

Clay Joint Elementary School District

12449 S. Smith, Kingsburg, CA 93631
Office:(559)897-4185 FAX:(559)897-2280

One community, One goal; To exceed expectations!
California State Distinguished School
National Blue Ribbon School



Home of the **COUGARS**
Where we ***P.A.W.S.*** to be Champions!

2024-2025

Parent/Student Handbook

A WORD FROM THE PRINCIPAL

It is my honor to serve you and the Clay community as your Superintendent/Principal. I look forward to working together as a team of educators, families, and community to champion our Clay Cougars to ensure that every child will exceed behavioral and academic growth expectations. A champion is an *“ardent defender of people and purpose.”* When we choose to champion for our students we are *passionately/ardently* doing everything we can to see that their passions in life, which are part of their person, become reality as we help guide them to their purpose. We are a team working to support the classroom instructional and behavioral practices of our teachers for the benefit of our children and their purpose.

We use P.A.W.S. and our PBIS behavioral platform to help with this guidance. These are but 4 behaviors; *Practicing responsibility, Acting respectfully, making Wise choices and being Safe*, that encompass many strong character traits within our P.A.W.S. It’s a common language and so we send a consistent message and examples from setting to setting and person to person of what these behaviors look like. We do not rely heavily on extrinsic rewards, but work to develop intrinsic rewards with much verbal praise so that the students will learn to internalize what we are trying to teach. Thank you in advance for your support. Please use this handbook as a guide to answering your questions throughout the school year. If questions arise outside the scope of this handbook, please do not hesitate to call us at school.

We look forward to a wonderfully productive school year as we all work together to BE CHAMPIONS on the *move* for our Cougars while seeking greatness with selfless exceptionalism!

Judi Szpor
Superintendent/Principal

SCHOOL OFFICE

Office Hours 8:00 a.m. to 4:00 p.m.

Telephone: (559)897- 4185 Fax: 897-2280

Website: <http://www.clayschool.k12.ca.us>

Facebook: <https://www.facebook.com/ClayElementaryCougars>

Web Calendar: <https://www.clayschool.k12.ca.us/>

On Campus DAILY SCHEDULE

Before school recess 7:50 - 8:15

Kindergarten - 2nd 8:15 am -2:45 pm

Recess 10:00 - 10:15

Lunch 11:40 am -12:20 pm

Third - Fifth 8:15 am - 2:45 pm*

Recess 9:45-10:00

Lunch 12:00 pm -12:40 pm

Sixth - Eighth 8:15 am - 2:45 pm*

Recess 10:15 - 10:30

Lunch 12:20 pm - 1:00 pm

***Grades K-8 will have a Monday early release time of 1:45 pm every week.**

Minimum Day Schedules:

(During conferences Nov. 18 - 21, Dec. 13, and last week of school)

Kindergarten – Eight Grade 8:15 a.m. – 12:45 p.m.

Foggy Day Schedule

The bus will run as follows:

Plan A: 1-1/2 hours late

Plan B: 2-1/2 hours late

Plan C: Bus canceled

Foggy Day Schedule will be posted on the school website and on channels 24, 30, or 47 by 7:00 AM.

School will begin on time for all students, unless the adult responsible for transportation believes driving is unsafe. Students who arrive after 10:00 a.m. will be considered tardy on Plan A.

ATTENDANCE POLICIES

ATTENDANCE/ TARDINESS

Regular school attendance is critical to student success and **required by law** (Education Code 48200 and 48400). There are valid occasions that require students to remain at home and miss school. Such examples include illness, doctor's instructions, death in the family, etc. Your wise judgment in keeping your child home during illness is important. **Please do not take your children out of school for family vacations/holidays.** Please also keep in mind that our budget is based on attendance, the better our attendance as a whole, the lower the class sizes provided. When students are absent for any reason, Clay School loses money. With the fiscal crisis looming nationwide, we need to improve in this area as a school community. Independent Study is offered to recoup the costs lost when students are sick. Independent Study puts a financial burden on Clay School while adding a professional burden on staff. Clay School has to pay staff to prepare, correct and organize the student work. In addition, Clay's opportunities to provide intervention after school has been jeopardized by the high number of independent study requests. Time set aside for intervention has been consumed by independent study preparation and correction. There are other school choices like private and charter that are more easily able to provide travel flexibility. Please consider travel during non school days. Thank you for your cooperation.

Students are **not** to arrive at school earlier than 7:50 a.m. A bell rings each morning at 8:15 a.m., then again at 8:20 after which time students are tardy. When your child is tardy, please walk them to the office to check them in upon arrival to receive an admit slip. When a child is tardy due to a health care appointment, please provide the office with a note from the doctor's office, for school admittance. Attendance discrepancies must be addressed within the school year of the discrepancy. Three tardies for more than any 30-minute period and/or unexcused absences will result in truancy according to CA Ed Code.

PUPILS LEAVING DURING SCHOOL HOURS

According to the law and for safety, it is most important that pupils not leave during school hours (this includes the lunch hour). If a student must leave during school hours for a doctor's appointment, a parent or designated person picking up a student is to first come into the school office to sign the student out, then the student will be called in. **Students will not be called out of class early until a parent or guardian signs them out.** Upon returning, please sign your student back in. Students will not be released to any individual not listed on their emergency card, without a note or phone call from a parent/guardian. **It is very important that all students stay in school through the end of the school day, especially on minimum days or game days.**

READMISSION AFTER ABSENCE

Parents need to call the school, send a note or an e-mail including the date and an explanation of the reason for each absence as either medical or personal. Calls and emails are preferred. Notes may be in English or Spanish. Absences may be reported on the Clay School website: www.clayschool.k12.ca.us. In cases of serious illness, a written physician's note is required for readmission. This would include such conditions as surgery, hepatitis, scarlet fever, or tuberculosis. Physician's notes are the exception, not the rule. If in doubt following a serious accident or illness, please telephone the school. Please make sure your child is well enough, following an illness, to participate in all normal school activities. Students who have been ill **must return to school fever free for 24 hours without medication.** There is no provision for a student to stay inside during recess.

INDEPENDENT STUDY (AR6158)

Clay School will not be providing remote learning options. All classes and students continue to be in person. Those desiring long term independent study who are on interdistrict transfers would need to return to their home districts for these services.

Independent study is intended to help provide instruction during illness and to recoup the ADA lost due to staying home when not feeling well. It is not intended to provide for families to travel. Please arrange travel during times there is no school.

If it is necessary for parents to keep their children out of school for three consecutive days or more, due to illness, or to attend a special event, it is required that the parents/student establish an independent study agreement with the teacher. There is a notice requirement to be determined in the new law. The agreement shall provide lessons to complete while the student is away from school, so that the student will not fall behind in the classroom. 10 consecutive days is the

maximum allowed for independent study. Students who miss more than three weeks will be dropped at the discretion of the school administration. Please notify the PRINCIPAL/OFFICE at least two weeks (maybe more pending new legislation) prior to the absence. The independent study agreement will be given to the student, and **completed work must be returned to the OFFICE upon readmission to the school per the Independent Study agreement.** Failure to complete assigned work may result in unfavorable grades and/or Interdistrict Transfer Requests denied. (EC56026) Students with disabilities shall be approved only if the IEP specifically provides for such participation.

WITHDRAWAL OF STUDENTS

If a family is moving and withdrawing a child from school, please call or come by the school office a few days prior to the withdrawal date. This will give ample time to complete the required paperwork.

INTERDISTRICT TRANSFERS

Transfers are valid for one year only and must be renewed annually and received by the CJESD district office with a release from the home district no later than June 1st. Parents of students who transfer are responsible for transporting their children to and from school. Please notify the school secretary of any changes regarding the information on the transfer request. Further, should a transfer be approved, the request may be revoked for any of the following reasons: 1. Overcrowded classrooms; 2. Poor attendance; 3. Poor academic performance; 4. Poor citizenship/conduct of parents or students; 5. Providing false information in making the request. The new Local Control Funding Formula requires districts to work towards a K-3 Grade Span Average of 24 students to 1 teacher which restrains our prior enrollment number flexibility.

SCHOOL ATTENDANCE & REVIEW BOARD (SARB)

California Education Code Section 48260 states: "Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school **without valid excuse three full days in one school year or tardy or absent** for more than any 30-minute period during the school day without a valid excuse **on three occasions in one school year, or any combination** thereof, is truant and shall be reported to the attendance supervisor or to the superintendent of the school district." As required by the aforementioned Education Code, if a child is truant, notification will be sent home reminding parents of the school policy. Further truancy shall result in a required meeting for parents with the School Attendance and Review Board (SARB).

The SARB letters will make parents aware that their student's poor attendance is being monitored. **The first letter will be mailed after 3 unexcused absences or tardies over 30 minutes. The second letter will be mailed after 6 or more unexcused absences or tardies over 30 minutes. The third letter will be sent after 9 or more unexcused absences or tardies over 30 minutes.** Each time the letters are mailed a list of the students will be provided to the SARB Coordinator. After the second letter the SARB Coordinator will review the information and determine if the SARB process should continue.

Parents are given **48 hours** to verify the student's absence by a note or phone call to the secretary. The absence will be considered truancy until cleared. The Clay SARB review will occur monthly. Our goal is 98% average attendance with less than 2% chronic absenteeism. Vacations/travel are unexcused unless your child is on Independent Study (reference) so if you take a two day vacation, even though we know where you are, that is considered unexcused.

Please understand that the SARB board can deal with the truancy by reporting claims to CPS for neglect or reporting truancy to the courts with fines that can be as high as 8,000 per student.

TRANSPORTATION POLICIES

BIKE RIDERS

If a student rides a bike to school, he/she is to report directly to the bike rack and park his/her bike. After school is dismissed, he/she is to report to the front of the school with his/her bike until the bus leaves. After the bus leaves, bike riders are excused to head for home. **All bike riders are required by law to wear a helmet. If your child plans to ride a bike, please let the school know so we can make sure everything is ready to go.**

BUS TRANSPORTATION

Bus schedules are distributed to all students before the opening of school. Please see that your child is at his/her bus stop prior to bus arrival. The following statement is from the California Administrative Code - Title V: “Students transported in a school bus shall be under the authority of, and responsible directly to the driver of the school bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the school bus or being escorted across a street or highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver, shall be sufficient reason for a pupil to be denied transportation.” Students are trained by the driver.

SPECIAL AFTER SCHOOL DESTINATIONS

Students wishing to be picked up by a person NOT listed on their emergency card, or dropped off at an alternate bus stop after school, must have a signed note from their parent/guardian informing the school office of the change (including name of person picking up or address of bus drop off and date). Please turn this note in to the school office in the morning. A carpool note detailing consistently scheduled activities such as music lessons, Scouts, or religious classes could be effective all year, if so indicated in the written request.

FIELD TRIPS

When a child’s class leaves the school, parents/guardians will be asked to sign a parental permission slip. **Students will not be permitted to participate in a field trip unless they return a signed permission slip *prior* to the day of the trip. Students must travel with their class. Students will not be permitted to travel with anyone including the parent/guardian. Regular school notes apply following all field trips, athletic events or school functions.**

All 6th, 7th & 8th grade students are expected to participate in the 6th, 7th & 8th Grade Trips, unless excluded for discipline reasons. If the staff is not notified in time to cancel tickets/reservations without penalty, the school will request a donation for the same monies lost from the purchase of tickets and/or hotel reservations.

SCHOOL-WIDE POLICIES

AFTER-SCHOOL ACTIVITIES

Unless students are participating in a school organized and sponsored activity, children must stay with a parent/guardian during any after-school activity, as no supervision is provided. Children who use the playground equipment after school while school activities are still in session **MUST** be supervised by a parent. Students may not wait after school for a sibling in an after school program.

BIRTHDAY PARTIES/INVITATIONS

To prevent hurt feelings, party invitations are not to be handed out during school hours unless the entire class is included. Due to nutrition laws please do not send snacks or treats to school for health and safety reasons. **Food may never be given to children other than your own.** Balloons or gifts will not be given to the student until dismissal. Teachers are to monitor all items students want to distribute. If you would like to celebrate your child with something, feel free to make a donation to the class in their name; a set of fun pencils, erasers, a new piece of furniture, etc. Check with the teacher beforehand.

EMERGENCY CARDS

At the start of the school year, parents/guardians are required to fill out an emergency card. This card gives the school important contact information in case of an emergency. By law, both parents must be listed. If a doctor is not specified, the child will be taken to the Selma District Hospital in case of serious injury. Parent/Guardian cooperation in giving us complete information and updating any changes during the year is very necessary and greatly appreciated.

GOOD GROOMING & PROPER CLOTHING

At Clay School, lifetime habits of cleanliness, neatness, modesty, and suitability of clothes are encouraged. Anything that draws undue attention to the student and/or distracts from the learning process is not allowed. The following guidelines apply to all regular school activities, including the Winter Program, Spring Concert, and Graduation:

1. Shoes must be worn at all times. Flip flops, backless shoes, or sandals are not acceptable for P.E. classes. “Roller shoes” are not allowed at school. Slippers are not permitted.
2. Clothing, jewelry, or personal items (i.e. backpacks, fanny packs, gym bags, purses, water bottles, etc.) must be free of writing, pictures, or insignias, which are considered vulgar, profane, sexually suggestive, racially or ethnically prejudiced, or promote the use of drugs, alcohol, tobacco, weapons, or violence.
3. Hats, caps, and other head coverings shall be worn as designed (forward) and are not permitted to be worn indoors. Bandanas are prohibited at all times.
4. Clothes must conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off the shoulder, low-cut tops, short tops, **spaghetti strap** tops, backless or sideless tops, tube tops, **racerbacks**, or clothes, including leggings, that expose the body in a sexually suggestive manner shall not be worn. In addition, students’ midriffs must be covered at all times. **Shoulder straps on tank tops must be at least one inch in width.**
5. Pants must not be oversized or “baggy.” Pants must be worn around the waist.
6. Pajama-type clothing is not allowed.
7. Shorts (girls and boys) must have at least a 4 inch inseam or be longer than the student’s fingertips when hands are held straight down at their side whichever is longer and skirts must be longer than the student’s fingertips when hands are held straight down at their side or 4 inches above the knee whichever is longer, including if the garment is worn over leggings. Bike shorts are not allowed. Swimsuits and swim trunks are reserved for water days.
8. Garments must cover all skin in the above the fingertip/4 inch rule established above (see #7).
9. Hair shall be clean and neatly groomed. Unusual designs, colors, symbols, razor cuts, messages, mohawks, “tails,” etc. are not permitted.
10. Extreme make-up or jewelry is not acceptable, nor earrings for males.
11. Body piercing including, but not limited to, eyebrow, nose, lip, tongue, navel, etc. is not acceptable as school attire.
12. Any fashion or style that draws undue attention to the wearer and/or detracts from the educational environment is not acceptable.
13. Coaches and/or teachers may impose **more/less** stringent dress requirements to accommodate the special needs of certain sports and/or events.

Student violations of these regulations are considered willful defiance of the valid authority of the school principal, and the School Board directs that the principal may require parents to bring additional clothing for their child to change into. In addition, appropriate disciplinary action may be administered. If unsure, please get pre approval from administration.

LOST AND FOUND

Please put names on sweaters, coats, lunch pails, etc. We would like to reduce the large number of unclaimed garments. Unclaimed items are periodically given to KCAPS. Students should be expected to practice personal responsibility for their belongings as well as school resources. Students will not be allowed to call home for items forgotten at home.

BREAKFAST LUNCH AND MILK

Breakfast and lunch is available to all K-8th grade students (including milk). All school breakfast and lunch must be pre-ordered.

Lunch orders must be placed before 9:00 AM. Please call the office prior to 9:00AM if you will be bringing your child’s lunch to school after this time.

Students may **NOT** bring sodas to school to have during class-time, breaks, or lunch. Clay students may not warm/microwave student lunches. Clay has nut free zones. **Students and parents** may not share or give food to

other children including parties/social events. **Parents may not bring any food to share/celebrate with other students.** Please respect this serious health issue.

MEDIA RELEASE FORM

Throughout the school year, your child may be involved in a school event that is audio/videotaped or photographed. Digital pictures may be used on our District web site or released to the site or local newspaper. Please complete the Directory Form provided to you on the first day of enrollment. This form will direct us as to your wishes.

NOTICE OF RIGHTS OF PARENTS

The law requires schools to notify parents of their rights under the California Education Code. A booklet of these rights is given to you on the first day of enrollment annually. You are required to return acknowledgement of receipt of this notice. **Please sign and return the form to the school.**

PERSONAL PROPERTY

No personal toys or equipment may be brought from home for use at recess, during school hours, or during after-school activities, unless authorized by a staff member.

RELEASE OF STUDENT/PARENT INFORMATION

Out of respect for privacy, personal information, such as telephone numbers, addresses, etc., will not be released without prior written permission.

SCHOOL PHONE

The phone at Clay School is a business phone and is not available for students to use to call home about forgotten lunches, homework, musical instruments, or to make after-school arrangements and should not be expected to be used for this purpose.

STUDENT CELL PHONE POLICY

Clay School is dedicated to providing a safe and secure environment where optimal learning can take place. The following rules apply:

1. Students may bring cellphones to school. However, teachers and staff are not responsible for the loss or damage of these items.
2. Once arriving at school, **students must turn off all cell phones and secure them in their backpacks.** Cell phones may be used to contact parents **after events** when the office is closed to arrange for transportation.
3. Cell phones may **NOT** be used in the classroom, on field trips, at any time during the school day, or while on campus (except as noted in #2 above).
4. If a parent has an urgent need to contact their child, they may call the school, and the staff will make every effort to deliver the message to the student.
5. Cell phones violating this policy will be confiscated and sent to the school office, and parents can pick them up from there. Upon a second offense, cell phone privileges may be lost at the discretion of the principal. If you have any questions, please contact the school.
6. If you plan to use student cell phones as an electronic device for anything else you must work with the administration to establish a parent communication sheet to ensure student safety and compliance with technology permissions we're required to get from parents.

VISITORS

To ensure minimum disruption of the regular classroom program, visits with the teachers should be arranged before or after school. **For the safety and protection of all students, PARENTS AND VISITORS MUST REPORT TO THE SCHOOL OFFICE AND SIGN THE VISITOR/ VOLUNTEER LOG BEFORE ENTERING THE CAMPUS.**

ACADEMICS

EIGHTH GRADE GRADUATION REQUIREMENTS

A promotion ceremony is held to recognize those students who have successfully completed the required course of study, passed all proficiency standards, and who thereby have earned the right to receive a diploma. The following criteria are required, and provide graduating students with a sense of pride in their achievement:

ACADEMIC: Students must earn above a 2.0 GPA in all classes in both 7th and 8th grades, and pass the Constitution Test in 8th grade with no failing grades.

RESPONSIBILITY: Students must have cleared all debts and returned all library books. Graduation attire must be approved by assigned staff prior to the event.

DISCIPLINARY: Students cannot have accumulated excessive disciplinary referrals. Students who do not fulfill these requirements may not be allowed to participate in the graduation ceremony and related activities. Furthermore, students who do not fulfill these requirements may be issued a certificate of attendance, not a diploma.

PHYSICAL EDUCATION

All students are required to participate in physical education classes, except in the case of illness or injury, and with a signed note by a parent or guardian. In the case of extended illnesses, a doctor's note will be requested. Appropriate clothing and footwear for physical education classes is required.

VALEDICTORIAN QUALIFICATIONS

Beginning with the graduating class of 2023 these new calculations will apply. Each trimester will calculate GPAs with a traditional A=4.0, B=3.0, C=2.0, D=1.0, and an F=0. The student(s) with the single highest cumulative GPA from 6th - 8th grade at the conclusion of their 8th-grade year will be named Valedictorian. If there is a tie for the highest, all students with the highest will be named Valedictorian. The class of '21 and '22 will not follow this requirement and will have grades averaged according to the policy already grandfathered in.

HOMEWORK

Important reinforcement of classroom learning is contained in weekly homework. Please ensure your child is responsible for its timely completion. *When a student is absent, they are responsible to complete the work missed.* They may pick up missed classwork upon their return to school (except for independent study). If excessive negligence is noted in homework not being turned in, after school or lunch detention may be assigned.

PARENT/TEACHER CONFERENCES

Parent conferences will be scheduled at the end of the first trimester (twelve weeks). This will take place near the beginning of November. Report cards for the first trimester will be issued at that time. If additional conferences are needed, teachers are available either before or after school. Please call the school office to make an appointment.

PROGRESS REPORTS/ REPORT CARDS

The school year is divided into three academic trimesters. Progress reports will be sent in the middle of each trimester and at the end of each trimester, a report card will be sent home. *Report cards are to be signed and returned to the school.* In addition, at the end of the trimester, an awards assembly will be held. Certificates will be awarded to the students who show excellent academic achievement and/or perfect attendance.

STUDENT SUCCESS TEAM (SST)

Students who are struggling behaviorally or academically (based on progress monitoring and behavior referral data) may be referred to the Student Success Team (SST). Parents who have concerns about the progress of their child may also request an SST meeting by calling the school office.

The SST process is intended to be proactive and preventative, identifying issues and developing plans for intervention before failure occurs. Involving families with the school in a team approach to problem solving ensures greater rates of success. Our goal is to keep every student in General Education with support as needed. Research has proven over and over that retention does NOT work in a large majority of situations

ENRICHMENT

SCHOOL LIBRARY

Clay School maintains a school library where students may check out books for one week and renew if necessary. Fines are levied for damaged, overdue, or lost books. Please help your child remember to return his/her books on time. The library is staffed Mon. through Fri., 8 a.m. - 12 p.m., or pre arranged through the office.

SCHOOL MUSIC

All students are required to participate in a general classroom music program. An enrichment band program for 5th - 8th grade students is available for those wishing to participate. In the event of a rehearsal or special performance during or after school hours, attendance by everyone involved is required. At least two evening performances are **required** of ALL students (the Winter/Christmas Program and the Spring Concert), as well as graduation. If there is a legitimate conflict (i.e. illness), parents must contact the music instructor as soon as possible prior to the performance. If a student does not have a legitimate conflict and chooses not to attend a required evening performance, the student will receive a detention to make up the time, and it will affect their grade. The music grade will be included in the overall GPA.

EXTRACURRICULAR ACTIVITIES

All students participating in extracurricular activities (i.e. drama club, student council, sports, yearbook, robotics, etc.) are required to meet academic and/or disciplinary standards in order to participate, pursuant to established standards by the directing staff member.

PARENT INVOLVEMENT OPPORTUNITIES

Clay School PARENTS' CLUB (CSPC)

Parents/Guardians are strongly encouraged to be active members of the Parents' Club. This avenue of cooperation and communication between school and community helps strengthen the educational environment. Activities include serving as a volunteer room parent, helping with fundraising events and classroom parties. Meeting dates may change so check the most current calendar to confirm, Meetings will be September through May, in the Gary M. Johnson Multi-Purpose Building. Childcare and translation is provided, and everyone is welcome. (*The meeting day may change.) A meeting schedule is in the first day packet. Meeting dates and times are posted on the Clay Elementary Event Calendar webpage.

CLAY VOLUNTEER

We expect and welcome parental involvement in our classrooms and school activities. If you are able to assist in this way, please contact your child's teacher, as well as reply to the annual Parent Club volunteer survey. **Please plan to complete a volunteer application** and to adhere to the school dress code and positive behavior expectations in every situation. Direct any concerns or questions to staff members. We appreciate our many volunteers!

LCAP Parent Advisory Committee PAC

The Clay School LCAP Parent Advisory Committee (PAC) is made up of parents and staff members and meets on a quarterly basis. The purpose of the Parent Advisory Committee is to assist in the development of programs to meet student needs, assess the effectiveness of the LCAP and to approve, review and update the school's categorical budgets. Members of the Parent Advisory Committee are elected for a two-year term. Nominations and elections will be held in the fall. Members must be elected by their peers. Please nominate yourself to participate. There are only about 4 meetings per year. The meetings are usually held from 4-5:30 PM or from 8:30 - 10:00 *or an agreed upon time by the committee.*

MEDICAL POLICIES

IMMUNIZATION

Under law, **SB277**, California Dept. of Public Health and Health & Safety Code requires that all students must have documentation of full immunizations or be excluded from school until obtained. Personal belief/Religious belief waivers will no longer be an option for families. **All 7th Grade students must have a “Tdap” booster shot before entering school.** *Parents may pick up a “Notice to Parents and Guardians about Vaccine Exemptions” from the office for detailed information.*

MEDICATION

The responsibility for medication lies with the parent/guardian. The school office attends to minor injuries and advises the parents when a child must be taken home. All medication given at school must have a *Medication at School* form completed by the doctor and signed by the parent/guardian. *Medication at School forms must be renewed every year.* Any change in medical regimen must have a new, signed statement from the physician and parent/guardian. Medication must be clearly labeled, and any medication left at the end of the school year will be discarded. If a student brings medication to school without a note from the physician or without the *Medication at School* form, the medication will be sent back home with a parent/guardian. **ALL MEDICATION MUST BE STORED IN THE OFFICE.** No student may have medication in his/her possession with the exception of students who have pre-approval due to the need to carry inhalers for asthma/allergies. This includes over the counter items.

ORAL HEALTH ASSESSMENT

California law, Education Code Section 49452.8, now requires that your child have an oral health assessment by May 31 in kindergarten or first grade, whichever is his/her first year of public school. The law specifies that a licensed dentist must perform the assessment or other licensed or registered dental health professional. Oral health assessments that have happened within the 12 months before your child enters school also meet this requirement. If you cannot take your child for this assessment, you may be excused from this requirement by filling out the *Oral Health Assessment/Waiver Request Form* in the school office.

STUDENT ACCIDENT INSURANCE

The Clay School Board has authorized the purchase of a supplemental insurance policy providing protection for all Clay students participating in official school activities. If your child is injured at school, please notify the office immediately.

EMERGENCY PREPAREDNESS

EMERGENCY DRILLS

Fire drills are held once a month. Clay School also has earthquake drills, lock-down drills, and a school-wide disaster plan in place.

EMERGENCY & LOCK DOWN PROCEDURES

In the event of a threat on or near the Clay School campus, the school staff or local law enforcement agency may initiate a campus Lock Down. For the on-going safety of students, staff members, and guests/volunteers, these procedures are practiced periodically during the school year. If the school is under a Lockdown in either an actual or a practice situation, parents who come on campus will be expected to participate. Staff members will inform parents, volunteers or guests of procedures at that time. You may not enter campus during a real emergency **or at the direction of local law enforcement.**

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

SCHOOL-WIDE EXPECTATIONS:

Clay School has a unified set of school-wide expectations. These expectations define the behavior we want to see in our school. Zone specific expectations are posted throughout the school and your child will be reviewing them throughout the course of the school year. Our school-wide expectations, referred to as P.A.W.S., can be found in every classroom and non-classroom setting in the school, and are as follows:

P- Practice Responsibility A- Act Respectfully W- Make Wise Choices S- Be Safe

As part of our PBIS process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To keep students focused on our expectations in a positive manner, we do the following when teaching academics and behavior:

- Constantly teach and refer to our school-wide expectations.
- Provide students with more praise than correction.
- Talk to students with respect using a positive voice tone.
- Actively engage everyone in the class during instruction.
- Use pre-correcting, prompting, and redirecting as we teach.
- Look for the positive first and provide positive, immediate, frequent, and explicit feedback.

ALL SCHOOL DISCIPLINE

To encourage students to meet school-wide expectations, appropriate behavior will be reinforced with verbal praise, positive notes to parents, special prizes, or privileges. When a student demonstrates problem behavior, the teacher or other staff member will pre-correct, re-teach, redirect, or reinforce expected school-wide or classroom behavior. If the student chooses to continue the inappropriate behavior, the staff member will determine whether the behavior needs to be office managed or if it can continue to be managed by the staff member. Office Managed behavior will result in an ODR (Office Discipline Referral)/Major Pink Slip and the student will be sent to the office. Staff managed behavior will receive a teacher/staff consequence and may result in a Minor Pink Slip if the behavior is unchanged.

The criteria for Minor vs Major Pink slips are as follows:

Minor: Disruption, defiance, disrespect, dress code violation, inappropriate language, property misuse, physical contact, tardiness, lack of preparedness, technology violation or other minor problem behavior not listed here.

Major: Chronic teacher/staff managed behaviors (3 minors of same behavior within 2-5 school days depending on the age of the student), fighting, academic dishonesty, harassment, bullying, truancy, property damage, forgery, theft, drug/ alcohol/ tobacco/ weapons, vandalism, bomb threat/false alarm, arson, inappropriate displays of affection, technology violation or other major problem behaviors not listed in this paragraph.

Multiple ODRs, Office Discipline Referrals, can lead up to a Step system that removes the student from upcoming school events, including suspension from upcoming games and/or permanent removal from the team.

Please understand that minors and majors can differ for students depending on their age and the context of the situation. The final decision will be made by the administration based on the incident investigation and prior offenses.

The procedure for the issuance of a Minor Pink Slip will proceed as follows:

1. The teacher and student will make contact with the parent/guardian and inform the parent/guardian of the disciplinary action. If detention is determined to be the disciplinary action, a detention time will be arranged. Parent will be responsible for transportation. The teacher will note in the “Parent/Guardian signature” space on the Pink Slip that contact was made, with whom and when. The Pink Slip is kept on file in the office and entered into Aeries.
2. The student will be given an ODR/Pink Slip that must be signed by the parent(s)/ guardian(s) and returned to the school office the next day by 8:30 a.m. If detention is the chosen disciplinary action, a detention time will be on the slip to notify parents so they may arrange for transportation. The original ODR is kept on file in the office.

For any Major ODR/Pink Slip, students will automatically be sent to the principal, and contact with the parent will be made. Each ODR is assigned demerits. 1 for minor and 2 for major. Once a student receives 6 demerits, they will be automatically restricted for ALL upcoming school privileges for 3 weeks. 9 Demerits will be an additional set of 6 weeks

as will 12 demerits. If students can have great behavior for an extended time, they can earn back the loss of privilege. Administration has final say on all disciplinary action.

CONSEQUENCES:

School-wide behavior data will be reviewed by the Positive Behavior Team monthly in an effort to identify patterns of problem behavior and intervene to ensure student success. Students who regularly choose not to comply with school-wide expectations will be brought to the Student Success Team to develop an individualized behavior intervention plan. Criteria for referral by the behavior team includes three ODRs (major or minor) within a one to two-month period and/or teacher request for intervention.

Transfer students who exhibit behavior issues and fail to comply with intervention plans may lose the privilege of attending Clay School, and have their interdistrict transfer revoked and/or not renewed. In addition, students who receive a Major Pink Slip may be subject to restriction from any and/or all extracurricular activities at the discretion of the administration.

BEHAVIOR REWARDS:

May include PAWSitive Picks, attendance in Cougar Cave, Personal Recognition, Positive Parent Contact, All School Reward activity, or Treats/Extra Recess, Champion Recognition, Clay Spirit Award, etc..

Incentive activities are planned at regular intervals throughout the school year for students who have demonstrated excellent behavior as evidenced by no ODRs and at least 75% of days in a 4 week time period with no discipline. Students who do not meet the criteria are assigned to a P.A.W.S. expectations booster session where school-wide expectations will be reviewed.

LEGAL POLICIES

SEXUAL HARASSMENT POLICY

(Required by law)

The Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by an employee, student, or other person at school or at any school-related activity. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment which impairs the educational environment or a student's emotional well-being at school.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension and/or expulsion. Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal or designee. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained. The principal or designee shall immediately investigate any report of the sexual harassment of a student.

Upon verifying that sexual harassment occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

PUPIL SUSPENSION, EXPULSION, AND DUE PROCESS

California Education Code, section 48900 requires all districts to develop rules and regulations dealing with pupil discipline, suspension, expulsion, and due process. The Clay Joint Elementary School District adheres to the following procedures:

The Clay School administrator shall notify parents and guardians of the availability of a copy of local rules. The administrator shall ensure that all rules are communicated to students at the beginning of each year and to transfer students at the time of enrollment in school. (E.C.S. 35291).

TOBACCO-FREE CAMPUS POLICY

Smoking and the use of smokeless tobacco is prohibited on the school campus. This regulation applies to all parents, visitors, staff and students. Students shall not smoke, chew, or possess tobacco or nicotine products including vapor cigarettes, hookahs or imitation smoking devices whether or not they contain nicotine on school property or during school hours, at school-sponsored events, or while under the supervision of district employees. Students who violate this prohibition shall be subject to disciplinary procedures that may result in suspension from school and inter district privileges revoked.

SUSPENSION/EXPULSION POLICY

Suspension or referral for expulsion may occur for any of the acts which violate Ed Code and/or Penal Codes if the act is related to a school activity or attendance, including but not limited to, the following circumstances:

1. While on school grounds.
2. While going to or coming from school.
3. During lunch period, on or off campus.
4. During, going to, or returning from a school-sponsored activity.

Causes for possible Suspension/Expulsion on the First Offense per Ed Code 48900. Depending on the seriousness of the act, a five-day suspension and expulsion may be immediately recommended on the first offense.

Permissive recommendations/Permissive for Expulsions. Under this policy, grounds for suspension with a referral for consideration of expulsion are:

1. Caused or attempted to cause, or threatened to cause physical injury to another person. [E.C. 48900(a)(1)]
2. Willfully used force or violence upon the person of another, except in self-defense [E.C. 48900(a)(2)]
3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object. [E.C. 48900(b)]
4. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code 11053 et. seq., alcoholic beverage, or intoxicant of any kind. [E.C. 48900(c)]
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053 et. seq., alcoholic beverage or intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented the same as controlled substance, alcohol beverage or intoxicant. [E.C. 48900(d)]
6. Committed or attempted to commit robbery or extortion. [E.C. 48900(e)]
7. Caused or attempted to cause damage to school property or private property. [E.C. 48900(f)]
8. Stolen or attempted to steal school property or private property. [E.C. 48900(g)]
9. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, all forms of smokeless tobacco. [E.C. 48900(h)]
10. Committed an obscene act or engaged in habitual profanity or vulgarity. [E.C. 48900(i)]
11. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code. [E.C. 48900(j)]
12. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. [E.C. 48900(k)(1)]**
** a pupil enrolled in kindergarten through third grade, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten through 8th grade to be recommended for expulsion. [E.C. 48900(k)(2)]
13. Knowingly received stolen school property or private property. [E.C. 48900(l)]

14. Possessed an imitation firearm. "Imitation firearm" means a replica of a firearm that is so substantially similar in physical property to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. [E.C. 48900 (m)]
15. Committed or attempted to commit a sexual assault. [E.C. 48900 (n)]
16. Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. [E.C. 48900 (o)]
17. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. [E.C. 48900 (p)]
18. Engaged in, or attempted to engage in, hazing as defined in subdivision (b) of Section 245.6 of the Penal Code. [E.C. 48900 (q)]
19. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel. [E.C. 48900 (r)]
20. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person. [48900 (t)]
21. **For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.**

4th–8th grade students are also subject to suspension, or recommendation for expulsion, for any of the acts listed below:

1. Committed sexual harassment as defined in Education Code 212.5 [E.C. 48900.2]
2. Caused or attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 33032.5 [E.C. 48900.3]
3. Intentionally harassed, threatened or intimidated district personnel, a student, or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or student rights by creating an intimidating or hostile educational environment. [E.C. 48900.4]

Alternatives to Suspension

Suspension, including supervised suspension, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. [E.C. 48900.5(a)]

Other means of correction include, but are not limited to, the following:

- (1) A conference between school personnel, the pupil's parent or guardian, and the pupil.
 - (2) Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.
 - (3) Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.
 - (4) Referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).
 - (5) Enrollment in a program for teaching prosocial behavior or anger management.
 - (6) Participation in a restorative justice program.
 - (7) A positive behavior support approach with tiered interventions that occur during the school day on campus.
 - (8) After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.
 - (9) Any of the alternatives described in Section 48900.6.
- [E.C. 48900.5(b)]

Mandatory Recommendation/Permissive Expulsions Very serious. Allows for a review of circumstances.

1. Causing serious physical injury to another person except in self-defense. Penal Code 243. [E.C. 48915(a)(1)(A)]

2. Possession of any knife, or other dangerous object of no reasonable use to the pupil [E.C. 48915(a)(1)(B)]
3. Unlawful possession of any controlled substance [E.C. 48915(a)(1)(C)]
4. Committed robbery or extortion [E.C. 48915(a)(1)(D)]
5. Assault or battery upon any school employee. Penal Code 240 and 242 [E.C. 48915(a)(1)(D)]

Mandatory Suspension/Mandatory Expulsions The big 5 require the Principal to immediately suspend, pursuant to Ed Code 48915(d):

1. Possessing, selling, or otherwise furnishing a firearm. [E.C. 48915(c)(1)]
2. Brandishing a knife at another person. [E.C. 48915(c)(2)]
3. Unlawfully selling a controlled substance listed in Chapter 2 of the Health and Safety code. [E.C. 48915(c)(3)]
4. Committing or attempting to commit a sexual assault or committing a sexual battery. [E.C. 48915(c)(4)]
5. Possession of an explosive [E.C. 48915(c)(5)]

WILLIAMS UNIFORM COMPLAINT RIGHTS

Education Code 35186 requires that the following notice be posted in each classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.
3. There should be no teacher vacancies or misassignments as defined in Education Code 35186(h) (1) and (2).
 - a. *Misassignment* means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.
 - b. *Teacher vacancy* means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
4. To file a complaint regarding any of the above matters, complaint forms can be obtained at the principal's office/the district office, or can be downloaded from the school district's or California Department of Education's website.

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider."

UNIFORM COMPLAINT PROCEDURE FORM

For Education Code Section 35186 Complaints

Education Code (EC) Section 35186 created a procedure for filing complaints about deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested: Yes No

Name _____

Phone Number Day: _____

Evening: _____

Mailing Address: _____

_____ City/Zip Code _____

Issue of complaint (please check all that apply):

1. Textbooks and Instructional Materials

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Facility Conditions

- A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks; nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; structural damage creating a hazardous or uninhabitable condition; and any other emergency conditions the school district determines appropriate.

- A school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- The school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.

3. Teacher Vacancy or Misassignment

- Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

4. High School Exit Examination (For school districts that receive intensive instruction funds)

- Pupils who have not passed the high school exit exam by the end of 12th grade were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254 (d) (4) and (5) after the completion of grade 12.

Date of Problem: _____

Course/Grade Level and Teacher Name: _____

Location of Problem (Room number or location): _____

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation.

**Please file this complaint at the Clay Office with the Clay Joint Elementary School District Superintendent/Principal
12449 S. Smith, Kingsburg, CA 93631**

NOTE: The passage of new or revision of existing Education Codes (Ed Code), Penal Codes and/or Clay Jt. Elementary Board Policies will supersede this handbook at all times. Board Policies are available to the public from the Clay web page.

ADDENDUM: Your Annual Notification of Parent’s Rights is a separate document and is made available during parent on-line student Enrollment in AERIES. You may ask for a hard copy at the office. Copies are also available on the district webpage www.clayschool.k12.ca.us

Clay Elementary Vision:

One Community, One Goal: to Exceed Expectations!

Please let us know how we can improve by speaking to your child's teacher or the Superintendent/Principal and by completing surveys sent home. Thank you.

