



CHATOM ELEMENTARY SCHOOL

Grades TK-5

2021 – 2022

7221 Clayton Road
Turlock, California 95380
209-664-8500

TABLE OF CONTENTS

| | |
|---|----|
| Directory | 3 |
| Principal’s Greeting | 4 |
| Absences | 5 |
| Accident or Illness at School | 6 |
| Alcohol/Drug Policy | 6 |
| Attire and Grooming Regulations | 6 |
| Bicycle/Skateboards..... | 7 |
| Books | 7 |
| Buses | 7 |
| Cafeteria..... | 7 |
| Campus Visitations and Volunteers | 7 |
| CARE Program | 7 |
| Change of Address/Telephone/Guardianship | 7 |
| Cheating..... | 8 |
| Checking Students Out Early | 8 |
| Counseling..... | 8 |
| Deliveries | 8 |
| Discipline Policy | 8 |
| Drop Off/Pick Up Procedures | 11 |
| Electronic Devices..... | 11 |
| Emergency Contacts | 11 |
| Foggy/Weather Line | 11 |
| Homework | 12 |
| Independent Study | 12 |
| Intervention Programs | 12 |
| Invitations | 12 |
| Medications | 12 |
| Office Hours | 13 |
| Parent Concerns/Complaints | 13 |
| Parent Conferences | 13 |
| Parent Involvement | 13 |
| Parent-Teacher Club | 13 |
| Pictures | 14 |
| Progress Reports | 14 |
| Promotion/Retention Policy | 14 |
| Sexual Harassment..... | 14 |
| Special Programs/Differential Standards..... | 15 |
| Student Study Team..... | 15 |
| Study Trip..... | 15 |
| Tardy | 16 |
| Telephone | 16 |
| Tobacco Policy | 16 |
| Principles and Rules of Success | 17 |
| Positive Consequences of Student Behavior | 17 |
| Chatom Campus Rules | 18 |
| Appendix A – Title I Parental Involvement Policy..... | 19 |

DIRECTORY

Chatom Union School District

Cherise Olvera, Superintendent
7201 Clayton Road, Turlock, CA 95380 (209) 664-8505
District Transportation: (209) 664-8507
District Weather Line: (209) 664-5540
Chatom Unified School District Preschool: (209) 664-8003

Chatom Elementary School (TK-5th)

Sara Cruz, Principal
7221 Clayton Road
Turlock, CA 95380
(209) 664-8500
Fax: (209) 664-8520

Chatom Cafeteria, Genevieve Lucas
(209) 664-8502

Chatom Attendance, Yajayra Hernandez
(209) 664-8500

Chatom CARE Program, Kim Lott
(209) 664-5526

Mountain View Middle School (6th-8th)

Steve Lewis, Principal
10001 Crows Landing Road
Crows Landing, CA 95313
(209) 664-8515
Fax: (209) 669-1733

Mt. View Cafeteria, Sierra Silveira
(209) 664-8544

Mt. View Attendance, Anna Ramirez
(209) 664-8515

Mission

The mission of Chatom Elementary is to provide a comprehensive, rigorous instructional program with creative learning opportunities and experiences that meet the needs of its diverse rural student population, ensuring all students reach their individual potential to be responsible, compassionate, contributing citizens.

2021 – 2022 PTC Executive Board

| TITLE | PERSON | PHONE |
|-----------------|----------------|----------------|
| President | April Mailloux | (209) 277-3668 |
| Vice President | Shiree Ribeiro | (209) 541-4418 |
| Secretary | Erin Wurth | (707) 430-8007 |
| Treasurer | Sandra Braune | (209) 298-9186 |
| Auditor | Sabrina Gates | (209) 485-8384 |
| Parliamentarian | Alex Salas | (209) 664-8500 |



Dear Chatom Students and Families,

On behalf of the Warrior Family & Community, it is truly my pleasure to extend a warm and heartfelt welcome to you as we begin the 2021-2022 school year at Chatom Elementary School. The beginning of the school year is the time of year to reconnect with old friends and welcome new ones. To those students and parents who are new to the Warrior family, we extend an especially warm welcome and best wishes for an exciting and productive year at your new school. To our returning Warrior students and families, welcome back and we look forward to seeing you again!

We hope that you will quickly feel at home and become involved in the activities of our school through the PTC and your child's classroom program. As I begin my 2nd year as Principal of Chatom, I will continue to work diligently with parents and faculty to foster an atmosphere that promotes a learning community characterized by child centered instruction and decisions, academic excellence, trust, respect, community involvement, and recognition of both student and staff achievement.

I am committed to working in collaboration with you to continue to develop and implement this shared vision. Working together as a team we will move forward in our mission this new school year to create a nurturing, disciplined, and challenging environment in which all students can learn at optimum levels and become responsible members of society. We have so much to be proud of as a staff, family, and community and I am pleased with our growth as we take on this new school year! By working as a team with you, we will be able to offer the best to our students.

Providing a safe and secure learning environment for your children is our priority. The purpose of this Student Handbook is to clearly define the rules and expectations of students, parents, and staff. It contains procedures for taking children out of school early, reporting absences, as well as information about school policies. Please read and discuss the information contained in this handbook with your child.

I look forward to working closely with you to provide a quality education program as well as a positive learning environment for your child(ren). Please feel free to contact me if you have any questions or concerns.

Sincerely,

Sara Cruz
Principal

ABSENCES

Attendance is a high priority at Chatom Elementary School. It is expected that every child attend school regularly and on time. When your child is absent from school, please call the school on the date of the absence and send a note when he/she returns to school, explaining the reason for the absence. Absence notes can be turned in to the student's teacher the day your child returns to school.

All absences will be recorded. A pattern of absences or excessive absences may get referred to a district or county level attendance review board.

SPECIFIC TYPES OF ABSENCES

1. Excused Absences (CAC Title 5, Sec. 420)

Absences listed below are excused when verified in accordance with the Education Code and Board Policy:

- a. Illness
- b. Quarantine directed by county or city health officer.
- c. Medical, dental, optometry services.
 1. Students are encouraged to make medical appointments after school hours whenever possible.
 2. If a student must miss school for a medical appointment, the name of the doctor and/or clinic must be listed on the verifying note.
- d. Attending funeral services of a member of the student's immediate family, so long as such absence is not more than one-day, if service is conducted in California and not more than three days if the service is conducted outside of California.

Student shall be required to make up missed school assignments in cases of absence as indicated above. The responsibility for requesting missed work lies with the student/parent. The teacher will determine the length of time the student has to make up work.

2. Absences Excused for Personal Reasons – Prior Approval Required (E.C. 48205)

- a. A student's absence shall be allowed provided the absence is for one of the following justifiable personal reasons:
 1. An appearance in court
 2. A student/family situation requiring the student to be absent from school. Prior permission from Principal is required.
 3. An observation of a holiday or ceremony of the student's religion.
 4. Attendance at religious retreats not to exceed four (4) hours per trimester.
- b. Prior to an absence described in this regulation, a signed parental request must be received with at least 24 hours notice and approved by the principal or administrative designee.
- c. Only in the case of an extreme emergency will the principal approve an absence after the absence occurs.

A student whose absence is authorized according to the above conditions shall be allowed make-up privileges. Student/Parent shall make arrangements with the teacher to make-up missed work prior to the absence, and such work is due upon the return of the student to school. The time for make-up may be extended by the teacher.

ACCIDENT OR ILLNESS AT SCHOOL

Whenever a student becomes ill or is in an accident at school, he/she is sent to the office for minor first aid. Depending on the nature of the injury or illness, the parent is called and requested to take the student home or for further care. **It is the parent/guardian's responsibility to leave emergency information with the school so we can reach you, or someone designated by you at all times.** Please be certain that you have notified the office of any medical problem(s) of your child with a written letter. Please indicate any special needs he/she has (allergies, asthma, etc.). The student's doctor's name and phone number should be included on the registration form and emergency card. Every student must have a current emergency card on file in the office signed by the legal guardian, including people designated to act on your behalf if the school is unable to contact you and your student needs emergency medical care and treatment. In case of a serious injury to a student, when the parents are unavailable and the school is unable to contact the person(s) you have designated to act on your behalf for the student to receive emergency care and treatment, the following steps will be taken:

1. Any special written instructions given by the parent will be followed.
2. At the discretion of school personnel, the student will be transported by ambulance or private vehicle to a local hospital.
3. Ambulance expenses are the responsibility of the student's parent or guardian.

ALCOHOL/DRUG POLICY

The use of alcohol and other drugs is not allowed on the school site.

ATTIRE AND GROOMING REGULATIONS

The school administration and teachers will continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school day. Students will be restricted from attending school if their attire includes the following:

1. Skirt and short length must be long enough to reach the tips of the finger tips when arms are lowered by side.
2. Shirts must have at least 2 inches of material at the shoulder, no spaghetti strap shirts, halter-tops, backless clothes, short tops exposing midriff, no mesh-type see through jerseys.
3. No thong sandals, flip flops, cleats, open back shoes/sandals, high-heel shoes; roller shoes; appropriate shoes must be worn at all times.
4. No shirts with inappropriate writing or designs.
5. Pants must be worn securely at the natural waist and may not be torn or ragged about the cuff.
6. Hats, caps, or sunglasses will not be worn in the building during the school day.
7. No hair color that is nonpermanent and/or washes out. Hair color or extreme hair/styles should not distract from the learning environment.

Students who wear clothing or items that detracts from learning will be sent home to change clothes or given clothes to wear until the end of the day. The purpose of the dress standard is to foster a positive environment for learning.

ABSOLUTELY NO ATTIRE THAT IS GANG-RELATED, AS DEFINED BY LOCAL AUTHORITIES, OR ADVERTISES TOBACCO, DRUG OR ALCOHOL USE WILL BE ACCEPTED.

BICYCLE/SKATEBOARDS/ROLLERBLADES

Students may not ride bicycles, skateboards, or rollerblades to Chatom Elementary School.

BOOKS

Students are responsible for care of textbooks and library books. Students will be charged for lost or damaged books. At the end of the year, students with outstanding books will not be able to receive their report cards and may not be allowed to participate in field trips and activities.

BUSES (Telephone: 664-8507)

All pupils are expected to follow instructions regarding bus conduct. Bus riding is a privilege and may be revoked temporarily or permanently if students do not abide by safety regulations. For the safety of your child, the school cannot accept "bus/dismissal" phone calls, except in an extreme emergency. The school secretaries can identify the voices of several parents/guardians, but we would not want to be responsible for sending your child with someone by mistake. Anyone we dismiss the child with must be written on his/her Information Card and in the School Database.

It is critical, once your child has established a dismissal routine to continue using that daily routine. Remember, any change from your student's daily dismissal routine, MUST have a signed note from the parent/guardian. This note is turned into the teacher. Please include the following information:

1. Date(s) the note will be effective
2. Your child's first and last name (remember we have several students with the same first name)
3. Your child's teacher or room number
4. The first and last name of the student your child will be going home with
5. The bus number (or name of driver) they will be riding with
6. Your signature

If someone other than the established person will pick up your child, they must be written on the Student Information Card or the parent/guardian MUST send a signed note stating the first and last name of the person who will be picking up the child. If you do not send a note, or the person is not listed on the card, for your child's safety, we cannot release your child. The student will be instructed to follow their normal dismissal routine.

CAFETERIA (Telephone: 664-8502)

The Chatom Union School District provides lunch and breakfast for students who wish to participate in the school lunch program. Breakfast and lunch will be provided to all students at no charge through the community eligibility provision. Additional milk may be purchased separately for \$.50 per carton.

CAMPUS VISITATIONS AND VOLUNTEERS

If you would like to visit your child's classroom, please make arrangements with the teacher. All volunteers must be fingerprinted and have a T.B. test before they can volunteer. If you are interested in a general school visitation, please make arrangements with the principal. Parent volunteers may not bring children who are not enrolled in the class with them while they volunteer or attend a party. All visitors must report to the office, sign in upon arrival, wear a visitor tag, and sign out when leaving campus.

CARE PROGRAM

We offer a fee-based after-school program that combines a wide variety of educational and recreational activities for elementary school students to encourage continued learning and development outside of the regular school day. CARE runs until 6:00 p.m. on all school days.

CHANGE OF ADDRESS/TELEPHONE/GUARDIANSHIP

Please notify your school office if you have a change of address or telephone number. It is very important that we have current contact information on file for your child/children.

CHEATING

All students should be fully aware that unless otherwise specified, all assignments are to be done individually. Any unauthorized copying or sharing of work or answers will be considered cheating. Both the person who takes and copies the information, as well as the person who provides it, will suffer the same consequences. In grades fourth and fifth, cheating will result in an automatic detention.

CHECKING STUDENTS OUT EARLY

All students must be checked-out through the office. All students must be signed-out on the "Student Sign-Out Sheet". The office will contact the student's teacher and have them send the child and their homework to the office for dismissal.

Parents should avoid checking students out during the last half-hour of school due to classroom disruptions and loss of instructional minutes. Continuously checking your student out early results in the loss of several hours of vital instructional time, which could have a high impact on his/her academic success.

SPECIAL NOTE: Instructional time is sacred; we try to avoid as many classroom interruptions as possible. Please do not call the school to relay last minute dismissal messages to students. Please send a note to the teacher with your child in the morning. The teacher will be sure the note is directed to the appropriate staff member.

COUNSELOR

High quality, comprehensive school counseling services are available to all students. The school counselor is available to meet individually with students in circumstances when a student's educational success is being impacted. The school counselor spends time working with individual students to improve their social skills, discuss feelings, provide organizational or academic support and to empower problem solving methods. The counselor works in collaboration with teachers and staff and in consultation with parents. In addition, the counselor can provide information and/or referrals for community resources to families.

DELIVERIES

Because we are working hard to increase the amount of learning time in the classroom, we will not be able to make personal deliveries to students in classes. Teachers will be notified of the delivery and will select an appropriate time for the student to pick-up the item. Please note that deliveries cannot be taken home on the bus.

DISCIPLINE POLICY

PHILOSOPHY

Every school, just like any organization, must have a purpose. The Chatom Union School District's purpose is to provide opportunities for academic, personal, and school growth in a safe and productive environment. The means by which this environment can be established is through an effective discipline policy.

The Chatom Union School District believes that all children are entitled to the kind of opportunities that teach responsibility and develop perseverance. Therefore, our schools will provide opportunities for collaboration which will promote understanding and attitudes which the students will need to function in our society today and in the future.

We believe that it is the shared responsibility of administrators, teachers and parents to provide a school environment which promotes positive student behavior and engages students in critical thinking and decision making.

Therefore, it is also our responsibility to establish expectations for behavior to allow all students to achieve academic excellence. Students are expected to show kindness, honesty, and respect. Students who behave irresponsibly will be held accountable for their behavior based upon school policy and the California Education Codes. Students who behave responsibly will be rewarded for their good behavior.

VERBAL/FORMAL WARNING

Verbal and formal warnings are given to students as an initial step to correct misbehavior. A staff member may issue a formal warning when there is a problem they wish to have acknowledged by a parent/guardian. A formal warning is given to a student in an effort to remedy a situation before it results in a detention. A formal warning must be signed by the parent/guardian and returned to the teacher/administrator issuing the warning on the following day of school. Failure to do so may result in further disciplinary action.

A teacher may give a child an extra opportunity to correct a situation or complete an assignment prior to recess instead of assigning detention.

DETENTION/REFERRAL

Detention is assigned as an intermediary step to correct misbehavior. Students will perform activities in detention that are appropriate to the inappropriate behavior. These activities may include completion of homework, quiet reflection time, developing a behavior plan, writing an apology letter, or a written statement of how a student could have handled a situation in a more positive manner. Detention is held on Fridays from 2:00 p.m. – 2:40 p.m. for K-2 students and from 3:00 p.m. - 3:40 p.m. for 3-5 grade students. Transportation for the student is not provided by the school. It is the responsibility of the parent/guardian to pick up the child within 10 minutes of being dismissed from detention. Students assigned detention are required to serve on the date assigned. Exceptions are allowed only in extreme hardship situations and only if arranged by the parent/ guardian. Students who fail to serve detention may be reassigned to two (2) detention periods and/ or on-campus suspension. If your child has detention and you have a conflict, please call the office BEFORE the detention is to be served so that it can be rescheduled.

Detentions must be signed and returned to the teacher/administrator issuing the detention on the following day of school.

Repeat offenses result in more serious disciplinary responses per progressive discipline steps.

Progressive Discipline Steps

Step 1 – Verbal warning to student from teacher

- Private talk about problem and solution
- Teachers utilize personal classroom discipline system

Step 2 – Written formal warning

- Parent notification by teacher
 - May include restriction of activities and/or denial of privileges
 - Copy of formal warning is kept in the classroom or discipline file

Step 3 – First referral to office

- Parent notification by administrator
 - One day after school detention
 - May include restriction of activities and/or denial of privileges
 - May include home or in-school suspension for violation of Ed Code 48900
 - Behavior recorded on student discipline folder

Step 4 – Second referral to office

- Parent notification by administrator
 - Two to five days after school detention
 - May include restriction of activities and/or denial of privileges
 - May include home or in-school suspension for violation of Ed Code 48900
 - Behavior recorded on student discipline folder

Step 5 – Third referral to office

- Parent notification by administrator
 - One to five days in-school or home suspension
 - Alternate to suspension (i.e. community service)
 - Return to class may include behavior contract
 - May include restriction of activities and/or denial of privileges
 - Behavior recorded on student discipline folder

Further incidences may result in more severe consequences up to and including expulsion.

SUSPENSION

The following are causes for suspension and/or expulsion as defined by the 48900 Education Code of the State of California:

- (a) Caused, attempted, or threatened to cause physical injury.
- (b) Possession of a weapon or dangerous object.
- (c) Possessed, used, sold, furnished a controlled substance or an alcoholic beverage.
- (d) Offered, arranged or negotiated to sell any controlled substance and then provided a replica substance.
- (e) Attempted or committed robbery/extortion.
- (f) Attempted or caused damage to school/private property.
- (g) Attempted or stole school/private property.
- (h) Possessed or used tobacco products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Possession of, offered, arranged, or negotiated to sell any drug paraphernalia.
- (k) Disruption of school activities or willful defiance of valid authority of teachers, supervisor, administrators, or other school personnel. (4th – 5th)
- (l) Knowingly received stolen school/private property.
- (m) Possession of an imitation firearm (replica, look-alike, etc.).
- (n) Committed or attempted a sexual assault or battery as defined by Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, or sold the prescription drug Soma.
- (2) Committed sexual harassment, sufficiently severe or pervasive to have negative upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.
- (3) Caused, attempted or threatened to cause, or participated in an act of hate violence.
- (4) Engaged in harassment, threats intimidation against a pupil or staff which disrupted class work, created substantial disorder or invaded rights of students by creating an intimidating or hostile environment.
- (7) Terrorist threats.
 - (a.1) Intentionally causing serious physical injury.
 - (a.2) Possession of any knife or other dangerous object
 - (a.3) Unlawful possession of any controlled substance
 - (a.4) Robbery or extortion
 - (a.5) Assault or battery upon a school employee
 - (c.1) Possessing, selling or furnishing a firearm
 - (c.2) Brandishing a knife at another person
 - (c.3) Selling drugs
 - (c.4) Committed or attempted to commit sexual assault or battery
 - (c.5) Possession of an explosive

❖ **Some of the above infractions may also require police intervention.**

❖ **The total number of days for suspension is based upon the seriousness of the infraction and the previous discipline history of the student who commits the offense.**

DROP OFF/PICK UP PROCEDURES

When dropping off students in the morning:

- Students may not be on campus before 7:15 a.m.
- Use only the first lane. The second lane is for bus loading and unloading.
- Never leave your car running unattended.
- Once students are dropped off they are to walk down the middle island and cross at either marked crosswalk.

It is very unsafe for students to cross in front of or behind the busses. Please help us model safe and proper procedures by always crossing at the crosswalk with your child.

When picking up students:

- Students who are waiting to be picked up will be in a designated area with an adult.
- Park your car in a marked parking space in the first lane or along the fence before getting out to pick up your child. It is very important that the vehicle does not block the lane or is not left running unattended.
- Due to the heaviness of traffic, it is unsafe to signal for your child to come out on his/her own.
- Be sure to use the marked crosswalks when crossing the parking lot.
- Do not block designated handicap parking

ELECTRONIC DEVICES

Electronic game systems (Nintendo DS, PSP, etc), cameras and cell phones are not permitted on the school grounds or buses. Electronic devices will be confiscated from students. These items will only be returned to parents/guardians. This ban includes field trips.

EMERGENCY CONTACTS

Make sure you have on file with the school office the contact information for any people you give permission to act on your behalf in case of an illness, emergency, accident/injury happens to your child. For the safety of your child, the school must be able to contact the parent or a parent designee **at all times**. An "Authorization for Emergency Medical Treatment and Care" MUST be signed by the parent/guardian and on file with the school office. This form is updated yearly or whenever information changes. Each school year we send out a Student Update Form to be completed by the parent/guardian. The "Authorization for Emergency Medical Treatment and Care" is part of the Student Update Form that is sent out in the first day packet. It is vital that each student returns this form the next school day.

FOGGY DAY/WEATHER HOTLINE PHONE NUMBER - (209) 664-5540

During the foggy season, it is possible that buses will be delayed. This information will be made available to you by 6:30 a.m. on the school Weather Hotline. Dial 664-5540. If there is a two-hour delay, buses will start running at 8:45 a.m. Please do not call the school office for information as to fog delays—you will be asked to call the weather hotline number. This is to keep the office phones free for any emergency that may occur. Updates will be made to the message as conditions change.

HOMEWORK

Homework is an important learning tool when it is used to reinforce or expand concepts previously taught in the classroom. Students receive regular written homework assignments as well as reading assignments from the teacher. When a student is absent more than 2 days, please contact the teacher for work missed. You may message the teacher on ParentSquare directly or you may call the school office at 664-8500 and leave a message for the teacher to return your call.

INDEPENDENT STUDY

If you are planning a trip, which will require at least 5 days away from school, you may still be granted school credit by arranging, in advance, for an independent study program. Under this plan, your child would complete assignments on the trip and would receive credit for school attendance. Contact the teacher or attendance personnel to arrange for the program. To receive credit, you must arrange for the independent study before you leave on your trip or the absence will be unexcused. The district also sponsors a home-study program for students who may benefit from long-term independent study. Please contact the school office for information.

INTERVENTION PROGRAMS

A student may be referred to one or more intervention programs throughout the academic school year because he/she is at-risk for retention.

After School Tutoring – Students are referred to attend after school tutoring by their teacher, parent, or Student Study Team to receive remedial help in core subjects, re-teach/review standards, low test scores, low scores on general assignments, not completing assignments or make-up schoolwork, and a study skills session.

Summer School – Teachers or Student Study Team may refer students to attend summer school for a variety of reasons, including low test scores, not completing work regularly, remediation, candidate for retention, and so on.

Reading and Writing Intervention – A reading/writing specialist teacher works with small groups to provide literacy instruction to students working below grade level.

INVITATIONS

Please do not ask your child to distribute invitations at school unless you are going to invite the entire class. We have seen many disappointed children who have been left out when invitations are distributed in class. Please take the time to call those you wish to invite by telephone or distribute invitations after school hours.

MEDICATIONS

A “Parents and Physician Request for Schools to Assist in the Administration of Medication Given During School Hours” MUST be on file in the school office before administration of any medication by school personnel is allowed. This includes prescription as well as over-the-counter medication (such as aspirin). The law is very restrictive and we must have parent cooperation to assist your child. Students cannot carry any medication; it must be kept in a secure place in the nurse’s office. If your child requests aspirin or other non-prescription medications, a parent/guardian must bring them to the school and administer them directly to the child.

OFFICE HOURS

Office hours are from 7:30 a.m. to 4:00 pm. If you have any questions, please feel free to contact the school during these hours at (209) 664-8500. If the secretary is away from her desk we have an automated phone system so you may leave a message.

PARENT CONCERNS/COMPLAINTS

Occasionally a parent has a concern about something that is happening at school. We encourage parents to establish effective communication channels with the school. We need your input. Please follow this established procedure:

1. Conference with your child's teacher
2. If the situation is not resolved, contact the principal
3. If the principal cannot resolve the issue to your satisfaction, contact the District Superintendent.
4. If your concerns are still not met, request that you be put on the agenda at the next board meeting to discuss your concern with the School Board.

PARENT CONFERENCES

Parent-Teacher Conferences are scheduled for all students in the fall. Parents are requested to come to school at a prearranged appointment to talk with their child's teacher about his/her academic and social growth. We strongly feel that the Parent-Teacher Conference is the most meaningful method of communication between the school and home. During the conference, there can be a mutual exchange of pertinent information about each individual child, which may be very important to his/her progress in school.

We also encourage you to make arrangements at anytime throughout the year to meet with your child's teacher about their progress.

PARENT INVOLVEMENT (Please see Appendix A for Title I Parental Involvement Policy.)

We have many involved Chatom parents. Children whose parents are involved in their education are more likely to be more academically successful, have more consistent school attendance, demonstrate better social skills, have higher self-esteem, and adapt well to the school environment. There are many ways for you to become involved and help your child in school. For example:

1. Help in the classroom.
2. Help in special events such as fieldtrips, class parties, and sports events.
3. Attend the parent conferences, Open House & Back-to-School Night.
4. Monitor your child's television watching and use of electronics.
5. Be a member of the School Site Council.
6. Be involved in the Parent-Teacher Club activities.
7. Provide a homework area free of distractions.
8. Most importantly, be in contact with your child's teacher.

PARENT-TEACHER CLUB

The Chatom Union School District Parents' & Teachers' Club is very active. It meets the third Tuesday of the month. You will receive notification of meeting time and location. We encourage you to participate in the meetings and be active in its activities.

PICTURES

A school photography company takes pictures of all students and staff early in the fall and in the spring. Several plans are offered for purchase at a low cost. Purchase is optional. If you do not like the picture of your child or if your child is absent on picture day, there are fall picture retakes. Pictures are also taken in the spring, but there are no retakes.

PROGRESS REPORTS

Progress reports are sent out at least four weeks ahead of the grading period or whenever it becomes evident to the teacher that the pupil is in danger of not meeting the academic standards. Grade periods are on a trimester basis.

PROMOTION/RETENTION POLICY

Promotion/Retention Policy (Grades K-2):

1. Students must pass 70% of the minimum standards for their respective grade level in reading.
2. Students must achieve above the “intensive” level on English Language Arts benchmarks.
3. Students must demonstrate age-appropriate maturity and development.

*** Students who do not pass all three categories are identified as at risk for retention.**

Promotion/Retention Policy (Grades 3-5):

Students within these grade levels will be assessed on their abilities to read, write, and perform mathematical operations at appropriate grade levels.

1. Students must pass 70% of the minimum standards for their respective grade level on English Language Arts and mathematics benchmarks.
2. Students must have a cumulative grade point average of 2.0 in reading and mathematics as determined from their report cards (scale 4.0). Note: This is determined by each trimester’s grades.
3. Students must perform no lower than 1.5 years below grade level on a formal reading inventory assessment.
4. Students must score above the “Standard Not Met” level on SBAC Summative Assessments.

****Students who do not pass 3 of the 4 benchmarks for these grade levels will be identified as at risk for retention.***

SEXUAL HARASSMENT

The governing Board prohibits unlawful sexual harassment of any student by anyone in or from the district.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

SPECIAL PROGRAMS – DIFFERENTIAL INSTRUCTIONAL PROGRAMS

Special programs such as GATE and Special Education are available to students. Among the services offered are psychological testing, speech therapy, adaptive P.E., resource program including section 504, special reading programs, Title I, English Language Development, Counseling, and a Special Day Class.

Differential instructional programs shall be established for each student in Chatom School who is (1) enrolled in the special education program pursuant to part 30 (commencing with Section 56000) of the Education Code, (2) identified as having a diagnosed learning handicap or disability that would preclude his/her attaining the district's regular proficiency standards with appropriate educational services and support under Section 504.

Differential instructional programs shall be consistent with objectives established for special education students in their Individual Educational Plans (IEP's), 504 Plan or second language profile. Student success in meeting IEP goals shall be assessed on an individual basis.

Students who transfer to Chatom Union School District shall, upon enrollment, be subject to the provisions of this policy. Students enrolled for less than twenty days will be evaluated on an individual basis.

Limited English proficient and non-English proficient students shall be required to meet standards according to the District/State criteria.

STUDENT STUDY TEAM

The Student Study Team (SST) is a regular education meeting whereby a student's performance is analyzed by the Principal, the student's teacher(s), the parent(s)/guardian(s), and other school personnel. The Student Study Team may outline a program of intervention for the student to redirect or modify the student's instructional program. In addition, the SST may make recommendations for appropriate testing for possible qualification for Special Education services. The SST shall discuss retention possibilities for identified students. If a student is being considered for possible retention, an improvement/assistance plan should be specified. The SST should be scheduled as early in the school year as the teacher(s) recognize that a student is at risk in his/her academic program. Parents may request an SST meeting by contacting the Principal or classroom teacher.

STUDY TRIPS

In advance of a study trip, teachers shall determine educational objectives which relate directly to the thematic curriculum. Principals shall ensure that teachers develop plans that provide for the best use of students' learning time while on the trip. Teachers shall also provide appropriate instruction before and after the trip.

All planned trips away from school grounds, including athletic trips and outdoor education programs, are subject to this regulation. Students must have written parent/guardian permission using the approved DISTRICT PERMISSION FIELD TRIP FORM in order to participate in trips requiring transportation. The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip. While conducting a trip, the teacher, employee or agent of the school shall have the school's first aid kit in his/her possession or immediately available.

SUPERVISION

1. Students on approved trips are under the jurisdiction of the Board and subject to school rules and regulations.
2. Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.
3. Before the trip, teachers shall provide chaperones that may accompany the students with clear information regarding their responsibilities.
4. Chaperones shall be 21 years of age or older.
5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
6. Teachers and chaperones shall not consume alcoholic beverages, no smoking or smokeless tobacco is allowed, or use of controlled substances while accompanying and supervising students on a trip.
7. When a trip is made to a place or industry, the teacher shall arrange for an employee of the host company to serve as conductor.
8. No other child may accompany the field trip except the actual students in the class that is taking the trip.
9. After the number of chaperones needed for the trip has been met, additional parents may attend if bus seats are available.

All students must ride to the activity/event on the school bus. After the activity, parents may transport their own child from the location of the activity. Study trips are class activities. Younger children not enrolled in Chatom Union School District, or students in other grade levels may not attend the activity. All students and chaperones are expected to ride the district transportation unless special circumstances exist that require prior approval from the District Superintendent.

TRIP APPROVAL

1. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk. Parents will be notified of their child's exclusion from the trip. Teachers also may ask for parents of students who are discipline risks to attend the trip.

TARDY

If a student is late in the morning, he/she must report to the office before going to class. One of the responsibilities of each student is to be in the classroom in his/her seat when the bell rings or when class is to begin. Tardiness is irresponsible behavior that is disruptive to the learning process. Excused tardies include: illness, medical, dental, optometry services and court appearance.

All excused tardies will require a note from the parent/legal guardian or medical practitioner. All excused and unexcused tardies will be recorded. Being punctual is very important and we encourage parents to be sure that their children arrive to school on time. If you are not able to bring them to school on time, please have them ride the bus. Chronic or habitual tardies will result in parent contact, detention, SARB referral. **A student will receive a detention after 5 tardies in one trimester.**

TELEPHONE

Classroom telephones are for emergency use only. Students may use the office telephone to call home for forgotten items such as homework, field trip forms, and library books. **This is not meant for students to call home to get permission or a note to go home with a friend.**

TOBACCO POLICY

No one shall be allowed to smoke, chew, or possess tobacco or nicotine products on school property or at school-sponsored events, including field trips. Anyone who violates this policy shall be subject to removal from the grounds or event. The District's buildings and grounds have now been designated a Tobacco Free Campus. We appreciate your cooperation in this matter.

PRINCIPLES AND RULES OF SUCCESS

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| 1. Show courtesy and respect to yourself and others | |
| <p>YOU WILL:</p> <ul style="list-style-type: none"> • Keep your hands, feet, and objects to yourself • Obey promptly the directions of all school personnel | <p>YOU WILL NOT:</p> <ul style="list-style-type: none"> • Use profanity/vulgar language or gestures under any circumstances • Put down or haze other students • Defy school personnel • Fight • Cause physical injury to another person • Show excessive displays of affection (e.g. embracing, kissing, & holding hands) |
| 2. Show respect for personal and school property | |
| <p>YOU WILL:</p> <ul style="list-style-type: none"> • Take proper care of school property, materials & equipment as well as personal property • Leave personal possessions at home (electronic devices, toys, etc.) • Have candy/snacks only as part of lunch or under teacher supervision (not on the yard). | <p>YOU WILL NOT:</p> <ul style="list-style-type: none"> • Litter school grounds or write graffiti • Attempt to cause damage to school property or private property • Steal or attempt to steal school property or private property • Receive stolen school or private property • Commit or attempt to commit robbery or extortion |
| 3. Cooperate in the learning/teaching process | |
| <p>YOU WILL:</p> <ul style="list-style-type: none"> • Attend school regularly and bring a note when absent • Be on time to your assigned place • Be prepared to work • Follow teachers' instructions • Be on task • Complete all assignments; turn in when due • Try your best at all times. | <p>YOU WILL NOT:</p> <ul style="list-style-type: none"> • Disturb others • Cheat • Defy authority or disrupt school activities |
| 4. Observe health and safety rules | |
| <p>YOU WILL:</p> <ul style="list-style-type: none"> • Stay in designated school boundaries • Follow the playground rules • Walk on the sidewalks • Use items only for their intended purposes • Come to school neat, clean, and dressed appropriately to do your very best. | <p>YOU WILL NOT:</p> <ul style="list-style-type: none"> • Play or loiter in the restrooms • Possess or use tobacco • Unlawfully possess, use, sell, offer, arrange or negotiate to sell or be under the influence of a controlled substance or alcoholic beverage or unlawfully possess, offer, arrange or negotiate to sell any drug paraphernalia • Possess firearms, knives, explosives, or other dangerous objects • Unlawfully sell a controlled substance. |

POSITIVE INCENTIVES OF STUDENT BEHAVIOR

| | | |
|--|--|--|
| 1. POSITIVE INCENTIVES | | |
| <p>YOU WILL RECEIVE (CLASSROOM):</p> <p>Verba/written recognition Certificates Stickers/stamps/prize box Work displayed Reward charts Guest demonstrators, lectures Free time</p> | <p>YOU WILL RECEIVE (CLASSROOM CONT.):</p> <p>Lunch with teacher Fun days or periods Teacher's helper Class treats Caught being good items Free ice cream Video party Homework pass</p> | <p>YOU WILL RECEIVE (SCHOOL WIDE):</p> <p>Special drawings and activities</p> |

CHATOM CAMPUS RULES

Teachers: Please discuss these rules with your class.
Teachers and Staff: Please see that the students adhere to these rules when you notice infractions.
FYI: If a student appears to be seriously injured, **DO NOT MOVE THEM; CONTACT THE OFFICE TO CALL 911.**

GENERAL CAMPUS RULES:

- No students are to be on campus before 7:15 A.M., unless they arrive on the bus.
- No students are to be in front of school during recess or in the morning.
- At dismissal, students who ride the bus go directly to the bus loading area. If they are not riding the bus, they go to a designated waiting area. ***If they do not have a signed parent/guardian note giving them permission to do something other than their usual dismissal routine, they will be instructed to follow their usual dismissal routine.***
- No loitering or playing in the rest rooms or at drinking fountains.
- Holding hands or other public displays of affection is not allowed.
- No gambling or trading of any kind is permitted. This includes sport and game cards.
- Keep your hands and feet to yourself. No pushing, kicking, hitting, spitting, or biting at any time.
- Shoestrings should be tied.

PLAYGROUND RULES:

- **Use good manners-follow the rules!!**
- Gum or candy are not permitted at school or on the bus. Candy is permitted only at lunch (to be eaten with lunch while in the cafeteria)
- Use all equipment and structures properly.
- No horseplay (wrestling, crack-the-whip, tripping, tackling or tag at anytime (shadow tag is acceptable in the field ONLY)).
- Do not climb trees.
- Stay active.
- Do not bring toys to the playground. Items to share should be kept in a bag or backpack until class time.
- Playing or participating in a game with items in your mouth is prohibited.
- Preschool equipment are not allowed on the playground.
- K-5th cannot bring toys, balls (softball, baseball, basketball) or electronic devices to school.
- Balls are to be kicked on the lawn area behind the school only.
- If a ball goes over the fence or into the parking lot, tell the yard supervisor. Do not go after it yourself.
- Report to yard duty supervisor if:
 - ✓ You are injured
 - ✓ You have a conflict with another student
 - ✓ Someone is bothering you, or physically assaults you.
 - ✓ You know of any incident that can potentially cause harm to you or others.
 - ✓ **DO NOT leave the playground without permission and a "pass" from the yard supervisor**
- No playing between the buildings.
- Doing stunts, flips, etc are not allowed.
- Anyone excused from P.E. may not participate in recess activities, or any other sports activity.
- Balls are not to be thrown against any buildings.
- Students are NOT to take food or snacks out on the playground.

MONKEY BARS

- One person at a time
- One direction only
- No TK or kindergarten students

DODGE BALL RULES:

- Dodge ball and other games which involve throwing a ball at another student are not permitted.

PLAY STRUCTURE RULES K - 2nd GRADES:

- No running in structure area
- No jumping off structure
- Everyone goes in one direction

DOME CLIMBER RULES:

- Jumping off or standing on the climber are not permitted
- Maximum of 15 students at a time
- No TK or kindergarten students

PLAY STRUCTURE 3rd - 5th GRADES:

- No more than one on each station
- No jumping off equipment
- Everyone goes in one direction.
- Proper usage of all equipment.

BLACKTOP/CEMENT RULES:

- DO NOT run on the blacktop/cement walk when going to or return from recess or any other activity.
- No kicking balls on the blacktop/cement. (Only in the field)
- Do not hang from basketball rims or swing from volleyball/tetherball poles.
- When playing basketball, no more than 10 players at a time in a full court and not more than 6 in a half court.
- No running through an activity that is in progress. (This does not apply to organized games confined within a court area).

JUMP ROPE RULES:

- Jump ropes are to be used for jumping ONLY.
- Jumping rope on blacktop/cement areas ONLY.
- When someone else is jumping others are to stay back out of the way of the rope. (Interference with someone else's jumping breaks the rule.)

HANDBALL RULES:

- Use rubber balls only
- No standing in front of wall when balls are being thrown.
- No going behind the wall during a game.

FIELD RULES:

- No climbing on goals or backstop
- Do NOT go behind trees.
- Stay away from irrigation gates.
- No tag (shadow tag acceptable)

SWINGS RULES:

- **DO NOT JUMP OFF SWINGS!**
- Use swings properly
- No pushing behind
- Count to 40 swings per turn
- No running in front, behind, between the swings
- No climbing or playing on the swing legs.
- Use swings, sitting flat on your bottom (no leaning back, standing up, etc.)

SLIDE RULES

- Sit flat on your bottom, go down feet first.
- DO NOT climb/walk up slide
- One person going down at a time

LUNCH ROOM RULES:

- Children waiting in line are to stand quietly and not bang on the walls.
- After picking up their lunch tray, students stop at the computer, give their first and last name to the person, before finding a seat.