copy of the complaint filed with the school and a copy of the decision. (5 CCR

4632). If the CDE is unable to resolve the complaint, the complainants may seek local civil law remedies such as local mediation centers and legal assistance agencies.

A discrimination complaint must be written and filed within six months of the occurrence or when knowledge was first obtained.

Programs and services covered by Uniform Complaint Procedures include: general and basic education, state and federal programs, special education, nondiscrimination, gender equity requirements, and civil rights guarantees. Board Policy has established the Uniform Complaint Procedures.

### **Title IX—Non Discrimination**

SVCS strives to comply with Federal Title IX gender equity laws. Any concerns, questions, or complaints regarding Title IX should be addressed to the school administration. The telephone number is (916) 596-6422.

### **Fingerprint Clearance**

The school has established a policy requiring a person to pass a fingerprint clearance from the Department of Justice before he/she can be granted employment. Education Code 48980 (f).

### **Pesticide Application Notification**

The school occasionally participates in a Pest or plant management system. We make every effort to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, it will only be used as a last resort.

You have the right to be informed prior to any pesticide application that might be necessary at SVCS. In an emergency, pesticides may be applied without prior notice; however, notice will be provided following any such application.

To receive notifications, please inform the school by submitting a letter, which includes your name, student's name, address, and day/evening phone. Please indicate whether you would like to be notified when any scheduled major pesticide application is made or if you also want notification when an ant trap, small bait application, or other least toxic application is made. Education Code 48980.3

### **Promotion and Retention**

Decisions about promotion and retention of students are made on the basis of grade level English language arts and mathematics Common Core Standards, test scores, and other indicators of academic achievement designated by the school. Teachers must notify parents beginning in November and again in March if students are being

considered for retention. Teachers must schedule a Student Study Team meeting that includes the parent, a site administrator and two teachers. All retentions must have parent permission via signature.

### **Psychological Testing**

A parent or guardian has the right to receive information about psychological testing involving their child and to deny permission to give the test (Education Code 51101).

### **Reporting to Parents**

Individual teachers are to communicate, in writing, the classroom grading policy to students and their parents at the beginning of the school year. The policy shall include homework requirements, make-up procedures, the weighing of course work as it pertains to the calculation of the final grade, and course expectations. Every effort is made to remain in contact with parents throughout the school year.

### **Safety and Protection of Students**

To provide for the protection and the safety of students, teachers, employees, and school property, the public (except those persons exempted) is required to register in the school office prior to entering or remaining on the school premises during school hours. SVCS has a comprehensive safety plan on site. The plan is available to view at the school site.

### **Volunteers and Visitors**

Parent volunteers are encouraged to assist the school. Interested persons will receive an orientation, including training in appropriate behavior, dress, language and confidentiality.

Volunteers on site are identified in two categories:

Examples of Category 1: Room parents, book fair volunteers, science fair volunteers, day field trip chaperones, one-time classroom volunteers/presenters, tutors.

Category 1 volunteers must provide the following:

Volunteer application, TB clearance, emergency card.

Examples of Category 2: Classroom volunteers or chaperones without teacher supervision, campus monitors, overnight field trip chaperones.

Category 2 volunteers must provide the following:

Volunteer application, fingerprints, background check, TB clearance, emergency card, photo ID.

All visitors, including parents, must sign in at the site office and receive proper authorization to be in the school.

Visitors may be asked by the school site staff to display their passes as requested. The school site administrator/principal may deny or withdraw access to the school if the visitor willfully disrupts the orderly operation of the school; commits an act likely to interfere with the peaceful conduct of school activities; or reasonably appears to have entered the school for the



purpose of committing any such act. (Penal Code 626.4, 626.7) Visitors should make advance arrangements to meet with school staff to avoid the interruption of instructional time and work responsibilities.

### **Alcohol, Drugs, and Tobacco Free Campus**

SVCS prohibits the use of all alcohol, illicit drugs, and tobacco products at all times on district grounds. The prohibition applies to all employees, students and visitors at any activity. Students shall not drink or imbibe alcohol, consume illicit drugs by any means, or smoke, chew or possess tobacco or nicotine products on school property, school buses, at school-sponsored events, or while under the supervision of any employee.

### **Personal Property**

SVCS is not responsible for loss or theft of personal property. Students are discouraged from bringing non-instructional items to school, such as toys of any kind, electronic devices, skateboards, etc.

### **Language Assistance**

If you have any difficulty understanding any part of this handbook due to English being a second language, please contact the front office at (916) 596-6422, and staff can assist you in translations into Spanish or Punjabi as needed.

## **STAFF-STUDENT INTERACTIONS**

While the use of appropriate touching is part of daily life and is important for student development, teachers and other staff members must ensure that they do not exceed appropriate behavior. If a child or other staff member specifically requests that he or she not be touched, then that request must be honored without question.

### **Boundaries Defined**

For the purposes of this policy, the term “boundaries” is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the boundaries of a student-teacher relationship is deemed an abuse of power and a betrayal of public trust.

### **Acceptable and Unacceptable Behaviors**

Some activities may seem innocent from a staff member’s point-of-view but could be perceived as flirtation or sexual insinuation from the perspective of students or parents. There is no single reasonable person standard. The purpose of the following lists of unacceptable and acceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to or may be perceived as inappropriate, or sexual misconduct, or “grooming.” Grooming is defined as an act or series of acts by a sexual predator to gain physical and/or emotional control by gaining trust (of staff and/or family and a minor) and

desensitizing the minor to various forms of touching and other intimate interaction.

Staff members must understand their own responsibilities for ensuring that they do not cross the boundaries as written in this policy. Violations could subject the teacher or staff member to discipline up to and including termination. *Disagreeing with the wording or intent of these established boundaries will be considered irrelevant for any required disciplinary purposes.* Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

### Unacceptable Behaviors

These lists (and any subsequent lists) are not meant to be all-inclusive, but rather, illustrative of the types of behavior intended to be addressed by this policy.

1. Giving gifts of a personal and intimate nature (including photographs) to a student; or items such as money, food, outings, electronics, etc. without the written pre-approval of the Principal or School Leader. It is recommended that any such gifts be filtered through the Principal along with the rationale therefor.
2. Kissing of ANY kind
3. Massage [Note: Prohibited in athletics unless provided by massage therapist or other certified professional in an open public location. Coaches may not perform massage or rub-down. Permitted in special education only as instructed under an IEP or 504 Plan.]
4. Full frontal or rear hugs and lengthy embraces

5. Sitting students on one's lap (grades 3 and above)
6. Touching buttocks, thighs, chest, or genital area
7. Wrestling with students or other staff member except in the context of a formal wrestling program
8. Tickling or piggyback rides
9. Any form of sexual contact
10. Any type of unnecessary physical contact with a student in a private situation
11. Intentionally being alone with a student away from school
12. Furnishing alcohol, tobacco products, or drugs - or failing to report knowledge of such
13. "Dating" or "going out with" a student
14. Remarks about physical attributes or physiological development of anyone. This includes comments such as "Looking fine!" or "Check out that [body part]."
15. Taking photographs or videos of students for personal use or posting online
16. Either partially or fully undressing in front of a student or asking a student to undress with the intent to view/expose private body parts
17. Leaving campus alone with a student for lunch
18. Sharing a bed, mat, or sleeping bag with a student
19. Making, or participating in, sexually inappropriate comments
20. Sexual jokes, or jokes/comments with sexual overtones or double-entendres

21. Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator.
22. Listening to or telling stories that are sexually oriented
23. Discussing your personal troubles or intimate issues with a student
24. Becoming too involved with a student so that a reasonable person may suspect inappropriate behavior
25. Giving students a ride to/from school or school activities without the express, advance written permission of the Principal and the student's parent or legal guardian
26. Being alone in a room with a student at school with the door closed and/or windows blocked from view
27. Allowing students at your home and/or in rooms within your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or designated school volunteer
28. Sending emails, text messages, social media responses, making phone calls, or sending notes or letters to students if the content is not about school activities. Communication via private social media accounts is not acceptable.

### Acceptable Behaviors

1. Pats on the shoulder or back
2. Handshakes

3. “High-fives” and hand slapping
4. Touching face to check temperature, wipe away a tear, remove hair from face, or other similar types of contact
5. Placing TK through second grade students on one’s lap for purposes of comforting the child for a short duration only
6. Holding hands while walking with small children or children with significant disabilities
7. Assisting with toileting of small or disabled children in view of another staff member
8. Touch required under an IEP or 504 Plan
9. Reasonable restraint of a violent person to protect self, others, or property
10. Obtaining formal written pre-approval from the Principal to take students off school property for activities such as field trips or competitions, including parent’s written permission and waiver form for any sponsored after-school activity whether on or off-campus
11. Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via transparent [non-private] school-based technology and equipment)

12. Keeping the door wide open when alone with a student
13. Keeping reasonable and appropriate space between you and the student
14. Stopping and correcting students if they cross your own personal boundaries, including touching legs, or buttocks, frontal hugs, kissing, or caressing
15. Keeping parents informed when a significant issue develops about a student, such as a change in demeanor or uncharacteristic behavior
16. Keeping after-class discussions with a student professional and brief
17. Immediately asking for advice from senior staff or administration if you find yourself in a difficult situation related to boundaries
18. Involving your direct supervisor in discussion about boundaries situations that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult)
19. Making detailed notes about an incident that in your best judgement could evolve into a more serious situation later
20. Recognizing the responsibility to stop "Unacceptable Behaviors" of students and/or co-workers
21. Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours

22. Prioritizing professional behavior during all moments of student contact
23. *Asking yourself if any of your actions, which could be contrary to these provisions, are worth sacrificing your job and career*

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path; 2) helping them up after a fall; or 3) engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another.

Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self, another person, or the child or to protect property is legally permitted. Excessive force is prohibited.

### Boundaries Reporting

When any staff member, parent, or student becomes aware of a staff member (or volunteer, guest, vendor) having crossed the boundaries specified in this policy, or has a strong suspicion of misconduct, he or she must report the suspicion to the Principal promptly. Reasonable suspicion means something perceived in spite of inconclusive or slight evidence. It is based on facts that would lead a reasonable person to believe the conduct occurred. Prompt reporting of observations falling into the unacceptable range of adult behavior with students is essential to protect students, the staff member, any witnesses, and the school as a whole. Employees must also report to the



administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

Child Abuse / Neglect / Sexual Abuse Reporting (Mandatory Reporting)

If, within our professional capacity we observe or gain possession of knowledge that a child has been a victim of child abuse or sexual abuse, or if we reasonably suspect it, **California Penal Code Section 11166 requires teachers and school staff to immediately report this information or suspicion directly to a child protective agency or the police.** The report shall be made by phone as soon as possible and a subsequent written report must be sent within 36 hours of your knowledge or suspicion of the abuse. Internal reporting to the Principal occurs after the phone-in report. Failure to meet these obligations can result in a monetary fine and/or jail.

Investigating

The Principal will promptly investigate and document the investigation of any allegation of sexual misconduct or inappropriate behavior, using such support staff or outside assistance, as he or she deems necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating administrator, and all others privy to the investigation, shall protect the privacy interests of any affected student(s) and/or staff member(s) including any potential witnesses, as much as possible. The investigating administrator shall promptly notify the Governing Board in closed session of the existence and status of any investigations. Upon completion of any such investigations, the Principal shall report to the

Board of Directors any conclusions reached. The investigating administrator shall consult with legal counsel, as appropriate, prior to, during, and after conducting any investigation.

### Consequences

Staff members who have violated this policy will be subject to appropriate disciplinary action, and where appropriate, will be reported to authorities for potential legal action.