Strive for Excellence.
You can do it!

7799 21st Avenue
Lemoore, CA 93245
(559) 924-6424
FAX: (559) 924-0247
www.islandcardinals.com
Dear Island Union Parents and Students:

At Island School we strive to create a safe, nurturing, learning environment; one that allows all students to flourish. Island School is and continues to be proactive in making the school safe. Our campus is locked throughout the day; having all visitors enter from the front office and sign in. We follow the character counts pillars of citizenship. We have instituted a 24 hour bullying and safety hotline on our website (www.islandcardinals.com) for students and staff.

As parents, you play an essential role in keeping students safe. It is important to remember we have early dismissal each Monday. Drop off and pick up each day can be a challenge, therefore it is important to be on time and be courteous as well as mindful when dropping off and picking up your child.

At Island School we use a variety of communication methods to help keep you informed. This may include but is not limited to the school newsletters, mailings, the website: www.islandcardinals.com, direct email, recorded telephone messages for parent/guardian information, school accountability report card, community forums and public events, notices sent home with students, and press releases.

Attached is the revised handbook for the 2013-2014 school year. Please read the handbook and talk to your child about the contents of the handbook. If you have any questions or concerns about any area, please call the school to discuss the item. We appreciate your help and support.

(The handbook has been sent home with the youngest child in each family only)

**Once you have reviewed the handbook and the School Parent Compact, please sign the form located on the last page of the handbook and return it to the school office or your child’s teacher.**

Sincerely,

*Charlotte Hines*
*Superintendent/Principal*
DISTRICT PERSONNEL

BOARD OF TRUSTEES

James McCann, President
Howard Clarke, Clerk
Carey Alves
Jill Naylon
Kellee Wheatley

SUPERINTENDENT/PRINCIPAL

Charlotte Hines

CHIEF BUSINESS OFFICER

Diane Augusto

LEARNING COORDINATOR

Michelle Cano

TEACHERS

Molly Rhoads
Ashley Burchett
Carolyn Campa
Aaron Avila
Dawn Vigario
Bridgette Maciel
Elissa Hall
Robin Wilson
Stacy Grodsky
Lila Gallegos
Norda Harder
Shelley Norris
Bruce Hills
Dena Trupp
Donna Wood

CLASSIFIED STAFF

Kristin Bravo, Instructional Aide
Rose Contreras, Migrant/Instructional Aide
Linda Crose, Instructional Aide
Elizabeth Cruz, Library/media Aide
David Martin, Maintenance
Lupe Mosqueda, Food Service
Sherrie Paul, Food Service Supervisor
Diana Plata, Custodian
Debby Pires, Instructional Aide
Kerri Ramos, School Clerk
Celene Serpa, Instructional Aide
Tracey Williams, Cafeteria Clerk
Vicki Wood, Instructional Aide
Araceli Zendejas, Migrant/Instructional Aide
<table>
<thead>
<tr>
<th>Island Union Elementary School District</th>
<th>School Calendar 2013 - 2014</th>
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<tr>
<td>July</td>
<td>January (14)</td>
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<td>4-DH-Independence Day</td>
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<td>2-10 Winter Break</td>
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<td>9-Teacher work day</td>
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<td>25-27 Non School Days</td>
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<td>28-29-DH-Thanksgiving Break</td>
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<td>23-31 Winter Break</td>
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<td>24-DH Christmas Eve</td>
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<td>31-DH New Year Eve</td>
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<td>Board approved 11/28/12</td>
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61 days T1, 57 days T2, 62 days T3 = 180 Instructional Days
I. STUDENT ADMISSION AND ATTENDANCE POLICIES

ADMISSION

Students entering kindergarten must be five years old before October 2nd. A birth certificate and an up-to-date immunization record are needed to register a child for school. No student will be admitted without the proper immunization record. Students entering TK must be 5 by December 2nd. Verification or proof of legal residence in the district must be shown for all students who are enrolling.

ARRIVAL AND DEPARTURE

Classes begin at 8:00 A.M. each day. To avoid tardies, students should be at school by 7:55am. Students are not to arrive at school before 7:30 A.M. There is no yard supervision before that time. Students who are tardy for school must check in at the school office before reporting to class. Grades TK through 8th are dismissed at 2:45 pm.

Students are not allowed to leave the school grounds at any time without prior written or phone permission from a parent or guardian. This includes students who go home for lunch. Parents must check students out through the office in all cases of early departure.

For safety reasons, students will not be allowed to stand out by the road to wait to be picked up. Parents are not to go to classrooms to pick up students. Students will be called to the office. To avoid interruptions, please try to schedule doctor appointments after school.

Students will be dismissed at 1:00 pm every Monday. The staff will use this time for development of new education programs, inservice meetings, and leadership meetings.

ATTENDANCE

Students are required to be in school for a specified number of minutes to get credit for a day of attendance. Students must be present at least:

- 180 minutes - Kindergarten
- 240 minutes - 1st to 3rd grade
- 240 minutes - 4th to 8th grade

To earn a perfect attendance award a student must attend school every day and remain in school for the number of minutes required. Independent Study and tardies do not warrant perfect attendance.

ABSENCES

Attendance at school is essential for a student to be successful. Students cannot learn when they are absent from class. The following reasons are considered excused absences.

- Illness or serious injury
- Quarantine by a county health officer
- Medical or dental appointments
- Attendance of a funeral service for a member of the immediate family
- Exclusion due to immunization requirements (5 day limit).
- Absence for participation in religious instructions or observation of a holiday.

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

- Calling the school office before 9:00 a.m. on the day of the absence (924-6424),

or
Send a note to the school when the student returns. The note must be signed by the parent and give the dates of absence and reason for the absence. Students will be given two (2) days to make up schoolwork for every day they have an excused absence.

**UNEXCUSED ABSENCES**

All absences other than those listed above, by state law, must be counted as unexcused. Absences such as shopping, haircuts, etc., are unexcused and can be counted toward truancy status. A student with three unexcused absences or tardies of more than thirty minutes may be classified as a truant. Parents will be notified when a student is truant. Students with excessive unexcused absences or irregular attendance will be referred to the Superintendent/Principal. Students may receive failing grades due to excessive absences.

**TARDY POLICY**

Tardy students disrupt the classroom and interfere with everyone’s learning. Being on time for school teaches the importance of being prompt. We feel this is an important life skill. **To avoid tardies, students should be at school by 7:55 a.m.**

Prompt arrival at school is considered to be very important for many reasons. Students who are continuously late for school without a valid excuse will be subject to the school discipline policy.

1st unexcused tardy - warning, documented in the office, parent notified.
2nd-4th unexcused tardy - documented in the office, parent notified, detention during lunch not to exceed 30 minutes.
5th unexcused tardy - documented in the office, parent notified, meeting with parent, student & administration to discuss attendance and expectations. Attendance contract may be issued.

The student who is tardy in excess of thirty (30) minutes without a valid excuse three days in one school year is a truant (Education Code Section 48260).

**INDEPENDENT STUDY**

The school can provide an independent study contract to accommodate family travel and other circumstances that will cause a student to be out of school. By completing this contract a student receives full credit and avoids unexcused absences, but will not receive perfect attendance. The principal and teacher must approve the contract in advance of the absence. Please notify the school as soon as possible prior to the absence to allow the teacher time to prepare work for the student.

**EMERGENCIES (STUDENT EMERGENCY INFORMATION CARD)**

In the event of a medical emergency, every effort will be made to contact the parent/guardian before seeking medical attention for a student. At the start of each year, a Pupil Information Card is to be filled out and returned to school. Please inform the office when any address or phone number changes. It is important to have an updated card on file at all times.

**WITHDRAWAL FROM SCHOOL**

If you are going to move out of the Island Union School District, please notify the school. Each student must check out of his/her class (all schoolbooks, materials and other school property must be returned to school). Grades will be recorded and forwarded to the new school upon request.

**II. CITIZENSHIP AND DISCIPLINE**

Education serves as the foundation for a democratic society. An important goal of our school is to help develop in children the qualities of self-discipline, responsibility, and respect for others. We attempt to instill
these traits through the “Character Counts!” program that emphasizes Six Pillars of Character – Respect, Responsibility, Caring, Fairness, Citizenship, Trustworthiness. Our School Board believes that students have the right to learn and teachers have the right to teach. For this to be accomplished, an effective learning atmosphere must be created. This happens when parents, students and school staff work together cooperatively.

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

- Character cards
- Classroom rewards
- Good citizen awards
- Attendance awards
- Praise and stickers for good work
- Positive notes to take home
- Report cards and academic recognition
- Special privileges each trimester and the end of the year

Discipline, when administered at Island School, is based on a counseling philosophy designed using the “Six Pillars” in an effort to produce changes in behavior that will allow the student to develop the self-discipline necessary to be successful in the classroom and social environment. The major objectives of discipline are to teach the following character traits:

- Trustworthiness – Be honest; have the courage to do the right thing
- Respect – Treat each other with respect
- Responsibility – Do what you are supposed to do
- Fairness – Play by the rules
- Caring – Be kind
- Citizenship – Do your share to make your school and community better

**RESPONSIBILITIES**

It is the School Board's expectation that the fulfillment of the following responsibilities is essential in providing an atmosphere that will create the best possible learning and social environment for students and teachers at Island School.

**STUDENTS**

- Follow classroom discipline rules.
- Follow school-wide rules.
- Accept consequences for their behavior {positive and negative}
- Students are responsible to discuss the discipline plan with their parents.

**PARENTS**

- Support the classroom rules.
- Support the school-wide rules.
- Support the school discipline plan.
- Accept the responsibility for their child’s behavior.
- Discuss the school discipline plan and policies with their child.

**TEACHERS**

- Develop and consistently enforce classroom rules.
- Enforce school-wide rules consistently.
- Document student behavior.
- Follow established district discipline plan and policies.
To communicate to the students and parents the classroom and school-wide rules.
Supply and communicate to the superintendent/principal their classroom discipline plan.

INSTRUCTIONAL TUTORS
- Support the classroom teacher.
- Enforcement all classroom rules.
- Support the school-wide rules.
- Follow the school discipline plan and policies.

SUPERINTENDENT/PRINCIPAL
- Insure that each classroom teacher has developed and is implementing a consistent and appropriate classroom discipline plan.
- Support the classroom teacher's enforcement of the classroom rules.
- Insure that the parents and students receive and are aware of the school district discipline plan.
- Insure that new and/or returning students receive the school district discipline plan.

BASIC SCHOOL RULES
- Show respect for others and their property.
- Remain in assigned areas at all times.
- Obey directions of all adults.
- Keep hands and feet to yourself.
- Use appropriate language.
- Complete all classroom assignments.
- Keep the school clean.

DISCIPLINE PROCEDURE

There are levels of behavior ranging from the least serious to the most serious. Consequences for misbehavior will be administered according to the seriousness of offense. For the most serious infractions, Education Code Section 48900 outlines acts for which suspension and/or expulsion procedures may be initiated.

All referrals will be kept track of throughout the school year. All referrals will have an effect on a student's citizenship grade. The first Level I referral received prior to Winter Break and the first Level I referral received after Winter Break can be worked off (forgiven) if the student completes some sort of community service at school. This service must be done within five school days of receiving the referral and have the approval of the teacher or principal. Students who receive one (has been worked off) or no Level I referrals during the first half or the second half of the school year qualify for a special activity at the end of the year.

LEVEL I REFERRAL

Most often the teacher or adult supervisor will handle these infractions. Some examples of Level I behavior are as follows:

- Out of assigned area
- Playing in the bathrooms
- Playing after the bell
- Chewing gum/seeds
- Rough behavior
- Misuse of school equipment
- Not following directions
- Ignoring warnings
- Profanity/ethnic slur/gender slur
- Spitting
- Littering
- Violation of class rules
- Improper cafeteria behavior
- Violation of dress code
- Disruption of classroom
- Lying
- Misuse of Electronic Devices
- Cell Phone Rule Violation
CONSEQUENCES: (These consequences may vary depending on the severity and frequency of the infraction.)

1st Referral: Parent Notified/1 Detention
2nd Referral: Parent Notified/2 Detentions
3rd Referral: Parent Notified/Student-Principal Conference/3 Detentions/ Loss of 5 Days Activities
4th Referral: Parent-Student-Principal Conference/4 Detentions/Loss of 15 Days Activities
5th Referral: Parent-Student-Principal Conference/One Day In-School Suspension/Placement on Level II for 6th Referral

LEVEL II REFERRALS

These are more serious offenses. The consequences are in effect throughout the school year. The principal or teacher-in-charge will be involved in the disciplinary actions. Written records will be made of the infraction and the consequence. Parents will be notified. Consequences may vary depending on the severity and frequency of the infraction. Some examples of Level II behavior are:

♦ Talking back or arguing with an adult supervisor (disrespect)
♦ Defiance
♦ Hitting or fighting of a minor nature
♦ Habitual profanity, ethnic slur, sexual harassment, gender slur
♦ Minor theft/damage to property
♦ Cheating/forgery
♦ Repeated disruptive behavior in class or cafeteria
♦ Harassment, threats or intimidation
♦ Habitual ethnic/gender slur
♦ Level II Bus Referral
♦ Sexual harassment as defined by Board Policy 5154.7
♦ Six (6) Level I Referrals

CONSEQUENCES: (These consequences are guidelines and may vary depending on the severity and frequency of the infraction.)

1st Referral: Student-Principal Conference/Parent Notified/3 Days of Detention, Citizenship Grade Shall Not Exceed a “C”
2nd Referral: Student-Parent-Principal Conference/1 Day In-School Suspension/Behavior Contract
3rd Referral: Student-Parent-Principal Conference/Minimum 1 Day Suspension
4th Referral: Student-Parent-Principal Conference/2-5 day Suspension/Loss of Activities for 9 weeks/School Board Notified
5th Referral: Student Expulsion Procedure Initiated for School Board Hearing and Action

LEVEL III REFERRAL

These are the most serious offenses and in most cases are violations of State law (Education Code Sections 48900.2, 48900.3 and 48900.4). Students are subject to suspension from class and school for one to five days and may be recommended for expulsion for the following: (referral may also be made to the Kings County Sheriffs Department and/or meet with the School Board of Trustees).

♦ Attempted to cause, threatened to cause, or caused physical injury to another person.
♦ Possession of any firearm, knife, explosive or other dangerous object.
♦ Possession, sale or use of any controlled substance (alcohol or drugs).
♦ Possession or use of tobacco.
Caused or attempted to cause damage to or steal school or private property.
Disrupt school activities or otherwise willfully defy the valid authority of supervisors, teachers or administrators.
Committed robbery or extortion.
Committed an obscene act or engage in habitual profanity or vulgarity.
Knowingly receive stolen school property or private property.
Unlawful possession or sale of drug paraphernalia.
Sexual harassment, hate violence, threats, harassment, or intimidation.
Possession of imitation firearm or weapon.
Possession of imitation controlled substance.

EXPULSION

A student may be expelled by the school board for the following acts upon the first offense.

- Attempted to cause, threatened to cause, or caused physical injury to another person.
- Possession of any firearm, knife, explosive or other dangerous object.
- Possession, sale or use of any controlled substance (alcohol or drugs).
- Committed robbery or extortion.
- Sexual harassment, hate violence, harassment, threats or intimidation.

PARENT INFORMATION ON DUE PROCESS

DUE PROCESS: No student can be punished for alleged misconduct without due process.

Students are entitled to:
- Oral or written notice of the charges.
- An explanation of the evidence.
- An opportunity to present his/her side of the story.

SUSPENSION

A suspension is a temporary removal from school for the violation of school rules. A student may not be suspended for more than five (5) days at a time, nor more than twenty (20) days per school year. A teacher may suspend a pupil from the classroom for the day of the suspension and the following day for any of the acts listed under Level III Behavior (Ed. Code 48910).

Student’s Right to a Hearing - The Principal or designee shall meet with the student for the purpose of:
- Presenting oral or written notice of the charges.
- Explaining the evidence.
- Giving the student an opportunity to present his/her side of the story.

Parent Conference

The school will contact parents to request a conference. When the parent conference is held, the purpose of the meeting shall be to explain the basis of the suspension. The school shall inform the parent, in writing, of the length of the suspension and the reasons. This notice will be given to the parent at the conference or mailed to the parent.

Parent's Right of Appeal

If the parent or guardian desires a further review of the case, he/she has the right to request a meeting with the Superintendent or a designee. It is the school's responsibility to inform the parents of their right to appeal.
Expulsion

An expulsion is the long-term removal of a student from attendance at school by the Board of Education.

- Hearing
  - Expulsion requires a formal hearing at a meeting of the School Board of Education.
  - Parents or guardians must receive written notice that the Board of Education is considering expulsion.
  - The student and his/her parents, or a legal representative, have the right to call witnesses, question school officials and present information on behalf of the student at the hearing.

- Appeal
  - If the Board of Education decides to expel the student, its decision may be appealed to the County Board of Education.

**PARENTAL LIABILITY - Education Code Section 48904**

The parent or guardian of any minor whose willful misconduct results in injury to any pupil or employee or who willfully defaces or destroys private or school property is liable for all damages so caused by the minor.

**SUSPENSION & EXPULSION – Board Policy 5144**

**SEXUAL HARASSMENT - Board Policy 5145.7(a)**

**TOBACCO, ALCOHOL & DRUGS - Board Policy & Administrative Regulation 5131.62,BP AR 1330, & BP AR 3513.3**

These policies will be reviewed with the students at the beginning of each trimester. The Board Policies are available to parents upon request.

**III. STUDENT SERVICES AND SCHOLARSHIP**

**GRADUATION STANDARDS**

Eighth grade students who successfully complete the requirements established by the school district are awarded a diploma and participate in the graduation ceremony at the end of the year. We are concerned with the attitude, effort, citizenship, and productivity of each student. Each student will be judged according to his/her ability or achievement. The following minimum requirements are necessary for graduation.

**SECTION I**

- Maintain at least a "C" accumulated grade point average (2.0) for the 8th grade academic year and have no more than one "F" per trimester in required subjects, and pass school district approved proficiency tests in math, writing and reading, or
- Show enough improvement from the beginning of the year to merit graduation as determined by the eighth grade teacher and the principal/superintendent.

**SECTION II**

- Have better than a 92% actual attendance during the school year. (92% of 180 days = 166 days, 240 minutes minimum per day, major illness or hospitalization not included).
- Meet standards for good citizenship and conduct.
- Pay all bills for lost or damaged uniforms, books or other school property.

All students must meet the standards listed in Sections I and II to earn a diploma and participate in the graduation ceremony. A student who fails to comply with any of the requirements in Section II may receive a diploma, but will not participate in the graduation ceremony.
SECTION III

Graduation attire will be as follows:

♦ Girls will wear dresses, skirts, or nice pants. Dresses must have at least a 1" strap (no strapless, even with a shawl or jacket as covering).
♦ Clothing must be appropriate and may not be too revealing.
♦ Boys will wear nice pants and a button up shirt. Ties are recommended.

SPECIAL PROGRAMS FOR STUDENTS

STUDENT HEALTH SERVICES, EDUCATIONAL TESTING AND COUNSELING SERVICES

Our school nurse and psychologist are provided by the Kings County Office of Education. The nurse does vision and hearing tests and other screening as required by law. Other services are available on a limited basis. The nurse comes to school one half-day per week or as needed. The school psychologist is at school one day a week. The primary services performed are testing students and assisting teachers in determining learning potential and specific educational needs of students. Contact the school for further information.

SPECIAL EDUCATION AND SPEECH SERVICES

We have a Resource Specialist Program that is designed to help students in subject areas where they have difficulty. Students must be tested and qualify for RSP services before entering the program. Speech services are provided two days a week. Students are routinely checked yearly for speech problems. Parents may request to have a student tested for speech or special education opportunities. If you have any questions about special testing or programs, please call the school office.

GRADES FOR SPECIAL EDUCATION STUDENTS

If alternate grading scales are recommended in the student’s Individualized Education Plan (IEP), the corresponding scales may be incorporated into the report card.

P – Progressing  NP – Not Progressing

*No student whose difficulties are primarily the result of a learning disability or other factors that are beyond the student’s control will be recommended for dismissal of sports or other school activities. However, the process of learning requires the active involvement of the learner. A student who demonstrates a disregard for his/her responsibility to learn by regularly failing to complete class work, homework, or other assignments, or whose work is regularly marked by an obvious lack of effort, may be referred to the Student Study Team/IEP Team for a dismissal from sports or school activities.

MIGRANT EDUCATION PROGRAM

Students who qualify as migrant are eligible for tutoring if there is a need for it. We have a migrant community aide who coordinates the program with parents. We have an instructional tutor who provides services to students.

ENGLISH LEARNERS

Each student who does not have English as his or her primary language is tested to determine his or her skill level in English. The testing is done each year to determine a student’s progress toward being fluent in English. Students who are English Learners (EL) receive English language development instruction. EL students also may receive academic assistance from instructional tutors.
MEDICATION

The school is not allowed to provide any medications, including aspirin or non-aspirin substitutes, to students. With proper notification and verification students are allowed to take medication at school. Parents are required to notify the school of any medication to be taken by a student at school, including facts on dosage given by the supervising doctor. Parents must fill out a medication permission form authorizing the school to give medication to students prior to the school dispensing any medication. Forms are available in the school office. Please pick them up before going to the doctor. Parents/guardians who request that a student be allowed to self administer, monitor or treat his/her existing medical condition must make this request in writing and provide written approval by the student’s physician.

CLASS ASSIGNMENTS & HOMEWORK

Classroom work and homework assignments are a vital and necessary part of the learning process. Students who complete these assignments benefit from the knowledge gained and responsibility taught in completing work. It is expected that all assignments will be completed and turned in to the teacher.

Parents can help by doing the following:
- Monitor and limit time spent watching television.
- Set a time and provide a place where homework can be done without distractions.
- Verify that assignments are being done and returned to school.
- Assist your student, when necessary, in understanding an idea or concept, but not do the work for the student. Students who do not complete assignments will face appropriate consequences.

Parents will be notified and students made responsible. Consequences for not doing schoolwork will be:
- Grades being lowered.
- Loss of activities (i.e. sports, special assemblies, award trips, and dances).
- Detention

Homework time limits: The daily amount of time required will vary depending upon the student's ability and study habits. It is recommended that time spent on homework should not exceed the following:
- Kindergarten to third grade - 30 minutes per night
- Fourth to sixth grade - 60 minutes per night
- Seventh and eighth grade - 120 minutes per night

HONOR ROLL

Island School stresses academics. Honor Roll awards are given each trimester in grades five through eight. Students must be doing appropriate grade level work to qualify for honor roll. The following subjects are considered in determining who qualifies for the honor roll: reading, math, language arts, spelling, social studies, and science. A student must maintain a "B" average (3.0) grade to qualify for the honor roll. Students must also maintain at least a "B" in citizenship. An "F" in any subject or poor attendance automatically disqualifies a student from the honor roll. Students qualify as follows:

Principal's list – 4.00 (all A's)  A Honor Roll - 3.6 - 3.99  B Honor Roll - 3.0 - 3.59
Attendance-94% actual attendance rate (major illness or hospitalization not included)

CARDINAL EXCELLENCE TRIP

Students in 5th, 6th, 7th and 8th grades who make the honor roll three times during the year qualify for the Cardinal Excellence trip at the end of school. The criteria for eligibility are as follows:
Students must maintain a 3.0 grade average or better to qualify for the trip (the 3.0 must be maintained in the last grading period of the year).

Students must have good attendance (at least 94% actual attendance rate, major illness or hospitalization not included) and no more than 5 unexcused tardies.

Students must maintain a "B" grade or better in citizenship.

CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION (C.J.S.F.)

Seventh and eighth grade students who maintain high grade point averages may qualify for membership in the C.J.S.F. Students must maintain a “B” average in citizenship. Grades are evaluated each trimester. Students who qualify will be notified by the Superintendent/Principal. Students who meet the eligibility requirements will be honored by the Board of Trustees.

CITIZENSHIP – “CHARACTER COUNTS!” – TRIP

To qualify for the trip students in grades 5-8 must have:
- a “B” or better citizenship grade in their classroom
- no more than one level 1 referral (must be worked off within 5 school days)
- no more than 5 unexcused tardies
  (level 2 referral automatically disqualifies you)

PARENT CONFERENCES

Parent-teacher conferences are held at the end of the first trimester in November. Notices and schedules will be sent home with each student. We feel these conferences are important. Parents may request a conference with a teacher at any time during the year. Please call the office or contact the teacher for an appointment.

REPORT CARDS AND PROGRESS REPORTS

Report cards are given three times during the year. Progress reports are sent home each grading period, usually about half way through the trimester. It is our intention to keep parents aware of how well a student is doing. The report will also let you know of any academic or behavior problems your child may be having. These reports are to be signed and returned to school unless otherwise indicated. Check Gradelink to access your child's grades and progress regularly.

PROMOTION — RETENTION

New laws on promotion and retention of students were passed in 1998. Students must show proficiency in reading, writing, and math skills to be promoted to the next grade. The key factor in promoting students in grades Kindergarten through 3 is their ability to read. Students in grades 4 through 8 will be evaluated in reading, writing, and math to determine promotion status. This evaluation will include classroom tests, proficiency tests, and state standards tests (STAR Testing). Parents will be notified early in the school year if their child is performing below minimum standards for promotion. Students will be offered the opportunity to attend remedial instruction classes that are offered after school. Summer school classes may be offered to students who are below their grade level. Detailed information on promotion and retention is given in Board Policy 5123 and Administration Regulation 5123. These policies will be provided upon request.

TESTING – STUDENT ASSESSMENT & GRADES

Students are evaluated and given grades each trimester. If there is a question regarding a grade, parents must contact the teacher for an explanation. Only the teacher may change a grade. (Education code 49066)
The District has adopted standards of student achievement in all subject areas. Students are assessed in a variety of ways to determine if they are advanced (above grade level) proficient (on grade level), basic, below basic, or far below basic (below grade level).

- Standardized Testing – All students in grades 2 through 8 take the California Standards Tests (CST).
  - Students are tested in the spring in reading, language, math, and spelling. In addition students in grade 5 are tested in Science and students in grades 8 are tested in Science and Social Studies. Students in grades 4 and 7 take the Writing portion of the STAR test in March. Parents receive a Student Home Report that shows how well the student did on the test.

- Classroom Tests and Homework – Students are also assessed in a variety of ways by the teacher and are given grades three times per year on report cards.
  - Grades are determined by how well a student does on classroom work, homework, reports (written and oral) quizzes and tests.

- Benchmark Assessments – Students are assessed using formative assessments three times per year.

- Physical Fitness Testing – Students in grades 5 and 7 take the President’s Physical Fitness Test each year in April.

For more information about our testing program, please make an appointment with the teacher or the Superintendent/Principal.

PARENT INVOLVEMENT

The School Board encourages parents to become an active partner in their child’s education. Please refer to the Charter School Compact (attached). Parents can assist in many ways. In addition to the points in the Compact, parents can also do some of the following:

- Volunteer to help teachers
- Attend school programs and special events (Back to School and Open House Night)
- Assist the Boosters Club
- Read school bulletins, newsletters and other parent information correspondence
- Read school website at www.islandcardinals.com

Parents and other family members, who volunteer to coach or to assist in classrooms, on the playground, and on field trips must have a background check and/or an automated records check (fingerprints) before volunteer work begins.

SPORTS PROGRAMS - ELIGIBILITY/UNIFORMS

Island School has an active athletic program for those who enjoy sports. The school has team sports for boys and girls. In the fall there are football and volleyball; in the winter months, basketball; and, in the spring, track and field. Generally, there are four groups of teams: A, B, C, and D. The "A", "B", "C", “D” teams consist of fifth, sixth, seventh and eighth grade students. Fourth through eighth grade students are eligible for the track and field teams in the spring.

Students are required by law to maintain a “C” or 2.0 grade point average to be eligible to participate in sports and other extra curricular activities. (2.0 GPA including all subjects and no “F”s”) Extracurricular activities include dances, school parties, and recreational trips. All students, regardless of the grade, must meet academic and behavior standards to maintain eligibility on teams. (2.0 GPA, no “F”s”, and a “C” in citizenship) Progress Reports or Report Cards will be used to reassess eligibility.

Coaches will instruct students on sportsmanship and behavior standards that are to be maintained throughout the season. A student shall be declared ineligible for the next scheduled athletic season if he/she voluntarily quits a team without sufficient reason, as determined by the Coach and/or administration.
The school issues uniforms to students who are on teams. Students are responsible for the proper use and care of the uniforms. Students must replace uniforms that are lost, stolen or damaged. The average cost to replace a uniform is $40.00.

IV. SCHOOL ORGANIZATIONS

ISLAND SCHOOL BOOSTERS CLUB

The Boosters Club serves as a link between school, parents, and community. The Club coordinates room mothers, supports fun and informative community activities such as; school site improvement projects, assembly programs, and the Variety Show and Pie Auction. Through various fund raising efforts, the Club is able to provide "extras" for the school. In the past few years, the Club has purchased playground equipment, risers, a portable stage, a public address system, helped fund field trips, assembly programs, purchased televisions and VCR's for the classrooms, assisted in the purchase of air conditioning for classrooms, and most recently constructed the courtyard project and primary playgrounds.

The Club holds regular meetings on the third Wednesday of the month in the library. Times of the meetings will be announced. There are no dues; an interest in Island School and its students is the only pre-requisite for membership. Information on Boosters activities will be sent home with the students about twice a month. Any questions or comments about Boosters should be directed to any Boosters officer.

MIGRANT ADVISORY COUNCIL

The Migrant Advisory Council is made up of parents of migrant students. Parents meet every other month. Meetings are held to inform parents about school programs and policies. Meetings are conducted in Spanish and English.

SCHOOL BOARD OF TRUSTEES

The Island Union Elementary School District is a single school district. It is governed by a five-member school board of trustees. The voting public of the Island District elects board members for a four-year term of office. School Board meetings are normally held on the last Thursday of each month at 6:00 P.M., in the school library. Meetings are open to the public. Agendas for the meetings are posted in the school office, at Fire Station 7, and at Quick Break.

SCHOOL ADMINISTRATION

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

STUDENT COUNCIL

The Student Council of Island School consists of a President, Vice President, Secretary, Treasurer, and Spirit Commissioner. Students in grades five through eight elect these officers. Two student representatives are selected from each grade (5 through 8). The Student Council has a faculty advisor who assists and directs the Council in policy and procedure. To run for school office, a student must have a 3.0 grade point average in the previous grading period. Elected officers must maintain a 3.0 grade point average throughout the year in academic subjects. Officers must also maintain a "B" in citizenship grades. Student Council classroom representatives must have a 2.5 grade point average. All students must have good attendance (92% actual attendance rate or better).
SCHOOL SITE COUNCIL

The Council has the responsibility to assist in the development of the School Wide Improvement Plan. The Council meets during the year to review and discuss school curriculum programs, assist in judging the effectiveness of the programs and make recommendations to the School Board. The Council consists of ten members; the Principal, three teachers, one classified employee who works directly with students and five parents elected by the parents of students in the school. The Council is organized every beginning of the school year. Nominations and election take place that month.

V. TRANSPORTATION

BUS ROUTES

Bus routes are determined by the Lemoore Area Schools Director of Transportation and are designed to keep buses on the main roads and off unpaved and dead end roads. This makes the routes safer and also saves driving time. Stops are designated in September. The bus drivers will notify children where the stops are (usually near a corner or midway between corners). We will attempt to pick up and deliver kindergarten students as close to their homes as possible. All other students are to walk to the nearest bus stop. Any questions or concerns should be directed to the director at 924-6640.

BUS TRANSPORTATION

Bus transportation is a privilege provided by the school. The bus driver is responsible for the safety of each student. Students are responsible for following all bus rules. Disobedience and misconduct will be cause for denying a student the privilege of riding the bus.

Bus rules are as follows:

♦ At the bus stops, students are expected to wait in an orderly manner, refraining from interfering with passing traffic or the rights of other students awaiting the bus.
♦ Students are expected to use their assigned bus to travel to and from school. Students must have a note signed by a parent or guardian to depart the bus at a stop other than his/her designated stop.
♦ Quiet talking may be permitted on the buses. Bus drivers will determine the upper limits of accepted volume of noise during times of stress in driving such as fog, rain, etc. The bus drivers are directed to limit the noise in a bus so that they may more thoroughly concentrate on safe driving of the vehicles.
♦ Students are expected to recognize the fact that the bus driver is totally in charge of the operation of the bus and to show the driver respect.
♦ Students are expected to treat the buses with respect and care and avoid accidental or intentional defacing of the bus.
♦ Eating food, chewing gum, or drinking on the buses is not permitted at any time.
♦ No part of a passenger’s body should be extended through the windows of the bus at any time. Throwing items in and out of the bus is not permitted.
♦ Passengers are expected to remain seated at all times on the bus unless given permission to do otherwise by the bus driver.
♦ Students must face the front of the bus at all times.
♦ The school bus shall stop only at spots designated by the governing board. Routes and stops are named each school year. Students are expected to walk to and from the bus stops.
♦ No animals may be transported on school buses.
♦ Emergency EXITS are to be used only under the direction of the bus driver.
AUTHORITY OF DRIVER

Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street or highway. (Title 5 California Code of Regulations 14103.)

DENIAL OF TRANSPORTATION

Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. The school district governing board of trustees shall adopt rules and regulations to enforce this provision. (Title 5 California Code of Regulations 14103.) **DENIAL OF BUS PRIVILEGES IS NOT A LEGAL EXCUSE FOR MISSING SCHOOL.** Therefore, it would be necessary for the student’s parent/guardian to provide transportation to and from school in the event of suspension of bus privileges.

Students are reminded that:

- Bus transportation is a privilege.
- All students are under the direct supervision of the driver.
- Transportation privileges will be withdrawn for not following bus regulations.

ELEMENTARY BUS DISCIPLINE PROCEDURES (GRADES K-8)

**Step 1 Verbal Warning:** Driver shall discuss any student discipline problem with the student involved. If, in the driver’s judgment, the incident is serious, it shall be reported to the principal on a School Bus Incident Report to Parents form.

**Step 2 First Report-Written Warning:** Bus drivers will issue a notice of unsatisfactory conduct on a School Bus Incident Report to Parents form when they feel that behavior has been serious enough to warrant the child’s parents being informed of the situation.

**Step 3 Second Written Report:** The student will lose his/her privilege of riding the bus for five (5) school days. The principal or his/her designee shall inform the parents by telephone and/or letter of this suspension.

**Step 4 Third Written Report:** The student will lose his/her privilege of riding the bus for twenty (20) school days. The principal or his/her designee shall inform the parents by telephone and/or letter of this suspension.

**Step 5 Fourth Written Report:** The student will lose his/her privilege of riding the bus for the remainder of the school year. The principal or his/her designee shall inform the parents by telephone and/or letter of this suspension.

FOG SCHEDULE

The foggy day schedule will be called on a day-to-day basis as necessary. The schedule is announced on television on Channel 18 and over radio station KMJ 580 AM dial. Island School is grouped with all the Lemoore Schools. Our designation is **LEMOORE AREA SCHOOLS** not Island School.

On **Plan A**, buses will be delayed one and one-half (1 1/2) hours. School will start at 9:30 A.M. Students will be dismissed at 2:45 P.M.

On **Plan B**, morning buses will not run. Parents are urged to bring students to school when it is safe. Students will be dismissed at 2:45 P.M.
**BICYCLES**

Students are to park their bicycles in the bike rack immediately upon arrival at school. It is the student's responsibility to see that the bike is locked. Bicycles are not to be ridden in the corridors or on the sidewalk or street in front of the school. The bike rack area is off limits to students during the school day.

**PARENTS TRANSPORTING STUDENTS**

The school makes every effort to transport students by school bus to school activities. Sometimes it is necessary to have parents assist in transporting students to events or take students home. Parents may take their own children, but to be able to transport other students, parents must have on file in the office an up-to-date copy of their vehicle insurance limits. A new copy of the limits must be filed in the school office each school year. Seat belts are required for each passenger. Students who ride with other parents must have a permission note from their parent.

**VI. GENERAL INFORMATION**

**CELL PHONES**

California law permits students to carry cell phones for emergency purposes. However, cell phones must remain out of sight (in the student’s purse or backpack, not on their person, etc) be turned off, and may not in any way disrupt instruction from 8:00 am – 2:45 pm. Cell phones that ring, vibrate, are seen by staff, or are used for any purpose other than a designated school emergency will be confiscated and returned only to the student’s parent or guardian. Cell phone usage during field trips, games, or after school activities is at the discretion of the supervising adult. Island School is in no way responsible for damage, loss, or theft of cell phones. Students will receive a Level I referral for violation of cell phone rules.

**STUDENT DRESS**

The Governing Board feels that dress standards are important. The development of attitudes and behavior patterns in dress and grooming should be part of each student's total education. Good taste, cleanliness, and decency should always be kept in mind when choosing clothing to be worn to school. The school reserves the right to send a child home to change if his/her attire or appearance is inappropriate.*  The following rules are to be followed:

♦ Shoes are to be worn at all times. No flip-flops. For safety purposes, sandals must be held in place with a heel strap.

♦ No cut-offs, jeans or shorts with holes, halter or tube tops, low cut or revealing tops, or bare midriff blouses are to be worn. Fish net, muscle shirts, tank tops, or spaghetti strap tops are NOT allowed.

♦ Shorts, skirts, and dresses must be hemmed and at least mid-thigh in length (no more than four inches above the knee).

♦ No biker or spandex shorts.

♦ PE clothing (shorts and shirt) may be worn only during PE class.

♦ Hats are not to be worn inside buildings and must be worn appropriately.

♦ Pants are to be worn at the waist and, if necessary, secured with a belt.

♦ Pajama bottoms or tops are not allowed.

*Clothing shall be sufficient to conceal undergarments at all times. Gang style clothing, crude, suggestive or vulgar printing or pictures depicting drugs or referring to alcoholic beverages are not acceptable. Form fitting or revealing pants (leggings) may only be worn under appropriate shorts, skirts, or dresses. Dress up days and special events are exceptions; although, clothing must be appropriate.
FIRE DRILLS AND CIVIL DEFENSE PLANS

Fire drills are to be held once a month. Fire drills are signaled by an alarm system. At the direction of an adult supervisor, students are to walk single file from the room in an orderly manner to a designated area. The "all clear" signal will be announced over the PA system. Teachers will instruct students in the "drop" position to be used in any emergency when debris may be flying around (wind storms or earthquake). Teachers will instruct students on the lockdown drill procedure (in case of emergency lockdown needed). Lockdown drills will be completed at least twice a year.

STUDY TRIPS

During the year, students may go on study trips to interesting places. Study trips are an extension of classroom activities. In most cases, students will be transported by school bus. Many trips will be during regular school hours. Some trips may be long distances and students will return later in the afternoon or in the evening. Parents will be notified of all trips. In many instances, parents will be asked to chaperone on a trip. To be considered a chaperone, parents must help supervise students at the teacher's direction and are not allowed to bring other students or pre-school children on the trip. All chaperones must have a background check and/or fingerprint check prior to assisting on a field trip. Parents must obey all traffic laws.

LOST AND FOUND

All clothing articles found at school are to be turned in to the office. Please make sure all jackets, lunch pails and other clothing have the student's name on them. All unclaimed clothing will be given to a charitable organization at the end of the year.

UNIFORM COMPLAINT PROCEDURE

We recognize that during the year concerns or problems arise at school. We feel it is important to work together to answer concerns or solve problems. We realize that parents and students do not always know what to do or who to go to for answers. Our office is available, as a resource, to help make contact with school personnel or county agencies to assist in resolving a problem. The School Board encourages the early informal resolution of complaints by talking directly to the person involved or with the superintendent/principal. In most cases when this is done, the problem or concern is resolved. In cases when this does not happen, there are School Board Policies to facilitate the problem solving. The superintendent/principal, upon request, will provide the complainant with information and forms that accompany the following policies:

♦ Board Policy 1312.1 - Complaints Concerning Employees
♦ Board Policy 1312.2 – Complaints Concerning Instructional Materials
♦ Board Policy 1312.3 – Uniform Complaint Procedures
(This policy covers a variety of areas such as: discrimination of any kind, failure to comply with state or federal laws regarding special education, categorical aid programs and child nutrition programs.)

All formal written complaints will be initially investigated by the superintendent/principal in accordance with district policies. When the investigation is completed, the superintendent/principal shall share the results of the investigation with the complainant. If the complainant is not satisfied, an appeal may be made to the board of trustee.

ROOM PARENTS AND SCHOOL PARTIES

Room parents are needed at all grade levels. If you would like to volunteer, please fill out the background check form the beginning of the year. Room parents are responsible for working with teachers to plan parties and other activities during the year.
School parties are enjoyed during the year for Fall, Winter, and Valentine’s Day. Parties should be kept simple and will be held at the teacher’s discretion. Dances will be held for sixth, seventh and eighth grade students. 

**NOTE:** Students are not allowed to distribute party invitations at school. Parents must notify the teacher in advance if treats are going to be brought to school for a child’s birthday. The library will also accept book donations on behalf of your child for their birthday. A picture will be placed in honor of your student in the front of the book.

**SCHOOL LUNCHES AND BREAKFASTS**

School lunches and breakfasts are served daily as part of the state and federal school nutrition program. A “Type A” lunch, which is a balanced meal including milk, may be purchased for $2.00. Breakfast is $1.25. A sack lunch may be brought from home and milk may be purchased for 35 cents. Free and reduced breakfasts and lunches are available for those who qualify. Forms are sent home at the beginning of the year. They are available in the office throughout the year. A request form may be filled out any time during the year. **STUDENTS ARE NOT ALLOWED TO CHARGE MEALS.** Students will call home if they have forgotten meal money. You may pay for lunches by the day, the week, or by the month. Lunch menus are announced daily, posted in the school office, and sent home with the students. Menus are subject to change without notice if food items are not available.

**SCHOOL VISITORS**

Parents are welcome and encouraged to observe in the classrooms. Classroom observations should be planned by the teacher and parent in advance. Before going to a classroom or the schoolyard, parents or other visitors must check in at the office and let the secretary know which classroom or area is being visited. Please follow these rules:

- Check in at the office to obtain visitor pass.
- Do not go directly to a classroom.
- Wait for the secretary to direct you to the class.
- Please do not talk to students or the teacher.
- Do not confront a teacher or interrupt a lesson.

If you would like a conference, please make an appointment in the office or make arrangements with the teacher during recess or other break time. Parents who pick up students at the end of the day are requested to wait outside the classroom until students have been dismissed. Students not enrolled at Island School are not permitted to visit or spend the day in a classroom unless accompanied by a parent or with the approval of the principal.

**SCHOOL SUPPLIES**

The school provides all textbooks and normal school supplies (paper and pencils). Students are to put book covers on their textbooks to help prevent damage to the covers. Pencils are given to students once a month. Students are responsible for the condition of their desk, all books, uniforms and other school property issued during the year. Students must return these items, upon request, in a condition similar to that when issued. Students must pay for items that are lost, stolen, or severely damaged. The cost to replace textbooks and library books ranges from $5.00 to $40.00. Report cards and diplomas will not be given out until all school property is paid for or returned.

**TOYS AND ELECTRONIC DEVICES**

Students are not allowed to bring these items to school unless there is a specific purpose that has been approved by the classroom teacher. These items include: CD players, IPODS, MP3 Players, hand held video games, pagers, radio/tape players, and trading cards.
As a parent or legal guardian of a child in a public school, you have certain rights and responsibilities and you are entitled to be made aware of certain information. We, the Island Union School District (the "District") and every other school district in the state of California are required to provide you with notice of those rights and responsibilities every school year. The following is our District’s annual notice to you of your rights and responsibilities.

Pursuant to Education Code section 48980, each school district must notify parents and guardians of their legal rights and obligations relating to specified programs or activities at the beginning of the first semester or quarter of the regular school term. The following outline summarizes those programs and activities.

1. **Immunization for Communicable Disease.** In the event that the school district should participate in an immunization program for the purposes of prevention and control of communicable diseases, your child will not participate unless you have provided specific written consent. Effective July 1, 2000, all children not already admitted into school at the kindergarten level shall receive the varicella (chicken pox) immunization. Effective July 1, 1999, all students entering 7th grade will need proof of receiving 3 doses of Hepatitis B. A repeat DT, pertussis after their 7th birthday, and MMR may also be required. Effective August 1, 1997, all children entering kindergarten shall be fully immunized against Hepatitis B. (E.C.§49403; H. & S.C. 120335.)

2. **Administration of Medication at School.** Upon written request from the parent and written instructions from a physician, medication may be administered to a child at school by a designated school employee. (E.C.§ 49423) [BP/AR 5141.21]

3. **Exemption from Physical Examinations.** Upon receipt of a written request, the parent can exempt a child from all physical examinations. However, the child may be sent home if there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease. (E.C.§ 49451)

4. **Medical and Hospital Services for Pupils.** A school district may provide medical or hospital service, or accident or liability insurance policies, for student injuries occurring while in or on the property of the district. No student shall be compelled to accept such service without his/her consent, or a minor without the consent of his/her parent or guardian. (Ed. Code § 49451.)

5. **Continuing Medication.** Parents or legal guardians of pupils needing daily medication must inform the school nurse or other designated certificated employee of the medication, the current dosage, and the supervising physician. (E.C.§49423) [BP/AR 5141.21]

6. **Sex Education or Family Life Education Courses.** The school may not require pupils to attend any class in which human reproductive organs and their function and processes are described, illustrated or discussed. Whenever such classes are offered, the District must (a) notify parents in advance in writing, (b) provide opportunity prior to the class for the parents to inspect all written or audio-visual materials to be used, and (c) provide opportunity for each parent to request in writing that his/her child be excused from the class. (E.C.§51550) Parental rights for notice, materials inspection and opportunity to request pupil nonparticipation in units of instruction in venereal disease education is essentially the same as for sex education courses. (E.C.§51820) This section does not apply to descriptions or illustrations of human reproductive organs which may appear in any science, hygiene or health textbooks. (E.C.§51550)

7. **Excuse from Instruction or Religious (Moral) Grounds.** Whenever any part of the instruction in health, family life education or sex education conflicts with the beliefs of the parent or guardian of any pupil, the pupil, upon written request, shall be excused from the part of training which conflicts with such religious training and beliefs. (E.C.§51240)

8. **Pupils Rights to Refrain from the Harmful or Destruction Use of Animals.** Pupils moral objection to dissection or otherwise harming or destroying animals must be substantiated by a note from the pupils parent or guardian. Each teacher whose instruction utilizes live or dead animals must also notify pupils of their right to refrain from such activity. (E.C.§32255 et seq.)

9. **Fingerprint Program.** The governing board of any school district may offer a Fingerprint Program for all children enrolled in Kindergarten or newly enrolled in that district. Each parent or guardian shall be informed of
the school-fingerprinting program when he or she first enrolls the child in the public schools. At that time, the parent or guardian shall declare, in writing, whether or not he/she consents to the program. If the parent or guardian does consent, he/she shall pay the applicable fee. (Ed. Code § 32390.)

10. Absences Excused for Justifiable Reasons. A student shall be excused and allowed to make up the work when absent from school for justifiable personal reasons, including, but not limited to, illness, quarantine, medical appointments, an appearance in court, attendance at a funeral service, observance of a religious holiday or ceremony, attendance at religious retreats, or an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or designated representative. (E.C.§48205). Please note that the District will lose funding whenever a student is absent even if excused.

11. Absence for Religious Purposes: A pupil, with the written consent of a parent or guardian, may be excused from school in order to participate in religious exercises or receive moral or religious instruction for four or fewer days per month, provided the pupil attends school at least the minimum day for his/her grade. (E.C.§46014)

12. Pupils with Temporary Disabilities-Individual Instruction. Students with temporary disabilities, who cannot attend regular day classes, may receive individual instruction provided by the District. (E.C. §48206.3)

13. Pupils with Temporary Disabilities-Residency Requirements. A pupil with a temporary disability, who is in a hospital or other health facility, excluding a state hospital, which is outside of the school district in which the parent or guardian resides, shall have complied with the residency requirements for school attendance in the school district in which the hospital is located. It is the primary responsibility of the parent or guardian of the pupil with the temporary disability to notify the school district of the pupils presence in a qualifying hospital. (E.C.§48207, 48208)

14. Special Education for Handicapped Pupils. Any pupil with exceptional needs, who is eligible to receive educational and related services, shall receive such instruction or services both, at no cost. (E.C. §56040 et seq.)

15. Child Find System: Policies and Procedures. Each district, special education local plan area, or county office shall establish written policies and procedures for a continuous child-find system which addresses the relationships among identification, screening, referral, assessment, planning, implementation, review and the triennial assessment. The policies and procedures shall include, but need not be limited to, written notification of all parents of their rights under this chapter, and the procedure for initiating a referral for assessment to identify individuals with exceptional needs. (E.C.§56301.)

16. District Rules Regarding Student Discipline. The governing board of each school district maintaining grades one through twelve shall notify the parents or guardians of the availability of rules regarding student discipline. (Ed. Code § 35291.)

17. Pupil Records: Right to Access. Parents of currently enrolled or former pupils have an absolute right to access to any and all pupil records related to their children which are maintained by school districts or private schools. The Island Union School District discloses personally identifiable information to officials of another school; where the student seeks or intends to enroll.(E.C.§49069) BP 1340 AR 5125

18. Absences for Obtaining Confidential Medical Services without Parental or Guardian Consent. Pupils in grades 7 to 12 inclusive may be excused from school for the purpose of obtaining confidential medical services without the consent of the pupils parent or guardian. (E.C.§46010.1)

19. Notice of Alternative Schools. California state law authorizes all school districts to provide for alternative schools. In the event any parent, pupil or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the pupils office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

20. High School Exit Examination. Commencing with the 2003-2004 school year, and each school year thereafter, each pupil completing the 12th grade will be required to successfully pass the high school exit examination administered pursuant to Chapter 8 (commencing with Section 60850) of Part 33 of the Education Code. The notification to parents shall include, at a minimum, the date of the examination, the requirements for passing the examination, and the consequences of not passing the examination, and shall inform parents and guardians that passing the examination is a condition of graduation. (Ed. Code §§ 48980 (e), 60850 (f).)
21. **Directory Information.** Parents or guardians shall be given the right to allow the District to release “directory information” on pupils or former pupils of the District to officials, organizations or individuals according to District policy. No information shall be released when a parent has notified the District not to release such information. (Ed. Code § 49073.)

22. **Prohibition of Sexual Bias In Course of Study.** Elementary schools, commencing with seventh grade and high schools shall offer classes and courses to its pupils without regard to the sex of the student and shall provide counseling in career, vocational or higher education opportunities without regard for the sex of the student counseled, if such counseling or school program guidance is provided. Notification of parents or guardians of the pupil shall be given in advance to encourage their participation in such counseling sessions and decisions. (E.C.§221.5)

23. **AIDS Prevention Instruction.** Pupils in grades 7 to 12 shall receive AIDS Prevention Instruction at least once in junior high or middle school and once in high school. No pupil shall attend the AIDS Prevention Instruction if a written request by the pupils parent or guardian to exclude the pupil from such instruction is received by the District. (E.C.§51201.5)

24. **Sexual Harassment.** The Districts policy [BP/AR 5145.7] prohibiting sexual harassment is attached to this Notice as if set forth fully herein. (E.C.§231.5)

25. **Attendance Options.** Enclosed with this Notice is a list of the Districts current statutory attendance options and local attendance options available on both an intradistrict and interdistrict basis, together with a description of each option, a description of the application procedure, an application form, and a description of the appeal procedure available, if any. [BP5117] (E.C.§48980 (j))

26. **Uniform Complaint Procedures.** Enclosed is the Board Policy 1312.3 which explains the Districts Uniform Complaint Procedures.

27. **Asbestos Management Plan.** An updated management plan for asbestos containing material in school buildings is available at the District Office. (40 CFR §763.93)

28. **Child Health and Disabilities Prevention Program.** All kindergarten pupils are required to have a physical examination prior to enrollment in first grade. Free health screening is available through the local health department. Failure to comply with this requirement or sign a waiver may result in up to five days exclusion from first grade. (H.& S. C. 324.2 and 324.3)

29. **Special Education.** Federal law requires a free and appropriate education in the least restrictive environment be offered to qualified handicapped pupils. (IDEA)

30. **Handicapped Pupils.** No pupil will be discriminated against on the basis of handicap. Reasonable accommodation is available for handicapped pupils. (Section 504 of the Rehabilitation Act of 1973.)

31. **Notice of Nondiscrimination.** In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and Title VI of the Civil Rights Act of 1964, and California law, Education Code §200 et seq., Central Union School District will not discriminate against qualified individuals on the basis of disability, sex or gender, age, race or ethnicity, color, national origin or nationality, religion, limited proficiency in English, sexual orientation, or anyone associated with a person or group with one or more of the above actual or perceived characteristics in its services, programs, or activities. Anyone who wishes to file a complaint alleging discrimination on one of the above basis in the provision of services, programs, or activities by the District may do so by contacting Mrs. Charlotte Hines, Superintendent, 7799 21st Avenue, Lemoore, California 93245, 559-924-6424.

32. **Child Abuse Prevention Training Program.** Parents have the right to refuse to allow their children to participate in a child abuse primary prevention program. (W. & 1. C. 18976.5)

33. **Minimum Days and Pupil-Free Staff Development Days.** Parent/guardians will be informed of the Districts schedule of minimum days and pupil-free staff development days. A copy of the Districts ensuing school calendar is attached. If any more minimum days or pupil-free staff development days are scheduled following circulation of this notice, parents/guardians will be notified as soon as possible.

34. **Pupil Internet Access Policy.** Enclosed is a Pupil Internet Access Board Policy. [BP6163.4](E.C. §51870.5)

35. **Pesticide Notification.** Enclosed with this notice is a notification of the name and active ingredients of all pesticide products expected to be applied at District schools during the upcoming year. Parents may register
with the District if they wish to receive notification of individual pesticide applications at the school facility. (E.C. § 17612)

36. Mandated Reporting of Child Abuse and Neglect. In accordance with Penal Code (PC 11165) and Island Union School District Board Policy (BP 5141.4(a) all employees of the Island Union School District are mandated reporters in regards to child abuse and neglect. All employees must report any known or suspected instances of child abuse.

37. Challenging Content of Student Records Following an inspection and review of a pupils records, the parent or guardian of a pupil or former pupil of a school district may challenge the content of any pupil record. [E.C. 59070]

38. Student Record Transfers The pupils permanent record shall be transferred by the former district or private school upon a request from the district or private school where the pupil intends to enroll. [E.C. 49068]

39. Withholding of grade, diploma or transcripts If a student does not complete checkout procedures, to include but not limited to, returning all school property, paying fees, and signing appropriate forms Island Union School District may withhold grades, diploma and transcripts until student has cleared their account. [E.C. 48904.3]

40. Parental Liability Notwithstanding Section 1714.1 of the Civil Code, the parent or guardian of any minor whose willful misconduct results in injury or death to any pupil or any person employed by, or performing volunteer services for, a school district or private school or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district or private school, or personal property of any school employee, shall be liable for all damages so caused by the minor. [E.C. 48904]

41. Parental Notification Upon Students Classification as Truant Upon a pupils initial classification as a truant, the school district shall notify the pupils parent or guardian, by first-class mail or other reasonable means. [E.C. 48260.5]

42. Students with Temporary Disabilities in Qualifying Hospitals It shall be the primary responsibility of the parent or guardian of a pupil with a temporary disability to notify the school district in which the pupil is deemed to reside pursuant to Section 48207 of the pupils presence in a qualifying hospital. [E.C. 48208]

43. Pupils-Admission-Kindergarten A child shall be admitted to a kindergarten maintained by the school district at the beginning of a school year, or at a later time in the same year if the child will have his or her fifth birthday on or before one of the following dates: October 1 of the 2013-14 school year. September 1 of the 2014-15 school year and each school year thereafter. [E.C. 48000] Students who turn 5 by Dec. 2nd shall be admitted into Transitional Kindergarten.

44. School Accountability Report Card The Governing Board of each school district shall annually issue a School Accountability Report Card for each school in the school district, publicize such reports, and notify parents or guardians of students that a copy will be provided upon request. [E.C 35256]

45. Educational Equity; Enforcement Pursuant to Board Policy 1312.3 and Administrative Regulation 1312.3, any person may file a written complaint alleging unlawful discrimination or noncompliance by the District. Notwithstanding any other provision of law, a person who alleges that he or she is a victim of discrimination may not seek civil remedies until at least 60 days have elapsed from the filing of an appeal to the California Department of Education pursuant to Chapter 5.1 (commencing with Section 4600) of Division I of Title 5 of the California Code of Regulations. The moratorium does not apply to injunctive relief and is applicable only if the local educational agency has appropriately, and in a timely manner, apprised the complainant of his or her right to file a complaint. [E.C. 262.3] A discrimination complaint arising under federal law may be made at any time to the United States Department of Education, Office for Civil Rights. For more information on Education Equity and Title IX contact Mrs. Charlotte Hines, 7799 21st Avenue, Lemoore, California 93245, 559-924-6424, Fax 559-924-0247 or chines@kings.k12.ca.us

46. Pupil Records IUESD will keep records as required and as deemed necessary to provide programs to meet student needs and interest. Parents/guardians and students over the age of 18 have the right to review educational records within five days after a written request has been received. The records will be available for such review during the regular school day at the school site. Copies of records for parent/guardian use may be available at the Districts set rate per page. [E.C. 49063, 49073]

47. Free and Reduced Price Meals Information on the availability of free/reduced price meals is at the school sites. (E.C. 49520)
48. **English Language Learners** Parents/guardians of English language learners will be informed of the placement of their children in a structured English immersion program. Parents/guardians may apply for a parental waiver at the school office. [E.C. 310]

49. **Student/Family Rights** The Governing Board respects the rights of District students and their parents/guardians with regard to the privacy of their personal beliefs and the confidentiality of their personal information. The Superintendent or designee shall develop regulations to ensure compliance with law when the District requests, retains, discloses, or otherwise uses the personal information of its students and their families.

50. **Guidance/Counseling Services** The Governing Board recognizes that a comprehensive counseling program can help promote academic achievement and serve the diverse needs of all District students. Counseling staff shall be available to meet with students to discuss academic, social, or personal difficulties, as well as other issues that may impact student learning.

51. **Supplemental Instruction** Supplemental instructional programs shall be offered outside the regular school day. Such programs may be offered during the summer, before school, after school, on Saturday, and/or during intersessions. (Education Code 37252, 37252.2, 37252.8, 37253)

52. **Complaints Concerning District Employees** Any complaint of child abuse or neglect alleged against a District employee shall be reported to the appropriate local agencies in accordance with law, Board Policy and Administrative Regulation. (Education Code 48987)

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**Uniform Complaint Procedures (UCP)**

This document applies to the filing, investigation and resolution of a Uniform Complaint Procedures (UCP) complaint regarding an alleged violation by a local agency of federal or state law or regulations governing educational programs, including allegations of unlawful discrimination, harassment, intimidation, and bullying.

This document presents information about how the Island Union Elementary School District processes UCP complaints concerning particular programs or activities in which we receive state or federal funding. A complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, and bullying. A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation, and bullying in programs and activities funded directly by the state or receiving any financial assistance from the state. If the complainant is unable to put the complaint in writing, due to conditions such as a disability or illiteracy, the public agency shall assist the complainant in the filing of the complaint.

Programs or activities in which the Island Unified School District receives state or federal funding are:

- Consolidated Categorical Aid Programs
- Migrant Education
- Child Care and Developmental Programs
- Child Nutrition Programs
- Special Education Programs
- Safety Planning Requirements

This document also applies to the filing of complaints which allege unlawful discrimination, harassment, intimidation, and bullying against any protected group as identified under Education Code section 200 and 220 and Government Code section 11135, including those with actual or perceived characteristics such as or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance.

The following complaints shall be referred to other agencies for appropriate resolution and are not subject to our UCP process set forth in this document unless these procedures are made applicable by separate interagency agreements:

1. Allegations of child abuse shall be referred to County Dept of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.
2. Health and safety complaints regarding a Child Development Program shall be referred to Dept of Social Services for licensed facilities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.
3. Employment discrimination complaints shall be sent to the State Dept of Fair Employment and Housing (DFEH).
4. Allegations of fraud shall be referred to the Legal, Audits and Compliance Branch in the California Department of Education (CDE).
The Responsibilities of the Island Union Elementary School District

The Island Union Elementary School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations. We shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination, harassment, intimidation, and bullying and seek to resolve those complaints in accordance with our UCP procedures.

Our UCP policies shall ensure that complainants are protected from retaliation and that the identity of a complainant alleging discrimination, harassment, intimidation, and bullying remain confidential as appropriate. We submitted our UCP policies and procedures to our local governing board for approval and adoption (see the bottom of this document for final adoption date). The person responsible for receiving and investigating complaints and ensuring our compliance with state and federal laws and regulations is:

Name: Charlotte Hines, Superintendent
Address: 7799 21st Ave., Lemoore, CA 93245
Phone Number: (559) 924-6424

We ensure that the person above, who is responsible for compliance and/or investigations, is knowledgeable about the laws/programs that he/she is assigned to investigate.

We shall annually notify in writing our students, employees, parents or guardians of our students, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties of our UCP process, including the opportunity to appeal to our governing board and the provisions of this document by disseminating the UCP Annual Notice to all of the above required groups each school year. An appeal is a request made in writing to a level higher than the original reviewing level by an aggrieved party requesting reconsideration or a reinvestigation of the lower adjudicating body's decision.

Our UCP Annual Notice shall also advise the recipient of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation, and bullying laws, if applicable, and of the appeal pursuant to Education Code section 262.3. Our UCP Annual Notice shall be in English and in the primary language, pursuant to section 48985 of the Education Code, or mode of communication of the recipient of the notice. A copy of this UCP complaint policies and procedures document shall be available free of charge.

Filing a complaint with the Island Union Elementary School District

Except for Williams Complaints regarding instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of pupils or staff, and teacher vacancies or misassignments, and complaints that allege discrimination, harassment, intimidation, and bullying, any individual, public agency or organization may file a written complaint with our district superintendent or his or her designee alleging a matter which, if true, would constitute a violation by our LEA of federal or state law or regulation governing a program.

An investigation of alleged unlawful discrimination, harassment, intimidation, and bullying shall be initiated by filing a complaint no later than six months from the date the alleged discrimination, harassment, intimidation, or bullying occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, and bullying. The time for filing may be extended in writing by our district superintendent or his or her designee, upon written request by the complainant setting forth the reasons for the extension. The period for filing may be extended by our superintendent or his or her designee for good cause for a period not to exceed 90 calendar days following the expiration of the six month time period. Our superintendent shall respond immediately upon a receipt of a request for extension.

The complaint shall be filed by one who alleges that he or she has personally suffered unlawful discrimination, harassment, intimidation, and bullying or by one who believes an individual or any specific class of individuals has been subjected to discrimination, harassment, intimidation, and bullying prohibited by this part.

An investigation of a discrimination, harassment, intimidation, and bullying complaint shall be conducted in a manner that protects confidentiality of the parties and maintains the integrity of the process.

Except for Williams Complaints, within 60 calendar days from the date of the receipt of the complaint, we shall conduct and complete an investigation of the complaint in accordance with our UCP policies and procedures and prepare a written Decision; also known as a final report. This time period may be extended by written agreement of the complainant. The investigation shall include an opportunity for the complainant, or the complainant's representative, or both, to present the
complaint(s) and evidence or information leading to evidence to support the allegations of non-compliance with state and federal laws and/or regulations. Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations. Refusal by the Island Unified School District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. We shall issue a Decision based on the evidence. The Decision shall be in writing and sent to the complainant within 60 calendar days from receipt of the complaint by the local educational agency. The Decision should contain:

(i) the findings of fact based on the evidence gathered,
(ii) conclusion of law,
(iii) disposition of the complaint,
(iv) the rationale for such disposition,
(v) corrective actions, if any are warranted,
(vi) notice of the complainant's right to appeal our LEA Decision to the CDE, and
(vii) procedures to be followed for initiating an appeal to the CDE.

Nothing in this document shall prohibit anyone involved in the complaint from utilizing alternative methods to resolve the allegations, such as mediation. Nor are we prohibited from resolving complaints prior to the formal filing of a written complaint. Mediation is a problem solving activity whereby a third party assists the parties to the dispute in resolving the complaint.

SEXUAL HARASSMENT

Students

BP 5145.7(a)

The Board of Trustees is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

Instruction/Information

The Superintendent/Principal or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the person(s) to whom a report of sexual harassment should be made

Complaint Process

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the Superintendent/Principal or designee.

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the Superintendent/Principal or designee, whether or not the victim files a complaint.

The Superintendent/Principal or designee shall immediately investigate the complaint in accordance with administrative regulation. Where the Superintendent/Principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The Superintendent/Principal or designee shall also advise the victim of any other remedies that may be available. The Superintendent/Principal or designee shall refer the matter to law enforcement authorities, where required.

Disciplinary Measures

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

Record-Keeping

The Superintendent/Principal or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its school.
All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

SEXUAL HARASSMENT Students  AR 5145.7
Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when: (Education Code 212.5; 5 CCR 4916)
1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:
1. Unwelcome leering, sexual flirtations or propositions
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, notes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Purposefully cornering or blocking normal movements
10. Displaying sexually suggestive objects

Notifications
A copy of the district’s sexual harassment policy and regulation shall:
1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures and standards of conduct are posted (Education Code 231.5)
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session (Education Code 231.5)
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct (Education Code 231.5)
5. Be provided to employees and employee organizations

Investigation of Complaints
1. The Superintendent/Principal or designee shall promptly investigate all complaints of sexual harassment. In so doing, he/she shall talk individually with:
   a. The student who is complaining
   b. The person accused of harassment
   c. Anyone who witnessed the conduct complained of
   d. Anyone mentioned as having related information
2. The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment, and put his/her complaint in writing.
3. The Superintendent/Principal or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the Superintendent/Principal or designee also may discuss the complaint with the following persons: AR 5145.7(c)
   a. The parent/guardian of the student who complained
   b. If the alleged harasser is a student, his/her parent/guardian
   c. A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth
   d. Child protective agencies responsible for investigating child abuse reports
   e. Legal counsel for the district
4. When the student who complained and the alleged harasser so agree, the Superintendent/Principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator or trained mediator. The
student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree.

5. In reaching a decision about the complaint, the Superintendent/Principal or designee may take into account:
   a. Statements made by the persons identified above
   b. The details and consistency of each person's account
   c. Evidence of how the complaining student reacted to the incident
   d. Evidence of any past instances of harassment by the alleged harasser
   e. Evidence of any past harassment complaints that were found to be untrue

6. To judge the severity of the harassment, the Superintendent/Principal or designee may take into consideration:
   a. How the misconduct affected one or more students’ education
   b. The type, frequency and duration of the misconduct
   c. The number of persons involved
   d. The age and gender of the person accused of harassment
   e. The subject(s) of harassment
   f. The place and situation where the incident occurred
   g. Other incidents at the school, including incidents of harassment that were not related to gender

7. The Superintendent/Principal or designee shall write a report of his/her findings, decision, and reasons for the decision and shall present this report to the student who complained and the person accused.

8. If the Superintendent/Principal or designee verifies that sexual harassment occurred, this report shall describe the actions taken to end the harassment, address the effects of the harassment on the student harassed, and prevent retaliation or further harassment.

9. Within two weeks after receiving the complaint, the Superintendent/Principal or designee shall determine whether or not the student who complained has been further harassed. The Superintendent/Principal or designee shall keep a record of this information and shall continue this follow-up.

Enforcement
The Superintendent/Principal or designee shall take appropriate actions to reinforce the district’s sexual harassment policy. As needed, these actions may include any of the following:
1. Removing vulgar or offending graffiti.
2. Providing staff in-service and student instruction or counseling.
3. Notifying parents/guardians of the actions taken.
4. Notifying child protective services.
5. Taking appropriate disciplinary action. In addition, the Superintendent/Principal or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

SCHOOL – PARENT COMPACT
Island Union Elementary School District

The Island Union Elementary School District and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means in which the school and parents will build and develop a partnership that will help children achieve the State’s high standards. This school-parent compact is in effect during the 2013-2014 school year.

School Responsibilities
1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
   a. Ensure a clean, safe, effective, and supportive learning environment.
   b. Fully implement state standards in all content areas.
   c. Provide current, state adopted instructional materials for all students in all core content areas.
   d. Ensure highly qualified, compliant teachers and instructional assistants at all grade levels.
   e. Provide on-going staff development in the areas of instructional strategies.
   f. Hold parent-teacher conferences after the first trimester during which this compact will be discussed as it relates to the individual child's achievement.
2. Provide parents with frequent reports on their child's/children's progress through:
   a. Progress Reports will be sent home mid-trimester.
b. Report Cards will be sent home at the end of each trimester.
c. Parent Conferences are held at the end of the first trimester. Notes will be sent home with each family’s specific date and time.

3. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents by appointment when established by the parent and teacher.

4. Provide parents opportunities to volunteer and participate in their child’s class and to observe classroom activities. Specifically, parents are encouraged to observe or volunteer in their child’s class, attend school functions, participate in Parent-Teacher Conferences and act as a chaperone or volunteer for school sponsored trips or events.

**Parent Responsibilities**

1. We, as parents, will support our child/children by doing the following:
   a. Ensure that my child attends school regularly.
   b. Ensure that my child’s homework is completed regularly.
   c. Consider limiting the amount of television my child watches.
   d. Consider volunteering in my child’s classroom.
   e. Participate, as appropriate, in decisions relating to my child’s education.
   f. Promote positive use of my child’s extracurricular time.
   g. Stay informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
   h. Serve, to the extent possible, on policy advisory groups, such as being the School Site Council (SSC) parent representative on the school’s School Improvement Team, Migrant Committee, District English Advisory Committee (DELAC), the District-Wide Policy Advisory Council, the School Support Team, or other school advisory or policy groups.

**Student Responsibilities**

1. I, as a student at Island School, will share the responsibility to improve my academic achievement and achieve the state’s high standards. Specifically, I will do the following:
   a. Assume responsibility for my own learning.
   b. Attend school each day with the proper attitude, effort, and behavior to maximize learning.
   c. Do my homework every day and ask for help when I need it.
   d. Read at least 30 minutes every day outside of school time.
   e. Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
I have received and read through the 2013-2014 handbook and Annual Notice of Parents Rights. My child(ren) is/are aware of the discipline policy. I have read and agree to adhere to the School-Parent Compact for Island Union Elementary School District during the 2013-2014 school year.

Parent Name (Please Print)                     Phone Number

____________________________  __________________
Parents Signature

Student Name (please print)  Student Signature  Date

Student Name (please print)  Student Signature  Date

Student Name (please print)  Student Signature  Date

Student Name (please print)  Student Signature  Date

Comments or suggestions to improve the handbook: