

# Sierra View Panthers



## Student-Parent Handbook 2017-2018

Golden Valley Unified School District



SIERRA VIEW ELEMENTARY SCHOOL  
16436 Paula Road  
Madera, California 93636  
(559) 645-3560



## Sierra View Elementary School School Mission and Vision



### Mission

The Mission of Sierra View Elementary School is to increase student achievement and to educate the whole child through exemplary programs and services, and to provide a safe, clean environment where students know that good character is important.

### Vision

#### ***Making the World a Better Place One Child at a Time!***

At Sierra View Elementary School all stakeholders (students, parents, staff, and community members) work collaboratively to create a positive school climate. Teachers and support staff model good character and students strive to develop it in themselves. All stakeholders use their creativity to build an atmosphere of fun and excitement in learning. The focus of students and staff is on the achievement of school and individual learning goals. Students take pride in their work and in their school.

The beliefs of Sierra View School are:

- Sierra View Elementary School will seek to provide a comprehensive educational program that will best meet the needs of each individual student.
- All students will post academic gains as a result of targeted instructional strategies.
- Staff development and training ensure that Sierra View Elementary teachers recognize the essential components of an effective educational program.
- The staff at Sierra View Elementary is committed to forming an educational team with students, parents, and community members.
- All students can be successful in learning and in life.
- Extra-curricular and co-curricular activities are an important part of developing well-rounded students.
- Every member of the school community has leadership potential.

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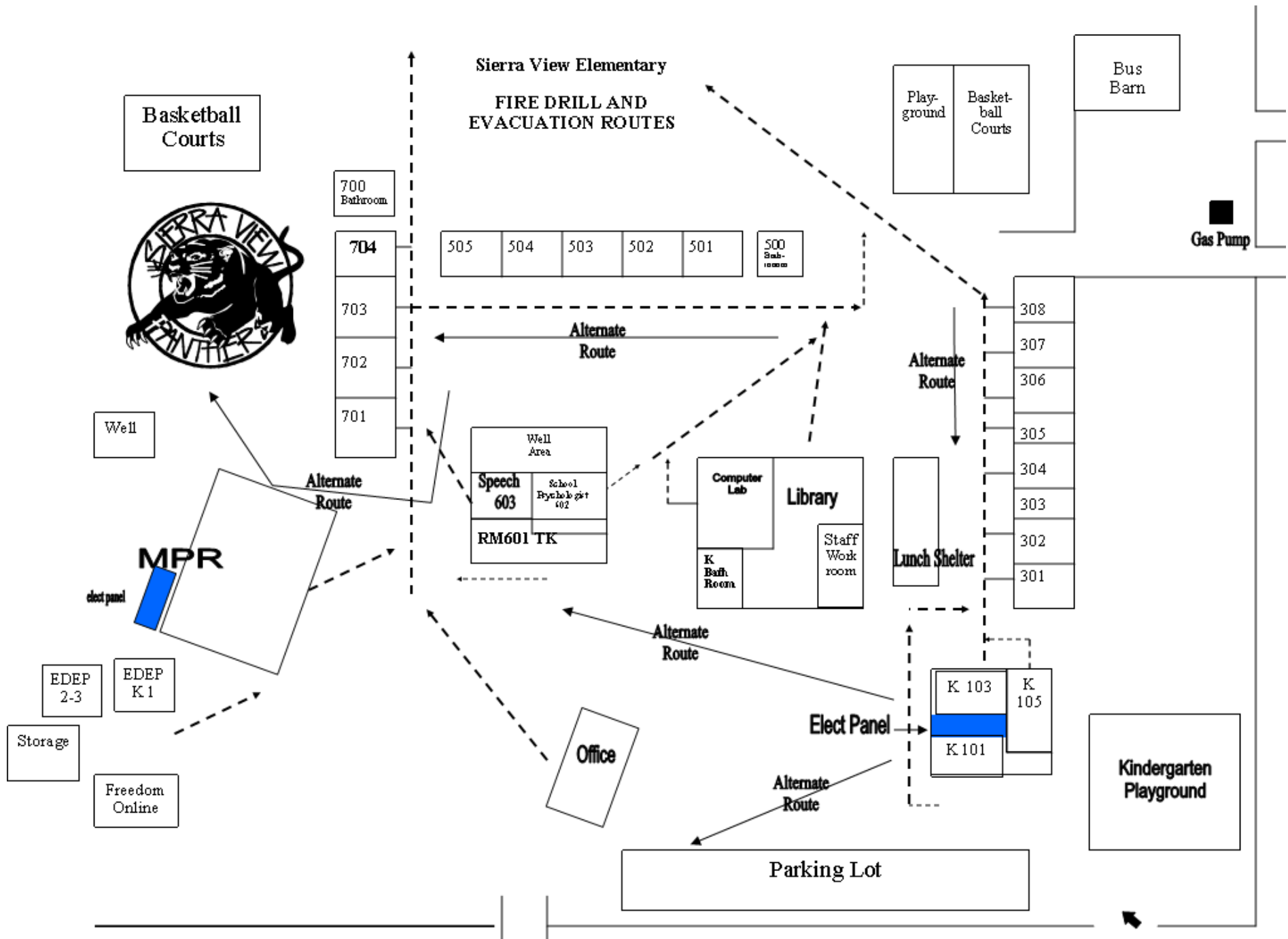
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## Sierra View Staff Roster 2017-2018

<b>Certificated</b>		
Chris Imperatrice	Office	Principal
Nicole Brown	602	TK
Julia Kirkman	101	Kindergarten
Jennifer Stemple	103	Kindergarten
Brooke Greci	105	Kindergarten
Anita Ford	504	1st
Crissy Winslow	503	1st
Jennifer Whittemore	301	2 <sup>nd</sup>
Carolyn Martin	302	2 <sup>nd</sup>
Amber Lawson	303	3 <sup>rd</sup>
Valerie McDougald	307	3 <sup>rd</sup>
Kristen Goerdt	308	3 <sup>rd</sup>
Nicole Canales	502	4 <sup>th</sup>
Kelly Hardcastle	501	4 <sup>th</sup>
Erin Dahlem	704	5 <sup>th</sup>
Cristie Lee	703	5 <sup>th</sup>
Ashley Grabowski	701	6 <sup>th</sup>
Rebecca Hart	702	6 <sup>th</sup>
Kathy Gorman	305	Reading Lab
Julie O'Keefe	306	RSP
Brittany Orosco	603	Speech
<b>Classified</b>		
Cheri Adams	Office	Secretary
Sara Gorman	Office	Registrar
Maria Olivas	Office	Custodian
Arnie Quintero	Office	Custodian
Cheryl Quant	Library	Library Tech
Lori Roach	306	Aide
Elizabeth Alvarado	505	Aide
Kristy England	505	Aide
Jackie Castro	505	Aide
Beanna Cabrera	MPR	Lunch Aide
Amy Payne	MPR	Lunch Aide
Ladonna Schwiekert	MPR	Lunch Aide
Judy Diaz	MPR	Cafeteria
Lori Eichorn	MPR	Cafeteria







## **SECTION 1: ATTENDANCE**

Regular attendance is a very important part of your child's education. Please have your child in school. According to State Law, a student must attend school until he/she earns a high school diploma or reaches eighteen years of age. Parents are responsible for punctual and regular attendance of their children. Parents should call the school when their child is absent.

### **Reporting Absences**

When your child is absent, please follow these procedures. Upon returning to school after an absence, a child's absence may be cleared by either calling our attendance line at 645-1122, or a note signed by a parent or guardian stating the following:

- Date note written
- Student's first and last name
- Specific reason for absence
- Date of absence
- Parent Signature

This note should be presented to your child's teacher.

### **Excused Absences**

State Law requires all students to attend school daily. According to the Education Code, a student may be excused from school for various personal reasons, including:

1. Legitimate illness
2. Medical, dental, or optometric appointment
3. Court appearance
4. Bereavement
5. Other justifiable personal reasons approved by the principal or school administrator

### **Unexcused Absences**

An absence due to any reason not listed above will be marked as an unexcused absence.

### **Make-up Work**

If the parent calls in the morning of the child's absence and requests make up work, it will be available in the front office at 3:30 p.m. Please pick up the work if you request it. Students need to make up work they miss for absences. Students should ask their teachers for missing assignment when they return to school. Teachers will allow one day for each day of absence to make up missed work. Students are expected to make up work missed.

### **Independent Study Program/Extended Absences**

If your child will be absent for at least five days, you need to come to the school office one week before you leave and sign an Independent Study Agreement for the days your child will be gone. This week will allow teachers adequate time to plan assignments for the students. Assignments will be given for the period of absence. Assignments must be completed and turned in to the classroom teacher the day you return to school, for your child to receive credit. The absence will then be excused.

If a student is in a hospital or recovering at home from a serious illness or accident, the district will provide a home/hospital teacher for the student during the illness or injury recovery period.

### **Tardies**

Like absences, tardies are also disruptive to your child's education. Please have your child arrive at school on time. Students arriving late to school will report to the office to receive a pass to class, and sign up for lunch.

### **Children Leaving School Early**

If you are picking up a child during school hours for any reason, please report to the school office and inform the secretary. The child will then be called to the office for you. Children will only be released to parents or adults listed on the emergency procedure card. This is a safety measure for the protection of your children.

### **Leaving School for Appointments**

Medical appointments should be made after school hours whenever possible. Students with medical appointments during school hours must be signed out and signed back in through the school office. On these occasions, the student must present a medical verification regarding time and date of the appointment.

### **Leaving School for Religious Reasons**

Parents may choose to have their child excused from school in order to participate in religious exercises away from school property. Students must be signed out and signed back in through the school office.

### **Leaving School for Lunch**

Students wishing to go home each day for lunch may fill out a request for a permanent lunch pass. This pass is kept in the office and must be picked up from the office and returned to the office each day. Students may not leave campus without their pass.

Any student wishing to leave for lunch for just a day must bring in a note from their parents or guardian giving permission for the student to leave. The student must come to the office to pick up the day pass before leaving the campus at lunch, and must return the day pass when they return to campus. Students **MUST** sign the sign-out sheet in the Main Office

### **Truancy Policy**

A tardy is defined as not being in the classroom when the tardy bell stops ringing. A tardy can only be excused due to illness, doctor's appointment, family funeral, or school activity. Any other reason is considered an unexcused tardy. If a student is reporting to school late, he/she must report to the Attendance Office. To be excused, the Registrar must receive a note or a phone call from a parent/guardian that meets the above criteria. The student must sign in, and the Registrar will issue a time-stamped tardy pass to the student. The teacher will remove the absence or tardy mark from the attendance report. Habitual tardies will require notes from a doctor to excuse tardies and will subject the student to a referral, parent conference and possible restriction of privileges. Students, who are habitually truant are in violation of the Education Code and are subject to referral to the justice court system and/or the School Attendance Review Board (SARB). **Ed Code 48264.5 Truancies 1-3**

### **School Attendance Review Board (SARB)**

The Golden Valley Unified School District SARB is used in conjunction with the Sierra View attendance policy. The board is made up of school officials, members of the community, Madera County Sheriff's Department, and representatives of various social service agencies. Any student who is a habitual truant or is irregular in attendance may be referred to the SARB.

### **SART/SARB Process**

Students with excessive truancies will be processed using the guidelines described under SART/SARB process.

### **Excused Absences**

**STEP 1** If a student is absent 10 days due to excused absences, a letter will be sent to the parents informing them of their student's absence status.

**STEP 2** If a student is absent 2 additional days for a total of 12 days, a conference will be scheduled with the Principal or Lead Teacher and parents will be notified that at 14 absences a doctors note will be required for each additional absence. If a note is not provided, the student will go into the unexcused truant process.

### **Unexcused Absences (SARB Process)**

**STEP 1:** Three (3) unexcused absences, not due to extenuating circumstances, will result in a notice mailed home. A conference with the site administrator /Vice Principal will be scheduled. The School Attendance Review Board Process begins.

**STEP 2:** Six (6) unexcused absences, not due to extenuating circumstances, will result in a letter and parent/guardian contact notifying them of what percentage of the school year their child has attended and how that fits with the retention policy. A meeting will be scheduled with the Principal or Lead Teacher, parent and student. The parent and student will be asked to sign an attendance contract agreement.

**STEP 3:** Eight (8) unexcused absences will result in a scheduled meeting with the District SARB Committee

### **Tardy Policy**

Like absences, tardies are also disruptive to your child's education.

Discipline will be assigned as follows:

- A) When a student reaches a total of 3 unexcused tardies in a trimester, a referral will be generated; parents/guardians will be notified. An after-school or lunch detention will be assigned. This notification will serve as a warning describing expected behavior and further consequences.
- B) When a student accumulates more than three tardies in one trimester, they will receive a referral and an after-school or lunch at their 5 tardy, than 7 tardy and 10 tardy.
- C) After 10 tardies per trimester further discipline measures will be taken and the SART/SARB process will begin. (See Step 2 of the SARB Process above)

## **SECTION 2: ACADEMICS & EXTRA CURRICULAR OPPORTUNITIES**

### **PROMOTION RETENTION POLICY**

Basis for Identification of Students

Students shall be identified for promotion, acceleration, or retention based on indicators of academic achievement in specified curriculum areas as established by Board Policy.

(cf. 5121 – Grades/Evaluation of Student Achievement)  
(cf. 6162.5 – Student Assessment)

Acceleration from Kindergarten to First Grade

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

Admission shall be subject to the following minimum criteria: (5 CCR 200)

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

Students who have completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the district Superintendent or designee agree that the student shall continue in kindergarten for not more than one additional school year. (Education Code 48011)

Whenever a student continues in kindergarten for an additional year, the Superintendent or designee shall secure an agreement, signed by the parent/guardian, stating that the student shall continue in kindergarten for not more than one additional school year. (Education Code 46300)

#### Retention at Other Grade Levels

The Superintendent or designee shall identify students who should be retained or who are at risk of being retained at the following grade levels: (Education Code 48070.5)

1. Between grades 2 and 3
2. Between grades 3 and 4
3. Between grades 4 and 5
4. Between grades 6 and 7
5. Between grades 8 and 9

Students between grades 2 and 3 and grades 3 and 4 shall be identified primarily on the basis of their level of proficiency in reading. Proficiency in reading, English language arts and mathematics shall be the basis for identifying students between grades 4 and 5, between intermediate and middle school grades, and between middle school grades and high school grades. (Education Code [48070.5](#))

(cf. [6142.91](#) - Reading/Language Arts Instruction)

(cf. [6142.92](#) - Mathematics Instruction)

Students shall be identified on the basis of either statewide assessment results or grades and other indicators of academic achievement, as established by Board policy.

(cf. [5121](#) - Grades/Evaluation of Student Achievement)

(cf. [6162.5](#) - Student Assessment)

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

If the teacher's recommendation to promote is contingent on the student's participation in a summer school or interim session remediation program, the student's academic performance shall be reassessed at the end of the remediation program, and the decision to retain or promote the student shall be reevaluated at that time. The teacher's evaluation shall be provided to and discussed with the student's parents/guardians and the principal before any final determination of retention or promotion. (Education Code [48070.5](#))

(cf. [6177](#) - Summer School)

(cf. [6179](#) - Supplemental Instruction)

If the student does not have a single regular classroom teacher, the principal or designee shall specify the teacher(s) responsible for the decision to promote or retain the student. (Education Code [48070.5](#))

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

(cf. [5145.6](#) - Parental Notifications)

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

### High School Standards for Promotion/Retention

Normal progress toward graduation from high school with the resulting promotion to the next grade level will be based upon the total credits earned by a student. The standards are as follows:

High School Students (Grades 9-12)
1. Credit Requirement Tenth Grade – 50 credits Eleventh Grade – 100 credits Twelfth Grade – 150 credits
2. Attendance Requirements: The student will have at least a 90% attendance rate.
3. Interventions – Parents are to be notified at the end of each school-wide progress report period if a student is not making appropriate progress towards graduation. A variety of support programs to assist students with academic deficiencies are to be offered.
4. Academic Contract – If a student fails to meet the promotion standards, the individual case will be reviewed by a panel consisting of the principal or his/her

designee, the counselor, and the classroom teacher(s). Following the review, the teacher(s) and counselor shall meet with the student and parents/guardians to develop an individual contract to earn the required credits for graduation, with such options as summer school, Saturday school, independent study work and/or Alternative Education discussed.

5. Consequences: Failure to meet the contract conditions could result in a referral to the Director/Principal of Alternative Education for an alternative placement for the next school year.

At all grade levels, the Superintendent/designee shall provide a copy of the district's promotion/retention policy and administrative regulation to those parents/guardians who have been notified that his/her child is at risk of retention or a candidate for retention.

### Appeal Process for All Grade Levels

To appeal a teacher's decision, the appealing party shall submit a written request to the Superintendent or designee specifying the reasons that the teacher's decision should be overruled. The appeal must be initiated within 10 school days of the determination of retention or promotion.

The teacher's decision to promote or retain a student may be appealed consistent with Governing Board policy, administrative regulation and law.

The burden shall be on the appealing party to show why the teacher's decision should be overruled. (Education Code [48070.5](#)) The teacher shall be provided an opportunity to state orally and/or in writing the criteria on which his/her decision was based.

Within 30 days of receiving the request, the Superintendent or designee shall determine whether or not to overrule the teacher's decision. Prior to making this determination, the Superintendent or designee may meet with the appealing party and the teacher. If the Superintendent or designee determines that the appealing party has overwhelmingly proven that the teacher's decision should be overruled, he/she shall overrule the teacher's decision.

The Superintendent or designee's determination may be appealed by submitting a written appeal to the Board within 15 school days. Within 30 days of receipt of a written appeal, the Board shall meet in closed session to decide the appeal. The Board's decision may be made on the basis of documentation prepared as part of the appeal process or, at the discretion of the Board, the Board may also meet with the appealing party, the teacher and the Superintendent/designee to decide the appeal. The decision of the Board shall be final.

(cf. [9321](#) - Closed Session Purposes and Agendas)

(cf. [9321.1](#) - Closed Session Actions and Reports)

If the decision of the Board is unfavorable to the appealing party, he/she shall have the right to submit a written statement of objections which shall become part of the student's record.

(cf. [5125](#) - Student Records)

(cf. [5125.3](#) - Challenging Student Records)

(6/87 12/91) 10/98 (1/11/00)

Revised: 7/13/04, 8/23/05)

GVUSD REVISED: 6/2011

### **HOMEWORK EXPECTATIONS**

The assigning of regular homework is a practice regarded as an important part of our educational program. Homework adds to and significantly strengthens the learning process. Homework is defined as planned learning assignments, which require time and effort outside of a student's regular school hours. Homework reinforces classroom learning and expands upon the classroom experiences. At Sierra View homework will generally equal 10 minutes each night per grade level. For example, 1<sup>st</sup> grade will typically have 10 minutes of nightly homework. 3<sup>rd</sup> grade would typically have 30 minutes, and 6<sup>th</sup> grade 60 minutes. **Please talk to your child's teacher if you have any concerns regarding homework.**

The purposes of homework are to:

- Develop regular study habits and self-discipline basic to effective study and the ability to work independently.
- Gain more information than would be possible in the classroom situation alone.
- Learn to manage time effectively.
- Extend learning beyond the school into the home and community.
- Practice skills already acquired.
- Provide parents with a sense of what students are learning.

### **STUDENT AWARDS & RECOGNITION**

#### **Character Counts! Student of the Month**

Each month the students will be learning about one of the six pillars of Character Counts. Those pillars are Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. A student from each class, who exemplifies the trait studied, will be chosen by their teacher to receive the Character of the Month award. These students will a certificate at the Trimester Awards Assemblies. Parents, guests, and relatives are welcomed to attend the awards assemblies.

#### **Honor Roll**

This year the Sierra View Honor Roll and High Honor Roll will be presented at the end of each Grading Trimester. The Honor Roll requirements are a 3.00 GPA to 3.49 GPA for Honor Roll and High Honor Roll is 3.5 GPA or 3.99. The Principal's Honor Roll will be given for a 4.0 GPA.

Students must earn their grades in: Reading, Language Arts, Math, Social Studies, Science, and Spelling. 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade students will include P.E. to the calculation of their GPA.

The Honor Roll will be given during the regularly scheduled Awards Assemblies at the end of each Trimester.

### **STATE & FEDERALLY FUNDED PROGRAMS**

#### **GATE**

The Gifted and Talented Education Program is funded by the State to help provide educational services to students with exceptional abilities. **GATE Identification:** The criteria for being selected for GATE are as follows: Teacher Observation Checklist, Socio-Economic Factors, Otis-Lennon School Ability Test (OLSAT), and California Standards Test (CST) scores in math and language arts.

### ***Special Education - RSP***

The Resource Specialist Program is a State and County funded program for students who are substantially below grade level, and have a discrepancy between ability and achievement. Students are provided an alternative learning environment, and an individual learning plan approved by the parents. Students have access to the core curriculum.

### ***Designated Instructional Services***

This program provides special services to any student who demonstrates a significant delay in development. Such delays may be caused by special problems in health, learning ability, or communication skills. The school psychologist, speech pathologist, or school nurse will render special services to these students to supplement those provided by the regular instructional program. Some of these services may include:

- Individual testing, educational or personal counseling, or parent education;
- Assistance in remediation for speech, language, or hearing problems;
- Health counseling and referrals, screening for vision and hearing, and special assistance with health problems.

### ***State and Federal Programs***

Sierra View Elementary School's comprehensive school plan integrates funds from both federal and state programs. Title I and EIA/LEP monies assist kindergarten through sixth grade students who are in need, by combining services to improve curriculum instruction and monitor resources, and additional learning materials. These funds provide for instructional aides, program coordinator, resources, and materials. Title I, Title IV, Title VI, EIA/LEP, Eisenhower, Miller Unruh and School Improvement Program funds are coordinated within the School Based Coordinated Program (SBCP).

## **STUDENT ACTIVITIES**

**Athletics** - Students are to follow all school rules when participating in athletic practices or events. Sierra View offers 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade students an opportunity to participate in athletics through intramural sports. Games are played during PE. Some students will participate in a game against Webster Elementary School. Students must have a 2.0 GPA at the most recent report card or progress report.

### **Extracurricular/Co-Curricular Activities**

Extracurricular/co-curricular activities shall include all activities directly and indirectly related to classroom and school matters (plays, athletics, field trips, before and after school functions, outside of the regular student day). Extracurricular activities are an integral part of school life and often require as much careful planning and supervision as the academic subjects.

However, care must be taken that these activities do not take precedence over subject matter areas, but remain in the position of supplementing the actual course of study.

In order to participate in extra/co-curricular activities, students must demonstrate satisfactory educational progress in meeting the requirements for the school year.

To encourage and support academic excellence, students will be required to earn a minimum 2.0 or "C" grade point average on a 4.0 scale in order to participate in extra/co-curricular activities, satisfactory citizenship, and satisfactory attendance.



## **Sierra View Student Council**

### **What is the role or purpose of the Sierra View Student Council?**

- Strive for good citizenship
- Respect all individuals in the school and community
- To give input about program policies
- Involve all students in sharing ideas to make our school the best it can be
- Help all students work together in our school
- Give all students practice in democracy
- Help other citizens and groups in our community
- To plan special events or projects
- To support students
- To give the student body a "voice"
- To develop public speaking socialization skills
- To address local community groups, SVPC, School Board, etc.
- To plan and carry out school fund raising
- To plan and carry out Character Counts Rallies

### **What is the structure?**

- 4<sup>th</sup> Grade will have 4 at large representatives
- 5<sup>th</sup> Grade will have 8 at large representatives
- 6<sup>th</sup> Grade will have 8 at large representatives
- 
- **What are the qualifications to be a Representative?**
- Be a good citizen
- Be a hard-working and diligent student
- Relate well to other students and adults
- Be interested in being a class representative
- Officers will be voted in by student body elections
- GPA of 2.0

### **Calvin Crest 6<sup>th</sup> Grade Outdoor Education Camp**

Sierra View 6<sup>th</sup> grade students attend an Outdoor Education Program at a school located in the Sierra Nevada Mountains above Oakhurst. Prior to students attending outdoor education they will receive all necessary information on what will be needed for them to take to camp. Students who choose not to attend outdoor education will need to complete a request for an Independent Study Program and receive their work for the week. Those students will remain home during the days the students are at outdoor education.

It is hoped that all students will choose to attend, as last year the reports on the school were excellent.

### **Parent/Teacher Conferences and Report Cards**

During the school year, the school will keep parents informed about student progress. Teachers communicate on an informal basis throughout the school year, and report cards are sent home with students at the end of each trimester. The school will hold two parent/teacher conferences to discuss academic and social growth.

Teachers may send deficiency notices home to notify parents that their child is not meeting grade level expectations. Parents are advised to contact teachers to discuss concerns about their child's progress.

Parent/teacher conferences are encouraged, and may be scheduled by parents or teachers at any time. If you are concerned about your child, please call the school office to schedule an appointment with the classroom teacher.

### **State Testing – SBAC**

In the spring, of each school year, your child will be tested on a standardized test. The first purpose of this testing is to determine how well your child, individually, has succeeded in mastering basic reading, language, and math concepts and other skills. Your child's test results will help his/her teacher to diagnose and prescribe for your child's individual learning needs. Secondly, your child's test results, when combined with his or her classmates, help the district as a whole to examine its strengths and weaknesses. The SBAC Test to third grade through eleventh grade. All students from 3<sup>rd</sup> grade to 6<sup>th</sup> grade will take the SBAC test. Please plan on having your child at school every day during this testing window.

## **SECTION 3: DISCIPLINE**

Sierra View School has a system of discipline that applies school-wide in a fair, consistent manner. Our goal is to provide a positive learning environment and prevent the repetition of an unacceptable behavior to insure that the classroom and school grounds remain safe and orderly.

### **Administration Responsibilities**

The administrators of Sierra View Elementary School will monitor the implementation of the discipline program and assure consistency of its enforcement for all grade levels. The principal will make final decisions relating to school policy.

### **Teacher Responsibilities**

The teachers will support administrative policies. Teachers will frequently monitor and review the discipline policy with the students to assure consistent implementation.

### **Student Responsibilities**

While on campus, students will follow all school rules, show respect for all adults, fellow students, and both personal and school property. In addition, students will comply with the established guidelines of the Golden Valley Unified School District student dress code.

### **Parent Responsibilities**

The parents of students attending Sierra View School must support the school rules and policies. By signing and returning the designated form, the parent acknowledges the acceptance of Sierra View Elementary School rules and policies. In the event that a parent does not or will not return the signed form, it is understood that all rules, regulations, policies, and administrative decisions are in effect and binding on any student(s) attending Sierra View School. Active, positive parent participation is encouraged and needed to achieve the goals and objectives of Sierra View Elementary School.

**Golden Valley Unified School District**

**AR 5132**

**Students**

**Page 10**

The purpose of dress regulations is to help each student set a standard for his/her personal appearance that is appropriate within the accepted standards of Golden Valley Unified School District. All Golden Valley students are expected to demonstrate pride in their personal appearance because it reflects individually on them and collectively on the school they attend. Daily attire need not be expensive to be attractive and entirely acceptable. All apparel must comply with GVUSD Dress Code. The dress code shall be in effect at all school-related activities both on and off campus, including, but not limited to, activities such as dances, award ceremonies, field trips, and athletic events.

The Governing Board recognizes that students' mode of dress and grooming is a manifestation of their personal style and individual preference. The board will not interfere with the right of students and their parents to make decisions regarding appearance except when choices affect the educational program of the schools. It is recognized that any apparel that draws **undue attention to the wearer** creates a safety concern or detracts from the education process and is not acceptable. Good taste and good grooming are a part of learning for both boys and girls. It is a mark of maturity when students can freely choose apparel that demonstrates individuality without deviating from the standard of appropriateness.

The Board shall authorize school regulations that prohibit student dress or grooming practices which:

1. Present a hazard to the health or safety of the student himself or others in the school.
2. Cause excessive wear or damage to school property.
3. Prevent the student from achieving his/her own educational objectives because of blocked vision or hearing or restricted movement.
4. Clothing or styles used by some students to identify groups or gangs whose purpose is to intimidate or harass.
5. Distract from or otherwise impede the learning process because of their extreme style (e.g. piercing, unnatural hair color, mohawks) or attire that is too revealing.

Each school site, in concurrence with the school site council, may develop additional guidelines stricter than the district's minimum Dress Code Policy and these regulations. These local rules shall not permit items prohibited herein. Schools are responsible for notifying the students and parents/guardians in a timely manner of their supplemental Dress Code Policy.

### **Exemption to Policy**

Religious beliefs, when verified, may be grounds for an exemption to a specific portion of the Dress Code Policy. A petition for an exemption from enforcement of a specified portion of the Dress Code Policy may be submitted to the Office of Student Services.

## **DRESS CODE**

The Golden Valley Unified School District Governing Board has adopted the following Dress Code policies. These policies ensure a safe school setting conducive to a positive learning environment.

## **Shorts/Skirts**

1. Shorts, dresses, skorts, and skirts are to be worn no shorter than mid-thigh of the individual student. They must be hemmed and not be form fitting.
2. Bike shorts (spandex), unhemmed frayed shorts, or shorts with revealing tears and/or holes are unacceptable.
3. GVUSD approved gym shorts may only be worn for physical education activities and athletic practices.

## **Baggy and Tight Clothing**

1. Excessively baggy or oversized pants or shorts are not allowed. Oversized clothing that presents a safety concern is not acceptable.
2. Pants when measured at the middle of the kneecap of the straightened leg **cannot exceed 5 inches horizontally**. Pants must fit and be worn at the **natural waist** and not exceed the student's measured size by more than two sizes. The bottom of the pant leg may not be frayed or drag on the ground. Pants must be hemmed and not stapled, pinned, taped, or rubber banded.
3. Pants may not be excessively form fitting or a type of undergarment and may not be worn so as to expose undergarments.
4. Leggings, yoga pants or other form fitting pants may be worn if over garment is longer than mid-thigh of the individual student.

## **Gang-Related Apparel**

1. Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed.
2. Gang-related apparel is not acceptable. If individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1)
3. Because gang-related symbols are constantly changing, definitions of gang related apparel shall be reviewed at least once each year and updated whenever related information is received.
4. Principals or designated administrators will collaborate with Law Enforcement Agencies to update changes in gang-related apparel at the beginning of each year or as often as needed.

## **Clothing With Writing, Symbols, Pictures and Insignia**

Articles of clothing, jewelry or personal effects (backpacks, binders, fanny packs, gym bags, buttons, water bottles etc.) are not allowed if those items contain writing, symbols, pictures or insignia that:

1. Display gang-related symbols;
2. Use profanity;
3. Display products or slogans which promote tobacco, alcohol, drugs, sex or weapons;
4. Substantially disrupt the educational process;
5. Are obscene, libelous or slanderous;

6. Create a clear and present danger of commission of unlawful acts, violation of school regulations, or injury to students, staff or community;
7. Violate state hate-crime laws.

## **Shoes/Sandals/Boots**

1. All students must wear shoes. **Shoes that are considered to be slippers are not allowed at any grade level.** Students in grades K-6 will not be allowed to wear shoes that are considered to be slippers, thongs, zories, flip-flops, slides, or beachwear. All students in Grades K-6 must wear shoes with backstraps or heel straps and “raised heels” may not be more than one inch.
2. All students are required to wear athletic shoes for physical education. Students in grades 7-12 will be required to wear closed toe shoes in labs and shop classes for safety purposes.
3. No hard-toed or steel-toed shoes/boots will be allowed. No combat, or military style boots will be allowed (with the exception made for students enrolled in the California Cadet Corps program).

## **Grooming**

1. Hair which causes undue attention is not acceptable; i.e., unusual designs, colors, symbols, messages, mohawks, or “tails,” or unusual razor cuts. Hair must be of a natural hair color in appearance. Natural tones which blend together to achieve highlights or additional dimensions (i.e top blond, bottom dark) is not allowed unless it appears natural. No unnatural hair extensions and hair pieces (i.e., feathers, shining pieces). Complete razor shaving of the head is not allowed. Partial razor shaving of the head may only be one inch (1”) above the top of the ear.
2. Bangs or hairstyles must not obstruct nor interfere with vision of the student, or the ability of school officials to see both eyes of the individual.

## **Jewelry**

1. Body piercing or studded/spiked jewelry are not allowed except for pierced earrings worn in the ears only. Open gauges or other piercings that protrude from the ear and present a safety hazard to the student are not allowed. Jewelry that is deemed to present a safety hazard is not allowed.

## **Shirts/Tops**

1. Undershirts, tube tops or halter tops are not appropriate or acceptable. Undergarments must not be exposed.
2. Any apparel determined to be too revealing is not allowed. This includes shirts that are see-through, reveal bare midriffs or bare the lower back and/or upper back region. Clothing that exposes cleavage is prohibited. Sleeveless shirts are not appropriate attire for male students.
3. “Spaghetti Strap” tops worn by females are not allowed.
4. Dresses or tops with straps less than **one inch** in width will not be allowed.

## **All Students:**

1. Only school approved hats sold at the Student Store or provided by a school sanctioned club, team, or activity may be worn. Hats may not be altered or modified and must be worn forward. Only school

approved hats shall be worn or visible at any time on campus or at any school event. (The term school is used to identify any school in the District.)

2. No head coverings are to be worn indoors, except for school sponsored athletic events.
3. Attire which may be used as a weapon may not be worn such as chains (e.g. wallet chains), items with spikes or studs (e.g. belts). Dog chains or collars are not permitted.
4. Clothes shall be sufficient to conceal undergarments at all times.
5. Any apparel determined to be too revealing or draw undue attention to itself (i.e. lettering on the backside of the pants) in style, fabric, or length is not acceptable. Pajamas are not to be worn at any time.
6. Bandannas or bandanna-patterned articles may not be worn, carried, or displayed.

Note: All clothing/ accessories must be worn to the fullest function of the garment. Any clothing or tattoo which displays gang symbols, profanity or products and slogans which promote tobacco, alcohol, drugs, sex, violence, suicide, racism, or interferes with school work, creates disorder or disrupts the educational process is not allowed. Baggy or sagging clothing will not be allowed.

The dress code shall be in effect at all school-related activities both on and off campus, including activities such as dances, award ceremonies, athletic events, and field trips.

## **Exceptions to the dress code may be made for special days or special events as approved by the administration.**

To comply with health and safety standards, no student is allowed to attend school or school functions barefooted. Frayed, torn, or garishly patched clothing is not appropriate. **Extreme fashions or appearances that are considered distracting to the educational process will not be allowed.**

Part of career planning is learning to dress appropriately for the job or for certain occasions. We realize that fashion dictates changes, but as with most things new, certain guidelines and limitations have to be set which are in the best interest of all students. The attitude of students is usually affected by what they wear, and what they wear affects the attitudes of those who see them.

**According to California State Education Code 35183, the final decision of whether the student's appearance is acceptable, or not, is up to the school and its Governing Board.**

The Dress Code will be reviewed annually in May by a committee of students, faculty, parents and administration, with a revised version being resubmitted to the Governing Board for use during the next school year.

### **DRESS CODE DISCIPLINE POLICY**

Students who are considered out of dress code are referred to the office. An administrator makes a determination whether or not the student is out of dress code. If the administrator determines that the student does not meet dress code regulations, the student may be temporarily removed from classes until dress code

regulations are met. Repeat offenders will face disciplinary action which may include a referral, parent contact, detention, suspension, placement on a behavior contract, or transfer.

(5/85 3/87 3/90) (10/98) (6/02) (7/05) (6/06)

GVUSD Revised: 6/2017

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**Snacks** Students may bring nutritious snacks to eat in a designated area during the morning recess. Gum is NOT allowed at school at any time.

## Sierra View Elementary School Rules and Behavioral Expectations

	<b>Act Responsible</b>	<b>Be Respectful</b>	<b>Create a Safe Environment</b>
<b>All Common Areas</b>	<ul style="list-style-type: none"> <li>▪ Follow School Rules</li> <li>▪ Remind others to follow school rules</li> <li>▪ Take proper care of all personal belongings and school equipment</li> <li>▪ Be honest</li> <li>▪ Leave gum at home</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stay on paved walkway</li> <li>▪ Use kind words and actions</li> <li>▪ Wait your turn</li> <li>▪ Clean up after yourself</li> <li>▪ Follow adult directions</li> <li>▪ Put trash in trash cans</li> </ul>	<ul style="list-style-type: none"> <li>▪ Walk in all areas</li> <li>▪ Keep hands, feet and objects to yourself</li> <li>▪ Get adults help for accidents and spills</li> <li>▪ Use equipment and materials appropriately</li> </ul>
<b>Playground/ Recess</b>	<ul style="list-style-type: none"> <li>▪ Use the bathroom and drinking fountain at recess</li> <li>▪ Freeze body and voice at bell</li> <li>▪ Walk in a straight line after the whistle</li> <li>▪ Eat snacks in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow game rules</li> <li>▪ Take turns</li> </ul>	<ul style="list-style-type: none"> <li>▪ Walk to and from the playground</li> <li>▪ Stay within boundaries</li> <li>▪ Be aware of activities/games around you</li> <li>▪ Physical contact not allowed</li> <li>▪ Dangerous objects stay on the ground</li> </ul>
<b>Passing Areas/Ramps/ Sidewalks</b>	<ul style="list-style-type: none"> <li>▪ Stay on sidewalks</li> <li>▪ Avoid red zones</li> <li>▪ Get to where you are going in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hold the door open for the person behind you</li> <li>▪ Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stay to the right</li> <li>▪ Allow others to pass</li> <li>▪ Walk</li> <li>▪ Avoid yellow circles</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>▪ Flush toilet after use</li> <li>▪ Return to room/playground promptly</li> <li>▪ Deposit trash properly</li> <li>▪ Turn water off</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knock on stall door</li> <li>▪ Give people privacy</li> <li>▪ Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>▪ Keep feet on floor</li> <li>▪ Keep water in the sink</li> <li>▪ Wash hands</li> </ul>
<b>Arrival and Dismissal Areas</b>	<ul style="list-style-type: none"> <li>▪ Arrive on time</li> <li>▪ Leave on time</li> <li>▪ Backpacks on your back</li> <li>▪ Supervision required for playground use</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use kind words and actions</li> <li>▪ Wait your turn</li> <li>▪ Follow adult direction</li> <li>▪ Wait for siblings outside classroom</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use sidewalk and crosswalks</li> <li>▪ Walk and wait in designated areas</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>▪ Return to room if adult is not present</li> <li>▪ Travel to/from classrooms quietly</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use quiet voices</li> <li>▪ Be respectful to the library material and equipment</li> <li>▪ Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow common areas rules</li> <li>▪ Walk</li> </ul>
<b>Special Events and Assemblies</b>	<ul style="list-style-type: none"> <li>▪ Follow common areas rules</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sit on bottom</li> <li>▪ Listen attentively</li> <li>▪ Face forward</li> <li>▪ Clap politely</li> </ul>	<ul style="list-style-type: none"> <li>▪ Wait for arrival and dismissal signal</li> <li>▪ Arrive and exit appropriately</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>▪ Load and unload bus quickly and quietly</li> <li>▪ Request bus pass before school</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow adult directions</li> <li>▪ Follow bus driver's directions</li> <li>▪ Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>▪ Walk to bus</li> <li>▪ Avoid red zones</li> <li>▪ Stay seated</li> <li>▪ Load and unload appropriately</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>▪ Always show your pass</li> <li>▪ Always sign in and out when arriving late or leaving early</li> </ul>	<ul style="list-style-type: none"> <li>▪ Be courteous while waiting</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow common rules</li> <li>▪ Quiet voices</li> </ul>
<b>MPR</b>	<ul style="list-style-type: none"> <li>▪ Wait to be excused</li> <li>▪ Get all utensils, milk, etc., first — time through line</li> <li>▪ Keep the area clean for the next group</li> </ul>	<ul style="list-style-type: none"> <li>▪ Allow anyone to sit next to you</li> <li>▪ Use quiet voices</li> <li>▪ Keep hands on your own food</li> </ul>	<ul style="list-style-type: none"> <li>▪ Walk</li> <li>▪ Keep food to yourself</li> <li>▪ Sit with feet on the floor, bottom on the bench, facing the table</li> </ul>



## **DISCIPLINE PROCEDURES**

### **DETENTION**

Detention will be assigned to students for minor behavioral problems, tardies, and **3rd STEP** violations from the classroom. Teachers will notify the administrator when assigning students to detention. All assigned detention will be served after school or during lunch.

**No Detentions will be served after school on Wednesdays.**

Students who do not complete their assigned detention will be immediately referred to the site administrator the following morning.

Students chewing gum will receive an automatic detention.

### **DETENTION RULES**

1. Students must be in the detention room 5 minutes after the 2:35 PM dismissal time.
2. All students will be required to check in with the detention teacher.
3. No loud, disruptive, or disrespectful behavior will be allowed. The detention teacher has the right to remove disruptive students.
4. Students should take work to detention.
5. Students failing to complete detention by the due date will be referred to the Administration for further discipline.
6. The detention teacher may not excuse students from serving assigned detention. Any special circumstances must be cleared by the administration only.

### **POSITIVE REINFORCEMENT**

While it is the school's duty to develop a response plan and to inform you of the consequences for negative behavior, we pride ourselves on reinforcing positive behavior. To this end, we are constantly designing activities and award recognition opportunities. Some of these are:

- Principal Honor Roll
- High Honor Roll
- Honor Roll
- Perfect Attendance Award
- Classroom Rewards
- Class projects/field trips/activities
- Off campus activities: Peach Blossom
- Intramural athletics
- Panther Bucks, Random Acts of Kindness Tickets
- Panther of the Week

This year we will also be rewarding students with “Panther Bucks” for exhibiting appropriate behavior while on school grounds. The “Panther Bucks” can be used by students to make purchases from a student store.

### **COMMUNITY SERVICE**

For students not suspended or recommended for expulsion, the principal of the school, the principal's designee, the superintendent of school or the governing board may require a pupil to perform community service on school grounds during non-school hours. “Community Service” may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs. (Ed Code 48900.6)

# SIERRA VIEW ELEMENTARY SCHOOL KINDERGARTEN DISCIPLINE PROCESS

## MINOR CLASSROOM BEHAVIOR--LEVEL 1

The kindergarten policy will be to follow the Sierra View Elementary School rules:

1. Act Responsibly
2. Be Respectful
3. Create a Safe Environment

These rules will be taught and enforced daily as a part of the kindergarten curriculum.

Teachers will counsel the student each time an infraction occurs.

Parent contact will be made after three (3) consecutive days of infractions of the school rules.

## MAJOR REFERRAL--LEVEL 2

A major referral will include any incident or event that is in violation of the State Education Code, sections 48900 (A) thru 48900 (K), and Golden Valley Unified School District Board Policy.

# SIERRA VIEW ELEMENTARY SCHOOL DISCIPLINE PROCESS GRADES 1-3

## MINOR CLASSROOM BEHAVIOR--LEVEL 1

- STEP 1** First incident: Warning-(orange marker). Second incident: Warning-(yellow marker). Third incident: Restricted play—1<sup>st</sup> **RED TAG**. Teacher contact with parent.
- STEP 2** Student will be assigned a detention. 2<sup>nd</sup> **RED TAG**. Teacher, parent, and student conference.
- STEP 3** Referral to Administrator. Consequences to be determined by the administrator—3<sup>rd</sup> **RED TAG**. Administrative Contact with Parent.
- STEP 4** Referral to Administrator for possible 1-3 day suspension or Saturday School.

## **MAJOR REFERRAL--LEVEL 2**

A major referral will include any incident or event that is in violation of the State Education Code, sections 48900 (A) thru 48900 (K), and Golden Valley Unified School District Board Policy.

## **SIERA VIEW ELEMENTARY SCHOOL DISCIPLINE PROCESS GRADES 4-6**

### **MINOR CLASSROOM BEHAVIOR--LEVEL 1**

**STEP 1** Citation: Warning from classroom teacher.

**STEP 2** Citation: Warning from classroom teacher. Teacher contact with parent and/or teacher, parent, student conference.

**STEP 3** Citation: Student will be assigned a Detention. Teacher contact with parent and/or teacher, parent, student conference.

**STEP 4** Citation: Student referred to administrator. Administrative contact with parent to set up administration, teacher, parent, and student conference. Discipline to be determined by administrator.

## **MAJOR REFERRAL--LEVEL 2**

A major referral will include any incident or event that is in violation of the State Education Code, sections 48900 (A) thru 48900 (K), and Golden Valley Unified School District Board Policy.

### **Grounds For Suspension or Expulsion According to Education Code 48900**

48900. A pupil may not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (q), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an

intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stolen or attempted to steal school property or private property.

(h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.

(r) A pupil may not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

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

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

(s) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(t) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(u) A superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

(v) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

Golden Valley Unified School District Board Policy (BP 5144.1) states that the Golden Valley Unified School District has zero tolerance for drugs, tobacco, or alcohol.

#### **Education Code 48092 Notification of Law Enforcement**

The principal of the school or the designee shall, prior to the suspension or expulsion of any pupil, notify the appropriate law enforcement authorities of the county or city in which the school is situated, of any acts of the student, which may violate Section 245 of the Penal Code:

- Aggravated assault, causing serious physical injury.
- Possession of knife, explosive or other dangerous object.
- Robbery or extortion.
- Possession or sale of narcotics, or of a controlled substance.

The School Board shall expel a pupil upon finding that the pupil committed any of the following acts:

- Possessed, sold, or otherwise furnished a firearm.
- Brandished a knife at another person.
- Unlawfully sold a controlled substance.

### **SECTION 4: School Policies & Procedures**

#### **Emergencies**

In the event of an emergency, every attempt will be made to contact parents if a student requires immediate medical attention. In the event a parent cannot be reached during an emergency, the emergency telephone number on file in the school office will be contacted. It is very important that every student have an emergency telephone number on file. If there is a change in address, telephone, or employment, notify the school immediately so the emergency telephone number can be changed.

#### **Insurance**

The school does NOT provide accident insurance for our students for any injuries that might happen while your child is at school or participating in school activities. A health release form must be signed before a student can participate in after-school programs.

#### **Class Field Trips**

Throughout the school year, students occasionally leave school to participate in classroom field trips. For proper student preparation and safety, students need to be present at school on the day prior to the field trip. Parent permission slips must be signed and returned to school personnel prior to the trip. All standard rules of conduct and procedures will be observed and enforced on field trips.

**Students are expected to ride the school bus to the field trip. Parents who wish to transport their child home from a field trip, must sign them out of school on the proper form at the conclusion of the field trip activity. Each teacher will have this form with them.**

#### **Classroom Parties**

GVUSD adopted a Health and Wellness Policy. The goal is that foods and beverages available at school will support good nutrition and help produce healthy students. Research shows overwhelmingly that healthy students are better able to develop and learn. In an effort to provide our Sierra View students healthy, nutritional food options, we are asking parents, for classroom parties and student birthdays, to provide kids healthy food options.

### **Library**

Sierra View School has a library that contains books, videos, and materials for use in the classrooms. Students may check out books from the library. If a book is not returned in a timely manner, a notice will be sent to the student and parent. At the end of the year, report cards will be held in the school office if a student has not paid for or returned books.

### **Parent Complaints**

Parents or guardians of students may present written complaints regarding district employees if informal verbal complaints have not been resolved. We ask that parents talk to the classroom teacher **first** before discussing concerns with site administration.

### **Visitors and Volunteers**

Adult visitors to the school are welcome. Adult classroom volunteers are appreciated. Please sign in at the school office each time you come to volunteer or visit. Classroom visits need to be arranged ahead of time with the classroom teacher. A visitor badge will be issued to you in the front office upon your arrival. The badge will indicate to school personnel and students that you are authorized to be on the campus.

### **CLASSROOM VOLUNTEER INFORMATION**

Thank you for finding time in your busy schedule to be a volunteer at our school! The school appreciates your interest in our students. Your volunteering helps us to provide our students with the best educational experiences possible.

### **Overview of Sierra View's Volunteer Program**

The goal of the classroom volunteer program is to reinforce the efforts of the teacher in the education of our students. You will be providing students with the opportunity to work in small groups and on individual activities. The assistance of a capable adult in the classroom allows the teacher more time to use his/her professional skills in the academic areas.

A volunteer's services are supportive. You will be an extension of the teacher's eyes and ears in the classroom. The basic skills required for a classroom volunteer are a love for children and a willingness to serve. Volunteers enrich the classroom programs, and the value offered to students and teachers is tremendous.

### **Projects for Volunteers**

Possible projects you could be asked to help with include:

- Work in small groups to practice reading, writing, and math.
- Lead a discussion.
- Assist with a cooking project.
- Share a talent or hobby.
- Supervise a learning center.
- Monitor students working on assignment.
- Act as a chaperone for students on a field trip.
- Help teachers with paperwork, including filing papers in portfolios, typing, and collating instructional materials; help individual students correct rough drafts on writing assignments and reports; prepare materials for class; and research materials for class projects.

### **Please Remember...**

Confidentiality is of the utmost consideration in volunteering. Be very, very careful about confidentiality. School business must remain school business, not public gossip. Students' abilities in lessons, behavior problems, and grades are not to be shared outside of school.

### **Procedures for Volunteers**

District Policy states that all volunteers must sign in at the office when you arrive to work in a classroom and sign out when you leave. Please be on time. If you are unable to be present on one of your scheduled volunteer days, please call in advance to notify the teacher.

### **Suggestions for Volunteers**

- Call the student by name at each opportunity.
- Listen attentively to the student. Encourage use of good speech patterns.
- Praise the student for even the smallest success.
- Teach through your behavior.
- A volunteer should be able to adjust to the teacher's way of doing things and be able to follow directions.
- Be flexible.
- Don't be afraid to admit a mistake. Students need to see adults learn from their mistakes.
- Be aware and ready to act. Always try to allow time for the student to make some sort of attempt toward accomplishment. Lend encouragement, but move only to prevent frustration.
- Give clues and hints rather than answers.
- Be consistent and fair.
- Be aware of the classroom rules.
- Please refer discipline problems to the teacher.
- Encourage students to do their own work.
- Seek direction and guidance from the teacher.
- Be careful to avoid conversations with other adults in the room during teaching/learning time.

### **For Further Information**

If you have questions or concerns about volunteering, please ask your child's teacher or the Sierra View Administration. We will be happy to answer questions and concerns. Volunteers are invaluable support for our students.

## **STUDENT HEALTH**

### **Nurse**

Sierra View School shares a school nurse with other GVUSD sites. The nurse is on call to assist in emergencies and answer questions. Nursing services include sclerosis, vision, and hearing screenings, and assisting with school-related health issues, health screening and risk assessment for identified students.

### **Immunizations**

All students must be immunized before entering school. Required immunizations are:

- 4 Poliomyelitis (TOPV) "polio"
- 5 Diphtheria, Tetanus, Pertussis (whooping cough)
- 2MMR
- 3 Hepatitis B Series
- TB Skin Test

**Verification of immunization is by written medical records.** When written medical records are not available, parents may sign a form verifying their child has completed the required series of immunizations.

Exemptions are allowed in the following conditions:

- A signed doctor's statement verifying the child is exempt from immunization for medical reasons. This statement must contain a statement identifying the specific nature and probable duration of the medical condition.

- A parent may request their child be exempted from immunization for personal beliefs. This is done by signing an affidavit provided by the school.

Under State Law, students who fail to complete their series of required immunizations within the specified time will be denied enrollment until the series has been completed.

### **Physical Examinations**

All students are to complete a health screening examination before entering the first grade. This examination can be obtained from your family physician or through services provided by the Madera County Health Department.

### **Medication**

Parents are required by State Law to inform the school of any medication to be taken by the child at school. Facts on current dosage and the name of the supervising physician are needed. The district must receive:

- Medication in the original labeled pharmacy container.
- A parent and doctor signed note telling the time the medication is to be given, and the dosage prescribed by the doctor.

**All medications are kept in the nurse's office, including over-the-counter medications.**

### **Illness**

For the protection of your child, and others, students who are too ill to go out for recess should stay home. If a student becomes ill during the school day, the parent will be notified. Students who cannot participate in physical education, because of medical reasons, must bring a doctor's note after three days of non-participation.

### **Safety Procedures**

Fire drills are practiced at school on a monthly basis. First aid kits and fire extinguishers are in classrooms. Evacuation plans are posted in each classroom. If any emergency should take place, students will be kept at school until parents, or other adults who have permission from the parents, come to school to sign out the student.

### **Tobacco Free Schools**

Our school has been recognized and complies with the Tobacco Free Schools regulations. Employees and other adults are not permitted to smoke or chew on school property, or in school buildings and vehicles. We thank you for your cooperation in complying with our policy. The school is educating our students concerning the health risks of smoking.

## **PARENT AND SCHOOL ORGANIZATIONS**

### **Sierra View School Site Council**

This organization is the Sierra View's advisory council for the School Improvement Plan Programs. The advisory council plans, implements and evaluates the Sierra View School Plan to make recommendations to the School Board on how the school will improve the total school program, curriculum, and environment. The advisory council is made up of an equal number of parents/community members, and of school personnel, the principal, schoolteachers, and other staff who share an interest in our school. If you are interested in serving on this council, please contact the school.



### **Sierra View Parent Club**

The Sierra View Parent Teacher Club is a support system for Sierra View School and its students. It is made up of parents, community members, and students. By working together, we have been able to make significant improvements at school.

## **SECTION 5: DISTRICT POLICIES**

### **COMPLAINT POLICY**

**All District Policies and Administrative Regulations are available upon request. Some of these Policies are provided in this Handbook.**

### **NONDISCRIMINATION**

The District prohibits discrimination based on race, color or national origin, actual or perceived sex, ethnic group identification, religion, mental or physical disability, or sexual orientation. The District's Governing Board has primary responsibility for ensuring that district programs and activities are free from discrimination based on such unlawful basis.

### **COMPLAINTS**

Most complaints are resolved informally with the assistance of school site personnel. If this is not possible, or if parents/guardians choose to file a formal complaint, the District's complaint procedure processes will be followed.

Complaints regarding an alleged violation within the District concerning categorical educational programs, including allegations of unlawful discrimination and sexual harassment will be investigated and resolved in accordance with the Uniform Complaint Procedure; District Board Policy and Administrative Regulation No. 1312.3. Written complaints shall be submitted to:

District's Compliance Officer  
Mr. Andrew Alvarado  
37479 Avenue 12  
Madera, CA 93636

Complaints concerning employees of the District shall be resolved and investigated through the District's procedures set forth in Board Policy and Administrative Regulation No. 1312.1. Written complaints shall be submitted to the employee's immediate supervisor.

### ***Employee Complaint Form***

This complaint form is used if a parent has a complaint against an employee of Golden Valley Unified School District. The complaint form asks the complainant to describe the situation or circumstances that caused the complaint to be written. It also asks the complainant what the desired resolution to the complaint would be from the complainant's perspective.

### ***UNIFORM COMPLAINT PROCEDURE – Annual Notification For 2008 - 2009***

The Golden Valley Unified School District recognizes that it has a primary responsibility for ensuring that it complies with applicable state and federal laws and regulations governing education programs. The District

shall investigate and seek to resolve complaints at the local level. The District shall follow the Uniform Complaint Procedures (UCP) established in Board Policy #1312.3 when addressing complaints alleging:

Unlawful discrimination on the basis of ethnic group identification, gender, sexual orientation, race, ancestry, national origin, religion, age, sex, color, or physical or mental disability, in a program or activity conducted by a local agency funded by the State of California and failure to comply with state or federal laws in adult education, consolidated categorical aid programs, migrant education, child care and development programs, child nutrition programs, vocational education and special education programs.

The Board acknowledges and respects students and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation, as determined by the Superintendent or designee on a case-by-case basis. The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination or participation in the complaint procedure.

The Superintendent shall ensure that employees designated to investigate the complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. The Superintendent shall ensure that the mediation results are consistent with state and federal laws and regulations.

## **NOTIFICATIONS**

The Superintendent or designee shall meet the notification requirement of the Code Regulation, Title 5, Section 4622, including the annual dissemination of district complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education.

Parents (or guardians), students, employees, district/site advisory committees, and other concerned parties will be notified of Golden Valley Unified School District's UCP annually and in major languages (15% or more of enrollment). Entering students and parents will be provided a copy of the UCP upon registration.

## **PROCEDURES**

The following procedures shall be used to address all complaints that allege that the District has violated federal and state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint as required for compliance with the California Code of Regulations, Title 5, Section 4632.

### **STEP 1: FILING OF A COMPLAINT**

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination (5CCR4630).

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint (5CCR4600).

## **STEP 2: MEDIATION**

Within three working days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint adhering to the 60-day timeline.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time (5CCR4631).

## **STEP 3: INVESTIGATION OF A COMPLAINT**

The compliance officer shall hold an investigative meeting within five working days of receiving the complaint or unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witness (5CCR4631).

## **STEP 4: DISTRICT RESPONSE**

Within 60 working days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below (5CCR4631).

If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five working days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular board meeting or a special Board meeting convened in order to meet the 60-day time limit with which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision is final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 working days of the district's initially receiving the complaint or within the time period that has been specified in written agreement with the complainant (5CCR4631).

## **STEP 5: FINAL WRITTEN DECISION**

The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the District shall arrange a meeting at which a community member will interpret it for the complainant.

The report shall include: the findings and disposition of the complainant, including corrective actions, if any (5CCR4631); the rationale for the above disposition (5CCR4631); notice of complainant's right to appeal the decision to the California Department of Education and the procedures to be followed for initiating such an appeal (5CCR4631); and a detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

**Appeals To The California Department Of Education**

If dissatisfied with the District’s decision, the complainant may appeal in writing to the California Department of Education within 15 working days of receiving the District’s decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals (CCR4652).

When appealing to the California Department of Education, the complainant must specify the reason (s) for appealing the District’s decision and must include a copy of the locally filed complaint and the District’s decision (5CCR4652).

A person who alleges that he or she is a victim of discrimination may not seek civil remedies until at least 60 working days after the filing of an appeal with the California Department of Education.

**Civil Law Remedies**

Nothing in this policy precludes a complainant from pursuing available civil law remedies outside of the District’s complaint procedures. Such remedies may include mediation centers, public/private interest attorneys, injunctions, restraining orders, etc. For discrimination complaints, however, a complainant must wait until 60 working days has elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies.

The moratorium does not apply to injunctive relief and is applicable only if the District has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint. For assistance you may contact:

**Social Service Agencies Available in the District’s Community**

Central California Legal Services	800-675-8001
Madera Coalition for Community Justice	661-1879
Madera County Action Committee	673-9173
Madera Legal Service	673-3182

**Basis for Direct State Department Of Education Intervention**

A complaint may be taken directly to the California Department of Education when:

- Golden Valley Unified School District fails to comply with complaint procedures.
- Discrimination is alleged and there is indication of immediate danger or harm.
- The complainant requests anonymity or is in danger of retaliation.
- Golden Valley Unified School District fails to implement the final decision resulting from a local investigation or mediation process.
- Golden Valley Unified School District fails to take action regarding the complaint with 60 working days.

**Referring Complaints to Other Appropriate State Or Federal Agencies**

Complaints may be filed with:

**California Department of Education**  
1430 N Street  
Sacramento, California 95814  
(916) 319-0791  
**Office of Civil Rights**  
50 United Nations Plaza, Room 239  
San Francisco, California 94102  
(415) 556-4275

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

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

(cf. [5131](#) - Conduct)

(cf. [5136](#) - Gangs)

(cf. [5145.3](#) - Nondiscrimination/Harassment)

(cf. [5145.7](#) - Sexual Harassment)

(cf. [5145.9](#) - Hate-Motivated Behavior)

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

(cf. [5145.2](#) - Freedom of Speech/Expression)

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

(cf. [0420](#) - School Plans/Site Councils)

(cf. [0450](#) - Comprehensive Safety Plan)

(cf. [1220](#) - Citizen Advisory Committees)

(cf. [1400](#) - Relations Between Other Governmental Agencies and the Schools)

(cf. [6020](#) - Parent Involvement)

Bullying Prevention

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

(cf. [5137](#) - Positive School Climate)

(cf. [6164.2](#) - Guidance/Counseling Services)

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

(cf. [6163.4](#) - Student Use of Technology)

(cf. [6142.8](#) - Comprehensive Health Education)

(cf. [6142.94](#) - History-Social Science Instruction)

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

(cf. [4131](#) - Staff Development)

(cf. [4231](#) - Staff Development)

(cf. [4331](#) - Staff Development)

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

### Intervention

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

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

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

### Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

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

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

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

## Discipline

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

(cf. [5138](#) - Conflict Resolution/Peer Mediation)

(cf. [5144](#) - Discipline)

(cf. [5144.1](#) - Suspension and Expulsion/Due Process)

(cf. [5144.2](#) - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. [6159.4](#) - Behavioral Interventions for Special Education Students)

## Legal Reference:

### EDUCATION CODE

[200-262.4](#) Prohibition of discrimination

[32282](#) Comprehensive safety plan

[35181](#) Governing board policy on responsibilities of students

[35291-35291.5](#) Rules

[48900-48925](#) Suspension or expulsion

[48985](#) Translation of notices

## PENAL CODE

[647](#) Use of camera or other instrument to invade person's privacy; misdemeanor

[647.7](#) Use of camera or other instrument to invade person's privacy; punishment

[653.2](#) Electronic communication devices, threats to safety

## UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

## COURT DECISIONS

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

## CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

## CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Bullying at School, 2003

## U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Harassment and Bullying, October 2010

## WEB SITES

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

California Cybersafety for Children: <http://www.cybersafety.ca.gov>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>

Center for Safe and Responsible Internet Use: <http://cyberbully.org>

National School Boards Association: <http://www.nsba.org>



National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

3/12

GVUSD Adopted: 6/2012

## **Golden Valley Unified School District Volunteer Assistance**

**AR 1240**

### **Definition of Volunteer**

A volunteer is a parent/legal guardian of a Golden Valley Unified School District student, or any other adult, who assists at a school or district site or within a school-sanctioned program.

Generally, volunteers shall be 18 years of age or older.

Volunteers can fall into one of three categories:

- (1) Single Event / Short Term Volunteer
- (2) Chaperone of Overnight Trips/Volunteer Driver;
- (3) Long-term/Seasonal Volunteer.

### **Category 1**

#### **A. Single Event/Short-Term Volunteer**

Single Event /Short Term Volunteers voluntarily provide a service to the District, without compensation, for a single event or on an occasional basis. These volunteers have no access to confidential information, and are generally not left unsupervised with students.

Examples of Single Event /Short Term Volunteers include volunteers helping with student registration, student activities, newsletters, vision/scoliosis screening, dance/prom chaperone, parent advisory committee luncheons, single Booster event, promotion/graduation activities. Volunteers in this category may only work under the direct supervision of a certificated employee.

Clearance Requirements for Single Event / Short-Term Volunteers:

Must sign official volunteer sign in sheet in office upon arrival.

Must wear site volunteer ID badge when on school grounds.

Megan's Law may be checked.

Notwithstanding the above, a Single Event/Short-Term Volunteer who is not a parent or legal guardian must meet the clearance requirements of a Category 2 volunteer, as described below.

#### **B. Class Observer**

Class Observer volunteers are adults who need to observe classes as part of college or university course requirements. Class observers must present a college identification card and a letter from the university or particular professor who is requiring the observation. Class Observers must always be under direct supervision of a certificated employee.

Clearance Requirements:

Must wear site volunteer ID badge when on school grounds.  
Must check in the office upon arrival.

## **Category 2**

### Chaperones of Overnight Trips / Volunteer Drivers

These volunteers are under the supervision of a certificated employee.

Clearance Requirements (to be cleared by the administrative designee prior to the trip):

- Application/Employment packet required
- Fingerprint clearance required
- Emergency Card filed with site
- Copy of valid California Drivers License required or valid government issued California ID card
- Must wear Golden Valley Unified School District-issued ID badge when on duty

Additional Requirements for Volunteer Drivers:

- Volunteer Driver Application
- DMV Clearance through Golden Valley Unified School Transportation Dept)
- Proof of Insurance
- Vehicle Verification

## **Category 3**

### Long Term or Seasonal Volunteer

A Long Term Volunteer is a person who voluntarily provides a service to the District, without compensation, from time to time throughout the school year, on a regular and/or ongoing basis. Said service does not necessarily have to be performed on consecutive days. A Seasonal Volunteer is a volunteer who may serve several times within a specific period (such as during athletic seasons), including walk-on coaches, physical trainers, team doctors, coaches of performing arts, choreographers, one-to-one tutors, etc. These volunteers are under the general supervision of a certificated employee.

Clearance Requirements (to be cleared by the site administrative designee prior to participation):

- Application/Employment packet required
- Fingerprints clearance required
- TB test required (Education Code 45106, 45347, 45349, 49406)
- Copy of valid California Driver's License required or valid government issued California ID card
- Emergency Card filed with site
- Must wear Golden Valley Unified School District-issued ID badge when on duty

Additional requirements for athletic coaches are:

- Certification of Compliance (CIF mandated course work)
- GVUSD Coaches' Handbook
- First Aid and CPR Training

## **Guidelines**

When engaging a volunteer, District staff should review the nature of the work with the volunteer so that the volunteer can assess whether or not the volunteer is capable of performing the service. The basic

requirements of volunteer service are: interest in the educational program, enjoyment in helping children, and a sincere belief that by volunteering, a contribution will be made to the learning process. Volunteers shall not be asked to assume the professional responsibilities of school staff. Volunteers may provide assistance that is supportive of school staff, when under the direction of a staff member.

Under no circumstances shall a volunteer be considered an employee of the District. A volunteer position may be eliminated at any time for any reason. It is the responsibility of the principal or designee to ensure that all volunteers associated with any school programs are appropriately cleared before beginning service. A volunteer may not commence rendering service until the site administrator notifies the applicant that he/she is authorized to commence service.

Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021)

A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a Volunteer. A school district may verify a volunteer's status as a registered sex offender by checking the Department of Justice's Megan's Law internet website or may request that a local law enforcement agency conduct an automated records check of a prospective non-teaching volunteer aide. (Education Code 35021, 35021 and 44010.1)

All volunteer facilities projects shall have approximate start and completion dates and must be approved by the principal in advance.

Projects approved by the principal shall also be approved in advance by the Superintendent or designee if they involve the following types of work:

1. Alterations, additions or repairs to buildings and grounds
2. Construction involving wall or roof penetration, drilling or nailing
3. Structural modifications
4. Electrical, electronic, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet
7. Installation of playground equipment and benches
8. Installation of sprinkler systems
9. Paving
10. Installation of marquees and signs
11. Tree planting, pruning or removal

The Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise appropriate to the project. He/she shall also ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. The district shall provide on-site assistance and supervision for such projects as necessary. Projects shall be inspected upon completion to ensure that the work was done satisfactorily.

**NO CHILD LEFT BEHIND (NCLB)**

**Highly Qualified Teachers**

Parents/guardians may request, and the District will provide, information regarding the professional qualifications of the student's classroom teacher, as well as the qualifications of any paraprofessionals in the classroom.

Parents will be notified when their child has been assigned to a teacher who does not meet the qualifications of a highly qualified teacher or when the child has been taught for 4 or more consecutive weeks by a teacher who does not meet the highly qualified requirements.

**School Accountability Report Card (SARC)**

The District will provide a SARC annually. The purpose of the report card is to provide parents and the community with important information about each public school. In addition, NCLB requires that SARCs contain reports concerning the "adequate yearly progress" of students in achieving state academic achievement standards; Title 1 Program Improvement; graduation rates at the secondary level; the extent to which "highly qualified" teachers are teaching core academic subjects, and other information relating to the State's settlement of the *Williams Case*, including, (1) any needed maintenance to ensure "good repair" of school facilities, (2) the number of teacher "misassignments" and "vacant teacher positions," and (3) the availability of "sufficient textbooks and other instructional materials."

Parents may obtain a copy of the Sierra View Elementary SARC by visiting [www.gvUSD.k12.ca.us](http://www.gvUSD.k12.ca.us) and then by clicking on the Sierra View Elementary Link. You may also obtain a copy from the Sierra View Elementary School Office.