



**OFFICE HOURS**  
**Monday-Friday**  
**7:30 AM-4:00 PM**

**ATTENDANCE**

The Ceres School District uses a computerized attendance system. This enables the district to keep up-to-date, accurate records. Your assistance is needed if this program is to work efficiently.

**What Can You Do?**

1. As a parent, you are legally required to have your child in school, on time, daily.
2. If your child is absent, contact the school by telephone or send a note upon his/her return.
3. If your child is going to be absent for 5 or more days for reasons other than illness (family emergency, trip, etc.), contact the office 5-10 days in advance to arrange for an independent study contract.
4. Be sure to notify the school of a change of address and/or telephone number.
5. Be sure your emergency contact numbers are correct and current.

**Only those people specified as emergency contact numbers will be allowed to pick up students.**

**TARDY POLICY**

Class instruction begins at 8:20 A.M. Students must be in class and in their seats by 8:20 A.M. If a student enters class after 8:20 they will be marked tardy. Students who enter class after this time disrupt the educational program and establish poor work habits. Since regular attendance is required by the law, we will inform you of your child's attendance so that you can remedy the situation. If a student comes in after 8:30 A.M. they must go into the office for a Tardy Slip. Any tardies over 30 minutes will only be excused with a doctor's note.

**EARLY RELEASE**

Early Release Procedures have changed. If your student gets picked up early and they don't bring back a doctor's note the next day they will be marked unexcused.

**EXCESSIVE ABSENCES**

A student may accrue up to 8 absences in a school year. After the 8th absence a doctor's note will be required to excuse any further absences for the school year. If a student continues to be absent he/she will be considered truant. Students that are absent for 3 or more consecutive days due to illness, will need to provide a doctor's note to excuse the absences.

**TRUANCY**

A student will be classified as truant if absent from school without a valid excuse 3 full days in one school year. They can also be classified as truant if tardy for more than any 30 minute period, or more, during the school day without a valid excuse on three occasions in one school year.

**AFTER SCHOOL**

Students not picked up by 3:00 PM will be sent to ASES.

## **ATTENDANCE RESPONSE to absenteeism**

Parents/Guardians will be scheduled to meet with a site administrator if their child's attendance is not meeting attendance expectations.

- **Tardy:** Student will be marked tardy after 8:20 A.M. If arrival after 8:30 A.M. must obtain a tardy slip from front office. Tardies over 30 minutes will only be excused with doctor's note
- **Early Release:** If student is released early and doctor's note is not provided, they will be marked unexcused
- **Absences:** Student may accrue up to 8 absences in as school year without a doctor's note. Doctor's note required to excuse absence if student is absent for 3 consecutive days due to illness
- **Truancy:** Student will be classified as truant if absent without valid reason for 3 full days or tardy for more than 30 minutes in three occasions in one school year

### **1st ATTENDANCE MEETING | ADMINISTRATIVE ASSISTANT | 5 UNEXCUSED ABSENCES OR EXCESSIVE TARDIES**

Parent/Guardian of student will meet with the Administrative Assistant who will do the following:

- Review attendance report from previous and current school year
- Provide parent with copies of all forms in the attendance success packet which includes strategies to improve the student's attendance, a help bank, site bell schedule, and a CUSD student calendar
- Make certain that all information is clear to parent/guardian before asking for signature on forms
- Answer all questions and provide any additional information that may be convenient to parent/guardian. This may include on site or community services
- Input attendance meeting into the CUSD log on Infinite Campus

### **2ND ATTENDANCE MEETING | ASSISTANT PRINCIPAL | 7 UNEXCUSED ABSENCES OR EXCESSIVE TARDIES**

Parent/Guardian of student will now meet with the Assistant Principal who will do the following:

- Review attendance report changes from date of first attendance meeting to date
- Provide parent with copies of all forms in the attendance success contract
- Follow all procedures as performed in 1<sup>st</sup> attendance meeting

### **3<sup>rd</sup> ATTENDANCE MEETING (PRE-SARB) | CWA Official & PRINCIPAL | 9 OR MORE UNEXCUSED ABSENCES OR EXCESSIVE TARDIES**

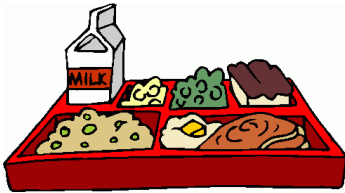
Parent/Guardian will be requested to attend a Pre-SARB meeting with a member of the school attendance review board and the Principal. This is the final warning to the parent/guardian before a SARB meeting is scheduled. The information from the previous attendance meetings will be reviewed with the parent/guardian.

# CAFETERIA

Students and parents are encouraged to pay for lunches in the morning. Cafeteria accepts payment of student meals daily, weekly, monthly, or yearly. Each student will use their student identification number provided by the district to purchase meals. Parents will be responsible to make sure students have money on their accounts. Teachers will be given charge slips to distribute weekly, to the students who owe cafeteria fees. Parents will be responsible to make sure that all moneys due are paid by the last day of the school year in which the charges were incurred. Failure to pay fees could result in the loss of student privileges. Please help us avoid this difficult situation by sending lunch money, or paying online, each day/week/month. A link to make online payments can be found on the CUSD website. Parents are responsible for completing the application for free or reduced meals. The application is available in the school office, the cafeteria, or you may complete the application online. There is a link on the CUSD website. It is the responsibility of the parent to return the completed application on time. Charges resulting prior to receipt of the application in the Child Nutrition office, will be the responsibility of the parent.

All students will receive a free breakfast before the school day begins. All students will enter the school site through the cafeteria in the morning. For more information on the “Breakfast First” campaign, please visit [www.breakfastfirst.org](http://www.breakfastfirst.org).

|                         |      |                      |       |
|-------------------------|------|----------------------|-------|
| Daily Student Breakfast | FREE | Reduced Daily Lunch  | 0.40  |
| Daily Milk              | 0.30 | Daily Student Lunch  | 2.10  |
| Weekly Milk             | 1.50 | Weekly Lunch         | 10.50 |
| Adult Lunch             | 3.50 | Reduced Weekly Lunch | 2.00  |



## NOTES FROM THE CAFETERIA

1. Put your money in an envelope and clearly label with: Name(s) of student(s), teacher name, date(s) being paid, amount enclosed. It helps if you can pay for the week or month.
2. Obey the cafeteria rules (See rules for Cafeteria Behavior).

## **FIELD TRIPS**

Students will not be allowed to participate in field trips, unless properly signed permission forms are returned to school within the designated time frame. Siblings are not allowed to accompany parents on field trips. Most of the funds for field trips come from classroom fundraisers which are held throughout the year. Permission will not be granted over the phone. (See Student Participation guidelines for further information).

## **STUDENT STUDY**

Our site has a Student Study Team, which consists of a variety of professionals from our school/district. Meetings are held every other week. Parents and teachers may refer students to the Student Study Team if any problems exist that interfere with the child's learning. The team will make recommendations to help each student be successful. Students may be recommended for resource, counseling, speech, language development, testing, GATE or other interventions.

## **SCHOOL SITE COUNCIL**

The School Site Council (SSC) is composed of the principal, teachers, parents and other school staff with voting members equally divided between staff and parents. SSC plans, monitors and evaluates the activities and expenditures for Consolidated Application programs operated at the school to improve student achievement. In other words, SSC monitors implementation of the approved plan, and amends it as needed to insure targeted gains in student academic performance. Classroom visitations are a part of most meeting agendas. Notices of meetings are sent out to all parents. Spanish translation and child care for pre-schoolers are provided. All are welcome and encouraged to attend.

## **INSURANCE**

An insurance policy is available to parents who wish to voluntarily enroll in this coverage for their children. The fee is nominal and there are several plans from which to choose. Information will be sent home the first week of school. The district does not provide paid insurance for students.

## **OFFICE DELIVERIES**

Items delivered to the office on birthdays or holidays, are not guaranteed to be delivered to classrooms. An email to the teacher notifying them of the items in the office will be sent. Please make prior arrangements with your child's teacher.

## **SPEECH AND HEARING**

Children who need assistance in speech correction or language development are served by our Speech Therapist. Please feel free to call the school at 209-556-1620, to discuss any speech or hearing difficulty your child may have.

## **SCHOOL SPIRIT**

Every Monday is Caswell School Spirit Day. Every student is encouraged to wear his/her Caswell School T-shirt. The students may purchase a Caswell T-shirt at the school office.

## **PERSONAL BELONGINGS**

Personal items should not be brought to school. These include battery operated toys, cell phones, and playground equipment. All personal items brought to school will be at the risk of the owner, we strongly advise they stay at home. The Lost & Found bin is on the south side of the cafeteria.

## **PARENT VOLUNTEERS**

Parents may volunteer in classrooms, assisting teachers in a variety of ways (parties, field trips, class projects, etc.). Room parents provide the communication link between parents and their particular class. Parents need to make arrangements to volunteer with teachers in advance. Then, they must sign in at the office before entering the classroom. When volunteering in the classroom, younger children should not accompany you.

Whether you have volunteered in the past or would like to start volunteering or attend a fieldtrip you MUST submit a Volunteer Assistance Program (VAP) application to the front office. This application will be available in the front office as well as on the school and district websites. Once a VAP application is submitted all approved applications will be forwarded to the Personnel Department. A TB authorization is a requirement. Please note that if you would like to volunteer in the classroom or participate in any of your child's fieldtrips you must complete this form and have a TB clearance. We thank you for all of your help and hope that you will continue to share your time with our students. Please check our school website for free TB clinics.

## LASER POINTERS

All hand held laser pointers are not allowed at school (pens, key chains, bullet types, etc.) Doctors have reported that lasers pointed at the eye, can cause serious damage to the retina. If you or your child has one of these pointers, please make sure it is not brought to school.

## MINIMUM DAYS

On minimum days, students in Kindergarten will be dismissed at 12:25 PM and 1st through 6<sup>th</sup> grade at 12:35 PM. If you are unable to pick your child up promptly, please make child care arrangements. Any student not picked up by 12:55 will be sent to ASES. Check the student calendar for the minimum day dates.

## FOG DAYS

From time to time, fog may prevent our buses from making the regular pickup. When in doubt, please contact the transportation department for further information at 209-556-1595.

## LIBRARY

All students visit the library. Students check out books for a variety of purposes. All students who check out books are responsible for keeping the books in good shape and returning them to the library. Students who damage or lose books will be charged for repairs or replacement of their book. Parents may also check out books for their children. Please see the librarian for details. Caswell School is proud of its library!

## DISTRICT HOMEWORK POLICY

Homework helps students succeed in school. It is an integral part of the school program, and it should help the student become an independent learner. Teachers shall assign regular homework that is appropriate to the subject area, objectives and the achievement levels of the students (CUSD Board Policy #6154).

The purpose of homework is to accomplish the following:

- A. Develop a sense of responsibility in the child
- B. Give the child and parent an opportunity for positive interaction
- C. Allow the child to practice age-appropriate skills

- D. Develop a love of literature
- E. Broaden vocabulary
- F. Reinforce skills taught in school
- G. Keep parents aware and involved in their child's progress and education
- H. Teach the child to complete work independently
- I. Prepare the child for upcoming lessons
- J. Extend concepts or new ideas and provide for creative enrichment
- K. Assist the child in continuing the development of sound study habits and skills
- L. Prepare the child for life's self-directional needs

## CASWELL HOMEWORK PHILOSOPHY

At Caswell School, we believe homework is an important part of the learning process. Homework is an extension of learning that has taken place in the classroom. It gives students a chance to practice independently what has been previously learned. Equally important to the practice, is the fact that homework is an exercise in developing responsibility and good study habits. Below, please find examples of the types of assignments your child may bring home. These are examples; each teacher's policy may differ according to needs.

**Kindergarten**-large and fine motor skills, verbal and social skills, and nightly reading.

**First Grade**-Math practice, bringing ideas to share, nightly reading with parents, penmanship, vocabulary practice, special projects and activities.

**Second Grade**-Spelling activities, math practice and exploration, reading to or with family members, writing and language art assignments, special projects.

**Third Grade**-Writing, Math, language arts/projects, spelling and daily reading.

**Fourth Grade**-Daily independent reading, math, social studies, science, health assignments, test preparation, penmanship, language arts, special projects and incomplete class assignments.

**Fifth Grade**-Daily independent reading, math, social studies, science, health assignments, test preparation, penmanship, language arts, special projects and incomplete activities.

**Sixth Grade**-Projects, nightly reading, skill reinforcement, writing, math, problem solving, vocabulary, spelling, science, current events, and incomplete class work.

As a parent you are your child's first teacher. Research shows that when schools and parents work together, students achieve more. Here are some ways you can help your child with homework.

### **TIPS FOR HELPING WITH HOMEWORK**

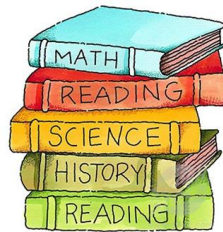
1. Set up a comfortable workplace for your child.
2. Set a consistent homework time.
3. Reinforce that homework is a student's personal responsibility, but that you are there to help.
4. When your child asks for help, make sure you both understand the assignment.
5. Think of yourself as a consultant, not as a proofreader or editor.

**If your child is not bringing assignments home, please contact his/her teacher to find out how much homework has been assigned, and if your child is successfully completing the work on a regular basis.**



We are concerned about those students who are not completing assignments regularly. Incomplete assignments cause students to do poorly, affect their grades, and interrupt the learning flow in the classroom.

## ACADEMIC SUPPORT AND AFTERSCHOOL PROGRAMS



Caswell Elementary School, in conjunction with the Educational Options Department, offers academic and other student support services beyond the regular school day.

**The Academic Intervention Program (AIP)** consists of two components **After School Program** and **ASES**. The goal of the Academic Intervention Program is to give students who are “at-risk” of not passing the California High School Exit Exam (CAHSEE) the extra academic support needed for promotion to the next grade level.

**After School Education and Safety Program (ASES)** is open to all Caswell students in grades Kinder through 6<sup>th</sup>. The ASES program runs Monday through Friday beginning right after school and ends at 6:00 PM. Students may be signed out before 6:00 PM in accordance with our early release policy. Students receive supper and the program is supervised by ASES recreational leaders who provide homework support and recreational, enrichment activities in a safe and structured environment. A registration form **must** be completed and submitted to the office in order for all students to attend ASES. Students who have no permission slip on file, will be unable to attend the program. Registration forms may be picked up in the main office.

**For more information on these programs, contact the Educational Options Department (EOD) at 209-556-1550 in the Ceres Unified District Office.**

Riding your bicycle to school is a privilege. If the student chooses not to follow the rules, this privilege will be taken away. Bicycles must be kept in the bike rack. For safety reasons, they should be locked during the day. The school is not responsible for theft or damage

## BICYCLE RULES

RULES TO REMEMBER:

1. Only one person may ride a bike at a time.
2. Students must walk their bicycles to the bike rack after they enter the school grounds.
3. Students must leave all bicycles alone, except their own.
4. Students must follow California State law and wear bicycle helmets.

REMEMBER: Bicycles, skateboards, scooters, skates, and skate shoes are not allowed in the school corridors at any time.

## **BUS**

If your child misses the bus in the afternoon, he/she should go to the office. The office will call home. If you have any questions or concerns, regarding the buses or transportation, please call the Transportation office at 209-556-1595.

### RULES TO REMEMBER:

- A. I will walk directly to my bus line and remain there, quietly, until boarded.
- B. I will wait for a signal from the bus driver to board.
- C. I will obey the bus drivers.
- D. I will follow the district bus rules.

## SCHOOL WIDE RULES/EXPECTATIONS

| Common Areas                 | Be Safe   | Be Respectful   | Be Responsible  |
|------------------------------|---|---|---|
| <b>ALL AREAS</b>             | <ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Stay within fences</li> <li>• After school go directly to ASES or home</li> </ul>   | <ul style="list-style-type: none"> <li>• Use kind words</li> <li>• Use appropriate voice volume</li> <li>• Keep areas clean</li> <li>• Follow directions of adults/student employees</li> </ul> | <ul style="list-style-type: none"> <li>• Take proper care of all personal and school property</li> <li>• Be honest</li> <li>• Report problems to adult</li> </ul>   |
|                              |   |   |   |
| <b>Playground</b>            | <ul style="list-style-type: none"> <li>• Keep snack in designated area</li> <li>• Stay within boundaries</li> </ul>   | <ul style="list-style-type: none"> <li>• Voice volume 4</li> <li>• Follow game and equipment rules</li> </ul>   | <ul style="list-style-type: none"> <li>• Use a hall pass to go to office, nurse, etc.</li> <li>• No toys from home</li> <li>• No backpacks on yard</li> </ul>   |
| <b>Cafeteria</b>             | <ul style="list-style-type: none"> <li>• Sit flat, facing forward</li> <li>• Walk at all times</li> <li>• Only eat while sitting</li> <li>• Keep personal items at your feet</li> <li>• Put equipment in ball cart</li> </ul> | <ul style="list-style-type: none"> <li>• Voice volume 1</li> <li>• No throwing food or other items</li> <li>• Wait to be excused</li> <li>• Raise a quiet hand if you need something</li> </ul> | <ul style="list-style-type: none"> <li>• Food is not to leave cafeteria</li> <li>• Use restroom and get a drink before entering cafeteria</li> <li>• Stack trays neatly</li> <li>• Do not share food</li> <li>• Clean up after yourself</li> </ul>                                |
| <b>Quiet Zone in Kitchen</b> | <ul style="list-style-type: none"> <li>• Walk facing forward</li> <li>• Hold tray with 2 hands</li> </ul>   | <ul style="list-style-type: none"> <li>• Voice volume 0</li> </ul>  | <ul style="list-style-type: none"> <li>• Get all utensils, milk, and food items when you go through the line</li> <li>• Take what you ordered</li> <li>• Take at least 3 items (at least 1 has to be a fruit or vegetable)</li> <li>• If you touch it you must take it</li> </ul> |
| <b>Bathrooms</b>             | <ul style="list-style-type: none"> <li>• Keep water in the sink</li> </ul>  | <ul style="list-style-type: none"> <li>• Voice volume 2</li> <li>• Give people privacy</li> </ul>   | <ul style="list-style-type: none"> <li>• Go, flush, wash, leave</li> <li>• Throw trash away</li> </ul>  |
| <b>Computer Lab/Library</b>  | <ul style="list-style-type: none"> <li>• No food or drinks</li> </ul>   | <ul style="list-style-type: none"> <li>• Voice volume 1</li> </ul>  | <ul style="list-style-type: none"> <li>• Do not play with computer equipment</li> </ul>   |
| <b>Hallways/Sidewalks</b>    | <ul style="list-style-type: none"> <li>• Walk facing forward</li> <li>• Stay outside yellow lines</li> <li>• Do not swing on poles</li> </ul>   | <ul style="list-style-type: none"> <li>• Voice volume 0</li> </ul>  | <ul style="list-style-type: none"> <li>• Do not play with recess equipment</li> <li>• Stay off grass</li> </ul>   |
| <b>Office</b>                | <ul style="list-style-type: none"> <li>• Do not go behind desk</li> <li>• Sit properly in chairs</li> </ul>   | <ul style="list-style-type: none"> <li>• Voice volume 0 while you wait for assistance</li> <li>• Wait patiently until it is your turn</li> </ul>  | <ul style="list-style-type: none"> <li>• Have a pass</li> </ul>   |
| <b>Assemblies</b>            | <ul style="list-style-type: none"> <li>• Walk in a straight line</li> <li>• Wait to be seated and dismissed</li> </ul>  | <ul style="list-style-type: none"> <li>• SLANT</li> <li>• Be polite to speaker</li> <li>• No whistling or yelling</li> </ul>  | <ul style="list-style-type: none"> <li>• Sit flat on floor with legs crossed</li> </ul>   |

## **DRESS AND GROOMING FROM BOARD POLICY #5132**

The parents/guardians of the Ceres Unified School District are charged with the responsibility of dressing their children in a neat and clean manner. In addition, under normal circumstances, no student will be sent to school wearing any kind of clothing, costume, and/or hair style which will tend to interrupt, disturb, or interfere with the normal educational program being carried on, either on the campus or in the classroom, or negatively affect the health and safety of individuals. The students must dress in such manner that will conform to good taste. Explicit or implied profanities and/or obscenities will not be acceptable. Any items of clothing, jewelry, footgear, or headgear which would be injurious or potentially disruptive to the normal education program or to any person or school district property are prohibited. (cf. 6136 Gangs) These guidelines numbered 1-11 shall be in effect at all school-related activities except where modified by the site administrator for specific extracurricular activities or specific cases.

### ***K-6 DRESS CODE***

1. All clothing, including jackets, shoes, and head coverings that may be determined to be gang related are not allowed.
2. Accessories, such as jewelry, belts, bandannas, purses, and sunglasses which have logos, insignias, color, or writings depicting gang related activities are not allowed.
3. Attire that is worn or altered in such a way as to identify students with gangs is not allowed. This includes, but is not limited to: sagging/baggy pants, shorts with knee high socks, hanging belts, canvas belts (military style), or gang related initials on belt buckles.
4. Pants must fit at the waist and not be more than one size too large or one size too small. If belts are worn, they must not be more than one size too large.
5. Attire which is sexually suggestive or extremely brief is not allowed. This includes, but is not limited to: low-cut garments, strapless or off the shoulder tops, straps less than 2 inches in width, bare midriffs, tank tops/racer-back tops or muscle shirts, undershirts, tops that expose undergarments, shorts which are shorter than mid-thigh or finger-tip length, and skirts shorter than finger-tip length.
6. Attire that advocates, advertises or symbolizes any type of alcohol, drugs, tobacco or acts which are illegal, violent, obscene, or hazardous to one's health is not allowed.
7. Shoes must be worn at all times. Flip-flops, socks or sock-like footwear, slippers, backless shoes, or shoes with over a one inch heel are not safe or appropriate for school.
8. Clothing, jewelry, and other accessories that present a safety hazard to the wearer or others are not allowed. Facial piercings other than ear lobes are not allowed.
9. Facial makeup is not allowed, nor is non-natural hair color that creates a distraction.
10. In accordance with Educational Code 35183.5 hats or other head coverings may be worn at school. Such hats or head coverings must be school appropriate and follow the various guidelines enumerated in this policy.
11. Sun glasses may not be worn in school buildings.

The parents/guardians of the Ceres Unified School District are charged with the responsibility of dressing their children in a neat and clean manner.

## INTERDISTRICT & INTRADISTRICT

Requests for INTRA (within Ceres) INTER (outside Ceres) must be submitted to the school office. In order to assure continued enrollment at the requested school, the student(s) and Parent/Guardian have agreed to the following requirements:

- 1.Attend school regularly on a timely basis. (All absences must be excused.)
2. Maintain good citizenship and obey the conduct code.
- 3.Maintain a 2.0 GPA.
- 4.Parent/Guardia will provide necessary transportation.

For further information on interdistrict and intradistrict transfers, please visit the district’s website at <http://www.ceres.k12.ca.us/>

## POSITIVE INCENTIVES

1. One student of the month is selected by the teacher from each class based on performance/behavior.
2. ASPIRE-Students who display ASPIRE behavior are given tickets that go into a treasure chest. Daily drawings and during assemblies students’ names are drawn from the treasure chest to win prizes.

### ASPIRE

Act positively

Show compassion

Pursue excellence

Incorporate respect in all you do

Rise to meet challenges

Exhibit integrity

### Intermediate Grades (4<sup>th</sup>-6<sup>th</sup>):to be reviewed by Steering Team 2017-2018

**ACADEMIC EXCELLENCE:** This certificate is awarded to 4<sup>th</sup>, 5<sup>th</sup>, & 6<sup>th</sup> grade students that have maintained a grade point average of 4.0.

#### **PRINCIPAL'S HONOR ROLL:**

This certificate is awarded to 4<sup>th</sup>, 5<sup>th</sup>, & 6<sup>th</sup> grade students that have maintained a grade point average of 3.5 – 3.99.

#### **HONOR ROLL:**

This certificate is awarded to 4<sup>th</sup>, 5<sup>th</sup>, & 6<sup>th</sup> grade students that have maintained a grade point average of 3.0-3.49.

**ACADEMIC AWARD:**

Given to students who have no Ds or Fs.

**OUTSTANDING ATTENDANCE:**

Given to students who have zero absences, no more than one tardy (under 30 minutes), and no more than one excused early check out during the trimester.

**ASPIRE AWARD:**

This certificate is awarded to students who have demonstrated the ASPIRE qualities and good life skills. No "N"s on the life skills portion of the report card.

**RENAISSANCE:**

Students earn Renaissance based on academic criteria based on the combination of 2 categories: Academic Award/Honor Roll + ASPIRE Award.

***End of the Year Only:*****STUDENT OF THE YEAR:**

This award is given to one student per class who have earned at least a 3.5 cumulative GPA for the year. In addition, a student must have no suspensions and no more than 3 citations and/or referrals throughout the year to be eligible for this award.

**OUTSTANDING ATTENDANCE ALL YEAR:**

Given to all students who have zero absences, no more than one tardy (under 30 minutes), and no more than one excused early check out during the year.

**Primary Grades (1<sup>st</sup>-3<sup>rd</sup>): to be reviewed by Steering Team 2017-2018****ACADEMIC AWARD:**

Given to students who have no 1s on the Report Card.

**OUTSTANDING ATTENDANCE:**

Given to students who have zero absences, no more than one tardy (under 30 minutes), and no more than one early check out during the trimester.

**ASPIRE AWARD:**

This certificate is awarded to students who have demonstrated the ASPIRE qualities and good life skills. No "N"s on the life skills portion of the report card.

**RENAISSANCE:**

Students earn Renaissance based on academic criteria based on the combination of 2 categories: Academic Award + ASPIRE Award

***End of Year Only:*****STUDENT OF THE YEAR:**

This award is given to one student per class who earn at least 95% 3's in K-2 and at least a 3.5 GPA for 3<sup>rd</sup> grade & for the school year. In addition, a student must have no suspensions and no more than 3 citations and/or referrals throughout the school year to be eligible for this award.

### **OUTSTANDING ATTENDANCE ALL YEAR:**

Given to students who have zero absences, no more than one tardy (under 30 minutes), and no more than one early check out during the year.

### **Kinder:**

### **RENAISSANCE**

Students earn Renaissance based on academic criteria based on the combination of 2 categories: Academic Award + Effort.

## **CITATION POLICY**

**FIRST CITATION:** Citation sent home as parent notification. Teacher is responsible for tracking citation.

**SECOND CITATION:** Teacher makes first contact with parent. Teacher is responsible for tracking citation.

**THIRD CITATION:** Teacher conference with parent to discuss citation policy. Teacher is responsible for tracking citation.

**FOURTH CITATION:** Issue FYI Referral and refer student to the office for counseling/warning with administrator. Administrator is responsible for tracking citation. Teacher is provided with a copy of referral.

**FIFTH CITATION/ON:** Issue Office Referral and attach copy of previous citations. Indicate citation # on referral on the space provided. Conference will be scheduled between the parent, student, teacher and administrator. Student is subject to be placed on a behavior contract or other interventions may be assigned. Administrator is responsible for tracking citation. Teacher is provided with a copy of referral.

❖ Citations are in a two copy format. A copy is sent home to be signed by the parent/guardian.

## **SUSPENSIONS**

The following behaviors may result in suspension from school and could lead to expulsion:

SUSPENSION LAW (State Law 48900)

1. Physical injury to another person - actual or threatened
2. Disruption of school activities or defiance of school authorities
3. Commission of obscene acts or engagement in habitual profanity or vulgarity
4. Damage to or theft of school or private property
5. Possession or sale of weapons
6. Possession or sale of drugs, alcoholic beverages, or intoxicants
7. Possession or use of tobacco
8. Sexual Harassment
9. Hate Violence
10. Intimidation

## INTERNET RULES AND EXPECTATIONS

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research, complete assignments, and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with District standards and will honor the agreements they have signed. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers will be always be private.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Giving personal information when using the system, such as complete name, address, phone number and identifiable photo without permission from teacher and parent or guardian.
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or fraud.

## STUDENT PARTICIPATION

Participation in special activities sponsored by Caswell School is a privilege. Therefore, it is limited to students who are well-behaved, follow Caswell rules, and cooperate with one another and their teachers. Students will be excluded from participation in any special activity for one or more of the following reasons:

1. Consistent disregard of the school or classroom rules. This includes students who have received an excessive number of citations from the playground and/or cafeteria, or students who have been sent to the office for discipline reasons more than two times during the three weeks before any special activity.
2. Severe disruptions or behaviors which result in suspension from school and/or classroom. Students suspended from the classroom, and detained or sent home within the period of two weeks before any special activity will not be allowed to participate.



3. Demonstrated inability to cooperate and respond appropriately during previous special activities. In some cases, students who are under suspension from bus riding privileges may also be ineligible for activities involving transportation.

\* Students who are excluded from participation in a special event for any of the above mentioned reasons may participate if they are accompanied by a parent or legal guardian AND if the principal and teacher have given prior approval.

## **INDEPENDENT STUDY (IS)**

Listed below are guidelines regarding Independent Study Contracts for student work completed during extended absences for vacation or trips. An Independent Study contract must be written in order to ensure that your child has an opportunity to receive academic credit for work completed during time he/she is away from the school site and so that the Ceres Unified School District may receive state funding for this period. No Independent Studies will be approved during the CAASPP (state testing) window unless approved by administration. To request an Independent Study please see school secretary to book an Independent Study meeting with and administrator at least 10 school days prior to the requested time off.

If a student is gone for longer than the duration of the contract, absences beyond the contract will be considered unexcused. Also, any vacation absences not covered by an Independent Study Contract are considered unexcused. If your child returns to school before the five day contract is up, it will be considered unexcused.

1. Teachers must be notified (in writing) at least 5-10 days in advance.
2. Independent Study Contracts will be written for no less than five days and no more than 10 school days.
3. All student work must be completed during the time of the contract.
4. Contract dates may not be extended. Retroactive contracts are not allowed.
5. Contracts must be signed in advance by the parent, teacher, student (grades Tk-6) and an administrator.
6. The parent is to receive a copy of the signed contract (the original will be kept in the school office.)
7. The contract and the completed work must be returned on the third day following the student's return.
8. The amount of work that the student accomplishes may vary from day to day, but he/she must average at least four hours of productive work per school day in order to earn full credit. So, if a student requested 10 independent study days but only completes 50% of the work they will only get 5 days credit. The other 5 will be counted as an unexcused absence.

If a student leaves on an independent study contract he/she should return after 10 days with completed work that has to be verified by the teacher. If the work is not completed then the 10 days are counted as absent. If the student does not return on the 15th day (the number of days absent) they will be dropped from the roll.

## **STUDENT COUNCIL**

Student Council at Caswell School is a way to involve the children in school decisions, to teach responsibility, and to help students understand procedures. Caswell's Student Council has been a part of our school's leadership team for more than a decade. Student leaders are elected. Also, each classroom of students elects a Student Council Representative. Some of the activities of Student Council include: dress-up days, weekly yard cleanup inspections, student awards, assemblies, and involvement in many school-wide events. Fund-raisers are

conducted to help pay for many of the school activities and special events. School beautification projects, additional playground equipment, canned food drives for needy families in our community are just a few of the many activities and events sponsored by our Caswell Student Council.

## HEALTH INFORMATION

Healthy children learn best and we want to help each child reach and maintain optimal health.

The following procedures will help ensure a safe and healthy year for your child.

### **Emergency Information:**

Please keep the office informed of changes in home, cell, and work phone numbers. It is also important that we have current, local emergency numbers for when you cannot be reached. We will always attempt to notify parents/guardians first, but we need the emergency contact numbers so all ill or injured children can receive prompt care.

### **Illness:**

Please help us to keep all of our children healthy by checking your child each morning before school. Children with signs of illness need to be cared for at home. They will be more comfortable, and other children will not be exposed to the illness. Please keep your child at home if you notice any of the following signs of illness:

- Fever of 100°F or more within the last 24 hours
- Chills
- Vomiting or diarrhea within the last 24 hours
- Thick nasal discharge (white, yellow, or green)
- Cough, sore throat, or pain when swallowing
- Fussy, cranky, generally not himself/herself (a change in the child's usual behavior)
- Very pale or flushed
- Ear rubbing, ear pulling, or any ear drainage
- Thick drainage from the eye, or eyelashes/eyelids stuck together when the child awakens
- Unusual tiredness
- Skin rashes
- Any diseases such as chicken pox, measles, etc.

If symptoms continue, call your child's health care provider, and follow their advice as to when your child may return to school.

### **Chronic Health Problems:**

If your child has a chronic health problem such as diabetes, epilepsy, asthma, allergic reactions, etc., please notify the school. Please notify the school of any changes in your child's health that may occur during the school year.

### **Medications:**

In accordance with California Education Code section 49423, the school may assist in the administration of medications prescribed by an authorized California healthcare provider. An "Order for Administration of

Medication During the School Day,” must be completed by your child’s authorized California healthcare provider and signed by a parent/guardian. These forms are available in the school main office and the school health office. Medication WILL NOT be given until this form is completed and on file with the school health office.

All medication must be in a container labeled by a pharmacist or prescribing physician; a new form for each medication must be completed and on file for each school year; parents/guardians must provide all material or necessary equipment/supplies for medication administration; and changes in prescribed dose and other details of medication administration must be provided to the school in writing by the delegating physician.

Medication prescribed for only a few days, or over-the-counter medication is **not allowed at school** without a completed “Order for Administration of Medication During the School Day.”

**All medication not picked up by a parent/guardian on the last day of school will be discarded in accordance with district policy.**

### Vision/Hearing Screenings:

Mandated vision and hearing screenings will be conducted during the school year. If you do not want a vision or hearing screening for your child, you must submit a letter to the office at the beginning of the school year.

### Head Lice:

Head lice are a persistent problem for many school-age children. Head lice move by crawling; they cannot jump or fly. Head lice do not transmit disease, but they do spread easily. Please help by taking the time to check your child at least once or twice each week. Early detection of head lice infestations through routine screening by parents and/or caretakers is an important component in controlling head lice. Please look for these signs:

- Continual head itching
- Small, white to brownish insects crawling on the scalp
- Whitish beads attached to a strand of hair that look like dandruff but cannot be easily removed. These are nits or louse eggs.

The following are detailed excerpts from the CUSD Board Policy relating to the treatment of head lice. If you need any further information or clarification of these components, please contact the school health office.

- If a student is found with active, adult head lice, he/she shall be allowed to stay in school until the end of the school day, unless the principal and nurse jointly determine that the severity of the infestation warrants removal of the student. The parent/guardian of any such student shall be given information about the treatment of head lice and encouraged to begin treatment of the student immediately and to check all members of the family. The parent/guardian shall also be informed that the student shall be checked upon return to school the next day and allowed to remain in school if no active head lice are detected.
- Upon the student’s return to school, the school nurse or designees shall check the student for active head lice. If it is determined that student remains infected with head lice, the school nurse or designees shall contact the student’s parent/guardian to discuss treatment. As needed, the school nurse or designees may provide additional resources and/or referral to the local health department, health care providers, or other agencies.

- If a student is found consistently infested with head lice, he/she may be referred to a multidisciplinary team to determine the best approach for identifying and resolving problems contributing to the student's head lice infestations.
- Should your child become infested with head lice, please notify the school as soon as possible. We need the cooperation of all parents in order to minimize this problem. Below are links to "A Parent's Guide to Head Lice," brochures that are published by the California Department of Public Health. If you would like any additional information on head lice, please contact the school health office.

<https://www.cdph.ca.gov/HealthInfo/discond/Documents/AParentsGuidetoHeadLice.pdf>

<https://www.cdph.ca.gov/HealthInfo/discond/Documents/UnaGu%C3%ADaParaPadresDeFamiliaSobreLosPiojosDeLaCabeza2016.pdf>

## **TOBACCO FREE SCHOOL**

Ample evidence has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in accordance with state and federal law, as well as Ceres Unified School District Policy, Caswell Elementary School prohibits the use of tobacco anywhere and anytime on district property.

## **REPORTING TO PARENTS**

Progress reports are to be sent home at the halfway mark of each trimester. All TK-6<sup>th</sup> grade students who are at risk or below grade level should receive a progress report. Report cards go home three times a year. The first one is given at a parent conference. During March conference teachers meet with students who are at-risk. Parents with questions or concerns are encouraged to call the school and schedule a meeting with your child's teacher at any time during the year. Teachers often phone home or send notes with good news as well as during times when parental support is needed to solve a problem. We believe effective schools provide regular and frequent communication with the home. Our goal is to be the most effective school possible.

Parent conference dates can also be found on the colored calendar given to your child in the first day packets. To stay updated, parents should read the school's newsletter, which is sent home monthly.

## **G.A.T.E (Gifted And Talented Education)**

G.A.T.E. classes are held for identified children in 4th through 6th grades. If your child qualifies, you will be contacted and given further information.

## STUDENT SERVICES

Students may be seen by school health or mental health professionals (e.g., school nurse, counselor, social worker, school psychologist, student support specialist, social skills facilitators) without parent notice or consent to ensure that the student is safe or is not a danger to others. District school psychologists routinely assist teachers in planning classroom instruction and monitoring its effectiveness and do not need to notify parents of, or seek consent for, such involvement in student support.

## STUDENT SECURITY PROCEDURES

1. Parents **MUST** check students out at the office. They must have a picture ID and his/her name must be on the student's enrollment card to be released by the office. If you send someone to pick up your child and his/her name is not on the card, the office **WILL NOT release** your child to that person. A student checkout form will be issued by the office. No child will be released directly from the classroom without the office form.
  
2. A bus pass, issued by the school office, is the only way a bus driver will allow students to depart from the bus at a stop other than their regular stop. To get a bus pass, the following procedures must be followed:
  - a. A note from the parents to the school indicating their desire to have the child released at a location other than his/her regular bus stop. (Bring note to the office in the morning).
  - b. This note must include the student's name, parent's name and location change.
  - c. Once the office has confirmed this information, a bus pass will be issued to the bus driver. Without this pass, the driver will not change your child's bus stop location.
  - d. All changes **must be made prior to 2:00 P.M.**
  
3. If your child is a bus rider and you are not at the school to pick up your child BEFORE the buses leave, your child will be put on the bus to be taken home. If your child is late arriving home on the bus, you may call the school before 3:30 P.M. or the district transportation office at 556-1595.

**CERES UNIFIED SCHOOL DISTRICT**

P.O. Box 307  
Ceres, CA 95307

**BOARD OF TRUSTEES**

|                 |               |
|-----------------|---------------|
| Teresa Guerrero | Betty Davis   |
| Faye Lane       | Lourdes Perez |
| Mike Welsh      | Valli Wigt    |
| Jim Kinard      |               |



Board Meetings are held at 7:00 P.M. Regular meetings are on Thursdays approximately every three weeks. Visit [www.ceres.k12.ca.us](http://www.ceres.k12.ca.us) for a schedule, the first meeting for the 2017-2018 year will be August 10, 2017 at the Ceres Unified School District Board Room, 2503 Lawrence Street, Ceres. The public is welcome to attend.

**DISTRICT PERSONNEL**

|   |                    |
|---|--------------------|
| Superintendent                          | Dr. Scott Siegel   |
| Deputy Superintendent                   | Dr. Denise Wickham |
| Asst. Supt. Business Service            | Dan Pangrazio      |
| Asst. Supt. Educational Services        | Dr. Amy Peterman   |
| Asst. Supt. of Student Support Services | Jay Simmonds       |
| Director of Child Nutrition             | Rhonda Whitehead   |
| Director of Curriculum and Instruction  | Kirsten Saint      |
| Director of Maintenance                 | Ken Hines          |
| Director of Special Education           | Kristi Britton     |
| Director of Transportation              | Nancy Krigbaum     |
| Director, Child Welfare/Attendance      | Jose Beltran       |
| Coordinator, Student Services           | Brian Murphy       |

**DISTRICT OFFICE NUMBERS**

|                      |          |                          |          |
|----------------------|----------|--------------------------|----------|
| Superintendent       | 556-1500 | Ceres Parks & Recreation | 538-5782 |
| Business Office      | 556-1560 | Ceres Youth Baseball     | 538-8326 |
| Personnel            | 556-1510 | Ceres Youth Football     | 537-7523 |
| Educational Services | 556-1520 | Ceres Youth Soccer       | 538-4717 |
| Student Services     | 556-1533 | Young Olympians/Karate   | 538-5782 |
| Attendance           | 556-1540 | Ceres Library            | 537-8938 |
| Student Support      | 556-1530 | Stanislaus Library       | 558-7814 |
| Transportation       | 556-1595 | Adult Education          | 556-1557 |
| Educational Options  | 556-1550 |                          |          |

**PERSONAL PROPERTY  
WAIVER/RELEASE OF LIABILITY**

The Ceres Unified School district, its officers, agents or employees shall not be responsible, in any manner, for the loss, theft, damage, or destruction of any personal property brought onto District premises by students, for any reason whatsoever, including, but not limited to, a request by a staff member. Students who bring personal property onto school premises assume all risk of loss, theft, damage or destruction of personal property which may occur.