



Ferndale Elementary School

Handbook

2018-2019

PRINCIPAL'S WELCOME

Dear Parents and Students,

Welcome to the 2018-2019 school year. The staff at Ferndale Elementary School is excited to have our students return and begin another year of learning new subjects, having fun, and making fond memories.

The staff at Ferndale Elementary School is dedicated to providing all students a safe and caring environment, a rigorous and challenging curriculum, and a positive and stimulating educational experience. Our vision is *Success for Every Student!*

To ensure continued success at Ferndale Elementary School, we need the involvement and participation of our students, families, and community. This handbook is intended to be a guide to the programs and services that are offered at Ferndale Elementary School, as well as, to our behavior and academic expectations.

It is important that you take the time to read this handbook carefully. Please, sign and return the parent notification form which acknowledges that you have read and do understand the school's policies and procedures.

Thank you for your support. We look forward to a year of academic excellence!

Sincerely,


FES Principal

FERNDALE ELEMENTARY SCHOOL

Telephone: (707) 786-5300

Fax: (707) 786-4284

Address: 164 Shaw Avenue, Ferndale, CA 95536

Email: jgriffith@ferndalek12.org

Web site: www.ferndalek12.org/fes

Office Hours: 8:00 a.m. – 4:00 p.m.

FERNDALE UNIFIED SCHOOL DISTRICT OFFICE

Telephone: (707) 786-5900

Fax: (707) 786-4865

Address: 1231 Main Street, Ferndale, CA 95536

2018-2019 FES SCHOOL SCHEDULE

Breakfast is served 8:00-8:20 (Students are allowed on campus for breakfast during this time)

Student Arrival 8:10 a.m. (Students are not allowed on campus before **8:10** unless eating breakfast)

Start of School 8:30 a.m.

Recess: Grades K-3 9:55-10:10 a.m.

Recess: Grades 4-6 10:10-10:25 a.m.

Recess: 7-8 10:25-10:40 a.m.

Lunch: K-2 11:40-12:20 p.m.

Lunch: 3-4 12:10-12:50 p.m. Lunch (12:10-12:30)

Lunch: 5-6 12:10-12:50 p.m. Lunch (12:30-12:50)

Lunch: 7-8 1:00-1:40 p.m.

Dismissal: Grades K-3 2:15 p.m.

Dismissal: Grades 4-8 3:05 p.m.

Early Dismissal Every Wednesday: 2:15 p.m.

Jr. High Schedule 2018-2019

Below is the daily junior high schedule.

<u>Mon-Tues, Thurs-Fri</u>	<u>Wed.</u>	
Homeroom	8:30- 8:35	8:30-8:35
1 st Period	8:35-9:30	8:35-9:27
2 nd Period	9:30-10:25	9:27-10:19
Recess	10:25-10:40	10:19-10:35
3 rd Period	10:40-11:35	10:35 - 11:26
4 th period	11:35-12:30	11:26 - 12:18
Reading	12:30-1:00	12:18 - 1:00
Lunch	1:00-1:40	1:00-1:40
Core Support	1:40-2:23	1:40 - 2:15
Physical Ed.	2:23-3:05	

MISSION STATEMENT

Ferndale Unified School District, in partnership with parents and the community, will provide a structured, safe, efficient and caring environment, a challenging and stimulating educational experience meeting the needs of all students and providing them with the skills necessary to succeed in the homes, work places and communities of today and tomorrow.

Vision and Core Belief

Success for Every Student

BOARD OF TRUSTEES

Cory Nunes, *Board President*

Stephanie Koch

Ken Richardson, *Clerk*

Jerry Hansen

JoLynn Jorgensen

ADMINISTRATION

Beth Anderson

- *Superintendent*

Jeremy Griffith

- *Principal*

OFFICE STAFF

Tina Toste - *Office Secretary*

Jennie Titus – *Office Secretary/PBIS Support*

TEACHERS

<u>Primary Building</u>	<u>Room</u>
Holly Soli	Kindergarten C1
Carrie Brazil.....	Kindergarten C3
Becca Meyer	First Grade C4
Megan Collenberg.....	First Grade C2
Kris Currier	Second Grade C5
Allison Griffith	Second Grade C7
Morgan McWhorter	Third Grade C6
Spencer Duggan.....	Third Grade C10
Kim Wilson	Resource Specialist C11
Teresa Bugenig.....	Intervention Teacher IR

<u>Main Building</u>	<u>Room</u>
Samantha Miranda.....	Fourth Grade M4
Jennifer Fisk-Becker.....	Fourth/Fifth Grade M3
Maira Rodriguez	Fifth/Sixth Grades M2
Debbie Busick.....	Sixth Grade M1
Shane Totten	Jr. High Social Studies M6
Heidi Taylor	Jr. High Language Arts M8
Rex Rigney.....	Jr. High Mathematics M7
Lena Utroski.....	Jr. High Science M5
Shirley Soderman.....	ELD Teacher ELR
Trevor Christiansen.....	Physical Education Playground
Nikki Ussia	Fine Arts Teacher M5
Heather Boynton	Intervention Teacher. M9
Resource.....	M9

PUPIL SERVICES

Leanne McCulloch.....	Librarian/Computer Specialist
Erin Banke	School Counselor
Lindsey Flores.....	School Social Worker
Lynne Mahony.....	School Nurse

INSTRUCTIONAL AIDES

Kathy Dekens	Sarah Kasso
Sharon Vinum	Amy Leon
Richelle White	Barb Manzi
Brandi Zanone	Clancy Quinn
Caroline Koehler	Miranda Smith
Cathy Anderson	Jamie Cox

MAINTENANCE/CUSTODIAL STAFF

Keith Stringer
Brenda Hinton

CAFETERIA STAFF

Christina Chapman.....Cafeteria Manager/Head Cook
Vanessa Huerta.....Lunch Server/Cafeteria Support

SCHOOL CALENDAR on the school's webpage *www.ferndalek12.org/fes*

Please use the calendar located on the website at *www.ferndalek12.org/fes* when planning family vacations, medical appointments, etc. to avoid students missing school time. Open up the calendar, scroll over the date to see the event scheduled. The calendar is updated each month.

SCHOOL MEETINGS

School Board

The District Board of Trustees meets the second Wednesday of each month at 7:00 p.m. in the Ferndale High School Library. Your presence at these meetings is encouraged and welcomed.

School Site Council/LCAP Meeting

The purpose of the group is to provide direction and oversight of the school's academic program. The main role is to develop our annual school plan that addresses the needs of all of our students and ensures that state and federal funds—specifically provided for our student needs—are used in a way that maximizes academic growth. Serving on the School Site Council/LCAP Committee is an excellent opportunity for parents and teachers to discuss ways to improve and enrich our school's curriculum and to make sure each student receives a high quality educational program.

Parents are encouraged to attend these meetings to learn about our school, to share ideas, and to plan student activities. Please see the school calendar for the scheduled SSC/LCAP meetings and let the principal know if you are interested in being a member.

ELAC-English Language Advisory Committee

The role of the ELAC is to advise the principal and SSC/LCAP on programs and services for English learners. The ELAC acts in an advisory capacity. It is not a decision making body, but it is the voice of the English learner community.

Parent Club

The purpose of this organization shall be to keep abreast of educational trends, to promote school activities, and to be a medium of communication between parents, community, and teachers.

Membership is open to all parents, adult relatives, friends of children enrolled in school, and interested community members of our school district. Meetings are listed on the school calendar. Please come and join us!

Parent-Teacher Conferences

Parent-Teacher conferences for grades K-8 are scheduled at the end of the first and third quarter. Parents are notified of dates and times approximately a week prior to the scheduled date.

Parent-Teacher conferences are an important part of the educational program and both parents are urged to attend if possible. We do not schedule separate meetings for separated parents so your cooperation is greatly appreciated. A parent-teacher meeting can be arranged by telephone through the office or by a note sent to the teacher.

PARENTAL CONCERNS

The staff at Ferndale Elementary School is committed to providing a quality educational program to our students. We strive to provide a nurturing environment where students feel safe, comfortable, and challenged. Our goal is to communicate effectively and establish positive working relationships with parents. We seek to be partners with parents in ensuring that each student achieves to his or her highest ability. We welcome comments or questions from parents.

Parental concerns regarding your child's academic, social, or emotional growth should first be brought to the attention of the *classroom teacher* because communication is important in supporting your child's growth.

Parents may request a conference with a teacher at any time. Conferences provide parents and teachers the opportunity to discuss issues of concern, resolve misunderstandings, answer questions, and open channels of communication. If the concern remains unresolved, the parent should then make an appointment with the principal.

Unresolved complaints after meeting with the teacher need to be discussed with the principal before contacting the school superintendent or school board.

For more information regarding complaints, please refer to the section on complaint procedures in this handbook.

STUDENT CONDUCT

District Philosophy and Goals on Discipline

It shall be the philosophy of the school district to establish a safe and secure learning environment for all students through PBIS (Positive Behavioral Interventions & Supports). The underlying theme is teaching behavioral expectations in the same manner as any core curriculum subject. Classrooms and playgrounds will be free of disruption, intimidation, or antisocial behavior. The school will establish procedures for effectively maintaining safety, discipline, and attendance. It will be the responsibility of school staff to publicize and enforce school rules in a non-discriminatory manner. Our students follow the following Code of Conduct for all areas of the school (see next page):

(Insert Code of Conduct Matrix here)

RESPONSIBILITIES

A. Staff Responsibility

1. Assist in developing and reinforcing school rules throughout the campus.
2. Develop classroom rules and clearly communicate rules to parents and students.
3. Establish a classroom atmosphere that elicits proper behavior and enables every student the full opportunity to learn without disruption.
4. Teach effective lessons that instill a love of learning, inspire students to achieve at their highest level, and increase student achievement toward California academic standards.
5. Reward and reinforce students that make academic progress and consistently follow school and classroom discipline procedures.
6. Notify parents of student academic and behavioral progress through telephone calls, notes sent home, and parent conferences.

B. Parent Responsibility

1. Ensure that their child comes to school each day appropriately dressed, with a nutritious lunch, and on time.
2. Cooperate with school officials in carrying out appropriate discipline penalties when such action is necessary.
3. Attend and participate in parent conferences when requested and actively support the actions and decisions made at that time.
4. Label student/s' jackets, sweatshirts, sweaters, etc., with their names to ensure the return of lost and found articles.
5. Read to your child and provide a quiet time for individual **reading** on a daily basis.

C. Student Responsibilities

Responsibilities are things that you do for yourself or for others, which positively support the FES learning community.

Behavior Responsibilities:

1. Know and abide by school and classroom rules established by the school.
2. Behave in the classroom and on campus in a manner that does not disrupt or interfere with the rights of other students to learn.
3. Respect the authority of all school staff that enforces school rules and regulations regarding student discipline and moral conduct.

Academic Responsibilities:

1. **BE PREPARED TO LEARN.**
Arrive at school on time each day well rested, well fed, and ready to learn. Bring all necessary materials and books, use them, and take care of them.
2. **COMPLETE YOUR SCHOOL WORK NEATLY AND ACCURATELY.**
We expect you to try your very best. Learning to do your schoolwork is like learning to play the piano or to ride a bike, it takes practice. Keep working on it!
3. **COMPLETE YOUR HOMEWORK.**

- Arrange a quiet spot and a scheduled time to do your homework and return it on time.
4. **MAKE SURE NOTES AND PAPERS GET HOME TO PARENTS.**
Your parents want to know what is going on at school. Please keep them informed.

School Wide Rule:

Be SAFE

Be RESPECTFUL

Be RESPONSIBLE

Be PRODUCTIVE

FES SCHOOL RULES

School rules are in place to maintain a safe environment at all times.

A. Classroom Rules

Each teacher will establish classroom rules, including the Classroom Code of Conduct, and consequences and review them with their students.

B. Cafeteria Rules

All students are to follow adult directions while in the cafeteria:

1. All students are expected to eat lunch for their own health and afternoon learning stamina. Students without a lunch and not signed up for one may be sent to the office and asked to call home to notify parents to come up with a plan or permission to purchase lunch.
2. Do not bring glass containers for food or drinks.
3. Enter and leave the lunch room quietly.
4. Do not play with your food or throw food. Never touch another student's lunch.
5. Stay seated until dismissed to leave in an orderly manner.
6. Raise your hand to use the microwave. Form a quiet line to use the microwave. Ask for help if you do not know how to use the microwave. If necessary, have an adult write on your lunch the amount of time needed to heat it.
7. Please bring your own spoon or fork if you brought a lunch from home.
8. Leave your table and floor area clean. When students are dismissed from the tables, they throw away all trash in the appropriate can.
9. Students needing hot water should ask an adult for assistance.
10. Remember there are many students in the cafeteria for lunch. Please do not bring complicated lunches that take several heating steps or are difficult for children to open.
11. While eating lunch, use no more than a level 3 voice - just enough for those around you to hear what you are saying.
12. If rules are consistently broken, assign seating will be established.

C. Bicycle Rules

Students are expected to follow these rules arriving and leaving school:

1. Ride with traffic and keep to the side of the road.
2. Obey stop signs.
3. Walk your bike on sidewalks and in front of the school.
4. Always use crosswalks where adult supervision is available.
5. Obey the crossing guard.
6. All students riding bikes are to use the racks located in front of the gym.
7. There will be no lingering in the bicycle area.
8. Obey all state bicycle helmet laws. If you do not come to school with a helmet, you will be required to use a school helmet to return home safely.

D. Bus Rules

Students are expected to follow these rules while on the bus:

1. Obey the supervising adult.
2. Wear seat belts if bus is equipped with them.
3. Speak quietly and use school appropriate language.
4. Do not push, fight, or misuse anyone's property.
5. Keep all body parts inside the school bus.
6. Remain seated while the bus is moving. No yelling out window of bus.
7. No eating or drinking on the bus.
8. While on the bus, use no more than a level 3 voice. Just enough for those around you to hear what you are saying.
9. Do not distract the bus driver from driving safely.

Consequences for Breaking a Bus Rule:

1. Students will be given a referral to be signed by parent and returned to the office.
2. Three referrals will lead to suspension of bus privileges for up to two weeks.
3. If behavior continues, you can lose bus riding privileges for the balance of the year.
4. Serious misbehavior on the bus can result in suspension or expulsion from school.

E. Playground Rules

Students will follow adult directions during recess, physical education, and other activities:

1. Students are ***not to arrive before 8:10 a.m.*** Students eating breakfast at school may arrive at cafeteria at 8:00 a.m.
2. Students are to leave school after the last bell. Do not play while other classes are in session.
3. Before school and during recess, students are not to be in the main building except to store their belongings. They are to enter and exit through the side doors only, not the front door.
4. Only run on the grass.
5. Play only in designated areas-stay in front of the backstops, buildings, green wall, and trees.
6. Freeze when the recess bell rings at the end of each recess, and wait for an adult to excuse you to walk to class.
7. There shall be no rough play including piggyback tag, tackle football, wrestling, etc.
8. Kicking any type of ball is permitted **ONLY** on the field.

9. If a ball goes over the fence or in the parking lot, contact the playground supervisor for ball retrieval.
10. All games are open to all students unless it is a game for two.
11. Students must eat snacks at the picnic tables or benches near the garbage cans. No walking around while eating. Sunflower seeds, shelled nuts, and gum are not allowed.
12. Please do not spit at anytime.
13. No electronics allowed outside during recess. All electronics will remain in the classroom OFF and AWAY in the backpack. (See Electronic Registration Agreement in this handbook.)
14. Stay inside the fenced area and do not go beyond the red lines on the pavement.
15. Please do not climb the trees and stay out of the bushes. And stay away from the fence.
16. Please ask the adult on duty to use the bathroom or go into a classroom.
17. The swings and play structure are for K-6th grades only. Students must swing in a seated position. No swinging side to side, jumping from the swings, or pushing students on the swings.
18. Do not standing next to the swings or run through the swings. Please stand on wooden rail to count (25 full swings) while waiting for your turn.
19. On the play structure, there should be no chasing or running.
20. Please do not climb up the slide or jump off the side of the bridge. Slide down on your bottom only.
21. No playing with sticks, pulling the grass, or throwing wood chips.
22. Please keep your hands to yourself. No jumping on other students or tackling them.
23. No cartwheels or tumbling on playground.
24. Follow all rules for retrieving and returning playground equipment to the shed.
25. Follow all posted rules for games played during recess.

F. Dress Code

Clothing shall be modest, intact, and appropriate:

1. Clothing must be worn as designed or constructed, with underwear covered by clothing (no exposed boxer shorts or bra straps).
2. Clothing may not be revealing or sheer. Midriffs must not be exposed.
3. Inappropriate pictures, language, innuendo, or gestures on clothing will not be allowed.
4. Tops with oversized arm holes can only be worn with a full T-shirt underneath.
5. Shoulder straps on tops may not be less than 1½ inches (**three adult** fingers) in width and must completely cover under garment straps. No halter-tops may be worn.
6. Shorts must be no shorter than the end of your fingertips when standing with your arms at your side. Compression shorts must be covered with school appropriate shorts.
7. Dress or skirt length must be equivalent to school appropriate shorts.
8. Oversized pants must be worn at the waist and may not drag the ground.
9. Shoes must be worn at all times and should be appropriate for running and playing for safety purposes. No flip flops can be worn. Sandals must have a back strap.
10. Hats may not be worn in buildings.
11. ***P.E. Attire*** - In order to fully participate in physical education (PE) classes, all students must wear appropriate and comfortable shoes (not sandals) and clothing.
12. Follow the recess equipment release system using all playground balls and carts.

G. General Rules

1. Students are not to enter the gym unless a teacher is on duty.

2. Students are not to be in classrooms without the supervision of a teacher or an aide.
3. **Items from home:** Students may not have *sports equipment* and *toys* at school. The school does not accept responsibility for items brought from home, so please do not send expensive or valuable items with your child. Students may bring items from home for a specific project or for sharing if prior approval is granted by the teacher, parent, and school bus driver if appropriate.
4. The school does not accept responsibility for any personal items brought from home.
5. Skateboards, razor scooters, and hover boards must be *carried* into school but may *not* be used on campus.
6. The telephone in the office is to be used with the use of a *telephone pass* only—the exception would be any emergency. Students must have the teacher’s permission to use the classroom telephone.
7. When entering a classroom, quietly enter and wait to be acknowledged by the classroom teacher.
8. **Cell phones/Electronics**- must remain in the “off” position during school hours and stored in a backpack (Not in your pocket). Students needing to make calls at dismissal may ask to use their cell phones under the direct supervision of a teacher. Cell phones are not to be used during the school day for calling or receiving calls, text or receiving messages, taking videos or photos, accessing the internet, or any other uses.
9. **All personal electronics need to be registered through the office with the Electronics Registration Agreement.** *See last page of handbook*

H. Pedestrian Rules

Students are expected to follow these rules when coming to or leaving school.

1. Always use crosswalks, including those in front of the school.
2. Look both ways before crossing the street.
3. Never cut across the street, especially from between parked cars.
4. Obey the crossing guard.
5. Stay out of planter and grass areas while entering and exiting school

I. Note to Parent Drivers

The School Site Council, teachers, and staff have a great concern for the safety of our students as they travel to and from school. We need your help in enforcing these rules.

1. Pull off of the street near the curb and **INSIST** that your child use the crosswalk, even when late.
2. Do not park in the crosswalk to wait for your child to be dismissed.
3. Teachers will direct students to cross over to the far side of Shaw Avenue at dismissal time.
5. Do not park in the yellow bus zone - the drivers need all of the space to pull safely to the curb without backing up.
5. Use the Loading Zone to pick up and drop off student by driving all the way forward to allow other cars to pull in. Please, park in the parking lot if you need to wait to pick up your child

CONSEQUENCES

Consequences for breaking a rule in the Lunchroom or at recess

Depending upon student action, consequences are not always necessarily followed in the order below. Damage to any public or personal property will be compensated for by the person or persons responsible for the damage.

At Ferndale Elementary School we believe that every child has a right to feel safe and accepted. All staff members have been trained to watch for possible bullying or harassment behaviors and to intervene. We will continue refer all suspected bullying and/or harassment behaviors to the principal.

The following consequences will be utilized until the new Positive Behavioral Intervention Supports (PBIS) program /team is in place while under the supervision of yard duty personnel:

1. First Offense: A warning will be given. Student will be guided to more appropriate behavior choices and the rule will be reviewed.
2. Second Offense: Student will be benched for the remainder of the break or lunch period and may be asked to appropriately make amends or “make it right”. Student may be assigned detention.
3. Third Offense: The student will be referred to the student’s classroom teacher who **may** call the student’s parents. Classroom teacher may assign detention after school for up to one hour.
4. Further Offense: The student will be referred to the classroom teacher who may contact the principal for a discipline conference with the principal, teacher, parent, and student.
5. Serious Offenses. (See Suspension-Expulsion Procedure in this handbook.) Student may be suspended from school or referred to the superintendent for an administrative hearing for possible recommendation to the school board for expulsion from school.

ANTI-BULLYING AND HARASSMENT POLICY

Purpose of this policy

This policy prohibits bullying and harassment at Ferndale School, during the school and after-school program, at school field trips, sports and school sponsored events, and when students are traveling to and from school. It describes our school’s procedures to prevent and stop bullying and prohibits reprisal or retaliation against any person who reports bullying. This policy applies to all students, teachers, staff, specialists, and anyone who works on our campus, whether employed by the school or district, working as contractors, or volunteers.

Definitions

Bullying occurs when a student, or group of students, repeatedly try to hurt, humiliate or get power over another less powerful student in any of the following ways.

- **Physical bullying** is when a student uses physical force to hurt another student e.g. by hitting, pushing, shoving, kicking, taking a student’s belongings or stealing their money.
- **Verbal bullying** is when a student uses words, images or gestures to intimidate or humiliate another student e.g. by shouting, taunting, name-calling, teasing, put-downs, insults, threats and blackmail.

- **Relational bullying** is when a student excludes or isolates another student e.g. through leaving them out, turning other students against them, or spreading gossip or rumors.
- **Cyber bullying** is when a student uses their cell-phone, text messages, e-mails, instant messaging, chats and websites (such as Facebook, Twitter, You Tube or Instagram) to bully another student in any of the ways described above.

Bullying may at times amount to **harassment**. It is harassment to target a student online or face to face because of their actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or because they are associating with a student or group of students with one or more of these actual or perceived characteristics.

It is **sexual harassment** to target a student with unwanted sexual comments, gestures, attention, stalking and physical contact that cause the student to feel uncomfortable or unsafe at school, or interferes with schoolwork. This is dealt with further in the school sexual harassment policy.

Our school does not tolerate bullying or harassment for any reason. You are breaking the law if you harass anyone at our school. It is a serious breach of the school rules if a student takes revenge or asks someone to threaten or hurt a student that has reported bullying or harassment.

Student Bully-Free Zone

Our school is a community where everyone is respectful, responsible, safe, and productive.

Bullying and harassment cause pain and stress to students/adults and are never justified or excusable.

The staff and students at Ferndale School have agreed to join together to make our school bully-free. All staff and students will understand the Code of Conduct for each area of the school. We will:

- Value differences and treat others with respect both online and face to face.
- Stand up against bullying when they or others around them are the target of bullying ask for the bullying to stop.
- If the bullying cannot be stopped, seek help from a trusted adult on campus.
- Never take revenge or ask someone to hurt another who has reported bullying.

GENERAL DISCIPLINE PROCEDURE

Detention

A student may be detained after school for disciplinary purposes for up to one hour. With parental consent, the student may be detained for more than one hour. It is the practice of the school to allow the student to call a parent or other responsible person as a notification of detention.

Discipline Conference

If a student continues to experience difficulty in following school rules, a conference involving the student, parent, teacher, and administration will be scheduled. At the conference the discipline problem will be identified and a plan developed to deal with the problem. It will be the responsibility of all participants to support the plan.

Suspension - Expulsion Procedure

It is the intent of the School Board to establish a positive school climate whereby students exhibit self-discipline. For students who continue to defy the school authority or who commit an act of an extreme nature, the Board will authorize school officials to pursue suspension or expulsion as appropriate to the circumstance.

A suspension is a temporary removal from school and all activities of the school. A student may not be suspended for more than five days at a time unless suspended by the School Board. A student may not be suspended for more than twenty days per year.

A student may be suspended from school for the following behaviors:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had previously obtained written permission to possess the item from a certificated school employee, which is concurred to by the principal or the designee of the principal.
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 11007 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind.
4. Unlawfully offered or arranged or negotiated to sell any controlled substance, as defined in Section 11007 of the Health and Safety Code, such as an alcoholic beverage, or an intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material or represented the liquid, substance, alcoholic beverage, or intoxicant.
5. Committed or attempted to cause robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stolen or attempted to steal school property or private property.
8. Possessed or used tobacco, or any tobacco product containing tobacco or nicotine.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm.
14. Committed or attempted to commit a sexual assault or sexual battery.
15. Harassed, threatened or intimidated a pupil who is a complaining witness or a 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.
16. Committed sexual harassment as defined in Section 212.5 of the Educational Code.

17. Caused, attempted to cause, threatened to cause, or participated in hate violence.
18. Engaged in harassment, threats, bullying, or intimidation directed against a pupil or a group or pupils.

A student may be suspended or expelled for any act listed in this section related to a school activity or school attendance which occurs at any time, including, but not limited to, any of the following:

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

A suspended student will be given oral or written notice as to why he or she is being suspended. The student will be given an opportunity to present his or her side of the story. The parent or guardian will be notified of the suspension by letter and requested to attend a parent conference. If the parent desires a further review of the case, he or she may request a meeting with the Superintendent. A final review may be requested of the School Board.

Expulsion is the removal of a student from attendance at the school by the School Board. The length of the removal is determined by the School Board, but typically spans from the remainder of a quarter to up to one school year.

COMPLAINT PROCEDURES

Complaints Concerning Schools

The School Board welcomes constructive criticism of school policies, programs, and personnel when it is motivated by a sincere desire to improve the quality of the educational process and to assist the schools in performing their tasks more effectively.

All complaints submitted in accordance with the procedures adopted by the Board shall be assured of receiving appropriate review and consideration. The Board encourages the resolution of valid complaints through a process that is fair, timely, and discrete. If the complaint is not resolved at a lower level, the Board shall review it.

When individual Board members are approached with complaints about the schools, they shall be expected to listen to the complaints and demonstrate their concern by clearly identifying established procedures and channels through which complaints may receive attention.

- (Cf.1313 Uniform Complaint Procedures)
(Cf.1313a Complaints Concerning School Personnel)
(Cf.1313v Complaints Concerning Instruction Material)

Legal References:

EDUCATION CODE

- 35146 Closed Sessions
35160.5 Requirement of school district policies: parental complaints re: employees
56500 Procedural safeguard: special education programs

GOVERNMENT CODE

950 Actions against public employees
54957 Closed Sessions

CODE OF REGULATIONS TITLE 5

3950-3953 Complaint procedures: Categorical Aid Programs

Complaints Concerning School Personnel

The Board recognizes the need for a clearly defined avenue whereby valid complaints can be brought to the Board. Every attempt should be made to satisfy the concern through normal administrative channels prior to the complaint reaching the Board. Administrative staff shall be responsible for insuring that no retaliatory action will be imposed upon a student as a result of a complaint being registered.

Procedures for Registering Complaints - General

The normal procedure for registering complaints is to work through the District staff before going to the School Board.

- At the local school level, complaints should be made to the teacher or to the principal.
- Complaints of a general District nature should be made to the appropriate division within the District office.
- If, after discussing the complaint at the school or District level, the person making the complaint is still dissatisfied, he or she may present the complaint to the Board.
- Complaints that reach the Board shall be presented in a written form. The Board will acknowledge the complaint, if requested, with a response.

Procedure for Registering Complaints – Employees

The Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary criticism. The Board also recognizes that parents have the right to present legitimate complaints regarding employees in a responsible fashion.

The following procedures shall apply to complaints from parents or guardians regarding District employees. They are not intended to supersede any provisions of the respective employee agreements that may treat complaints concerning District employees. The procedure shall not be applicable to any complaint concerning student discipline, student publications, contract grievances, or matters for which an alternative administrative remedy is available within the District.

1. The complainant should make complaints directly to the person against whom the complaint is lodged. It is hoped that concerns can be offered verbally and processed in an informal fashion. The immediate supervisor may become involved to facilitate resolution of the complaint. Every effort will be made to resolve the complaint at an informal level.
2. Should the complaint not be resolved at this level, the complainant is requested to put the complaint into writing and to direct it to the employee's immediate supervisor.
3. Citizen or written complaints about a certificated bargaining unit member shall be reported on the working day received to the teacher by the administrator receiving the complaint. Copies of written complaints about employees, other than teachers, shall be

provided to the employee who is the subject of the complaint within five (5) working days of receipt of the complaint. The employee shall be given the right of full involvement and rebuttal to such written charge.

4. The immediate supervisor shall schedule a conference as soon as reasonably possible to discuss the complaint with the employee. Should the employee request a conference with the complainant, such a conference shall be scheduled.
 5. In the event the complainant refuses to appear at a scheduled conference the complaint shall be dismissed unless information acquired during the investigation should be pursued. Should that occur, the immediate supervisor shall give to the Superintendent or his or her designee and the employee involved copies of the original complaint, the employee's response to the complaint, other relevant documents, and a full report regarding the investigation.
 6. In the event that a conference is held and the complaint is not resolved, the immediate supervisor shall give to the Superintendent or designee and the employee involved copies of the original complaint, the employee's response to the complaint, other relevant documents, and a full report regarding the investigation.
 7. The Superintendent shall review submitted materials. Should the Superintendent deem that further investigation is appropriate, he or she shall meet as soon as possible with the involved employee and other parties, as necessary. The employee involved shall be informed of the Superintendent's findings as to the complaint within thirty (30) days. Complainants should consider the Superintendent or his designee's decision as final. However, the complainant, the employee or the Superintendent may ask to address the School Board regarding the complaint.
 8. Except when the complaint is directed against the Superintendent, no party to the complaint may address the Board, either in closed or open session, unless the Board has received the Superintendent or designee's written report concerning the complaint. The Superintendent or designee's report shall contain, but not be limited to, the following:
 - Name of each employee involved.
 - A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the employee(s) as to the precise nature of the complaint and to allow the employee(s) to prepare a defense.
 - A true copy of the signed original complaint.
 - A summary of the action taken by the Superintendent or designee, with his specific finding and if disposition of the case at the Superintendent's level has not been possible, the reasons why.
1. All parties to the complaint, including the school administration, shall be requested to attend such a meeting or part of such a meeting for the purpose of presenting all available evidence and allowing every opportunity for explaining and clarifying the issue.
 2. Complaints concerning an employee shall be addressed in closed session of the Board unless the employee requests that the issue be addressed in open session.
 3. The decision of the Board following the hearing shall be final.

Complaints Concerning Instructional Materials

Complaints concerning instructional materials will be accepted only from staff, District residents, or the parent or guardians of children enrolled in a District school.

Complaints must be presented in writing to the principal. Complaints regarding printed material must name the author, title, and publisher, and identify the objection by page and item number. In the case of non-printed material, written information specifying the precise nature of the objection shall be given. The statement must be signed and identified in such a way that a proper reply will be possible.

Individual students may be excused from using challenged materials after the parent or guardian has presented a written complaint. The teacher will then assign the student alternate materials of equal merit. Use of the materials by a class, school or the District, however, shall not be restricted until so directed by the Superintendent or designee.

Upon receiving a complaint, the principal will acknowledge its receipt and answer any questions regarding procedure. The principal will then notify the Superintendent or designee and the teacher(s) involved of the complaint. The Superintendent or designee will determine whether the complaint should be considered on an individual basis or whether a review committee should be convened.

The use of challenged materials by class, school or District shall not be restricted until the appropriate review committee has made final disposition.

A review committee may be formed under the direction of the Superintendent or designee. It shall be composed of the principal and five or more staff members selected by the Superintendent or designee from relevant administrative and instructional areas.

In deliberating challenged materials, the review committee shall consider the educational philosophy of the District; the professional opinions of other teachers of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teachers stated objectives in using the materials, and the objections of the complainant.

The review committee shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.

Within 30 days of being convened, the review committee shall summarize its findings in a written report and submit it to the Superintendent or designee for final action. The Superintendent or designee shall notify the complainant of his or her decision no later than 60 days after the complaint.

CURRICULUM AND ASSESSMENT

Curriculum

The curriculum for kindergarten to eighth grade is based on the California Common Core Standards (CCSS). For a grade level copy of the CCSS, please see your child's teacher, our school web site at www.ferndalek12.org/fes, or visit the California State Board of Education's website at <http://www.cde.ca.gov/be/st/>.

Ferndale Elementary School Textbooks

ENGLISH-LANGUAGE ARTS

Publisher/Text (Common Core)	Grade Level	State Board Adopted
McGraw Hill-Wonders 2015	K-3	Yes
National Geographic-Reach for Reading 2015	4-5	Yes
EMC-Mirrors and Windows 2105	6-8	Yes

MATHEMATICS

Publisher/Text	Grade Level	State Board Adopted
McGraw-Hill (Common Core) 2014	K-6	Yes
McGraw-Hill (Common Core) 2014	7-8	Yes

HISTORY-SOCIAL SCIENCE

Publisher/Text	Grade Level	State Board Adopted
Scott Foresman History-Social Studies for CA (2006)	K-5	Yes
Glencoe Discovering Our Past (2006)	6-8	Yes

SCIENCE

Publisher/Text	Grade Level	State Board Adopted
Houghton-Mifflin Science (2007)	K-6	Yes
CPO Science (2007)	7-8	Yes

Trimester Reports Cards

All students will receive trimester report cards. Students are assessed on their progress in meeting the grade level standards established by California's State Board of Education and adopted by the Ferndale Unified School District. Students in grades kindergarten through third grade will receive standards-based report cards, and students in grades four through eight will receive traditional grades on their report cards. Teachers assess students on a regular basis through their written assignments, oral contributions to class discussions, and their work on class assignments, activities and projects. Tests and quizzes are also a part of student assessment. Parent conferences are scheduled twice a year to discuss your child's academic achievement. Parents are encouraged to contact your child's teacher at any time if there are questions or concerns about achievement or assessment.

Mid-Term Reports

Students in fourth through eighth grade will receive mid-term reports each semester. The specific dates are listed in the school calendar included in this handbook. Students will hand carry these reports home and bring them back with a parent or guardian signature. The purpose of mid-term reports is to provide an academic progress report for students and parents, increase the communication between home and school, and notify parents of any academic or behavioral difficulties a student may be having. A parent or teacher *may* request a conference following the mid-term report to address concerns.

Honor Roll

Students in fourth through eighth grades are eligible for the Honor Roll. A student must meet the following requirements each semester:

1. High Honor Roll: a grade point average 3.5-4.0
2. Honor Roll: a grade point average 3.0-3.49

3. No D or F grades.

Northwest Evaluation Association (NWEA) and Smarter Balanced (SBAC) Testing for ELA, Math, and Science (5th and 8th):

California students take statewide tests each year that provide parents, teachers, and educators with information about how well students are learning core academic skills. Teachers use this information, along with on-going assessments, to help them prepare instruction based on the needs of each student. Results will be mailed to parents each fall to give a “snapshot” assessment profile of your child. School wide results help guide our program planning and allow us to compare our results to other local and state schools, as well as national norms.

The tests are tied to the state’s academic standards, which spell out the skills that students are expected to learn at each grade level in science. The SBAC testing is online and will test the Common Core State Standards in grades three through eight at our school. Students are scored as “Standards Not Met,” “Standard Nearly Met,” “Standard Met”, and “Standard Exceeded.” If you have any questions regarding STAR testing, please contact your child’s teacher.

The school has adopted a new testing program (NWEA) to help guide instruction. Each student K-8 will take the language arts and math portions of the test twice a year. Parents will be notified of the test result.

SCHOOL POLICIES

Attendance

As with all public schools in California, the amount of state monetary support is based upon school attendance. The current state policy allows schools to receive apportionment for students that are either present at school or on Independent Study. The compulsory school attendance law requires that a child be at school unless they are ill, at the dentist or doctor, or at the funeral of an immediate family member. These absences are legally accepted excuses, but are not counted for average daily attendance. In the event that a student is absent, it is expected that a note be sent to the classroom teacher the first day back at school. State law requires that the school be notified of student absence. Students home without a valid reason, such as a shopping trip, etc., are unexcused and may become truant. Any absences due to illness exceeding 15 will need a doctor’s verification of absence due to illness. Student absences, in many instances, can be covered by an Independent Study contract.

It is the parents/guardians’ responsibility to contact the school to verify absences.

Students are not allowed to leave school during the day unless they bring a note of valid excuse from their parent. An adult calling for a child must first report to the school office.

Appointments

When medical appointments can be arranged for the later afternoon hours, there is much less interruption in the student instructional day. Most medical offices can arrange later afternoon appointments; we appreciate the efforts of parents to schedule appointments after school hours. Students need to be signed out by a parent in the office if they need to leave early.

Tardiness

In most cases there are no valid excuses for tardiness. Students are expected to be in their seat by the time the second bell rings at **8:30** a.m. Tardy students are an inconvenience to attendance, lunch and milk accounting, and to classroom learning. Three tardies of more than one-half hour late for school without an excuse is considered the same as one day of truancy.

Student Injury or Illness

The injury or illness of a student is to be reported to the classroom teacher or duty supervisor and referred to the office. If there is doubt as to the seriousness of an injury or illness, a student's emergency card will be used to contact a parent or guardian. In case of serious illness or injury when a parent or alternate cannot be contacted, or in the case of need for immediate attention, school personnel will get assistance through the doctor of the injured or ill student, local medical doctors, Redwood Memorial Hospital, or the Ferndale Fire Department.

Class Assignment

Each spring Ferndale Elementary School teachers and administrators meet to design class lists for the upcoming school year. They work diligently to form balanced classes so that every student has an opportunity to experience a rich core curriculum. When creating the class lists, everyone considers individual student learning styles, academic strengths and weaknesses, behavioral issues, and parent requests.

Homework

The Ferndale Unified School District recognizes that not all learning takes place in the classroom. Development of study habits and application of study skills are necessary for continued independent learning. Therefore, it should be emphasized that regular assignments outside the instructional day are to be deemed a part of the total instructional program and should be as frequent as necessary for the student to develop mastery of the subject. Homework is an extension and reflection of instruction. It provides opportunities for:

1. Practice to promote mastery of skills.
2. Development of independence and responsibility in students.
3. Parents or guardians to become familiar with the curriculum and to support the educational experiences.
4. Prepare students for new material.
5. Reinforce and expand classroom instruction.

Grade Level Homework Guidelines

Kindergarten homework assignments should stimulate students to talk often with their parents or guardians and should encourage parents or guardians to read to their children. Homework assignments in grades one through three should promote the development of basic skills. They also should encourage family participation.

In grades four and five, homework should continue to reinforce and extend basic skill development. Family participation and discussion should be encouraged. Assignments also should help develop good personal study habits and may include occasional special projects.

In grades six through eight, teachers should provide regular homework activities that promote the development of basic skills, reinforce good study habits, and provide students with the

opportunity for personal and academic growth. Family participation and discussion should be encouraged.

If you feel your child is spending too much time on homework or if you have questions about the type of homework being assigned, please talk to your child's teacher about your concerns. Modifications to classroom homework can be made in certain circumstances.

Homework Help for Parents

1. Provide a study corner with necessary materials and good lighting.
2. Support, encourage, and show interest in your child's school work.
3. Help your child schedule their time so that they can participate in family and community activities and not have to stay up too late.
4. If your child does not *understand* the work, please write a note to the classroom teacher so she or he knows why the homework was not completed.
5. If you feel that your child is regularly spending too much or too little time on homework, please contact his or her teacher and discuss the situation.

Makeup Work

The teacher of any class from which a student has an absence shall determine what assignments the student shall make up and in what period of time the student shall have to complete such assignments. Tests and assignments may be the same as those missed, or shall be reasonably equivalent to them. The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension.

Independent Study - (Assignments given prior to student absence.)

When a student absolutely must be away from school for at least **5** days, an Independent Study contract can be used. No absences for less than five days can be funded through this program. When the student completes the assignment, the State allows the district to be funded for those days of absences. It is necessary for the contract to be filled out by the student, parent, and teacher at least **5** days prior to the days of absence. Use of the contract is limited.

Closed Campus

It is preferred that all students eat lunch on campus during the lunch period. This is a **CLOSED CAMPUS**, which means students will not be allowed to eat or purchase lunch up town (unless on a Jr. High pass) or go to a friend's house for lunch. Parents who want their child to leave campus for lunch at home are asked to discuss this with their child's teacher and to write a note stating that the student will be eating at home each day. Any special circumstances/exceptions to this rule will be arranged between the teacher and the parents with approval from the principal. The junior high does have a special rewards program for lunch that requires parental permission. Questions about the junior high lunch reward program may be referred to your child's homeroom teacher.

Insurance

The District provides secondary medical insurance for students during the time that they are at school. Students injured during school hours and school activities will be covered by their parents insurance first, then the school secondary insurance covers. Students are covered by

insurance while participating in field trips, after-school sports, cheerleading, and other extra-curricular activities.

Internet Use

Educational use of the internet in our computer lab is contingent upon having on file an internet use agreement signed by the student, parent, and teacher. Teachers will hand out contracts as appropriate. Students will not use the internet in the computer lab until the agreement is signed. (This agreement is separate from the personal electronics agreement.)

Lunch Program

Information on the lunch program and monthly menus are provided for students and their families. The cost of lunch is \$3.00, free or reduced price lunches are available for qualifying students, and individual milk is available for \$.50 per day. Milk is included in the daily lunch but may be purchased separately. Students are asked to pay for their lunch on a weekly or monthly basis on the first day of each week before school in the lunch room. Students who must order daily after the first day of the week shall go to the main office. Absentees will have their lunch credited, but must inform the office clerk regarding the particular day the credit is to be expended. No lunch order can be accepted after 9:30 a.m. each day. Lunch costs may increase due to supply cost increases.

Student Medication

In order for a student to be assisted with medication, the school must have both a written statement from the physician detailing the name of the medication, method, amount, and time schedules by which the medications is to be administered *and* a written statement from the parent or guardian indicating a desire that the school assist the student in the manner described by the physician.

Student Records

Parents with legal custody and legal guardians may have access to student records. Concerns with student records should be brought to the attention of the principal.

Classroom Teacher Video and Film Media Policy

The Board of Education recognizes that appropriate supplemental materials such as films, videos, and instructional technological resources can augment regular classroom instruction. Supplemental materials should be consistent with State adopted curriculum content, frameworks, and performance standards.

Supplementary materials provided through the Humboldt County Office of Education's Teacher Resource Center may be used with age appropriate students without administrative or parental permission. Please refer to the Motion Picture Association of America (MPAA) Rating System on file in the school office.

Kindergarten through Sixth Grade Classes

(G) rated supplemental material may be used in the classroom. (PG) rated supplementary material may be used in the classroom with administrative approval and active parental permission. If the parent denies permission, a challenging, alternative activity that is comparable to the video will be provided for the student.

Seventh and Eighth Grade Classes

(G) and (PG) rated supplemental material may be used in the classroom. (PG 13) rated supplemental material may be used in the classroom with administrative approval and active parental permission. If the parent denies permission, a challenging, alternative activity that is comparable to the video will be provided for the student.

Visitors

Parents are invited to visit school at any time; however, it is requested that the classroom teacher be notified prior to the visitation period to avoid interfering with an exam or other student assessment. Visitation by visiting students who are friends or relatives is not encouraged. Once the school bell rings, all visitors are asked to sign-in at the office.

Volunteers

Volunteers are welcomed in our school and are not only helpful, but bring many talents to be shared with students. Volunteers are to schedule their time in advance with the classroom teacher so that lesson plans can be adjusted to meet class needs. All volunteers must sign-in at the office each day they provide services.

Volunteers who give their time are valued and appreciated by our school. Volunteers are asked to keep all matters pertaining to school records, individual children and personal opinions about others to themselves. A volunteer registration form must be completed prior to volunteering at Ferndale Elementary School. These forms are available in the school office. We appreciate our volunteers!

Emergencies

In case of an emergency while children are at school, such as flooding, the decision to dismiss school will be made by the superintendent. Local radio stations and the telephone will be used to notify parents. Bus riders will return home on the bus, others will return home the way they arrived or will be picked up by a parent, depending upon the situation. Each student will be checked out using Emergency Identification Tag System via the office staff station.

SERVICES AND PROGRAMS

Transportation

Home to school bus transportation is provided daily to students who live in the outlying areas. Students board buses for home immediately upon arrival of the school bus at dismissal time. Students are expected to follow bus rules for the safety and convenience of riders, the driver, and parents. The bus driver is the authority on the bus and may use reasonable force to correct a situation that may be unsafe.

School Nurse

Our credentialed school nurse is provided by the Humboldt County Office of Education. She meets with our students, consults with our staff, and conducts health related programs. The school nurse is also responsible for all state-mandated health testing programs. If you prefer your student not be testing for vision and hearing, please contact the office.

School Psychologist

The Humboldt County Office of Education provides a certified school psychologist to assist with special education testing and other assessments for students with special needs. Parents desiring to know more about this service are invited to discuss this with the school principal or the classroom teacher.

English Language Learner (ELL) Program

Students whose primary language is not English will be assisted through the services of our bilingual teacher with the support of a CLAD trained classroom teacher. Second language students are assessed annually until they are fluent in English. This assessment, the CELDT, helps us plan appropriate programs for our ELL students.

Speech Therapy

A credentialed speech therapist is available to work with students are eligible for speech and language services through Presences Learning, which is a distance learning program. An instructional aide will assist students during each session. Yearly screenings are conducted for new students to the school including students in kindergarten. If you have any questions about the new speech program, please contact the office.

The Daily Five Program

During language arts this year, our 1st -3rd grade classes will be doing "The Daily Five". The term "The Daily Five" refers to the five choices that the students will be able to choose once the program is up and running. First, students will participate in a whole group lesson on topics including reading strategies, spelling, vocabulary, grammar, and writing. Afterwards, students break up into groups and do 2-3 sessions of Daily Five choices. During the group time, teachers will be pulling students to work in small groups or sometimes individually on reading skills and assessments. Listed are the five daily choices:

1. **Read to Self** - Students will get their book bags (full of good-fit books of their choice) or choose from our classroom library, find a comfortable spot in the classroom, and will read to themselves.
2. **Read to Someone** - Students will pair up with a partner. They will both get their book bags, find a comfortable spot in the classroom, and will take turns reading to each other. One student will act as the "Reader" and the other student will act as the "Checker" and will re-tell what was read by the "reader" - this skill is called "check for understanding".
3. **Work on Writing** - Students will get their Daily 5 journal and write about different topics. The writing component of the Daily Five provides additional support children require to become effective writers.
4. **Listen to Reading** - Students will sit at a listening center and hear a book read to them while they follow along. Listening to Reading is valuable for developing fluency and vocabulary.
5. **Word Work** - Students will use different means to create words or will use different work studies such as sorting words or putting them in ABC order.

School Counselor and Social Worker Services

Ferndale Elementary School offers a comprehensive School Counseling Program utilizing our part time School Counselor and full time School Social Worker. Our school provides individual and group counseling services as well as classroom presentations and consultations. The classroom teacher or the parent may refer a student for counseling services. Parents wanting counseling for their child may contact the classroom teacher or the Principal. Our school works to ensure that the needs of our students are being met. Any families in need of assistance with food, clothing, shelter, school supplies, financial help including medical, dental, vision, or mental health care, please contact our School Social Worker or the Principal.

Gifted and Talented Education (GATE)

Ferndale Elementary School academically gifted students attend a GATE academy at Humboldt State University mid-year.

Student Study Team

Teachers or parents may refer students that are having academic difficulty or behavior problems to the Student Study Team (SST). The team is composed of an administrator, the SST coordinator, teachers, and other appropriate staff members if needed. The SST develops strategies and interventions to assist the student to have a more positive and successful school experience. These strategies may include modifications of assignments, extra help from aides, buddies or cross age tutoring, motivations or rewards, parent help at home, after school help, retention, counseling, or referral to special education testing. Parents may refer their child to the SST by notifying their student's teacher.

Academic Intervention Services

Teresa Bugenig and Heather Boynton will be providing intervention services to students who are struggling academically and are not a part of the resource or special education program. Students receiving targeted academic intervention services will be identified through classroom, state, and school wide assessments as well as recommendations through the Student Success Team.

Resource Specialists

The resource program is designed to help students who may have a particular learning difficulty or disability. Students are referred to the resource program through the Student Success Team meetings. Parents, teachers, or the principal may request a Student Success Team meeting. Students referred for testing will be assessed to identify particular learning disabilities. If appropriate, an Individual Education Plan (IEP) will be developed with input from parents and school personnel. Students must meet standard eligibility criteria to be enrolled in the program.

Retention

Retention is when a student repeats a grade level. Most students are retained when they have had significant difficulty in meeting academic expectations for their grade level. An SST meeting is held for all retention candidates and parents are involved as early as possible when retention is *considered*.

Library Services

Students at Ferndale Elementary have a scheduled class visit to the library each week, which occasionally includes literature enrichment for younger children. We are fortunate to have a collection of over 10,000 materials, which include thousands of books that have quizzes for our Accelerated Reader program which usually begins in second grade.

To maintain our library collection, once your child leaves the library with a book(s), he or she is responsible for it. If books are damaged or lost, a bill will be sent home and library privileges will resume when the book is paid for. If you are not willing to accept this responsibility, please let your child's teacher know.

Our librarian is Leanne McCulloch. She is also the District Technology coordinator and works at both our Elementary and High School and can be contacted at: lmc@humboldt.k12.ca.us.

Computer Lab

At the beginning of the year, a computer "use agreement" (specifying terms and conditions) must be signed by the student, parents, and teachers. These agreements must be signed and return before students are allowed to use computers at school.

Each classroom has weekly scheduled time in the computer lab. Students learn keyboarding skills, are directed to educational sites, take Accelerated Reader quizzes, and use Microsoft office products.

Web Site

The address of Ferndale Elementary School's website is: <http://www.ferndalek12.org/fes>. This site includes helpful information including monthly calendars, lunch menus and important links. We have just updated our web site and hope to include more helpful resources for students and parents throughout the school year.

Parent Portal (Aeries)

As part of our continuing effort to provide information regarding your student's progress, our Aeries Parent Portal can be accessed for students in grades 4-8.

Through our secure server, parents (and students) can view grades, missing assignments, attendance records, class schedules, emergency contact list and other useful educational data. To access our parent portal go to: <https://www.accessmystudent.com/ferndaleusd> You will need log-in information and directions. To receive this information contact your child's teacher or the school office.

Our fifth through eighth grade teachers encourage parents and students to check Aeries at least once every two weeks to see if there are any missing assignments or grades that need to be improved. The same Aeries system is also used at the high school.

Student Council

A new student council member is elected twice each year at Ferndale Elementary School in grades three through eight. In weekly meetings the Council will discuss school problems and solutions to those problems. The Council also sponsors school activities. A chairperson, vice-chairperson, and secretary are elected from the Council members that have been selected by their classmates.

Interscholastic Athletics

Ferndale Elementary School has sports programs in volleyball, basketball, cheerleading, and track. Ferndale is a member of the Eel Valley Athletic League and competes with teams outside the league from Humboldt and Del Norte Counties. The programs are based on developing the athletic and physical potential of youngsters. Team members are asked to make a commitment of dedication and sportsmanship at all times to their school and families. In order to participate, each student must be covered by an insurance policy. *Please see the Physical Evaluation form on our website. The form must be completed prior to participating in our team sports.*

Athletic Eligibility

Eligibility must be maintained on a trimester basis for the duration of any extracurricular activity. To maintain eligibility a student must have at least a "C" average with no failing or "F" grades. The grades must be established in the trimester prior to the start of an extracurricular activity and maintained throughout the season.

FERNDALE JUNIOR HIGH SCHOOL HANDBOOK

Thank you for taking the time to read the FES Junior High Handbook! There is a lot of important information regarding junior high's academic program, extra-curricular activities, discipline, and general expectations. Please contact a junior high teacher (contacts are on last page) if you have any questions regarding information in this handbook.

Schedule

Junior high students will rotate classes among various teachers each day. The junior high schedule is subject to minor changes from year to year. Please find our daily schedules in the regular school handbook

Organization

Maintaining organization is one of the most important keys to success in junior high. In order to be successful in school, students must keep organized. Students are taught the importance of organization and how to keep their materials organized immediately. Students are expected to keep all of their work from the current trimester in a 3" binder. After the trimester is over, the work will be filed with the assistance of the homeroom teacher.

Here is the suggested supply list (please label as many things as you can!)

- Backpack
- Lunch bag or box
- Heavy duty quality 3 ring binder (no zippers)
- 5 subject dividers without pockets
- College ruled lined paper (8.5"x11")
- Graph paper – 4 squares per inch (8.5"x 11")
- Pencils (if mechanical, must bring supply of own lead)
- Pens
- Ruler (12 inch)
- Highlighters
- White out tape
- Handheld pencil sharpener (that catches shavings)
- Scissors
- Glue stick
- Zipper pouch to store supplies
- 2 composition note books
- Scientific calculator (if in Algebra I, a TI 83 or 84 graphing calculator is encouraged)
- 4 elastic book covers

AERIES

All junior high students and parents are expected to regularly monitor grading progress on AERIES. Directions for creating an AERIES account are available in FES main office.

Attendance Policy

Being present and arriving on time to class is very important in junior high. Since junior high students have 7 periods of classes each day, it is important that they are on time to school as well as in between classes. When a student is tardy to school, they must check in at the office and get a “tardy” slip. If a student receives 5 unexcused tardies in a trimester, they will receive a lunch detention. Each additional unexcused tardy (after tardy number 5) will be given a lunch detention as well. If a student accumulates excessive tardies, school administration will address the issue. The tardy count will reset at the beginning of each new trimester for disciplinary purposes.

(***Please see discipline matrix and point system spreadsheet.)

Jr. High Morning Arrival

Junior high students are not allowed on the playground from 8:10-8:30am. If junior high students arrive on campus before school starts, they are able to do homework in a junior high classroom, or report to their homeroom teacher until 8:30am. Junior high students can still attend breakfast in the cafeteria, but they must report to a junior high classroom afterwards.

Graduation & Diploma Requirements

The criteria listed below must be met before a student will receive a diploma of graduation and participate in the annual graduation ceremony.

The following subjects will be converted to credits: Math, English, Science, History, Core Support, and Physical Education. A letter grade of A, B, C, or D will earn 1 credit and an F earns 0 credits. A minimum of 30 credits must be earned in both 7th grade to be promoted to 8th grade, and 30 credits must be earned in 8th grade to be promoted to 9th grade. It is also required that an 8th grade student pass the U. S. Constitution Test with a grade of 70% or better. Students who transfer to Ferndale Elementary School after the first grading period may be required to earn a different (less) amount of credits to graduate.

Students with outstanding school debt will not be allowed to participate in graduation ceremonies. These students will still graduate, but not be allowed to participate in graduation ceremonies or receive a paper diploma until their debts are paid.

Students with insufficient credits will be offered intervention. We believe that all students can succeed with effort and appropriate support.

Additional School Help

Our junior high teachers do everything possible to help your child succeed. If you feel your child needs additional help, please talk to your child’s homeroom teacher. Oftentimes, teachers are at school early and stay late to assist students with their schoolwork.

Credit Recovery

Students who are placed on academic contract for promotion/retention are eligible to participate in Credit Recovery. Credit recovery class is intended for students to earn graduation credits in order to be promoted to the next grade level. The teacher and student must sign in and out of the

Credit Recovery class time sheet in order to be credited with time. Attending 20 hours of this class will result in earning 1 graduation credits (1 graduation credit = 1 trimester of a class).

Junior high teachers will offer credit recovery class approximately 2-3 days per week. Students and parents are responsible for communicating with junior high teachers the dates, times, and locations of the credit recovery class.

*Important notes on Credit Recovery:

- a) students must be working diligently or their time will be not credited
- b) students (and teachers) must sign in and out of credit recovery class daily or the time will not be credited
- c) students cannot be credited more than 3 hours of credit recovery time in a Monday-Friday time frame (1 school week)

Physical Education (PE) / Health /HIV &AIDS Prevention Education

Physical Education at the Ferndale Unified School District. Physical fitness stems from vigorous physical activity on a regular basis. Through maximum participation, each student regardless of athletic ability will improve his or her state of fitness and experience with recreational, competitive, and cooperative values inherent in a variety of team and individual activities.

Physical Education is a graded subject with required minutes and standards as mandated by the state of California. Like any other subject area, if a student misses a class, they will have to do a make-up activity for credit. In junior high, students will participate in a structured physical activity each day, which also includes running at least one mile per week! Students will be given a syllabus from their PE teacher with grading criteria in the first week of school.

California state law requires that HIV/AIDS prevention education is taught in middle school and in high school. If comprehensive sexual health education is taught, the District shall follow state laws (California *Education Code* Section 51933). The District may not pick and choose topics to teach.

HIV/AIDS prevention instruction includes:

- Information on HIV/AIDS and how it affects the body.
- How HIV is and is not spread.
- Discussion of ways to lower the risk of HIV, including:
 - Sexual abstinence, and the latest medical information on ways to prevent sexually transmitted HIV infection.
- Discussion of the public health issues related to HIV/AIDS.
- Places for HIV testing and medical care.
- Making good decisions and staying away from risky activities.
- Discussion about society's views on HIV/AIDS, and people with HIV/AIDS.

You can examine instructional materials in our main office. If you have questions, please see the teacher or principal. State law allows you to remove your student from comprehensive sexual health education or HIV/AIDS prevention education. If you *do not want your student to participate* in the comprehensive sexual health or HIV/AIDS prevention instructional program, please return the bottom portion of this letter to your student's Health or PE teacher.

Previously, these topics were identified under the title “Safe and Healthy Relationships/Fitness/Health” in the health and fitness syllabus as a state requirement along with other topics. If you have any further questions or concerns please contact me at your earliest convenience.

Remember, the goal of a comprehensive sexual health education program is to *help* students learn the facts and to make *good decisions* now, and later in life.

If you would like your child to **opt out** of participating in the above health curriculum, please write a letter and submit it to the school principal at least one week prior to the scheduled class.

Conferences

1st trimester: 1st trimester conferences will take place after the trimester 1 midterm. All 7th grade students will have a conference with their homeroom teacher at 1st trimester midterm. Any 8th grade parents wanting to have a conference may do so.

2nd trimester: 2nd trimester conferences will take place after the conclusion of the 2nd trimester. All 8th grade students will do an “interview” with their homeroom teacher and staff from Ferndale High School in lieu of a typical 2nd trimester conference. This interview includes creating a cover letter and resume as part of a portfolio summarizing their elementary school experience. Any 7th grade parents wanting to have a regular conference may do so.

Honor Roll & High Honor Roll

For honor roll, a student must meet the following requirements:

1. A grade point average of 3.0-3.49 in the 6 subjects: Math, English, Science, History, Physical Education, and Core Support. Computation for GPA: A = 4.0; A- = 3.7; B+= 3.3; B = 3.0; B- = 2.7; C+ = 2.3; C = 2.0; C- = 1.7; D+ = 1.3; D = 1.0; D- = .7; F = 0
2. No D, F, or “Credit” grades (in 6 subjects above).
3. No “No Credit” grades in any classes

For high honor roll, a student must meet the following requirements:

1. A grade point average of 3.5 or higher in the 6 subjects: Math, English, Science, History, Physical Education, and Core Support. Computation for GPA: A = 4.0; A- = 3.7; B+= 3.3; B = 3.0; B- = 2.7; C+ = 2.3; C = 2.0; C- = 1.7; D+ = 1.3; D = 1.0; D- = .7; F = 0
2. No D, F, or “Credit” grades (in 6 subjects above).
3. No “No Credit” grades in any classes

Dress Code

Please see the dress code section in the regular school handbook.

Cell Phones

Please see the cell phone and personal electronics policies in the regular school handbook.

Fundraising and the 8th Grade Trip (also see the “Junior High Fundraising Timeline”)

Students in Junior High at Ferndale Elementary School have been fundraising for an 8th grade trip for many years. It is the desire of the school staff that all 8th grade students have the opportunity to participate in the 8th grade trip.

Students, however, must meet the criteria for eligibility. Students will not be allowed to attend the 8th grade trip if:

- by trimester 3 midterm, a student has been ineligible (ineligible is less than 2.0 GPA and/or 1 or more F's or "no credit" grades) for more than 1 grading period– grading period intervals are:
 - trimester 1 midterm
 - trimester 1
 - trimester 2 midterm
 - trimester 2
 - trimester 3 midterm

- by trimester 3 midterm, a student's grades indicate they do not have enough credits to graduate 8th grade (calculated by the credits they've earned and the current grades they have as of that day converted to trimester 3 credits)
- by trimester 3 midterm, a student has not passed the U.S. Constitution Test with at least a 70%
- a student has outstanding school debt.
- A student has 5 or more discipline points
- *Note: students transferring to Ferndale Elementary School after the first grading period may be subject to different (less) discipline point values and well as academic credit values in determining 8th grade trip eligibility

Students who don't meet the requirements to go on the trip will be given assignments and assigned to a certificated teacher for the week.

In order to make the 8th grade trip possible, an adequate number of students and parents will need to participate in fundraising events. Fundraising events include but are not limited to the Junior High Carnival, pretzel cart sales, and various community service events. In addition, students may be asked to donate money to help cover the cost of the trip. Parents also have the option of paying the cost of the 8th grade trip in lieu of fundraising. The cost of the trip is determined later in the year – parents must contact a junior high teacher ASAP if they would like to do this.

Parents will be needed to chaperone the 8th grade trip. Parents requesting to chaperone will be selected based on a criteria that includes participating in fundraising (fundraising towards the 8th grade trip only, not athletics or any other department). Parent chaperones will be asked to provide a monetary donation to help cover the cost of the trip.

Parents' responsibility: Without parent support and commitment, there will not be an 8th grade trip.

- ✓ If parents donate money (or work hours) in fundraising for the 8th grade trip, it does not go towards money or credit their child earns towards the 8th grade trip. Parent work hours and money can be credited or count toward chaperoning his or her child's 8th grade trip.
- ✓ Parents are needed to plan, coordinate, and set-up the Junior High Carnival. The carnival is a one day event that takes approximately one month to plan and 70 parents to operate all the jobs! There is a great deal of time involved in planning, phone calling, and operating the carnival.
- ✓ Parents are needed to supervise pretzel cart operations. The pretzel cart operates one day each month on our school campus (after school), and it operates at

approximately 5 community events (including several over summer) throughout the school year.

- ✓ Parents are also needed to supervise students at community service events such as the Ferndale Rotary Club dinner clean-up.

Students' responsibility: Without student support and commitment, there will not be an 8th grade trip. Students must participate in fundraising in both 7th and 8th grades to make this trip happen.

- ✓ Students are needed to help make the junior high carnival a success by selling a minimum number of presale dinner tickets established by parent coordinators. Students start selling these presale dinner tickets one month in advance of the carnival! Students are also responsible for soliciting silent auction donations for the carnival from local individuals and businesses. Students are also needed to work at the game booths and in the kitchen the night of the carnival. It takes a minimum of 70 students to operate all the jobs.
- ✓ Students are also expected to work between a range of pretzel cart & miscellaneous work hours over the course of 7th and 8th grades combined. This means students must volunteer to do several work shifts per school year. Students may receive training and start working the pretzel cart as early as Spring of their 6th grade school year.

Teachers' responsibility: Teachers will act as liaisons to parents and students who are doing the fundraising.

- ✓ Junior high teachers are class advisors and will help guide parents and students in order to make fundraising as successful as possible.
- ✓ Teachers have created binders with helpful information about each fundraiser as a resource for parents who are in charge of organizing the fundraisers.
- ✓ Teachers manage the money in the 8th grade account and approve or deny all purchases that need to be made. Teachers will analyze the budget to determine the length and complexity of the 8th grade trip.

Fundraising has more purposes than just paying for the 8th grade trip. When students participate in fundraising, they learn many things:

- Business skills
- Conversational and people skills
- Work skills
- Goal setting and resetting
- Budgeting
- Organizing and planning
- Management and cooperation
- Community service

**6th and 7th grade parents and students will be contacted in April or May to work possible summer pretzel cart / fundraising events.

***We will have fundraising and work sign-ups for the Carnival, Pretzel Cart, and other miscellaneous work opportunities at "Back-to-School Night" during the first week of the school

year. Please plan to attend this meeting and be thinking about ways in which you can support your son or daughter's class. We cannot provide our special 8th grade trip without your willingness to help

(***Please see discipline matrix and point system spreadsheet for 8th grade trip eligibility.)

Privileges and Extracurricular Eligibility

Athletics...

Eligibility must be maintained on a trimester basis for the duration of any extracurricular activity. To maintain eligibility, a student must have at least a 2.0 GPA with no failing (F's) or "no credit" grades. The grades must be established in the prior trimester or trimester midterm to the start of an extracurricular activity and maintained throughout the season. Grade check intervals:

1. Trimester 1 midterm
2. Trimester 1
3. Trimester 2 midterm
4. Trimester 2
5. Trimester 3 midterm
6. Trimester 3

Reward fieldtrips...

Each trimester, the junior high takes a fieldtrip for maintaining good grades and good citizenship. To be eligible to participate in the fieldtrip students must:

1. Have a 2.0 GPA or higher with no F's and no "no credit" grades for that trimester
2. Not have earned more than 2 discipline points for that trimester
3. Not have earned 5 discipline points or more for that school year

Lunch passes...

On occasion, students in 7th and 8th grade will be given the opportunity to eat lunch off-campus and unsupervised. Students are able to eat lunch at businesses in town, or at the home of a parent/guardian or grandparent. Students on double lunch passes may only go to uptown businesses. Single and double lunch passes are awarded for various reasons to students. Lunch passes must be filled out and signed in ink pen by the student's parent/guardian. It must include the date the lunch pass is to be used, and list the name of the student with which they will be going to lunch. If a student is a guest on a double lunch pass, they must have a note written in ink from their parent/guardian stating it is okay to go off-campus for lunch with that friend.

Students must follow the check-out procedures established by their teacher and must return to school on time (students will check in and out of school for a lunch pass upon arriving and departing campus). Any violation of the lunch pass rules will result in a loss of off-campus privileges for the remainder of the school year and possible further punishment.

Students may not go on a lunch pass if:

1. They earned more than 2 discipline points that trimester (date to be re-eligible for lunch pass privileges will be determined by junior high teachers)
2. They earned 5 or more discipline points for the school year
3. They earned a "no credit" in the previous grading period
4. They are academically ineligible (less than a 2.0 gpa and/or 1 or more F's)

(***Please see discipline matrix point system spreadsheet.)

Seventh and Eighth Grade Dances

There are two scheduled dances each school year:

- Back to School Dance (September - TBA)
- Graduation Dance (Thursday, June 13, 9:00-11:30pm)

1. Students who misbehave will call a parent/guardian and that parent/guardian will pick up their child.
2. Any student who is late to the dance must be accompanied by a parent/guardian to the door.
3. Students may not leave the dance early unless their parent/guardian picks them up.
4. The regular school dress code is in effect at regular dances (there is a separate graduation dance dress code – see below).

(***Please see discipline matrix point system spreadsheet for dance eligibility.)

Graduation Ceremonies

The ceremony...

8th grade parents (and possibly 7th grade parents) are needed to help set up and organize Belloti Hall for the graduation ceremony. If you would like to help out with graduation, please talk to the graduation chairperson about possible jobs such as decorating, providing refreshments, hiring a photographer, cleanup, etc.

The dance...

It is a tradition that 7th grade parents (and possibly 8th grade parents) are needed to help set-up, organize, and clean the FES gymnasium for the graduation dance. If you would like to help out with the graduation dance, please talk to the graduation dance chairperson about possible jobs such as decorating, providing refreshments, cleanup, etc. Donations may be collected from students to help pay for the graduation dance and ceremony.

The dress code...

The graduation dress code applies to both 7th and 8th grade students. The only exception to the dress code is that students may wear more comfortable shoes of their choice at the graduation dance.

8th grade students will wear green graduation gowns for graduation pictures and during the graduation ceremony. Students will not wear any additional attire outside of the graduation gown (scarves, sunglasses, flower necklaces, etc...).

***girls:

- ✓ Dresses must be modest– the length of the dress must be longer than to the edge of your fingertips with arms facing straight down
- ✓ formal dress shoes (heels or flats) or nice boots

***boys:

- ✓ dress pants or slacks (or nice new jeans)
- ✓ full button-up shirt with collar and tie (tucked in shirt)
- ✓ formal dress shoes or nice boots (and socks)

***The following clothing items are not acceptable:

- ⊗ Strapless dresses
- ⊗ low cut front or back (dresses)
- ⊗ dress slit above knee length (dresses)
- ⊗ no backless or large back cut-outs (dresses)
- ⊗ flowers or gloves

***Please consult a junior high teacher before you purchase your graduation outfit – especially if you have any questions about it.

Discipline

A student may be detained after school for disciplinary purposes for up to one hour. With parental consent, the student may be detained for more than one hour. It is the practice of the school to allow the student to call a parent or other responsible person as a notification of detention. Other disciplinary actions may include but are not limited to lunch detentions, referrals, in-school suspensions, suspensions, and expulsions.

In junior high, we teach responsibility, organization, and good communication to our students. Part of being responsible, organized, and communicating is done through sign and return notes, and bringing proper materials to class. Teachers, students, and parents must continually communicate with each other to make the student's education a success. When students do not bring sign and return notes back to school on time or do not bring proper materials to class they will receive a detention.

(***Please see discipline matrix and point system spreadsheet.)

Contacts

If you want to contact a particular teacher, either call the school (707-786-5300) or use email. Expect teachers to respond to emails in a reasonable time (within 48 hours, unless they are not at school).

Mr. Rex Rigney	rrigney@ferndalek12.org
Mr. Shane Totten	stotten@ferndalek12.org
Ms. Heidi Taylor	htaylor@ferndalek12.org
Mrs. Lena Utroski	lutroski@ferndalek12.org

*****Please note: Junior high teachers have developed this handbook to keep parents informed and make this year successful. If you have any questions about the handbook, please see a junior high teacher.

*****See Jr. High Point Matrix and important dates on the next pages.



Ferndale Elementary School

Discipline Matrix (7th - 8th grades)



*****The purpose of this discipline matrix is to provide a safe learning environment for all students through positive reinforcement*****

*****A student's prior discipline history may play a role in determining the consequences of their actions*****

LEVEL 1: Non-referral behaviors

Dress code violation, argumentative, candy/gum/food, general misconduct, insulting others, excessive noise, not following directions, off-task behavior, out of seat, profanity, running/horseplay, throwing objects, misuse of electronics, tardies, forgetting supplies, returning signed paperwork; (repeated level 1 offenses can move to level 2 consequences)

Consequences occur in this order...

***1st offense	Verbal warning and redirect
***2nd offense	Verbal conference in hallway for last warning
***3rd offense	Alternate placement and/or after school or lunch detention (parent notification)

LEVEL 2: Possible referral behaviors

Defiance, lying/cheating, pushing/shoving, bullying/threats/intimidation, destruction of school property/personal property, trespassing, endangerment of others, safety violations, obscenity/profanity, disrespectful to adults, misconduct on bus and playground, inciting and/or promoting a fight; (repeated level 2 offenses can move to level 3 consequences)

Consequences to include one or more of the following...

***Referral to administrator (and/or counselor)	***In-school suspension
***Detention	***Referral to SST (student study team)

LEVEL 3: Mandatory referral behavior

Assault, fighting, pantsing, vandalism, extortion, theft, reckless endangerment, repeated bullying/ threats/intimidation, leaving school grounds, false fire alarms, indecent exposure, sexual harassment, misuse of electronics / cyberbullying / hate postings; (repeated level 3 offenses can move to level 4 consequences)

Consequences to include one or more of the following...

***Immediate referral to administrator / classroom removal	***Moderate term suspension (3-5 days)
***Short term suspension (1-2 days)	***Referral to law enforcement agency

LEVEL 4: Immediate referral and removal from class behaviors

Possession of weapons, aggravated assault, possession of drugs/tobacco/alcohol, arson, robbery, commission of a felony as defined by the law.

Consequences to include one or more of the following...

***Immediate referral to administrator / classroom removal

***Moderate term suspensions (3-5 days)

***Long term suspension (6-10 days)

***Expulsion

***Referral to law enforcement agency

NOTE: At any time, a teacher or administrator may institute a disciplinary measure outside this matrix as deemed necessary by the California Education Code.



7th - 8th Grades Discipline Point System

Consequences:

detention

Referral

in-school suspension

out of school suspension (1-2 days)

out of school suspension beyond 2 days

Points:

1/3 point

2/3 point

1 point

2 points

1/3 points per day after the 2nd day of suspension

If a student earns 2 or more points in a given term, that student may not participate / attend:

***"reward" fieldtrips

***non-graduation dances

***off-campus privileges

If a student earns 5 or more points in a given school year, that student may not participate / attend:

***all fieldtrips, including the 8th grade trip

***all dances

***off-campus lunch

***student council

***assemblies

Point Redemptions

Action

Attendance of a full day of Saturday School

Consequence

redeem 2/3 point

Things important to note...

*Students must attend the entire Saturday School session to redeem the 2/3 point

*There will ONLY be 2 Saturday School sessions offered each school year.

*Students who transfer to FES after the first grading period of the school year may be subject to different disciplinary point requirements for eligibility of different activities.

Ferndale Elementary School
Personal Electronics Registration Agreement

In order to have electronics (cell phones, tablets, Game Boys, Kindles, ipads, etc.) on the school grounds, the following registration must be completed and on file in the school office. The student and the parent/guardian need to read and sign at the bottom of this form. Students with electronics on campus without this registration will immediately jump to the third offense consequences. Thank you.

Student's name: _____ Student Teacher's Name: _____

Type of electronic device: _____

I understand that my electronic device is to be turned off (not "silent" or "vibrate") and stored in my backpack. Once I step on campus, it is to never be out without the permission of the teacher and its use will be directed by the teacher. It will never be used on the playground, hallways, or bathrooms. If I do not have a backpack, an alternative location will be approved by the teacher.

I will not use the camera in my electronic device while at school. No pictures or videos will be taken for personal use, especially for posting on sites such as Facebook, Instagram, SnapChat, etc. I will not use the internet on my device while on the school campus.

Your parent/guardian's signature will accept all responsibility for electronic devices brought to school. Ferndale Elementary School will not be held responsible for devices stolen, damaged, misplaced or misused while on the school campus.

CONSEQUENCES:

- **First Offense:** If I do not follow these instructions, I understand that my electronic device will be confiscated and given to my teacher. I will be able to pick it up at the end of the day. I may be subject to other discipline if my cell phone use is used to mock, demean, or bully others.
- **Second Offense:** My principal will call my parent/guardian who must come to school to pick up my device from the office. I may be subject to other discipline if my cell phone use is used to mock, demean, or bully others.
- **Third offense:** A conference will be held with my parent/guardian, the principal, and myself to decide whether I may bring my phone to school for the remainder of the year. I may be subject to school suspension if deemed appropriate by classroom teacher and the principal.

We have read this registration form and agree to follow this FES Personal Electronics Policy:

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____