



<p>2016-2017 PARENT HANDBOOK</p>
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SAROYAN ELEMENTARY SCHOOL

5650 W. ESCALON AVE.

FRESNO, CA 93722

(559)276-3131 FAX: (559)276-3135

[HTTP://SA.CENTRALUNIFIED.ORG/HOME](http://sa.centralunified.org/home)

CENTRAL UNIFIED SCHOOL DISTRICT

PATRICIA MCCURLEY, PRINCIPAL

ERIN GUNSTREAM, G.I.A.

August 2017

Dear Students and Parents,

On behalf of the entire staff, I welcome you to Saroyan Elementary School. This Parent/Student Handbook has been prepared to provide a convenient reference for basic and essential information concerning the operation of Saroyan Elementary School. Both students and parents are encouraged to read this handbook and keep it as a guide for future reference.

Research shows that students receive the best education in schools that provide strong academic and co-curricular programs coupled with high expectations, dedicated school staff, committed parents, and community involvement. We, the Saroyan Family, have entrusted ourselves to these components of an exemplary school. It is our goal to prepare students academically, socially and emotionally to be prepared for college, career and community.

If you ever have any questions regarding your child's education, I encourage you to contact your child's teacher, the office, or the administration. All school personnel are committed to meeting the needs of our students. I also encourage all parents to become involved in our school through participation in our Parent Faculty Club or your child's classroom as a volunteer.

We look forward to building another great year with you!

Sincerely,
Patricia McCurley, Principal

TABLE OF CONTENTS

General Information

Administrative Offices.....	5
Board of Trustees.....	6
School Sites.....	7
Faculty and Staff Roster.....	8
Daily Schedules.....	8
Home/School Communication.....	9
Student Achievement Program.....	9
Perfect Attendance.....	9
Block S Award.....	10
Accelerated Reader.....	11

Attendance

Absence Reporting.....	11
Saturday School.....	12
Tardy/Truant Policies.....	12
Independent Study.....	12
Student Attendance Review Board (SARB).....	12

Transportation Policies

Parent Pick-Up Policy	13
Late Pick-Up Policy	13
Rules for the Bus.....	14
Foggy Day Schedule.....	13
Bus Passes.....	14
Field Trips.....	15

Student Dress Policy

District Dress Code Policy.....	16
---------------------------------	----

Health Information

Emergency Procedure Card.....	18
Medication at School.....	18
Kindergarten Registration.....	18
First Grade Physicals.....	19
Seventh Grade Immunizations.....	19
Nurses.....	19
Special Health Needs.....	19

Student Discipline

Saroyan Elementary School Rules.....	19
Cafeteria Rules.....	19
Campus Rules.....	20
Playground Rules.....	20
School Map	21
Phone Use Policy.....	23
Lost and Found.....	23
Racial Discrimination.....	23
Sexual Harassment.....	24

TABLE OF CONTENTS (cont.)

Services, Programs and Information

Preschool.....	25
English Learner Program.....	25
Student Assistance Program (SAP).....	25
Special Education.....	25
After School Tutoring/Intersession.....	26
Gifted and Talented Education (G.A.T.E.).....	26
Community Based English Tutoring (CBET).....	26
Library Media Services.....	26
Content Standards and Assessment.....	26
Compensatory Education.....	26
Music.....	26
Athletics.....	26
Counseling Services.....	26
Campus Connection (child care).....	26
Breakfast and Lunch.....	26
Care of District Materials.....	26
Health, Family Life and Sex Education Parental Consent.....	27
Campus Visitation Policy.....	27
Criteria for Promotion/Retention.....	27
Student Electronic Acceptable Use Contract.....	28
Volunteer Assistance.....	29
Procedures for Selection of Films and Videos.....	29
Photography/Interviews of Students.....	29
Uniform Complaint Procedure.....	30

Parents' Rights

Parents Rights.....	30
---------------------	----

Gender Equity

Gender Equity.....	31
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ADMINISTRATIVE OFFICES

Superintendent's Office Public Information Office

Ph. 274-4700 ext. 150
FAX: 271-8200

Educational Services- Curriculum & Instruction Office

Ph. 274-4700 ext. 148
FAX: 276-3102



Elementary/Secondary Ed. Office

Ph. 274-4700 ext. 145
FAX: 276-3102

Human Resources

Ph. 274-4700 ext. 130
FAX: 276-2983

Student Services (DO)

276-4700 ext. 138
FAX: 276-3374

Student Support Services (East Campus)

Ph. 276-3104
FAX: 275-3510

Educational Services- Pre-School

Ph. 274-4700 ext. 199
FAX: 277-4527

Educational Services- Library Services

Ph. 274-4700 ext. 224
FAX: 276-3146

Special Education/Support Services

Ph. 274-4700 ext. 159
FAX: 271-7211

Business Services

Ph. 274-4700 ext. 101
FAX: 275-0394

Food Services Department

Ph. 274-4700 ext. 108
FAX: 275-1538

Maintenance & Operations

Ph. 275-9560
FAX: 275-9565

Production/Duplication

Ph. 276-3127
FAX: 276-3128

Warehouse

Ph. 276-5241
FAX: 276-7350

Transportation Department

Ph. 275-9734
FAX: 275-9742

BOARD OF TRUSTEES

Meets the second and fourth Tuesday of each month at 7 PM.

Central High School- East Campus
Hondo Hodge Performing Arts Center
3535 N. Cornelia
Fresno, CA 93722

Mr. Cesar Granda, Vice President (Area 1)
5681 N. Sycamore
Fresno, CA 93723
801-3292

Mr. Ruben Coronado, CPA Clerk (Area 2)
5256 W. Locust
Fresno, CA 93722
349-7385

Mr. Leonard Ramirez (Area 3)
5887 W. Birch
Fresno, CA 93722
271-8929

Mr. Richard Atkins, President (Area 4)
3535 W. Madison Ave.
Fresno, CA 93706
974-6953

Mrs. Cindy Berube (Area 5)
3897 N. Polk
Fresno, CA 93722
275-0298

Mrs. Terry Cox (Area 6)
PO BOX 807
Fresno, CA 93712
908-7654

Mr. Rama Dawar (Area 7)
2926 N. West Ave.
Fresno, CA 93705
905-0072

SCHOOL SITES

Biola-Pershing Elementary (K-6)

4885 N. Biola Ave.
Fresno, CA 93722
Ph. 276-5235 FAX: 276-2151

Central High East Campus (10-12)

3535 N. Cornelia
Fresno, CA 93722
Ph. 276-0280 FAX: 276-5653
Attendance: 276-1216

Central High West Campus (9th & Ag)

2045 N. Dickenson
Fresno, CA 93722
Ph.: 276-5276 FAX: 276-6380
Attendance: 276-5298

Central Learning Adult School Site C.L.A.S.S.

2698 N. Brawley
Fresno, CA 93722
Ph. 276-5230 FAX: 276-8204

El Capitan Middle School (7-8)

4443 W. Weldon
Fresno, CA 93722
Ph. 276-5270 FAX: 276-3121

Glacier Point Middle School

4055 Bryan
Fresno, CA 93723
274-4700 ext. 196

Harvest Elementary (K-6)

6514 W. Gettysburg
Fresno, CA 93723
Ph. 271-0420 FAX: 271-0767

Herndon-Barstow Elementary (K-6)

6265 N. Grantland
Fresno, CA 93722
Ph. 276-5250 FAX: 276-3111

Houghton-Kearney Elementary (K-8)

8905 W. Kearney Blvd.
Fresno, CA 93706
Ph. 276-5285 FAX: 264-9557

Liddell Elementary (K-6)

5455 W. Alluvial
Fresno, CA 93722
Ph. 276-3176 FAX: 276-3181

Madison Elementary (K-6)

330 S. Brawley
Fresno, CA 93706
Ph. 276-5280 FAX: 276-3103

Tilley Elementary

2280 N. Valentine Ave.
Fresno, CA 93722
Ph. 276-3100 FAX: 276-5066

McKinley Elementary (K-6)

4444 W. McKinley
Fresno, CA 93722
Ph. 276-5232 FAX: 276-8383

Pathway Community Day School (9-12)

4317 N. Golden State Blvd.
Fresno, CA 93722
Ph. 276-3297 FAX: 276-3524

Pershing High School (9-12)

10950 W. McKinley
Fresno, CA 93722
Ph. 276-5266 FAX: 275-0448

Polk Elementary (K-6)

2195 N. Polk
Fresno, CA 93722
Ph. 274-9780 FAX: 274-9487

Rio Vista Middle School (7-8)

6240 W Palo Alto
Fresno, CA 93722
Ph. 276-3185 FAX: 276-3199

River Bluff Elementary (K-6)

6150 W Palo Alto
Fresno, CA 93722
Ph. 276-6001 FAX: 276-6006

Roosevelt Elementary (K-6)

2600 N. Garfield
Fresno, CA 93722
Ph. 276-5257 FAX: 277-1847

Saroyan Elementary (K-6)

5650 W. Escalon
Fresno, CA 93722
Ph. 276-3131 FAX: 276-3135

Steinbeck Elementary (K-6)

3550 N. Milburn
Fresno, CA 93722
Ph. 276-3141 FAX: 276-3145

Teague Elementary (K-6)

4725 N. Polk
Fresno, CA 93722
Ph. 276-5260 FAX: 275-9116

Saroyan Elementary School - Faculty and Staff

Patricia McCurley	Principal
Erin Gunstream	Guidance Instructional Advisor
Connie Patton	Curriculum Coach
Katrina Rojas	Office Manager
Marlene Lozano	Attendance/Registrar
Vickie Reed	Psychologist
Beth Mechikoff	Nurse
Kristen Sierra	Librarian
Karen Carroll	Campus Connect Supervisor

Teacher

Grade

Mrs. Graham	Kindergarten
Mrs. Foster	Kindergarten
Mrs. Dowding	Transitional Kindergarten
Mrs. Ostdiek	Kindergarten
Mr. Anderson	Kindergarten
Ms. Mart	1 st Grade
Ms. Hernandez	1 st Grade
Mrs. Orozco	1 st Grade
Ms. Brown / Overton	2 nd Grade
Ms. Atwell	2 nd Grade
Mrs. Engelman	2 nd Grade
Ms. Salwasser	2 nd Grade
Mrs. Alexander	3 rd Grade
Mrs. Bolton	3 rd Grade
Mrs. Jones	3 rd Grade
Mrs. Reese	3 rd Grade
Ms. Olson	4 th Grade
Mr. Reese	4 th Grade
Ms. Urrutia	4 th Grade
Miss Carlson	4 th Grade
Ms. Lewis	5 th Grade
Miss Hitchcock	5 th Grade
Mrs. Singh	5 th Grade
Ms. Giel	6 th Grade
Mr. Crough	6 th Grade
Mr. Gabriel	6 th Grade
Mr. Kahrimanian	6 th Grade
Mrs. Farinelli	Learning Center Teacher
Mrs. Giacomini	Learning Center Teacher
Ms. Kleschold	Learning Center Teacher
Mr. Stroup	Vocal Music / Keyboards
Mr. Ruffner	Instrumental Music
Mr. Bishop	Physical Education

Saroyan Elementary School Daily Schedules 2016/17

Regular Session			
School Day	TK - K	8:45	3:00
School Day	Grades 1-6	8:45	3:20
Grades TK /K	Morning Recess	10:15	10:30
Grades 1-3	Morning Recess	10:55	11:10
Grades 4-6	Morning Recess	10:35	10:50
Grades TK /K	Lunch	11:45	12:30
Grades 1-2	Lunch	12:45	1:30
Grades 3-4	Lunch	12:30	1:15
Grade 5	Lunch	12:15	1:00
Grade 6	Lunch	12:00	12:45
Wednesday Early Release	TK - K	8:45	1:30
Wednesday Early Release	Grades 1 - 6	8:45	1:45

HOME/SCHOOL COMMUNICATION

REPORTING PUPIL PROGRESS

Communication between the home and the school is essential for the development and progress of each student at Saroyan. Your input into your child's education and the school is welcomed and essential for effective operation. Pupil progress is reported to parents in many ways. Each teacher works diligently at establishing good communication and wants you as parents to be informed. In addition to personal contact between parents and school personnel, the following is also utilized by faculty and staff at Saroyan:

- Report Cards – These are sent home at the end of each semester.
- Progress Reports – At the end of the 9th and 24th weeks of instruction, teachers send home progress reports. Additionally, poor citizenship or a drop in citizenship will be reported at this time.
- Conferences – These are scheduled with parents at the end of the first grading period. Parents who wish to meet with any member of the staff may do so by calling the office at 276-3131 and making an appointment with the person with whom they wish to meet.
- Marquees- our school and athletic marquees are regularly updated with upcoming parent or student activities.
- School Web Site and teacher web pages
- Connect-Ed telephone communication

STUDENT ACHIEVEMENT PROGRAM

HONOR ROLL (4-6 grades)

The Honor Roll is based upon the academic achievement of students working at grade level. This effort on the part of students is honored each semester at an assembly where each student on the Honor Roll receives a certificate. Honor Roll criteria includes:

90 – 100%	= A	= 4 points
80 – 89%	= B	= 3 points
70 – 79%	= C	= 2 points
60 – 69%	= D	= 1 point
0 – 59%	= F	= 0 points

Merit List = average of 3.0 – 3.4

Honor Roll = average of 3.5 – 3.9

Principal's Honor Roll = average of 4.0

PERFECT ATTENDANCE

Certificates are presented at semester and end of the year. Students must be enrolled with CUSD since the first day and have no more than two tardies of less than thirty minutes each per semester, or four in a school year. Saturday School and completed Independent Study Contracts do not count toward Perfect Attendance. Responsibility Center and Intra-District transfers do not count against Perfect Attendance.

BLOCK S - EXEMPLARY STALLION AWARD

This award is open to students in grades 4 through 6 who participate in activities and earn points in different categories. Block S, presented yearly, is intended to recognize those very involved students and reward them for the work ethic they have exhibited in all areas and the qualities that Saroyan hopes to foster in all students like:

- The desire for self-improvement
- Dedication and commitment in reaching for goals
- Concern for and service to others
- The willingness to assume peer leadership, responsibilities and become a positive role model for others

Activities must be completed through SAROYAN to qualify for points and may not be based on class assignments.

Qualification for the Block

S Award and for points in the various categories listed below are based upon the Block S Rules for the current school year.

Academic					
Curricular (minimum of 30 points in the	Points Per Semester	1st Semester	Advisor's Initials	2nd Semester	Advisor's Initials
Principal's Honor Roll	25				
Honor Roll	20				
Merit List	15				
Academic Growth	5				

Co-Curricular (minimum of 20 points in the co-curricular					
GATE	10				
Band	10				
Drama Production	10				
Young Author's Faire	10				
Engineering Club	10				
Peach Blossom	10				
Spelling Bee	10				
Essay Contest	10				
Poster Contest	10				
Clubs/Other Activities (Block S advisor approval necessary)					
Total Points for Academics (minimum of 50 points):					

Minimum participation requirements apply for many of the activities

***Bonus points: If you have received school, area, or county recognition, you may add an additional 5, 10, or 15 points respectively.**

Name			
Teacher	and	Grade	
Date			

Athletics					
	Points Per Semester	1st Semester	Advisor's Initials	2nd Semester	Advisor's Initials
Football	15				
Cross Country	15				
Volleyball	15				
Basketball	15				
Wrestling	15				
Track	15				
Baseball	15				
Softball	15				
Cheer	20				
Medal of Honor	5				
Fitnessgram Award	10				
Stallion 4	10				
Total Points for Athletics:					

	Points Semester		Advisor's Initials
(Minimum of 25			
ASB Officer (elected)	20		
ASB Representative and appointed officers	10		
Community Service Club	10		
Perfect Attendance	20		
Nomination	5		
Total Points for Service/Leadership: (minimum of 25 points):			

Summary*		
required in the Academics and	1st Semester	2nd Semester
Academics (minimum of 50 points)		
Athletics		
Service/Leadership (minimum of 25		
Total Points for Each Semester:		
Total Block "S" Points:		
Points Required for the Year:	125 (4th grade) 145 (5th/6th grade)	

ACCELERATED READER

With the assistance of Accelerated Reader's web based technology, Central Unified is committed to building a lifelong love of reading in every student. Use of this technology allows Central's teachers to:

- Make essential reading practice more effective for every student.
- Personalize reading practice to each student's current level.
- Assess student's reading with four types of quizzes: Reading Practice, Vocabulary Practice, Literacy Skills, and Textbook Quizzes.
- Build a lifelong love of reading and learning.

Students choose books at their appropriate reading level and read them at their own pace. Once they are done reading, they take a quiz based on the book they read. Students earn points based on how well they do on the quiz. The following incentives are used to reward students for their performance:

(K-3)

3 points = Blue Charm
5 points = Green Charm
10 points = Pink Charm
15 points = Orange Charm
20 points = Red Charm
25 points = Silver Charm
30 points = White Charm
40 points = Purple Charm
45 points = Yellow Charm
50 points = Gold Charm
60 points = Lunch with Principal

(4-6)

75 points = Extended Recess
250 points = Lunch with Principal

ATTENDANCE POLICY

ABSENCE REPORTING

School attendance and achievement go hand in hand; therefore, we ask that you make every effort possible to see that your children attend school regularly. If your child is absent for any reason, please call the school each day they are absent. **Absences must be cleared within 72 hours.** Students must be on campus a minimum of 30 minutes to be marked present for the day.

EXCUSED ABSENCES are for illness, doctor/dentist appointments, bereavement of an immediate family member, or an Independent Study Contract. Please send a copy of the physician's note to school on the day your child returns.

UNEXCUSED ABSENCES include any other reason not listed as excused. Missing the bus, "woke up late", or out of town without an Independent Study Contract, are some examples of unexcused absences. Unexcused absences are considered as truancy by California law. It is vital that you clear your child's absence by calling the office or sending a note within 72 hours of occurrence. Any absence not verified within 72 hours will be recorded as unexcused on the child's permanent record.

Saturday School

Saturday Study School is for students who have excused or unexcused absences, or other disciplinary problems. The school hours are from 8:00 a.m. to 12:00 noon with a 15 minute break. The students are to bring enough homework to last at least four hours, and be within dress code. An academic atmosphere is maintained under the close supervision of a certified teacher. Doors are locked at 8:00 a.m. Any student who arrives late or does not show, will be assigned to responsibility center and will have to repeat Saturday school. If a student is unable to attend due to an illness, medical/dental appointments, funeral of an immediate family member, or family emergency, the parent must contact the GIA before 4:00 p.m. the Friday before to reschedule Saturday School. All students must bring enough work for the entire four hours. Snacks are available for purchase at break through the lunch account.

TARDY/TRUANT POLICIES

When a student is tardy they not only miss out on their own learning but they interrupt the learning of the other students in the classroom it is very important that students report to school on time.

If your child is late to school, they must report to the office to receive a pass before going to class. You should provide a note stating the reason they are late or you, the parent, may come to the office and provide the reason verbally. An **EXCUSED TARDY** may be only for illness, medical appointments, or family bereavement. An **UNEXCUSED TARDY** is any other reason. California State Law considers unexcused tardies of 30 minutes or more **TRUANT**. Here is Saroyan Elementary School tardy step policy

- Step one - phone call home
- Step two - students is assigned a lunch detention
- Step three – Student loses both recess
- Step four - Campus beautification or alternative consequence
- Step Five – loss of recesses, and Fun Friday for one week
- Step Six – Mini SARB

INDEPENDENT STUDY CONTRACT

Going out of town while your child is attending school? An Independent Study Contract makes sure the days your child is absent are excused and not truant days. (*PLEASE NOTE: The Independent Study Contract is only available if you will be gone for 5 days or longer.*)

1. At least one week before your child will be leaving school, come to the office and request a contract (please allow time for staff to prepare work).
2. You sign the contract agreeing that your child will complete and turn in all assignments by the end of the contract date.

2. Student then signs the contract.
4. The teacher signs and assigns class work for the days to be missed.
5. The student's work is returned by the contract date.

An Independent Study Contract that is not completed will result in unexcused or truant absences.
Independent Study Contracts are not eligible for perfect attendance.

STUDENT ATTENDANCE REVIEW BOARD (SARB)

Good attendance benefits your children's academic progress. When students are present they receive the maximum benefit from instruction. As a result, Central Unified is concerned with every child's attendance. The consequences, as per California Education Code, are as follows:

1. Three unexcused tardies or 1 unexcused absence will result in a warning letter will be sent out to remind parents of California Ed Code law regarding school attendance.
2. Five unexcused tardies or 3 unexcused absences will result in a mini-SARB meeting with the parent and student will be scheduled at school. (A contract may be developed and implemented at this meeting).
2. If the problem continues, a District level SARB meeting will be held to make sure the parent(s) and student know their responsibilities. (A District SARB Contract will be implemented).
3. If attendance does not improve, the parents and student will be referred to the Municipal Court where a judge will decide on how to improve school attendance.

***PLEASE UNDERSTAND THAT EXCESSIVE ABSENCES (10), EVEN IF EXCUSED, WILL RESULT IN A SARB MEETING.

TRANSPORTATION POLICIES

All private vehicles bringing children to school or picking those up after school should follow our drop-off and pick-up policies in order to ensure students safety.

LATE PICK-UP POLICY

Students who are picked up late (10 minutes or longer after dismissal):

- 1st Offense – students are warned and are escorted into school office
- 2nd Offense – students are escorted to Campus Connection and parents are notified
- 3rd Offense – students are escorted to Campus Connection and billed for supervision
- 4th Offense – students are escorted to Campus Connection, parents are billed for supervision and parents are required to attend conference with school administration
- 5th Offense- authorities are notified due to lack of supervision

RULES FOR THE BUS

The following rules are for the safety of all students and it should be noted that pupils transported in a school bus shall be under the authority of, and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street or highway. All students shall:

- | | |
|--|---|
| 1. Remain seated while bus is in motion | 10. Not carry glass containers on bus |
| 2. Not transport any animals/insects dead or alive | 11. Not deface or destroy bus property |
| 3. Not throw or spit any objects on or at the bus | 12. Not ride unassigned bus |
| 4. Not fight or scuffle on bus or at stop | 13. Not board or leave bus at unassigned stop |
| 5. Not possess any tobacco, alcohol, drugs, or weapon | 14. Not ride bus after receiving a suspension |
| 6. Not eat, drink, or chew any items | 15. Not refuse to obey driver |
| 7. Not use profanity/indecent language or obscene gestures | 16. Not cross street improperly after leaving |
| | 17. Not violate safety procedures |
| | 18. Not behave disorderly at bus stop or |

8. Not use a loud or boisterous voice
9. Not extend any body part outside the window

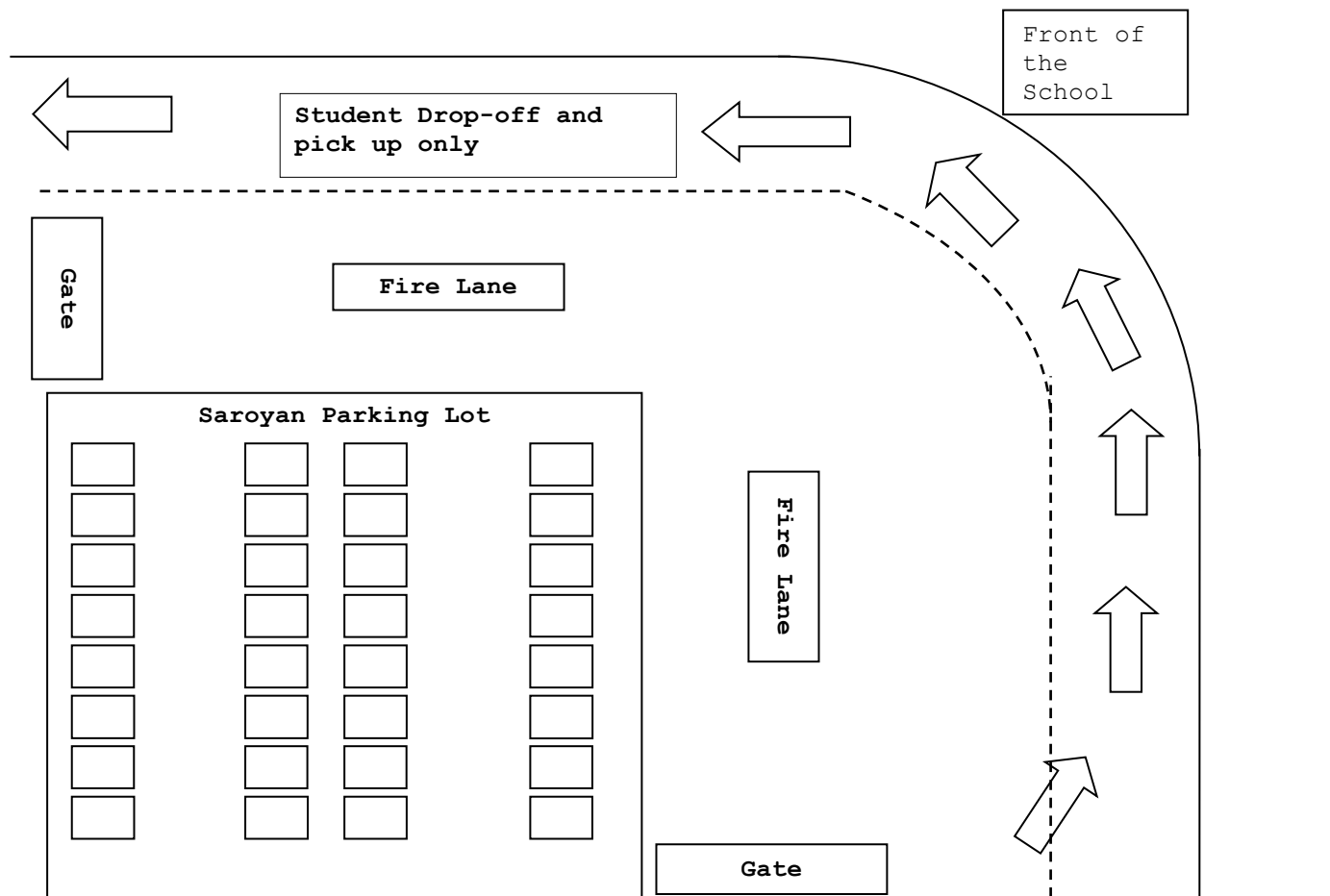
stand too close to pick up point

(Continued disorderly conduct or persistent refusal to submit to the authority of the driver, shall be sufficient reason for a pupil to be denied transportation.)

PARENT PICK-UP POLICY

Students who are parent pick up:

- Parents who do not get out of their car will pull into the LOADING ZONE to get their students who will be waiting. Parents who pull into the FIRE LANE will be asked to park their car or wait until the legal loading zone is clear. Students and parents must use the cross walk.
- Parents who wish to park in the lot will need to exit their car to pick up children who will be waiting for them in front of the school. Students will NOT be released from the front of the school until an adult personally escorts them safely to their vehicle through the crosswalk.
- Supervision is provided until all students are picked up. At 3:20 all *late* pick-ups are required to sign in at the front office and make a phone call home.



BUS PASSES

Students may only ride the bus that has been assigned to them. Occasionally, parents need to have their child dropped off at a different address. If your child needs to go home on a different bus, a Bus Pass must be issued from the office. You may provide the child with a written note that includes the address of where the child will be going, date, and parent's signature. Notes must be brought to the office in a timely manner or a pass might not be issued in time. If you don't reside in the bussing zone, your child may not ride the bus.

FIELD TRIPS

Throughout the year, various classes, clubs, groups, etc. participate in field trips. The only form accepted for student participation is the "CUSD K-12 Permission Form/Waiver Claim." No student will participate in a field trip without this completed form signed by a parent. Phone calls or notes are **NOT** acceptable.

Field trips taken by students in each grade are for the purpose of:

- Enriching lessons learned in the classroom
- Motivating students to continue learning
- Participating in athletic and musical events
- Visiting local sites of interest

DISTRICT POLICIES REGARDING FIELD TRIPS

- All chaperones must conform to all pertinent Board Policies and Regulations.
- The field trip supervisor must be a faculty member of the school taking the trip
- Each overnight field trip must be accompanied by an Administrator on Duty or a district designee possessing an Administrative Credential
- All chaperones must be at least 21 years of age and a member of the school faculty/staff or a district registered volunteer (***Please note: all volunteers must renew their registration each school year***)
- All chaperones shall attend a pre-even orientation with the Field Trip Supervisor at which time all event activities will be outlined, participants with special needs identified, and chaperone expectations, responsibilities, and emergency procedures discussed
- Drinking of alcoholic beverages, use of controlled substances, smoking or use of tobacco products by a chaperone at any time during a field trip is prohibited
- Chaperones will **not** be permitted to bring relatives or siblings of participating students or other persons on the trip.
- Field trips must have one designated school personnel CPR trained from American Red Cross or American Heart Association who will be trained and equipped to assist students requiring medical procedures and/or medicine administration/monitoring per AR 5141.21 (h)
- Chaperones must not dispense medicine to children except those that have been provided by parents, guardians along with written specific directions provided by the parents, guardians or professional health care providers
- Chaperones are required to ride the transportation vehicle to and from the event with the students.
- Chaperones must wear appropriate clothing at all time
- Chaperones must not use profanity
- Each chaperone will be assigned Field Trip Supervisory responsibility for no more than ten students
- Field Trip Supervisors and Administrator on Duty will not be assigned a specific group of students since they oversee the entire field trip
- Students are never to leave a supervised area unless escorted by a chaperone
- For theme park visits or visits to any destination where students are "fenced in", 7-12 students must report every other hour to a designated "home base" to check in with a chaperone. K-6 students must be accompanied at all times by a chaperone at no greater than a ten to one ratio

- Chaperones shall maintain an operating cell phone and be provided with a list of persons to call if there is an emergency
- Medical release waivers for each student shall be carried on all field trips. In case of an accident, the medical release waivers shall be presented to the treating physician. A student's permission slip shall be attached to the student injury incident report which is required with an accident
- Field trip supervisors and chaperones shall provide age appropriate training to participants for evacuation points, alternate emergency assembly locations, reporting injuries, etc.
- When there are entry fees, volunteer chaperones may be expected to pay for their own entry. This will be indicated by the teacher prior to the field trip.
- The Field Trip Supervisor shall ensure that a first aid kit is immediately available at all times during the field trip

Participation in field trips is a privilege. Students are expected to exhibit excellent behavior on field trips. Teachers of students with questionable behavior patterns may institute a behavior contract to insure proper citizenship while on the trip. Students who fail to meet the standards outlined in the contract may not be permitted to participate in future field trips. Teacher/Staff at Saroyan have the right to require parent attendance if a child's misbehavior warrants such supervision. Students with debts to either Saroyan or Central Unified School District will be held out of field trips until balances are cleared. This includes library fines and lunch accounts. Please be sure to check your child's eligibility frequently.

STUDENTS DRESS AND GROOMING

- A. School is a place where the best possible educational environment must be created and maintained. Appropriate dress and grooming are necessary in order to maintain order, provide a safe school environment, and promote discipline. The Board of Trustees encourages pupils to dress appropriately for school. The Board believes that pupils should be neatly and cleanly dressed. Dress or grooming that draws undue attention or detracts from the educational process is unacceptable.
- B. The Board finds that gangs, gang-related apparel, and gang-related activities create a clear and present danger of disrupting the educational process and create a hazard to the health and safety of the school environment. These regulations prohibit the wearing or displaying of gang related apparel, insignia, or other gang identifiers. The Board finds that such regulations are necessary for the health and safety of the school environment. As used in these regulations, a "gang" is two or more people who form an allegiance for a common purpose which includes engaging in, individually or collectively, a pattern of acts that may be threatening, disruptive, or criminal, and which may include such behavior as intimidation, threats, or violence. "Gang-related apparel" is defined as any item of clothing, accessory, jewelry, or manner of grooming which, by virtue of its color, arrangement, trademark or other attribute, denotes membership in or affiliation with gangs.
- C. The dress code applies to both sexes and will be enforced at school sites, at school functions, and on school buses. The dress code is adopted to promote standards of dress and grooming that promote a safe school setting conducive to a positive learning environment. These regulations are intended to prohibit student dress or grooming practices which:
 - (1) Present a hazard to the health or safety of the student or others;
 - (2) interfere with school work, create disorder, or disrupt the educational program;
 - (3) cause excessive wear or damage to school property;
 - (4) prevent the student from achieving educational objectives (e.g., blocked vision or restricted movement);
 - (5) incite pupils so as to create a clear and present danger of school disruption or the commission of unlawful acts,
 - (6) Conflict with this Board's philosophy and goals on the prevention of drug abuse and gang activity.
- D. Nothing in this code is to be interpreted to limit the District's responsibility and obligation to enforce unique safety and health requirements (e.g., shop and food situations.)

Central Unified School District Dress Code

1. Pupils must dress safely. For example, shoes must be worn at all times at school or during school hours.
 - A. Clothes shall be no more than one size larger or one size smaller than the student's regular clothing size. Shirts may not hang beyond mid-thigh.
 - B. All clothing must be worn as its design was traditionally intended.
 - C. Flip flop sandals may not be worn by K-6 students. All K-6 students must wear shoes with a back strap.
2. Pupils must dress appropriately for educational activities in which they will participate.
 - A. Oversized "Baggy" clothes may not be worn, including but not limited to (shirts, pants, jackets etc.) Pants must not exceed an excess of six inches of material at the knee. All pants and shorts must fit at the waist, crotch, and inseam. The length of pants may not exceed 2" beyond the student's measured inseam. NO SAGGING OF THE PANTS IS ALLOWED.
 - B. All pants, shorts, skirts, skorts, culottes, and dresses must be properly hemmed.
 - C. Clothes shall be clean so as not to promote unhealthy or unsanitary conditions. Clothing must be in good condition and not showing excessive wear or exposing skin.

- D. Dresses, skirts, skorts, and shorts must be at least mid-thigh lengths. Shorts can only be a maximum of six inches above the knee (shortest) and/or finger length. No spaghetti strap dresses or tops allowed unless there is an approved top underneath or over; must have appropriate neckline. Students, who participate in pep and cheer, when required by their advisor to wear their uniforms, may wear their cheer outfits without violation of this provision.
- E. Clothes must be sufficient to conceal undergarments at all times. Underwear-type sleeveless shirts, see-through, fishnet, or other attire which exposes the body in a sexually suggestive manner, bare midriffs, tube tops, tank tops, or halter tops, etc. are not acceptable. Shoulder straps on tops worn by females must not be less than two inches (2") in width, and any apparel determined by District personnel to be too revealing is not acceptable.
- F. Outerwear may be sweatshirts, sweaters, or jackets only. No shirts may be worn as outerwear. Designer sweatshirts/sweatpants (running outfits) are acceptable.
- G. Bib overalls and shortalls must have both straps attached to the front of the garment as designed.
- H. No leggings or tights may be worn unless they are worn beneath dresses, skirts, skorts, shorts, or culottes.
- I. Hats and caps may be worn as sun-protective clothing while outdoors. The school may regulate the type of hat or cap. Hats must be worn facing forward.
- J. Bandannas are not allowed.
- K. Dark glasses shall not be worn in classrooms, offices, or other buildings unless a documented, related health problem exists.
- L. Belts must fit properly, go through the belt loops, and may not hang. Brass belt buckles having cut out initials are not permitted.
- M. Pajama bottoms may not be worn at school unless a designated school spirit day has been declared by site administration on a specific date.

3. Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive. Clothing or jewelry that advocates racial, ethnic, or religious prejudice, or other unlawful acts, or the use of tobacco, drugs, or alcohol is prohibited.

- A. Clothing that depicts college or professional sport logos/mascots is prohibited. (E.g. Bulldogs, Hoyas, Raiders, etc.). Clothing that depicts the names, insignias, or logos associated primarily with college or university academic programs and is not associated with gangs or otherwise conflict with the standards of acceptable apparel is permitted (e.g. C.S.U.F., Stanford, Harvard, etc.)
- B. Backpacks shall be neat, clean, and free of any student writing except students proper name may be displayed once for identification purposes.

- 4. Earrings are to be worn in ears only. No facial or tongue piercing is allowed.
- 5. Hair style shall be clean and neatly groomed. Haircuts or hairstyles that draw undue attention to the wearer or detract from the educational process are not acceptable (i.e. unusual designs, colors, symbols, razor cuts, and the like.)
- 6. Attire that may be used as a weapon may not be worn (e.g. steel-toed boots, chains, items with spikes or studs, etc.)
- 7. Pupils shall not display any material or paraphernalia which incites a disruption of the school process or creates a clear and present danger of either the commission of unlawful acts on school premises or the violation of District or school site policies or rules.
- 8. Gang-related apparel or paraphernalia, including symbols, emblems, insignias, or other gang identifiers, may not be worn or displayed. This rule prohibits the presence of any apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark, or other attribute denotes membership in or affiliation with gangs. In case of doubt as to whether an item is gang related, the principal or designee will consult with law enforcement or other school personnel with expertise in gangs.
- 9. Any apparel, hairstyle, cosmetics, accessory, or jewelry, even if not specifically mentioned above, that creates a safety or health concern or tends to detract from the education process, is prohibited.
- 10. All tattoos must be covered at all times.

Limited written exceptions to the district dress code policy may be made by the principal for special days, special events, or other unusual circumstances. Copies of this policy shall be given to students.

Student violations of these regulations are deemed willful defiance of the valid authority of the school principal, punishable as follows:

a. First Offense:

- (1) Verbal warning and counseling/Parent notification;
- (2) The parent will be notified to bring acceptable clothing or the student will be supplied with a suitable garment from the site, if available;
- (3) Documentation of incident;
- (4) Parent/Student will be given a copy of dress code regulation as reference for future use. Parent must sign the form and the student must return the signed form on the following day. If the student does not return the form, he/she will have up to one day in the Responsibility Center (7-12) or abbreviated recess (K-6).

b. Second Offense:

- (1) Parent Conference (verbal phone or in person);
- (2) Parent will be notified to bring acceptable clothing or the student will be supplied with a suitable garment from the site, if available;
- (3) One day in the Responsibility Center (7-12) or abbreviated recess (K-6);
- (4) Documentation of incident;
- (5) Parent/Student will be given a copy of dress code regulation as reference for future use.

c. Third Offense:

- (1) Parent Conference;
- (2) The parent will be notified to bring acceptable clothing or will be supplied with a suitable garment from the site, if available;
- (3) One day Responsibility Center (7-12) or abbreviated recess (K-6) and one day Saturday school;
- (4) Parent/Student will be given a copy of the dress regulations as a reference for future use or will acknowledge his/her prior receipt of dress code regulations.

d. Fourth Offense:

- (1) Parent conference;
- (2) One to five days suspension;
- (3) Student contract.

e. Fifth Offense:

- (1) Parent conference;
- (2) One to five days suspension and possible recommendation for alternative placement or expulsion.

Legal Reference: Education Code Sections 35183, 35291.5, 489000, 48907, and 4895.5 Code of Regulations, Section 302

HEALTH INFORMATION

Health is defined as "a state of complete physical, mental and social well-being." The district is eager to work with parents to set such a goal for children. There are a few health procedures at school, which parents need to be aware of:

EMERGENCY PROCEDURE CARD

For your child's health and safety, it is required that the school site has up-to-date information on the Emergency Card at all times. Please contact the school office immediately regarding any changes of phone numbers, your job, address, or other information.

MEDICATION AT SCHOOL

If it becomes necessary for your child to take medications (including aspirin, Tylenol, asthma inhalers, cough drops etc.) at school, the Education Code and Central Unified School District state that certain procedures must be met and followed. First, you must have a "*Medication at School*" form completed by the doctor and signed by the parent. Specific instructions must contain the name of the student, times the medication is to be administered, what the medication is, how much to administer and how it is to be taken. Any changes require a newly signed statement from the doctor and parent. **Medication forms must be renewed annually. The medication must be labeled correctly and in the original pharmacy container.** The school office personnel may only give medication. No medication may be administered to any student without proper doctor and parent signature on file at the school site. Doctors and parents signatures are also required for older students to carry inhalers at school.

KINDERGARTEN REGISTRATION

Children may begin Kindergarten if they are going to be 5 years old on or before December 2nd, as per California Education Code. Necessary registration information must include up-to-date immunization records, a copy of the birth certificate, proof of residence (PG&E bill) and a Social Security number for every child entering kindergarten. Immunizations include required doses of polio, DPT/DPaP/DT/Td, measles, mumps, rubella, hepatitis B and varicella. Early registration begins in mid-March for the coming new school year.

FIRST GRADE PHYSICALS & ORAL HEALTH ASSESMENTS

A physical examination and oral health assessment is required prior to your child beginning first grade. Each school site will provide a form for your physician to complete. The completed forms must be returned to the school before your child begins first grade.

SEVENTH GRADE IMMUNIZATION

California legislation requires all students entering, advancing to, transferring into and/or repeating seventh grade in both public and private schools to present documentation of a completed Tdap booster and a Hepatitis B immunization. The Hepatitis series consists of three separate immunizations 1, 2 and 4 months apart, will take six months to complete. A copy of your child's immunization record MUST be included for the seventh grade registration to be considered.

NURSES

Nurses provide students in kindergarten through 12th grades with referral services and health screening, including but not limited to, vision, hearing and scoliosis.

SPECIAL HEALTH NEEDS: If your child has special health needs, please contact the school nurse in order that special needs/problems may be discussed and/or arranged.

STUDENT DISCIPLINE

Trustworthiness – Respect – Responsibility- Fairness – Caring - Citizenship

SAROYAN ELEMENTARY SCHOOL RULES

Saroyan Elementary is a *Positive Behavior Intervention and Support* school. Stallions are expected to observe the following guidelines:

1. Stallion are Respectful
2. Stallions are Responsible.
3. Stallions are Ready
4. Stallions are Safe

Messages and deliveries for students will not be accepted during instructional day unless an administrator deems it an emergency.

CAFETERIA RULES

Students are to enter the cafeteria, get their lunch tray and sit where directed by cafeteria duty supervisors. Students may visit with those immediately near them. Students may not shout or use excessively loud voices. Food is not to be thrown. Students will be required to clean up the mess they make in the cafeteria. Sharing food is not permitted.

Students are to eat their sack lunches in the cafeteria. Lunches brought from home or delivered by parents are for their students only and not to be shared with other students. All students should report to the cafeteria during the lunch period. Students are to remain on the school grounds during lunch unless a parent comes to the school office and signs out the student.

The cafeteria is supervised and we ask students to observe cafeteria rules so that everyone may eat comfortably. A discipline referral will be issued for any misbehavior in the cafeteria. Parents will be notified if their child abuses the privilege of eating in the cafeteria.

A nutritious lunch is provided by Food Services each day. Meals are priced at \$1.50 for students in grades K-6. Adults visiting campus can request a lunch by notifying the office before 9:00 A.M. Lunches are \$2.75 and can be purchased in the cafeteria before 10:15 A.M. Milk is \$.25.

Food Services in Central Unified keep records of each students' computer-based account. Parents may pay for students' lunches in advance by placing money on their account. Parents are notified when their child is

approaching OR has reached their account limit through an automated phone call from food service. All students with overdue account balances at the end of each semester will have their report cards held until balances are paid in full.

Applications for free and reduced lunch status will be sent home with your child. New applications may be submitted whenever your financial situation changes. Lunch applications must be renewed every year. Students may bring a sack lunch from home.

In addition to our lunch program, Saroyan also has a breakfast program. Breakfast is provided by Food Services for free. A computerized account system is used for each student. The Food Services Department handles all accounts. If you have any questions you may call 274-4700 ext. 108. Breakfast and lunch menus are sent home with students or posted at the beginning of each month. Free and reduced meal applications are always available at the school site.

**NO FOOD OR DRINK SHALL BE TAKEN OUT OF THE CAFETERIA
GUM IS NOT ALLOWED AT SCHOOL**

CAMPUS RULES

1. Students should show respect for one another.
2. Students should show respect for all school personnel anytime or place on campus. Students are expected to respond obediently, courteously and quietly to any adult doing supervision.
3. Students are to remain on the playground during all recesses. Students are only permitted in the corridors to drop off books, etc. by their classroom and/or to use the restroom.
4. Students are allowed to use the restrooms during all recesses and as excused from the classroom by the teacher. Students must have a restroom pass to use the restroom during class time. Restrooms are not play areas.
5. Students are to walk on the sidewalks. Running, skipping, ball bouncing, rope jumping, etc. are for the blacktop or grass areas.
6. Students are to use balls as they were designed. Balls may not be kicked on the blacktop nor bounced against the walls.
7. Students are not permitted in the classrooms without an adult.
8. Students should follow the rules established for using the playground equipment.
9. Students are not allowed to chew gum or bring sunflower seeds to school.
10. Students are not allowed to bring toys or sports equipment from home, with the exception of baseball gloves which must be properly labeled with the owner's name. Electronic devices are not allowed.
11. Bicycles are not allowed anywhere on the school grounds at any time other than locked in the bike rack. The school assumes no liability for any bicycle or bicycle equipment. Skateboards, skates and roller-blades are not allowed at any time on the campus. "Heely" type shoes with wheels are not allowed. Wheels must be removed.

PLAYGROUND RULES

- Playground equipment is to be used properly
- There is no sitting or standing on bars
- Primary students are to use the bathrooms and wash their hands at the end of the first/second grade rooms when they hear the first bell ring
- Primary students are to stay on the "primary playground" (see map)
- Intermediate students are to stay on the intermediate playground (see map)
- Students are not to bring toys, Pokémon type cards, etc. from home
- Fighting, play fighting, wrestling or any games involving those activities are not allowed
- All playground equipment is first come first serve, (this also goes for basketball courts) although

- sharing and inclusion of all students is encouraged by the supervision
- Always use appropriate language
- Recess is over when the bell rings
- Above all - always use common sense

Saroyan has a school-wide discipline plan. This plan is reviewed each year by teachers, parents and students. Saroyan strives to have all students behave in an appropriate manner. Disruption of the learning environment by violation of school rules, education code, and/or penal code will not be condoned. Students have a responsibility to behave in a manner that will not interfere with the rights of others. We feel strongly that developing great character in our students leads to a successful future. The Character Counts program is a strong component of the educational framework at Saroyan Elementary. It is Saroyan's goal to guide and assist students in understanding appropriate behavior choices as a life-long learning skill and to learn how to be a positive citizen with high standards.

ASSERTIVE DISCIPLINE STEPS

Students may be put on the Assertive Discipline Step Process due to either classroom disruption and/or defiance. With the seventh step, a student may be referred to an alternative placement hearing. It is our expectation with parent/teacher/administration working together each student will be successful.

- Step 1 – **Level 1** One or more days of Recess RC/Phone call home from teacher
- Step 2 – Three to 5 days of Recess RC/Phone call home from teacher
- Step 3 – **Level 2 behavior plan**/Parent and teacher conference
- Step 4 – All day in-house RC
- Step 5 – **Level 3 behavior plan**/Parent and administration conference/Home Suspension
- Step 6 – Home suspension/Phone call home from administration
- Step 7 – **Level 4** Referred to an alternative placement hearing

** Assertive Discipline steps start over each semester*

The discipline policy has been broken down into 4 levels of infractions and subsequent consequences. It is essential that the school and parents working together to create a school climate that is safe, positive, and conducive to learning. We appreciate parents' efforts to maintain clear communication and support if student behavior problems arise.

- **Level 1** – is a Positive Behavior Plan narrative that the classroom teacher writes. **(Steps 1 & 2)**
- **Level 2** – is an Individual Behavior Intervention Plan. This is a formal meeting with the student, teacher, parent and administrator. **(Steps 3 & 4)**
- **Level 3** – is a referral to the Discipline Team that consists of the Principal, Vice Principal, School Psychologist, teacher and parent. **(Steps 5 & 6)**
- **Level 4** – is held when all services and interventions available have been exhausted. Alternative placement is considered to better meet the needs of the student. **(Steps 7)**

CLASSROOM PARTIES

Classroom parties are acceptable if they are held after the regular lunch hour. Students in grades K - 6 must still eat lunch in the cafeteria. Classroom parties must follow our Healthy School Program guidelines. Snacks and beverages must be approved through the USDA Smart Snacks in School Guidelines.

https://www.healthiergeneration.org/take_action/schools/snacks_and_beverages/smart_snacks/link_to_the_alliance_product_calculator/

PHONE USE POLICY

Students sent to the office by their teacher to use the phone must have a note completed by that teacher. The note must have the date and time and the reason for the phone call. Appropriate reasons for a student needing to use the phone include:

1. Illness
2. Lunch Money
3. Change of clothing

Inappropriate reasons for a student needing to use the phone include:

1. Forgotten homework
2. Staying after school
3. Going home with someone else
4. Reminding parent of early dismissal
5. Reminding parents of tutoring

Students will not be allowed to use the phone without a note. All requests will be cleared by office personnel who will supervise the use of the phone.

LOST AND FOUND

All clothes and belongings should have your child's name written on them. If your child loses anything at school, have him/her check the Lost and Found located inside of the Cafeteria. There are always many unclaimed sweaters and jackets at the end of the school year. All lost and found items will be given to charity at the conclusion of each semester. The school takes no responsibility for lost items.

RACIAL DISCRIMINATION COMPLAINTS

If a student or a parent of a student feels that there has been a violation of the District's zero-tolerance policy on racial discrimination or harassment, they are to follow the grievance procedure:

1. Immediately notify a site level administrator and describe what took place.
2. If you are not satisfied with the results of the school level investigation you are to contact:

Kevin Torosian
Supervisor, Student Services
Central Unified School District
4605 N Polk Ave., Fresno, CA 93722-5334 - (559) 276-5289

3. Please be informed that at any time during the District's investigation of a complaint alleging racial harassment or discrimination, the complainant has the right to file a separate complaint with:

U.S. Department of Education
Office for Civil Rights (OCR)

EXAMPLES OF RACIAL DISCRIMINATION/HARASSMENT

Definition – Any act directed against a person or property that is motivated by prejudice based on race, or ethnicity.

Primary Grades – any hurtful put down or slur that points out differences in the way people look, sound or behave. Grouping of specific races with name calling towards other specific race groups.

Intermediate Grades – Specific race targeted put downs, slurs or epithets. Groups of students and specific race gangs name calling towards other specific race groups – often leading to threats of physical violence. Vandalism and graffiti. Fights breaking out between different races over race related put downs and slurs.

Upper Grades/Secondary – Racial slurs and epithets shouted in anger. Specific race gangs. Race related fights between races. Threats of physical violence and outbreaks of physical violence and individual property damage. Vandalism and graffiti. Hate literature and symbols emerge. Weapons often involved in severe cases.

STUDENT CONSEQUENCES FOR RACIAL DISCRIMINATION/HARASSMENT

Any student that has violated the District's zero-tolerance policy on racial discrimination/harassment shall be issued a behavior referral. Verbal warning, counseling, and parent notification will be *the very least consequence*. Students will be suspended from one to five days for racial discrimination/harassment violations based on the severity of the incident. A parent conference will take place. Repeat offenders will be recommended for expulsion or alternative placement.

SEXUAL HARASSMENT

Sexual harassment is prohibited and includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. It is behavior or words that:

- ❖ Are uninvited, unwanted, and unwelcome
- ❖ Are directed at a person because of his or her sex
- ❖ Cause a person to feel uncomfortable or offended
- ❖ Create an environment that makes learning difficult

The difference between good-natured harmless fun and sexual harassment is how it makes the other person feel.

Individuals who feel that they are being sexually harassed should:

- ❖ Tell the harasser you don't like it, and want him/her to stop.
- ❖ Explain how it makes you feel, and demand it stop.

If the harassment continues:

- ❖ Write down times, place, witnesses and what happened.
- ❖ Report harassment to:

Teacher

Counselor

Vice-Principal

School Principal

Any adult you trust

Asst. Superintendent, Personnel

Each principal and supervisor has the responsibility of maintaining an educational environment free of sexual harassment. *(Please note that this policy does not apply to students under fourth grade.)*

SERVICES, PROGRAMS AND INFORMATION

PRESCHOOL

A state funded pre-kindergarten program is available for qualifying families of children ages 3 years 9 months and up to 4 years 9 months upon enrollment. For more information call 274-4700 ext. 199.

ENGLISH LEARNER PROGRAM

In CUSD and Saroyan Elementary School our fundamental belief is that every student can learn. We believe that in our for a student to be college, career and community ready they must be able to read, write, and speak English, therefore it is our goal that all EL student be re-designated by the time they leave Saroyan Elementary School as sixth graders, Every English Learner will receive differentiated instruction that will help them in achieving their goal of reading, writing, and speaking English fluently before they leave Saroyan Elementary School.

STUDENT SUCCESS TEAM (SST)

A team of teachers, school site staff, and administration make up this core team that process referrals from teachers, parents, students, or others. The referral is based on a need to seek assistance for any student in need of an intervention to assist their learning. Needs of a student may be emotional, physical, or academic. All referrals are confidential and not disciplinary.

SPECIAL EDUCATION

In CUSD and Saroyan Elementary School our fundamental belief is that every student can learn. CUSD and Saroyan Elementary School believe that Special Education students need to be exposed to their core grade level curriculum as much as possible, and that they should receive intervention in their identified areas of growth. Students in Special Education will receive these support services as determined by their individual education program in our learning center. Students who have been identified as needing special education services will be they include:

- Speech
- Special Day Class (SDC)
- Adaptive Physical Education
- Resource Specialist Program (RSP)
- Severely Emotionally Disturbed (SED)
- Occupational Therapy

AFTER SCHOOL TUTORING/SUMMERSCHOOL

All schools provide academic help to "at risk" students to enable the students to reach grade level standards. Check with your school for more information.

GIFTED AND TALENTED EDUCATION (G.A.T.E.)

Experiences, which are qualitatively different from the regular classroom program, are available to qualifying students in grades 4-12. Referrals for testing are made by the teacher or parent. Testing is done annually.

LIBRARY MEDIA SERVICES

Central Unified School libraries provide a wide range of resources at varying levels of difficulty, with diversity of appeal and the presentation of different points of view to meet the needs of all students and teachers.

CONTENT STANDARDS AND ASSESSMENT

Central Unified School district has adopted the California Content Standards for Language Arts, Mathematics, Social Studies and Science. It is a state mandate to implement curriculum and assessments that are aligned to each grade level's Content Standards. Some of the student assessments that the California Department of Education has mandated include the following:

- State Testing and Reporting (STAR) – Grades 2-11
- District-adopted assessments to evaluate progress of grade level standards – Central Unified Grade Level Benchmark Assessments – Grades K-12 Mathematics and Language Arts
- California High School Exit Exam – Effective beginning with the graduating Class of 2004 – state standards-based tests in Language Arts and Mathematics
- California English Language Development Test (CELDT) – standards-based tests for K-12 English Learners in Listening, Speaking, Reading and Writing.

For further questions regarding Curriculum and Assessment, please contact your child's teacher.

COMPENSATORY EDUCATION

Special programs are available for qualified students with special needs at each school site.

MUSIC

Instrumental music programs are available at all school sites. Recorder classes are provided for third grade students. Band begins in 4th grade. Please look for information about the parent night. Vocal music programs are provided to our 1st and 2nd grade students weekly.

ATHLETICS

Central Unified Schools participate in a variety of competitive sports in grades 4 through 12. There are other Board approved youth group organizations conducting organized sports throughout the community, such as Valley Youth Soccer.

COUNSELING SERVICES

Counselors provide individual and support group counseling to identified students. Referrals are made through the school's Student Success Team (SST).

CAMPUS CONNECTION

A fee-based, District-run child care program for students is offered before school, after school, and full day programs. Off-track sessions include activities, educational classes and field trips. Call 271-0860 for information.

CARE OF DISTRICT MATERIALS

As per California Education Code 48904 (b), when district materials are lent to students the governing board expects the materials to be returned in a timely manner and with no more than normal wear and tear. The student shall be held liable for damaged material. The district has the right to withhold a student's grades, diploma and transcripts until all fees for damaged materials have been paid. We appreciate parental support

in returning of school district materials including textbooks and library resources. Stolen materials are still the responsibility of the student. Please help your child closely monitor their books at all times.

PARENTAL CONSENT TO RECEIVE INSTRUCTION IN HEALTH, FAMILY LIFE EDUCATION AND SEX EDUCATION

The Education Code sections 51550, 51554, 51555 and 51201.5 of the California Education Code requires that the parent or guardian of pupils in grades kindergarten – 12 be notified of instruction on sexually transmitted diseases, AIDS, human sexuality or family life. Specific notification will occur prior to the instruction.

If instruction is delivered by outside organizations or guest speakers, the parent or guardian will be notified of the date of instruction and the name of the organization or affiliation of each guest speaker. The parent or guardian has a right to request a copy of specified provisions of the law relating to AIDS prevention instruction and sex education.

As part of your child(ren)'s health education for grades K-8, students will receive instruction as follows:

- Grade K will receive instruction on germs and proper hygiene only
- Grades 2-4 will receive instruction on germs, viruses, including the mention of the AIDS virus, and proper hygiene
- Grades 4-6 will receive instruction about the human reproductive system
- Grade 5 will receive instruction about the Acquired Immune Deficiency Syndrome (AIDS)
- Grades 6-8 will receive instruction about the human reproductive system (California Education Code #51150) and the Acquired Immune Deficiency Syndrome (AIDS)

If the parent or guardian of the pupil declines to permit the pupil to receive such instruction, the school will make an alternative education activity available to the pupil. Permission slips will be sent to parents from their child(ren)'s school site prior to instruction. Alternate activities will be provided for students not able to participate. For further questions, please contact your child's teacher.

CAMPUS VISITATION POLICY

An "open door" policy for the people of the community is encouraged. You are free to visit your child's school whenever possible. Your presence on campus adds value to the educational process. Please follow these procedures whenever you come onto the campus.

- Report directly to the office
- Sign the visitor's roster in the office
- Receive and wear visitor's name badge from the office

BP 1250

CRITERIA FOR PROMOTION/RETENTION

Retention

Students not meeting minimum standards for promotion as evidenced by assessment results, grades and other indicators of academic achievement shall be candidates for retention, unless the Student Study Team determines, in writing, that retention is not the appropriate intervention for the student's academic deficiencies. There must be overwhelming evidence that Retention is in the student's best interest based upon academic assessment results and Teacher Evaluation. Reasons such as parents not attending the SST, a child's maturing level or physical size should not be criteria used for retention.

Per Ed Code 48070.5-- The following grade levels will be examined for possible retention:

Grades 2, 3 – Students identified primarily on proficiency in Reading.

Grades 4, 6, 8 – Students identified primarily on proficiency in Reading, English/Language Arts and Mathematics.

NOTE 1 - Exempted students would be: ELL students at stages 1, 2, and 3; SDC students; and RSP students who are meeting their IEP goals.

NOTE 2 - Use Student Study Team for final determination of students referred for Retention.

NOTE 3 – Special needs students may be promoted or retained as a decision of the IEP team.

STUDENT ELECTRONIC RESOURCES ACCEPTABLE USE CONTRACT E 6162 (b) Version 2.0

Central Unified School District has actively pursued making advanced technology and increased access to learning opportunities available to our students. With this new tool, students must understand and practice proper and ethical use of district resources and agree to the following conditions before its use.

CONDITIONS AND RULES FOR USE

1. Acceptable Use of Internet Resources

Internet access through Central Unified School District is intended solely to enhance the delivery of educational material and communication. Use of the Internet resources must be consistent with the educational objectives of CUSD and any improper use will result in revocation of the users' privileges. Inappropriate use may also constitute grounds for student's discipline up to and including expulsion.

CUSD Internet access is expressly prohibited for any of the following:

- access to pornographic or sexually explicit materials,
- access to information promoting or instructing in acts of terrorism or treason,
- access to information instructing or promoting armed rebellion, racial or ethnic discrimination, or other forms of hate crimes,
- access to information pertaining to the design, purchase, acquisition, or construction of any type of weapon or explosive device, or other instrument capable of causing physical harm or death,
- access to information that in any way advocates, instructs or promotes the violation of any laws of the State of California or the United States of America.
- Transmission or downloading of copyrighted material, including but not limited to music, software, and movies

2. Privilege

The use of CUSD information services is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules will result in cancellation of these privileges. CUSD, under this contract, is delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time based upon a determination of inappropriate use by student user.

3. Monitoring

CUSD reserves the right to review any material on user accounts and to monitor fileserver space in order for CUSD to make determinations on whether specific uses of the network are inappropriate, CUSD also reserves the right to monitor and report Internet activity.

4. Email Etiquette

Use of Internet resources must be consistent with the educational objectives of CUSD and improper use will result in revocation of the users' privileges. All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities that are prohibited under state and federal law.
- Do not reveal addresses, telephone numbers or personal information for yourself or others.
- Note that electronic mail (email) is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in the loss of user privileges.
- Do not use the Internet in such a way that you would disrupt the use of the network by others.

- All communication and information accessible via the Internet should be assumed private property of those who put it on the network. Copyright restrictions must be adhered to with all electronic resources.
5. Procedures for Use
Users shall not play non-instructional games or use the computer resources in a manner that would constitute unauthorized use of CUSD equipment, time, materials or facilities.
 6. Software
Installation of or downloading non-district approved software is prohibited. Instructional software must be approved in accordance with BP/AR 6161 – Procedures and Criteria for Selection and Evaluation of Electronic Resources
Security
Security on any computer system is a high priority, especially when the system involves many users. A user must never allow others to use his/her password. Users should also protect their passwords to ensure system security and their own privileges and ability to continue use of the system. If a user can identify a security problem with CUSD Information Services, including the Internet, he/she must notify a system administrator. He/she should not demonstrate the problem to other users.
Attempts to log on to the CUSD Information Services as a system administrator may result in cancellation of user privileges. Any user identified as a security risk for having a history of problems with other computer systems may be denied access to services.
 7. Vandalism and Harassment
Vandalism and harassment will result in cancellation of user privileges. Vandalism includes, but is not limited to any malicious attempt to harm, modify, and destroy data of another user, Internet or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading and creating of computer viruses.
Harassment includes, but is not limited to, the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.
 8. Encounter of Controversial Material
Users may encounter material that they interpret as controversial, inappropriate or offensive. However, on the Internet, it is impossible to control the content of data and a user may discover controversial materials. It is the user's responsibility not to initiate access to such material. CUSD shall not be held liable for any decision to restrict or regulate access to Internet materials. It is the user's responsibility to report any controversial material to the Information Systems department staff.
 9. Ability to Update
CUSD Information Services may occasionally require new registration and account information for you to continue service. You must notify the Information Services staff of any changes to your account information.
 10. Penalties for Improper Use
Any user violating these rules, applicable state and federal laws, or CUSD policies is subject to loss of access privileges and any other CUSD disciplinary options up to and including expulsion. In addition, pursuant to State of California law, any unauthorized Internet access, attempted access, or use of any state computing and/or network system is a violation of section 502 of the California Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

VOLUNTEER ASSISTANCE

Volunteers are needed for a variety of reasons. Many children need individual help and encouragement in a particular subject area. Volunteers can help provide for this need, either as tutors or by relieving the teacher from other duties to give children more personal attention. Some volunteer's work in the school on a regular basis, others may help with an individual project or activity. The Central Unified policy (AR 1240) for Volunteer Assistance is as follows:

- Volunteers shall work with students under immediate supervision of certificated employees. – Ed. Code 35021.
- Volunteers shall not be used to displace regularly authorized school personnel. – Ed. Code 35021.

- Volunteers serving as instructional aides shall fulfill the tuberculosis testing and fingerprinting qualifications required of all instructional aides. – Ed. Code 45125, 435347.

All persons who wish to perform more than twenty (20) hours of volunteer service with or around students shall submit evidence that they are free from active tuberculosis and have been fingerprinted for criminal record clearance. NOTE: This policy does not apply to activities sponsored by school-connected organizations.

PROCEDURES FOR SELECTION OF FILMS AND VIDEOS

Instructional Videos

Educational videos and film designed for general classroom use may be used at the instructor's discretion, e.g.: films available from the County Office of Education, films designed by publishers for use with an adopted instructional program, National Geographic, etc. Instructional videos and/or videos designed for classroom use do not require Board approval.

Commercially Made Movies or Videos

Films rated "G", "PG", or "PG-13" may be shown to students; however, the film must first be aligned to standards and submitted for board approval. A list of approved films will be provided for each site.

Parent Communication/Permission

A signed positive parent permission slip is required for all films rated PG and PG-13. At the beginning of the course year, teachers will distribute a course outline/syllabus, which includes a brief synopsis of instructional materials used in the course. When necessary, a description of the adult situations or language shall be included in the synopsis. The outline/syllabus will have a section for parents/guardians to sign and return acknowledging the film information.

PHOTOGRAPHY/INTERVIEWS OF STUDENTS

Central Unified School District is proud of the many accomplishments of our students and staff. Often, such accomplishments draw the attention of newspapers, television stations, or other media who visit our schools to photograph, videotape, and/or interview students and staff during various activities. In addition, we often use pictures of our students in Central Unified publications and on the District Internet website.

UNIFORM COMPLAINT PROCEDURE

In accordance with Board Policy prohibiting violations of federal or state laws or regulations governing educational programs, including allegations of unlawful discrimination in programs and activities receiving state funds, the Central Unified School District has provided a procedure to process complaints.

The Governing Board designates the following Responsible District Officer to receive and investigate complaints and ensure District compliance with law:

Chris Williams
Assistant Superintendent, Personnel
Central Unified School District
4605 N. Polk Avenue
Fresno, CA 93722

(559) 274-4700

Formal Complaints

1. Any individual, public agency or organization may file a written complaint of alleged non-compliance with the appropriate Responsible District Officer named above.

2. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, District staff shall help him/her to file the complaint.
3. The formal written complaint should state the name of the complainant, the date of the complaint, the name(s) of any witnesses, and a detailed statement of the circumstances constituting the alleged violation or discrimination, and the requested remedy.

AR 1312.3

PARENTS' RIGHTS

The California Department of Education (CDE) has a brochure available to promote family involvement in education. The brochure, "Parents' Rights," tells parents of their legal right to participate in their children's education and lists family-school partnership resources. A copy of "Parents' Rights" is on the CDE Web site a.

PARENTS HAVE THE RIGHT TO:

- ▲ Visit their child's classroom to observe activities. The time and date of the visitation must be arranged in advance with the school.
- ▲ Request a conference with their child's teacher(s) or the principal. Contact the school to schedule a date and time convenient to all participants.
- ▲ Volunteer their time and resources to improve school facilities and programs. Contact the school to determine the terms and conditions of this service.
- ▲ Be notified in a timely manner if their child is absent from school without permission.
- ▲ Be notified of their child's performance on standardized and statewide tests and the school's ranking on these tests. (Under other state law, parents may request that their child not participate in the statewide tests.)
- ▲ Request that their child be enrolled in any school in the district's boundaries. *However, the district is not compelled to grant the request.*
- ▲ Be assured of a safe and supportive learning environment for their child.
- ▲ Examine the curriculum materials of the class or classes in which their child is enrolled.
- ▲ Be informed of their child's academic progress in school and of the persons to contact if they wish more information or assistance with their child.
- ▲ Access their child's records and question anything they feel is inaccurate, misleading, or an invasion of privacy. Parents have the right to a timely response from the school district about their questions.
- ▲ Receive information regarding the academic standards their child is expected to meet.
- ▲ Receive written notification of school rules, attendance policies, dress codes, and procedures for school visitations.
- ▲ Receive information on all psychological testing recommended for their child.
- ▲ Participate as a member of a parent advisory committee, school-site council, or site-based management leadership team in accordance with established rules and regulations for membership. Parents also have the right to attend at least two meetings per year scheduled by the school to get information on school issues and activities.
- ▲ Work in a mutually supportive and respectful partnership with the school to help their child succeed. The governing board of each school district shall adopt a jointly created policy that outlines how parents and guardians, school staff, and students may share the responsibility for the intellectual, physical, emotional, social development, and well-being of their students.

GENDER EQUITY

The goal of gender equity is to eliminate program discrimination on the basis of gender, to ensure equal rights and opportunities, and to prohibit sexual harassment in any program and/or activity conducted by a local educational agency (LEA), which receives or benefits from federal and/or state financial assistance. The key dimensions are:

- ❖ Opportunity (**equal educational access**). *To ensure that all students have equitable access and opportunity to participate in and benefit from high quality curricular and extracurricular activities.*
- ❖ Staffing and Professional Growth. *To ensure that students have access to qualified teachers, administrators, and other staff members and that all educators have access to high quality professional growth opportunities.*
- ❖ Parent and Community Involvement. *To ensure that parents and members of the community, including business, industry, and labor, have the opportunity to assist in and support the educational process through participation in decision making, training, volunteer activities, and the creation of partnerships.*
- ❖ Governance and Administration. *To ensure that all schools conduct high quality programs that are effectively managed and operated within appropriate legal parameters.*

It is also the policy of the Central Unified School District to maintain equal opportunity in employment for all persons and to prohibit discrimination based on gender in every aspect of the personnel policy and practice in employment.

Individuals who feel they are being discriminated against based on gender should report the discrimination to:

District Title IX Coordinator
Elementary Education Services Dept. – (559) 274-4700

AR 4111.1(a)/4211.1(a)
AR 5145.4/5145.5/5145.6(a)
BP 4111.1(a)/4211.1(a)
BP 5145.4/5145.5/5145.6(a)