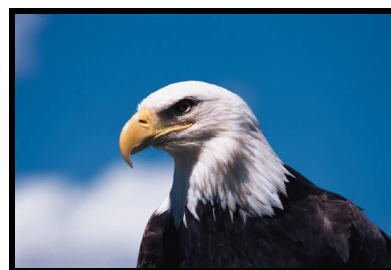


Pomo School

3350 Acacia Street
Clearlake, CA 95422

Phone: (707) 994-6744 Fax: (707) 994-4558

pes.konoctiusd.org



Parent/Student Handbook 2017-2018

Diane Johnson – Principal Joseph Madrid – Asst. Principal

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***A hard copy of Pomo's School Accountability Report Card is available upon request at the school site.**

**A message from the Principal:
Welcome to the 2017-2018 School Year!**

Beginning another school year is always an exciting time for everyone. Teachers are busy preparing plans that will build upon the successes of last year and students are eager to gain new experiences and greet treasured friends and staff members. The school climate at Pomo School is a source of pride for our staff, students, and parents.

Working together as a team, our staff ensures that your child receives excellent instruction. We are working diligently to implement the Common Core State Standards and address 21st Century Skills. This is an exciting time in education and we look forward to the growth and learning this school year will bring. We continue to support professional development of Konocti Unified Staff and have scheduled several staff collaboration days for the 2017-18 school year. We know that minimum days can cause inconvenience in child care arrangements, but this precious time provides our teachers and other staff with quality professional development and will benefit your children immediately.

We continue to develop our comprehensive positive school wide behavior program and have included a discipline matrix to this handbook. Our three rules: Be Safe, Be Respectful, Be Responsible, guide all aspects of our school.

To assure that all students are making progress, we hold Intervention Team meetings and discuss the academic, behavioral, attendance, and other concerns of each student. The ongoing data gathered at these meetings help us to intervene quickly when students are struggling in any area of development. Each student at Pomo is important and unique and we welcome your feedback – you are the expert when it comes to your children.

You Can Help Our School –

- **Donate supplies** – Any extra supplies you can donate will be appreciated. Items needed are: crayons, white board markers, pencils, glue sticks, erasers, binder paper and any other supplies useful for classroom instruction.
- **Parking/Pick Up/Drop Off** – Please follow our school safety procedures, even when in a hurry. The beginning and the end of the school day are very busy!
- **Join our Parent-Teacher Club** – We have an active group that has a great deal of fun. We will be planning activities and fundraising opportunities throughout the year. Contact our office for more information on PTC or other volunteer opportunities.

School to home communication is vital to your child's success, and we thank you in advance for being an active participant in your child's educational career. Please take time as a family to read and discuss the Parent/Student Handbook. The Home School Partnership Compact can be found on the last page of this handbook and includes important responsibilities for both child and parent. Read it, discuss it, sign it, and return it to school so your child's teacher can also sign it. This document reminds us all that we are a team and we each have special jobs to ensure student success. Don't forget to download the Konocti USD Parent Link App from the Apple App Store or the Google Play Store, Like the Pomo School and Pomo School P.T.O. Facebook pages to keep informed.

Respectfully,

Diane I. Johnson
diane.johnson@konoctiusd.org

Pomo School TK-7

Phone Numbers and Extensions

MAIN NUMBERS

Pomo School	994-6744
Healthy Start	994-0669
Preschool	994-1960

ADMINISTRATION

Johnson, Diane - Principal	2311
Madrid, Joseph – Asst. Principal	2313

SUPPORT STAFF

Graves, Terri - Secretary	2310
Spooner, Wendy – Secretary	2312
Gudino, Marissa - Bilingual Family Liaison	2314
Diener, Patti – Librarian	2317
Black, Michelle - Kitchen	2318
Green, Jon - Psychologist	2607
Dobusch, Tracy - Speech	2354
Sherrell, Nicole – Counselor	2326
Harris, Angie - Academic Intervention Assistant	2366

TEACHING STAFF

Allen, Laura 1st-5th SDC	2345	Milano, Lauren - 6th	2340
Anthony, Lori – 3rd	2338	Mitchell, Kacy – 1st	2323
Barry, Jennifer – Kinder	2321	Mostin, Tracy – 3rd	2333
Byerley, Jessica – 2nd	2328	Murch, Sonya - 6th	2343
Claiche, Brian – 5th/6th	2339	Murphy, Kerry – Kinder	2329
Cook, William – 4th	2335	Oranje, Francesca – 2nd	2327
Edwards, Jaclyn - Kinder	2344	Rippe, Charis – 7th ELA/SocSt	2352
Fiedler, Janet – 1st	2324	Rogers, Joseph – 1st	2325
Flath, Eric – 3rd	2334	Schneider, Janelle – 2nd	2332
TBD - RSP K-4th	2348	Smalley, Leah - 1st	2330
Hanson, Sandra - TK/K	2347	Stasik, Brendan – ELD/PE	2350
Hill, Robann – 5th	2341	TBD - ELD/PE	2350
Hunt, Heather – 4th	2336	TBD - Resource 4th - 7th	2351
Ingersoll, Pam – Instructional Coach	2316	TBD - SH SDC	2346
Johns, Mitchell - 4th	2337		
Johnson, Jenny – 2nd	2331		
Lee, Crystal – 7th Math/Sci	2353		
Lewis, Sharon - 5th	2342		
Mayo, Diane – Kinder	2322		

SCHEDULES:

DAILY	7:50am - 2:01pm (First bell 7:48am)
MINIMUM DAYS	7:50am - 12:18pm (First bell 7:48am)

TEACHER COLLABORATION DAYS

The “Teacher Collaboration Thursdays” will allow for our teaching staff to work together within the school and across the district with their respective grade levels on the Common Core State Standards (CCSS)* assessment and planning for the 17-18 school year and for teachers to better share, train, and work together in order to provide the most outstanding educational opportunities for our students. **see later section in handbook discussing CCSS...*

<u>DAILY SCHEDULE</u>	All grades TK-7	7:50am – 2:01pm
<u>MINIMUM DAY SCHEDULE</u>	All grades TK-7	7:50am – 12:18pm
<u>MORNING WARNING BELL</u>	All grades TK-7	7:48am

TEACHER COLLABORATION THURSDAYS – *(Minimum Day Schedule)*

August 17, August 31, September 14, September 28, October 12, October 26, November 9, January 11, January 25, February 8, March 15, March 29, April 12, April 26, May 10.

OFFICE HOURS

Our secretaries are available to answer questions and assist you from 7:00am to 3:30pm Monday-Friday.

Site Secretaries – Terri Graves - ext 2310
Wendy Spooner - ext 2312

Bilingual Clerk – Marissa Gudino ext 2314

THE SCHOOL SITE COUNCIL (SSC) and English Learners Advisory Council (ELAC)

The school site council is a group of teachers, parents, and classified employees, which work with the principal to develop, review and evaluate school improvement programs and school budgets. This group meets once a month after school. The council helps prepare the budget and programs for the State and Federal Government grants (i.e. Title 1 School Improvement Plan, Economic Impact Aid).

The English Learners Advisory Council, the ELAC, shall be responsible for advising the principal and staff on programs and services for English learners and the School Site Council on the development of the Single Plan for Student Achievement (SPSA). The ELAC shall assist the school in the development of: The school's needs assessment, the school's annual language census, and ways to make parents aware of the importance of regular school attendance. Like SSC, ELAC meets after school or in the evening.

All parents are welcome to attend these meetings. Elections for SSC and ELAC members are done in the fall and periodically as needed. If you are interested in being on the School Site Council, please call the school office at 994-6744. If you are interested in serving on or attending ELAC meetings call 994-6744 and ask for our bilingual family liaison.

PUPIL ASSIGNMENTS TO CLASS/TEACHER:

Children are assigned to classes as a result of teacher/principal consultation. This is a right reserved to the school and important in making and maintaining well balanced classes. The object in assigning pupils is to create classes of comparable size, male-female ratios, and ability levels. Pomo School has a protocol for families to provide input to the selection of teacher for their learner, however, the school reserves the right to build classes as needed.

SCHOOL OVERFLOW POLICY:

To avoid overcrowding in classrooms and minimize the need for combination classrooms (*two different grades in the same classroom*), the District may need to send one or more students to other district schools. Classes will first be balanced by grade level at the school site and then the need for overflow will be determined. Student(s) may be overflowed to another school after the beginning of the school year based on entry date to the school. Families will be notified as soon as possible of any changes in student(s) assignment. Transportation will be provided between schools if student(s) are overflowed.

All schools in the district adhere to the Konocti Unified School Board adopted curriculum and are held to the same instructional standards. We promote a quality education no matter where your student is enrolled.

CHANGE OF ADDRESS, PHONE, OR EMERGENCY INFORMATION:

Please notify the school secretary **immediately** with any change in emergency contact information. Emergencies may occur and this information is **essential**. **Students will only be released to the people you have listed on your emergency list.**

SUPERVISION BEFORE AND AFTER SCHOOL:

There is no yard supervision on duty before 7:20am so ***do not drop children off at school before 7:20 a.m.*** At the end of the school day, students should go home directly unless they are enrolled in Pomo's After School Programs.

ARRIVAL: (After 7:20a.m.)

Parents transporting their children to and from school need to keep vehicles out of the staff parking lot/bus area in front of the school due to traffic safety.

ONLY BUSES AND EMPLOYEES are allowed to drive in this area

The parent drop off area is at the green curb on Acacia St. just past the second driveway into the school campus. KUSD and the City of Clearlake have made recent improvements to Sonoma and Boxwood Streets so that parents will have a much safer and easier school pick-up and drop-off. **After dropping students off along the green curb on Acacia, parents should make a left on Sonoma, a left on Boxwood, and a Right on Arrowhead to intersect with Lakeshore. (See Map)**

DROP OFF / PICK UP:

- Drop off **only** in the green zone just after the school's second driveway and main crosswalk. No parking or dropping off/picking up students on red curbs to allow for safe, organized, efficient and legal arrival and dismissal. (Yes, tickets can be issued for dropping or picking up people in a red zone.)
- Always pull your vehicle as far forward as possible when picking up or dropping off students in order to maximize the loading zone.
- Vehicles should never be parked and left unattended in the loading zone as it is a through-lane.
- If you wish to park and exit your vehicle, please do so in the parking lot located across Acacia Street in the designated school parking lot.
- Use crosswalks to cross the street.
- When leaving, please turn **Left on Sonoma, Left on Boxwood, and Right on Arrowhead to intersect with Lakeshore** (see map)
- Pay close attention to staff who assist during arrival and dismissal times.

Walking/Riding bicycles:

Children who walk or ride bikes to school should not arrive any earlier than 7:20 a.m. All bicycles brought to school must have a lock and be parked in the designated bicycle area. Bicycles may not be parked in front of the office. No skateboards are allowed at school.

ATTENDANCE:

- **Absences -**

It is important that children attend school regularly if they are to progress satisfactorily. Absences from school should be for illness or extreme emergencies only. When your child is absent, a phone call to the office or a written note must return to school with your child explaining the reason for the absence. The following information should be on the note:

Child's Name

Date(s) absent

Reason for absence

Parent Signature

Excused absences are given for illness or medical appointments only. State law requires us to keep records on each student each day, so please call us or send a note with your child explaining the reason for the absence. Most importantly, your child misses learning that day which is detrimental to their personal growth. **Truancy – A combination of tardies over 30 minutes and unexcused absences that add up to 3 days will result in a truancy meeting.** A meeting may also be called if the student has been absent more than 10% of their days enrolled. A plan will be created to improve

attendance. 95% attendance is necessary for academic success. This averages out to less than 1 absence per month. **A doctor's note will be required after the first truancy meeting.**

TARDINESS:

School starts at **7:50 a.m.** Students who arrive after the bell **must** report to the office for a tardy slip. Tardiness disrupts the classroom and student learning therefore, it is both the responsibility of the parent and the student to be on time to school and class. Positive reinforcement and recognition are provided for students attending school daily and on time.

CLOSED CAMPUS:

Pomo School is a closed campus where arrival and dismissal is managed. Children are not permitted to leave the school grounds during the school day without following proper check-out procedures. If a child is missing after the start of the school day, parents/guardians will be notified and law enforcement will be called.

CHECKING CHILDREN IN OR OUT DURING THE DAY:

Parents bringing children late or picking up children from school early must get an admit or release slip from the office. Please follow these procedures:

- Enter the office to sign-out student (if excessive early releases are requested, parent may be asked for confirmation of a medical appointment.)
- Secretarial staff will call the classroom to have student sent to the office.
- Parent/guardian will wait in office for student to arrive.
- Student will be escorted off campus by family member.

Children can only be released to those adults listed on your child's enrollment form listed under emergency contacts. This is a legal and safety issue to which no exceptions can be made. Legal guardians may write a note to update this information at any time.

VISITING CLASSES OR CAMPUS VOLUNTEERS:

Parents are welcome to visit the Pomo School campus during the school day by following proper school procedures which include:

- 1) Sign-in on the visitor registration form located in the office,
 - 2) Wear a visitor identification tag,
 - 3) Sign-out on the visitor registration form in the office,
 - 4) To visit a classroom, advance permission must be given by the teacher.
- Visitors should walk into the room and be seated as quietly as possible. It is very helpful to have a minimum amount of distraction to the instructional program and learning of our students.

Volunteers are welcome at our school. There is a formal process to becoming a volunteer that Pomo and the district utilize. Our school office can assist with registering as a school volunteer. KUSD will reimburse the cost of the volunteer

screening after clearance is complete. Family involvement on the campus is a critical component of our school/home partnership!

EMERGENCY DISMISSAL:

Schools may be dismissed early when snow, flooding, or other emergencies threaten to make the roads unsafe for the busses to transport children home and school is closed early. Parents should see that children have an alternate plan in the event school is dismissed early because of an emergency of any kind. Some suggestions are:

- Arrangements should be made with a neighbor to receive children in case parents are away from home during the day. Please add this “neighbor” to the emergency contact list.) Students should be inform to specific instructions so that he/she will know what arrangements have been made.
- News regarding early dismissals or school closure can be found on Lakeport radio station, KXBX 98.3 or check the Konocti USD Parent Link App.

ACCIDENTS/ILLNESS AT SCHOOL:

Students are instructed to report any physical injury to a staff member immediately. Parents will be contacted when a child is seriously injured or becomes ill at school.

INSURANCE:

An insurance program is offered to students. An application form and a letter from the school district concerning this accident insurance program will be sent home with your child as requested. Participation in the insurance program is voluntary; however, if your child is injured at school or at a school-sponsored activity, the school does not provide any medical, dental or hospitalization costs.

MEDICATION AT SCHOOL:

All prescription and “over the counter” medications that need to be taken at school must be brought to the office in the original container with complete instructions for administration given by the physician. The name of the student must be on the container. Medications should not be sent with students to administer themselves.

BEE STINGS, ALLERGIES, HEALTH CONCERNS:

If your child is allergic to bee stings or has any other serious allergy or health concern, please notify the teacher, office, and school nurse in writing. It is important this information is on file at school, as well as an emergency medical plan if needed. Please consult your doctor or our school nurse at 994-9475.

HEAD LICE:

The head lice policy, adopted by the Konocti Unified School Board of Trustees, will be strictly enforced at school. Any child found to have live head lice or nits (eggs – dead or alive) will be excluded from school to be treated with an approved head lice preparation. **An adult must accompany the child to the office the following morning between 7:20-7:50 a.m. in order for the child to be checked and cleared of lice/nits.** Any child who is excluded should be treated and returned to school within 24 hours. A child will be considered truant if he/she has not been

properly treated and returned to school by the 6th calendar day following exclusion. Only 6 days of lice exclusion per year is allowed for truancy accountability. If you need assistance with lice products or related information, call our Healthy Start Office at 994-0669.

MEAL PROGRAM:

We have a daily meal program available for our students. Monthly menus are sent home with each student in the weekly blue folder. **NEW THIS YEAR, supper will be provided for all students staying on campus in our Extended Day Program at no cost to families. Alternate Income Verification forms must be collected.** Forms are sent home at the beginning of the school year or at the time of enrollment plus are available upon request from the school office. If you have any questions regarding food service, please contact: Mandy Lopez, Director of Child Nutrition, at the KUSD office (707) 994-4543.

MESSAGES:

Please make every effort to give your child all messages before he/she comes to school. It is a disruption to call or leave messages for the teacher regarding how your child is getting home. Unless it is an emergency, please refrain from unnecessary calls. Your cooperation is greatly appreciated. The school does not guarantee that your child will receive any message after 12:00 noon.

COMMUNICATION:

Communication is critical for the school and family partnership and for students to be successful. The following communication tools are offered by our site and district:

- **Parent Link App:** Konocti Unified School District offers a free Parent Link App available from the Apple App Store and Google Play Store. Search for Konocti USD, download this app to any or all mobile devices and follow for information about our district and our site.
- **Facebook:** like Pomo School and Pomo School PTC for updates.
- **Pomo School Blue Folders:** Each Tuesday Pomo School News, monthly newsletters, informational bulletins plus samples of your child's work from the previous week will be sent home in a Weekly Folder. The weekly folders contain valuable information regarding upcoming events! Please read these items and review the work with your learner, sign the folder, and return it on Wednesday.
- **Pomo Website:** <http://pes.konoctiusd.org/>
- **Pomo Blackboard Phone Calls:** Families will receive periodic recorded phone call messages from Pomo School office with important school information. Keep contact phone numbers updated with the school office so you consistently receive this important communication.

- **Parent/Teacher Conferences:** Parent conferences are scheduled twice a year however, families may request a parent conference with their child's teacher at anytime during the school year. We encourage parents to talk with teachers and to explore ways in which they can help their children be successful in school.

CELL PHONES:

Pomo School recommends cell phones are kept at home so students can stay focused on the learning during the school day. Social disruptions due to cell phones – ringing, texting, games, pictures, etc. are disruptive to learning. With this in mind, students may bring cell phones to school with the following guidelines:

- Like any other valuable, the school is not responsible for lost, stolen, or damaged phones.
- Phones should be turned off during the school day. Students may not take them out of their backpacks or text during school hours (7:20am – 2:01pm) unless being used for an educational purpose as directed by Pomo School staff.
- If a staff member sees a phone during school hours, the phone can be confiscated and may be returned only to a parent (student may pick up on first offense).
- Photo sharing and cyber-bullying are prohibited and will be handled with serious disciplinary consequences.

Remember, there is a phone in every classroom on campus for safety and appropriate calls. Please contact the office if you need to contact your child.

NON-SCHOOL MATERIALS/VALUABLES:

Toys, cameras, radios, skate boards, tape recorders, remote control toys, toy guns, toy knives, balloons, bats, hardballs, computer games, electronic devices, video game players, card collections and other valuable items should not be brought to school. The school is not responsible for lost or stolen personal items.

COMMON CORE STATE STANDARDS:

The State of California has adopted the Common Core State Standards (CCSS). According to the Department of Education, the goal for the CCSS is “all students graduating from our public school system as life-long learners will have the skills and knowledge necessary to assume their positions in the 21st century global economy.” This means that we will be using new materials in an active learning environment such as:

- **Technology:** Our students are expected to use technology at an early age and will be required to use a computer for State testing beginning in the 3rd grade. We have purchased Chromebooks and iPads for classroom use. Students have been using email starting in 3rd grade and using computer applications regularly. Teachers will use the interactive whiteboards and document cameras in classrooms during instruction.
- **Class Assignments** will include a variety of activities. Although these will vary with grade level and subject matter, students will complete integrated

projects. These projects will take the skills students have learned and apply them to new topics. This may include word processing skills or advanced research skills

- **State Testing (SBAC) (CAASPP)** will be taken on the computer. The old tests were paper-pencil multiple choice. The new tests also include essays, tasks and short answers. Students will also be asked to explain how they arrived at the answer. At this time, 5th grade still takes the California State Test (CST) for science. 5th and 7th grade students also take state physical fitness assessments.

REPORTING STUDENT PROGRESS:

Report cards are issued three times during the school year and reflect the Common Core State Standards and related grading practices.

Overall Grade: An overall combination of the graded work below totaling **60% assessments** and **40% class/homework**

1. Unit Assessments (ELA & Math) 20%: K-8 teachers have clustered their grade level standards together to form common units. Each unit will have a customized assessment that will either be a performance task, in which students complete an activity to show their real-world understanding of the standards, or an online assessment similar to the items on the new Smarter Balanced (SBAC) state assessment. By the end of the year, we want our unit assessments to mirror the same balance of performance tasks and online assessments as the SBAC.
 2. Performance Assessments/Projects 20%: Teachers also may give additional performance assessments and projects outside the end of unit assessments.
 3. Other Test/Quizzes 20%:
 4. Classwork/Homework 40%:
- **Grades: A (100-90%) B (89%-80%) C (79%-70%) D (69%-60%) F (59%-0%)**

This system allows for more clarity and consistency. It will also be more understandable to parents who can access their student's grades through the Parent Link app.

PARENT/TEACHER CONFERENCES:

Parent-teacher conference days are scheduled in conjunction with the first and second report periods. Each parent will be notified of their parent/teacher conference time by their child's teacher. A parent conference may be requested at any time either by teacher or parent in addition to the regularly-scheduled conferences. When a parent and teacher plan together for helping a child, school work and behavior will improve. The best time for a conference is before or after school.

STUDENT SUPPORT TEAM (SST):

Pomo School has a Student Support Team which meets on a regular basis to address the educational and emotional needs of the students. Students may be referred to this team either by the parent/guardian, the teacher or other support staff. The purpose is to partner together to support student learning and success. If you have any questions concerning the Student Support Team, please contact the Principal or your child's teacher.

OTHER SERVICES:

Pomo School provides many levels of service to meet various student needs. Some of these services are available only certain days of the week and most are part of an Individual Education Plan (IEP).

- **School Psychologist** - A member of the SST and a critical support for determining specific student needs. This staff member is available for consultation appointments and testing.
- **Speech Therapist** - offers speech therapy services.
- **Occupational Therapist** - offers services that help kids improve their cognitive, physical, sensory, and motor skills.
- **Academic Counselor** - offers support for individuals and small groups during the school day and through the SST process.
- **Academic Intervention Assistant** - provides students with individualized supports on a daily basis including the Check-in/Check-Out program.

SCHOOL SITE INDEPENDENT STUDY:

As per Board Policy 6158(a), independent study can be arranged for no less than 5 days. All work must be turned in within one week of return to school or date of assignment for grades TK-3 and within two weeks of return to school or date of assignment for grades 4-7. All work is expected to be completed and turned in and all assessments made up. At the site level and per this handbook, each independent study case will be reviewed individually case by case. If a student is not maintaining expectations or requirements for continuing with independent study, the independent study may be revoked. Students who have previously failed to meet requirements of independent study in the past may be denied future independent study at the site. Site based independent study will not be recommended for students needing more than 2 weeks of independent study. In cases where more time is needed, the student will be recommended to a district independent study program. Pick up an application for independent study in the office. This application must be completed by both the parent and the teacher.

LIBRARY BOOKS AND SCHOOL MATERIALS:

It is the student's responsibility to return all school material or library books checked or loaned in his/her name. Any materials not returned at the end of the school year could necessitate the school billing the parent/guardian of the child for the missing items. Final report cards are not issued to students who have materials at home and/or outstanding bills. All students are held responsible for the textbooks issued to them and must pay for any damage or loss.

ACCELERATED READER (AR) PROGRAM:

Pomo School has an Accelerated Reader program for grades 1-7. Students are tested for reading levels and given a list of books that they may read to fit their reading ability. Students will be able to take quizzes on the books they read to earn points/credits. Each student will have a pre-determined point level to achieve. Talk to your child's teacher for more information

HOMEWORK POLICY:

In order to develop home study skills and reinforce skills learned at school, students will be given homework. Konocti Unified School District has developed guidelines for homework. At Pomo School, students will be assigned reading and math homework Monday through Thursday. Teachers may assign additional homework. Check with your child's teacher if you are unsure.

MISSED SCHOOL WORK:

Schoolwork missed due to absences must be made up. If your child will be out of school for several days and feels up to doing work at home, please contact the office for his/her schoolwork. It may be picked up after school that day.

NONDISCRIMINATION/HARASSMENT:

District programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age or sexual orientation.

LOST AND FOUND:

Each year several hundred dollars worth of clothing is left at school. Place identifying marks on backpacks, hats, sweaters, jackets, and lunch boxes. Lost and found clothing is placed in the Healthy Start room. You or your child may check for your child's clothing at anytime. Clothing left unclaimed will be cleaned and distributed to students in need.

BUS CONDUCT:

Each student will be provided with a set of bus rules by his/her driver. For the safety of all children, please instruct your child on the bus rules. The rules of **Be Safe, Be Respectful, Be Responsible** will be reinforced coming to and from school as well. If you have any questions about the discipline on the bus, please contact the Transportation Department at 994-9473. Remember, there are video cameras on buses to help ensure rules are adhered to and our students are safe.

SUPERVISION - YARD DISCIPLINE:

Adult supervision in all play yards plus the cafeteria are a priority here at Pomo School. Minor infractions are dealt with on the spot. Any child needing assistance of any kind is encouraged to turn to the supervisors on duty.

SKATEBOARDS/SCOOTERS/SHOE SKATES:

Skateboards, scooters and Shoe Skates are not to be brought to school. They are unsafe to ride to or from school and will not be allowed on campus. They will not be allowed during parent nights – Back-to-School, Open House, etc.

CONTROLLED SUBSTANCES:

Students may not possess or use controlled substances including products containing tobacco or nicotine. Controlled substances includes, but is not limited to, vapor pens, cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, alcohol and marijuana. Consequences will follow California Education Code Section 48900, grounds for suspension or expulsion.

DRESS CODE:

The staff of Pomo School takes pride in the appearance of our students. **All students are expected to dress and groom themselves neatly, in clothes that are appropriate for school attendance and activities with due regard for modesty.** The school reserves the right to determine what is appropriate attire for the educational setting. At any time, questionable articles of clothing can be brought to the school to be checked by the office for appropriateness. Attire which goes beyond the bounds of acceptable standards, disrupts the educational environment, and/or is in poor taste will be dealt with on an individual basis. As fashions and trends change the school may amend the dress code as needed or address specific dress code issues as they arise. In order to maintain a safe and positive educational environment, the following standards will be in effect at school and all school related activities.

The following are included as examples, **but the dress code is not limited to this list.** Pomo standards of dress code policy include the following:

1. All garments must fit. Clothing should be within one size of the student's measurements and worn in the manner in which they are designed (i.e. pants are to be worn at the waistline, not "sagging").
2. Footwear must be worn at all times. For safety reasons, flip-flops or shower sandals are prohibited.
3. Shorts and skirts must extend to at least the mid-thigh.
4. Bare midriff tops, tube tops, spaghetti strap tops, off the shoulder tops, and thin strapped tank tops are prohibited. T-shirts must be designed as outerwear. Basketball jerseys may be worn with a t-shirt underneath (t-shirts not required during interscholastic competition).
5. Necklines on shirts must be acceptable and cover cleavage lines.
6. Sheer or see-through clothing is not allowed. At no time shall undergarments be visible.
7. Clothing with suggestive, obscene, vulgar, or culturally offensive writing or artwork is not permitted, including phrases that are offensive innuendos.
8. Clothes that advertise controlled substances such as tobacco, alcohol, or other drugs, or uphold usage of such, or advocate violence are not permitted.
9. Purposefully torn or ripped clothing is not appropriate at school.

10. Students are not to write or draw on their clothing at school.
11. Clothing, jewelry, accessories, and or body markings which by virtue of their color, arrangement, trademark, or any other attribute, which denotes membership in or affiliation with a gang is prohibited.
12. Bandanas, wave caps, headband, and beanies are prohibited.
13. Pajamas, sleep clothes, blankets, etc. are not allowed at school.
14. Masks or any face coverings are not to be worn at school.
15. Any clothing item that is deemed disruptive or offensive to the educational setting is prohibited.

A violation of the dress code will be addressed by having the student correct the violation by changing or removing the item. Parent contact may be made. Students who cannot, or will not, correct the violation will be sent home with an “unexcused” absence. Further violations will be considered “direct defiance” and will be dealt with according to the discipline policy.

Please label all removable clothing such as jackets, sweaters, hats, gloves, and personal possessions (lunch boxes, umbrellas, etc.). Each year several hundred dollars worth of clothing is left at school in the lost and found. The lost and found is located in the cafeteria. Unclaimed items will be donated to community service organizations.

TOUCHING:

Touching is considered not appropriate for a TK-7 environment. Students will be given consequences for hand holding, kissing, etc.

BEHAVIOR EXPECTATIONS

At Pomo School we believe that learning is important and in order to support learning we provide an environment that is safe and free from unnecessary distractions. Each child is expected to behave appropriately in all school settings and activities and accept responsibility for his/her actions and the consequences of those actions. Parents and staff share the responsibility for maintaining and supporting the behavioral expectations and working together to correct problems that may arise.

Our **three school rules** are:

- Be Safe
- Be Respectful
- Be Responsible

Examples of following the school rules include, but are not limited to the following:

- Treat adults and each other with respect and courtesy.
- Follow directions of all school personnel.

- Walk quietly in the hallways.
- Keep hands and feet to yourself.
- Keep the school clean.
- Use appropriate language, gestures and behavior with adults and schoolmates.
- Refrain from physical and verbal aggression.
- Respect and take care of school property.
- Leave personal items home that are not required by the instructional program or that may be perceived as a distraction to the instructional program.
- Appropriate physical contact on campus.

Our goal is to create learning environments that are: **safe, respectful, and responsible.**

PROGRESSIVE DISCIPLINE POLICY

Pomo School follows a progressive discipline policy for common school infractions, bus citations and classroom/campus referrals. Consequences for student misbehavior may include the following:

- Loss of privilege(s)
- Loss of recess(es)
- Lunch detention(s)
- Rules School
- After school detention(s)
- Alternative placement
- Community service
- Bus suspension
- Suspension
- Recommendation for Expulsion

POSITIVE REINFORCEMENT ACTIVITIES

Soar Tickets:

- Soar tickets are given to students as “Thank You” notes for being **Safe, Respectful and Responsible.**
- Students cut the Soar tickets and submit the bottom portion to a container in their classroom.
- All submitted Soar tickets go into a weekly raffle.
- A monthly Soar Ticket Raffle for all Soar tickets that did not previously win in any of the weekly raffles is held at the Student of the Month Assembly.
- At the end of the year, all eligible tickets that did not win for the school year will be entered into a year-end Soar Ticket Raffle.
- The more Soar Tickets a student earns, the better chance they have to win a prize and the more positive feedback they have return.

Awards:

Students have multiple opportunities to earn awards at Pomo School. The following are a list of some of the awards that the children may earn:

- Citizenship Award
- Student of the Month
- Most Improved
- Sportsmanship Award
- Honor Roll, Principal's List
- Perfect attendance awards for each trimester as well as the entire year

PARTICIPATION IN EXTRACURRICULAR SCHOOL ACTIVITIES

Students participating in extracurricular school activities must maintain good standing in their academics, have good attendance, and have good behavior. Students must follow all school rules while participating or attending any school sponsored event. School Discipline will still apply.

- School Sports – students must have met qualifying academic marks set by the district/school.
- School Dances – students must have 1 or less referrals and no unexcused absences or tardies reviewed 30 days prior to the dance.
- Field Day – students must meet qualifying academic and attendance marks as set by the district/school.
- Field trips/Class trips – students must have completed all necessary permission slips to attend. Students who have been disciplined for behavior *may* have to have their parent attend a pre-field trip meeting prior to the trip. Students who violate school rules will face consequences as they would at school. Future field trips/class trips may be lost to the student. Alternative assignment of similar academic merit will be assigned.
- End of Year Class/School Events & Trips – students must meet qualifying academic and attendance marks as set by the district/school.

CYBER-BULLYING:

California Ed Code 48900r states *“Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.”* Violation of Ed Code 48900r is a suspendable offense.

In these current times the prevalence of social media (Facebook, Twitter, You-Tube, etc.) websites and the access available for student use brings with it the possibility of bullying via posts or texts that are harmful, hurtful, or threatening. This can include inappropriate, violent, gang-related, harmful, hurtful, and/or threatening videos, photographs, posts, texts, or other forms of electronic media. When this happens with students, the impact is negative for both students, families, and the school. Pomo School recommends that parents be active in their children's online social media accounts and monitor for safety and appropriateness. When cyber-bullying comes to the attention of the school, the school will take action as per CA Education Code.

SEXUAL HARRASSMENT:

Educational Environment

Within the educational environment, sexual harassment is prohibited between students, between employees and students, and between non-employees and students, between employees and employees, and between employees and other persons.

Definition of Sexual Harassment

A. Definition

“*Sexual harassment*” means repeated unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of any individual’s employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through the educational institution.

B. Specific Examples: For the purpose of further clarification, sexual harassment includes but is not limited to:

1. Making unsolicited written, verbal, physical, and/or visual contact with sexual overtones. (Written examples include but are not limited to: suggestive or obscene letters, notes, and invitations. Verbal examples include but are not limited to: derogatory comments, slurs, jokes, epithets. Physical examples include but are not limited to: assault, touching, impeding, or blocking movement. Visual examples include but are not limited to: leering, gestures, partial or total nudity, display of sexually suggestive objects or pictures, cartoons, or posters, or the wearing of sexually suggestive clothing not meeting dress standards for students or employees.)
2. Continuing the express sexual interest after being informed that the interest is unwelcome.
3. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. For example, within the work environment either implying or actually withholding support for an appointment, promotion, or change of assignment, suggesting a poor performance report will be prepared, or suggesting probation will be failed. For example, within the educational environment either implying or actually withholding grades earned or deserved, suggesting a poor performance evaluation will be prepared, or suggesting a scholarship recommendation or college application will be denied.
4. Within the work environment, engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment or another employee. Within the educational environment, engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or

affect the educational opportunities, grades, and/or learning environment of a student.

5. Offering favors or educational or employment benefits such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties, or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.
6. The viewing, printing or transmission of any obscene, pornographic, or other material of a harassing or sexual nature on a computer.

(Reference Section 703 of Title VII of the United States Civil Rights Act, as interpreted by the United States Equal Employment Opportunity Commission, 29 CFR 16044.11; and Section 7287.6 of Title 2 of the California Administrative Code.)

Complaint Procedures

A. Informal Resolution

1. Employees, students, or other individuals who feel aggrieved because of conduct that may constitute sexual harassment should directly inform the persons engaging in such conduct that such conduct is offensive and must stop.
2. Employees, students, or other individuals who feel aggrieved because of conduct that may constitute sexual harassment shall inform the principal or superintendent so that he/she may take remedial action.

B. Formal Complaints

1. Complaints brought by students – an aggrieved student may file a written complaint with the principal. The principal shall forward a copy of the complaint to the superintendent.
2. Complaints brought by employees or other individuals – an employee or other individual may file a written complaint with the superintendent.
3. The informal resolution procedures set forth in paragraph an above are not a precondition to the filing of a complaint.
4. Persons filing a complaint need not file a complaint with a person who they feel is sexually harassing them. In such case, the complaint should be filed with that person's superior (i.e., superintendent, School Board), who will then act in place of that person.

C. Investigation

As soon as the superintendent receives the complaint, the superintendent or the superintendent's designee shall conduct an investigation. The investigation shall include interviewing the complaining employee and the alleged harasser, interviewing any witnesses to the conduct and interviewing any other victims of the conduct that the employer has reason to believe may exist.

The person investigating the complaint shall complete the investigation and make a determination within fifteen (15) days from the date that the written complaint is received.

D. Determination

The person investigating the matter will prepare a written factual report and a written determination. Even if the investigation is inconclusive, the factual report shall be prepared setting forth the allegations and available information regarding the matter, as well as the disposition of the matter and any corrective action taken. The determination of the principal or superintendent or the superintendent's designee should be communicated to the complaining employee, the alleged harasser, and where appropriate to others directly involved. In appropriate cases, the superintendent will

initiate disciplinary action against the harasser which is commensurate with the severity of the offense and sufficient to put a stop to the harassment. Where appropriate, the complaining employee will be told of the disciplinary action taken.

E. Further Harassment

The superintendent will insure that no harassment of the complaining employee occurs in the future and that no retaliation against the complaining employee occurs as a result of the filing of the complaint.

Confidentiality

A complaint and the results of the investigation shall be confidential to the extent reasonably possible under the investigation process. Witnesses and those interviewed shall be informed of the confidential nature of the issues and the investigation and shall be informed that it will be a violation of this policy to disclose the complaint or the nature of the investigation to others.

Retaliation is prohibited

The initiation of a complaint of sexual harassment will not cause any reflection on the complainant nor will it affect such person's future business dealings with the district, his/her employment, compensation or work assignments, or, in the case of students, grades, class selection, or other matters pertaining to the complainant's status as a student of any district program.

Persons retaliating against the complainant will be disciplined as set forth below.

Penalties for Sexual Harassment

Penalties for sexual harassment include:

- A. For students – suspension or expulsion, or other appropriate discipline.
- B. For employees – suspension or dismissal, or other appropriate discipline.

These penalties also apply to any person who retaliates against a person for filing a sexual harassment complaint.

Should disciplinary action be taken against another student, or an employee under this policy, the disciplinary action shall follow the due process procedures required for such disciplinary action, and the student or employee shall have the appeal rights provided for the action taken. Employee dismissals will follow standard employee dismissal procedures. Student expulsions will follow standard student expulsion procedures.

Where to Obtain Further Information

You may obtain copies of these rules and procedures for reporting charges of sexual harassment and for pursuing available remedies from the district office which is located at 9430 Lake Street, Lower Lake, California – (707) 994-6475.

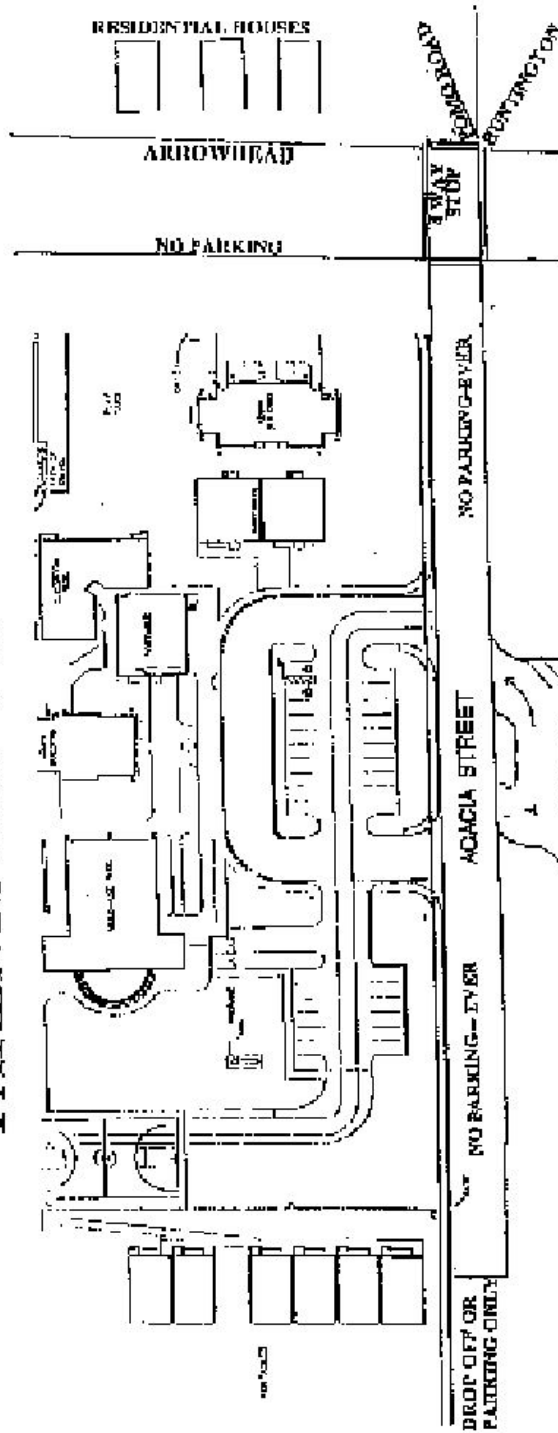
If your complaint is not dealt with to your satisfaction at the district level, you have the right to employ an attorney, at your own expense, and/or to file a complaint with the State Department of Fair Employment and Housing at the following telephone numbers, email address and addresses: Telephone (800) 884-1684, Email – www.dfeh.ca.gov. . Addresses – 2014 "T" Street, #210, Sacramento, CA 95814, San Francisco/455 Golden State Avenue, Suite 7600 San Francisco, CA 94102.

Uniform Compliant Procedures

The board recognizes that the district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in

district programs and activities based on actual or perceived characteristics identified in Education Code 200, 220, or Penal Code 422.55. Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to participate in any school based function. For further information, please see BP 1312.3 (a).

ATTENTION: POMO PARENTS AND GUARDIANS



- PARK OR DROP OFF ONLY PAST THE SCHOOL
- USE CROSSWALKS
- NO RUNNING ACROSS THE STREET
- TURN AROUND ONLY AT THE END OF THE STREET

Pomo School

Home and School Partnership Pledge

Staff Section

I understand the importance of the school experience to every student and my role as educator and model. Therefore, I agree to carry out the following responsibilities to the best of my ability. I **WILL**:

- Teach essential skills and concepts to your child.
- Strive to address the individual needs of your student.
- Communicate with you regarding your student's progress through the use of conferences, weekly folders, report cards, phone calls and letters home.
- Provide a safe, positive and healthy learning environment for your student.
- Evaluate and return appropriate work in a timely manner.
- Communicate homework, classwork and behavior expectations.

Teacher Signature

Date

Student Section

I realize that my education is important. I know I am the one responsible for my own success, and I must work hard to achieve it. I **WILL**:

- Take my Tuesday weekly student folder home to my parent(s).
- Take my daily reading/math folder home to my parent(s).
- Return completed homework on time.
- Be responsible, a good citizen, and take responsibility for my own behavior.
- Ask for help when I need it.

Student Signature

Date

Parent Section

I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I will continue to carry out the following responsibilities to the best of my ability. I **WILL**:

- Support my child in the completion of his/her homework.
- Review all school communications and sign and return important documents promptly.
- Attend Back-to-School Night, Parent/Teacher Conferences, Open House, etc.
- Require my child to engage in reading activities for at least 20 minutes every day.
- Provide a quiet place/time for my student to do homework.
- Support the school's/district's homework, discipline and attendance policies.
- Make sure my child is ready to learn by having adequate sleep, a healthy diet, appropriate health care and by being clean.
- Consult with staff about my child.
- Volunteer and/or support school activities.

Parent Signature

Date