

Knights Ferry Elementary School District



Family Handbook 2018-2019

Vision Statement:

Inspiring academic excellence and cultivating citizenship
for the future success of the whole child.

Mission Statement:

Knights Ferry School District, in partnership with families and community, is dedicated to ensuring each student receives a challenging, quality education in a safe, supportive environment. We are committed to:

- Implementing high standards of teaching and learning;
- Developing students who demonstrate self-confidence, integrity, and community pride as responsible, self-directed, productive citizens;
- Fostering a love of learning, collaboration and individual creative expression;
- Preparing well-rounded students who will make successful transitions throughout their lives.

Forms to be filed out & returned by May 25, 2018:

- *Emergency/Registration Card*
- *Acknowledgement of Parent/Guardian of Annual Rights Notification*
- *Home Language Survey *Only for students new to KFS**
- *Data Request*
- *Student Health Information*
- *Internet Responsibility Contract*
- *Student-School-Parent Compact*
- *Student Insurance for Sports *5th – 8th only**
- *Driver Insurance Form *optional**
- *After School Dismissal Permission *if applicable**
- *Mobile Phone Permission Contract *if applicable**

NOTE: **All forms listed above must be turned in by May 25, 2018.**

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WELCOME

Dear Knights Ferry School Family:



Welcome to the 2018-2019 school year. You can anticipate plenty of fun, excitement and learning to occur this year. The entire school staff, just like all of you, has been recharging our batteries this summer.

This Family Handbook contains very important information for you and your children. If you are new to KFS, it will give you an introduction to our school and give you insights into our learning community. If you are returning, the handbook will remind you of school rules, programs and procedures. For everyone, there are important forms included with this packet that help KFS do our job better!

Please take the time to carefully review this handbook and share its important information with your children. We look forward to seeing you on the *first day of school, Wednesday, August 15, 2018*.

If you have any questions please feel free to call the school office at 881-3382 or e-mail us at jskulina@stancoe.org.

SCHOOL CONTACT INFORMATION

Knights Ferry Elementary School
P.O. Box 840
12726 Dent Street
Knights Ferry, CA 95361

Telephone – (209) 881-3382
Fax – (209) 881-3525
Website – www.knightsferryesd.org

SCHOOL OFFICE HOURS

School Days – 7:30am to 4:00pm (7:30am to 3:30pm on Fridays)

Summer Hours – 8:00am to 3:30pm (8:00am to 3:00pm on Fridays)

NOTE: The office is closed during the month of July.

KNIGHTS FERRY ELEMENTARY SCHOOL DISTRICT STAFF

Dr. Janet Skulina.....	Superintendent/Principal
Mrs. Anita Ivaschenko.....	Administrative Assistant
Mr. Randy Russell.....	7 th /8 th Grade
Mrs. Jenna Zellmer	5 th /6 th Grade
Mrs. Heather Stevenot.....	4 th Grade
Mrs. Kim McCarthy	3 rd Grade
Mrs. Samantha Travao	2 nd Grade
Mrs. Sondra Cusano	1 st Grade
Mrs. Lindsey Moore	Kindergarten
Mrs. Jenna Dickens	Paraprofessional
Mrs. Natalie Brockman.....	Paraprofessional & Band Director
Mrs. Amiee Ryan	Paraprofessional
Ms. Lynn Duckworth	Custodian

KNIGHTS FERRY ELEMENTARY SCHOOL DISTRICT BOARD OF TRUSTEES

Diane Noon	President
Lisa Frymire	Clerk
Bridgette Hobbs	Member
Mary Turner.....	Member
Michael McKibban	Member

- Board Meetings are held the 2nd Thursday of the month at 5:30pm in the school cafeteria -

2018/2019 KNIGHTS FERRY SCHOOL CALENDAR

SCHOOL BEGINS on Wednesday, August 15, 2018 SCHOOL ENDS on Friday, May 31, 2019.

NOTE - CALENDAR IS SUBJECT TO CHANGE

HOLIDAYS/	September 3, 2018	Labor Day
Non-Student Days:	November 12, 2018	Veteran's Day
	November 21-23, 2018.....	Thanksgiving Break
	December 24 –Jan 4, 2019	Winter Break
	January 21, 2019	Martin Luther King, Jr. Day
	February 18-22, 2019	“Ski Week”
	April 19- April 26, 2019	Spring Break
	May 27, 2019.....	Memorial Day

MINIMUM DAYS (SEE Daily School Schedule)

August 15- 17, 2018	January 9, 2019
September 5, 2018	February 6, 2019
October 3, 2018	April 18, 2018
October 12, 2018 (Jog-a-thon)	March 6, 2019
October 31, 2018 (Costume Parade)	April 3, 2019
November 6-9, 2018 (Parent Conference Week)	May 1, 2019
December 5, 2018	May 10, 2019
December 21, 2018	May 28-31, 2019

IMPORTANT DATES TO REMEMBER

Thursday, August 23, 2018	Back to School Night
Friday, October 5, 2018	“D” & “F” Notices, 4 th through 8 th Grade for 1 st Trimester
TBD (September or October)	Outdoor Education 6 th Grade Camp
Thursday, September 13, 2018	Picture Day
Friday, October 12, 2018	Jog-A-Thon, Minimum Day
Wednesday, October 31, 2018	Costume Parade, 12:15pm Downtown
Friday, November 2, 2018	End of 1 st Trimester
Nov 6 – Nov 9, 2018	Parent Conference Week
Friday, November 9, 2018	8 th Grade Thanksgiving Feast for the Community
TBD	1 st Trimester Renaissance Assembly
Thursday, December 20, 2018	Winter Program
Friday, January 18, 2019	“D” & “F” Notices, 5 th through 8 th Grade for 2 nd Trimester
Friday, March 1, 2019	End of 2 nd Trimester
TBD	Kindergarten Registration
Friday, March 8, 2019	2 nd Trimester Report Cards go Home
Thursday, April 18, 2019	Egg Hunts and Parties in the Morning
Friday, March 29, 2019	“D” & “F” Notices, 5 th through 8 th Grade for 3 rd Trimester
TBD	Open House/Public School Night
TBD	Smarter Balanced Testing
Friday, May 10, 2019	Staff Appreciation Luncheon
TBD	Honor Roll Trip
TBD	Lunch Server Trip
Monday, May 28, 2019	Staff Softball & Kindergarten Program 5pm
Thursday, May 30, 2019	8 th Grade Graduation
Friday, May 31, 2019	Last Day of School

SCHEDULED MONTHLY MEETINGS

Parent Teacher Club (PTC) – 2nd Tuesday of the Month, 3pm

ARRIVAL AND DEPARTURE

Students should arrive **no earlier** than 8:00 AM and leave the school grounds promptly when school is dismissed. All students must be picked up no later than 3:00pm.

ATTENDANCE

School attendance is required by California State Law. In addition to the valuable learning experiences a child misses when absent from school, the funding received by Knights Ferry School is reduced when a student is not in attendance, whether excused by illness or not.

Definition of Truant Pupil is defined as any pupil who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the superintendent of the school district. (E.C. 48260)

Unverified Absence may be treated as truancy and may result in disciplinary action against the student.

Habitual Truant is defined as any pupil who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed a habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by Section 48260 or Section 48261. (E.C. 48262)

Independent Study may be allowed students who are absent for a minimum of 5 days, provided that a request is made prior or on the first day of the absence. Students whose absences are excused under an Independent Study Agreement will be counted as present by the State for purposes of school funding. PLEASE NOTE: A student may NOT receive perfect attendance if they are on an Independent Study Contract.

Tardiness is disruptive to the educational process for the child who is tardy and for the other children in the classroom. A student is considered Tardy if they arrive on campus after class begins at 8:15am. Tardy students must report to the school office before entering the classroom. Excessive Tardiness is considered a form of truancy and will result in discipline consequences and/or referral to the School Attendance Review Board. For every 5 tardies, at the discretion of the teacher, the student will receive 15 minutes of detention.

Excused Absence. A pupil shall be excused from school when the absence is:

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during the school hours of a child of whom the pupil is the custodial parent.
7. For justifiable personal reasons, including but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
8. For the purpose of serving as a member of a precinct board for an election pursuant to section 12302 of the Election Code.
9. Absence for Religious Purposes. A pupil, with the written consent of a parent or guardian, may be excused from school in order to participate in religious exercises for four or fewer days per month, provided the pupil attends school at least the minimum day for his/her grade Attendance at religious retreats shall not exceed four hours per semester. (E.C. 46014).

Written Excuses are required by California Education Code when a student does not attend school. An oral excuse may be acceptable in certain circumstances. Please call the office on the morning of your child's absence. If your child is absent for more than a day, please continue to notify the office each morning.

No Academic Penalty for Excused Absence. No pupil may have his or her grade reduced or lose academic credit for any absence or absences which are excused for the reasons specified above (see Excused Absences) when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

Make Up Assignments. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. As the teacher of any class from which a pupil is absent shall determine, the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. A reasonable period of time is defined as one school day for each day absent up to a maximum of three school days. (Work is due the following day) Teachers may grant one extra day to make up work if such a request is reasonable.

Immediate Family, as used in this section refers to mother, father, grandmother, grandfather, or a grandchild of the pupil or of the spouse of the pupil, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the pupil, or any relative living in the immediate household of the pupil (E.C. 48980(c)).

ALTERNATIVE SCHOOLS

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

1. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
2. Recognize that the best learning takes place when the student learns because of his/her desire to learn.
3. Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
4. Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
5. Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.
6. In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. (E.C. 58500)

COMPLAINTS

Please see *Parent Notice of Rights & Responsibilities* Section of this Handbook.

DAILY SCHOOL SCHEDULE

Regular School Day

Transitional Kindergarten	8:15am – 2:40pm
Kindergarten through 8 th	8:15am – 2:40pm

Minimum School Day

Transitional Kindergarten	8:15am – 1:00pm
Kindergarten through 8 th	8:15am – 1:00pm

DISCIPLINE

District Rules Regarding Student Discipline. Rules relating to students discipline are available at the school office (*E.C. 35291*). Students are expected to behave in a safe, an orderly and socially acceptable manner. This includes at school, to and from school, any school related activity, and anytime they represent our school and community. Unacceptable student behavior is behavior that interferes with the learning environment, safety of others, and the orderly function of our school. The correction of unacceptable behavior will be carried out in a positive and effective manner.

Student Conduct Code

- **RESPECT**
 - Respect others. Be kind with your words and actions.
 - Respect school and personal property.
- **Help others**
- **Don't touch others**
- **Listen Carefully**
- **Be ready for learning**

1. Classroom Discipline Plans Grades K – 4th. Each classroom teacher employs a specific positive discipline plan that clearly states expected behaviors and possible disciplinary outcomes. Please consult your child's teacher for the specifics of the plan and its consequences.
2. Classroom Discipline Plans Grades 5th/6th & 7th/8th. Each classroom teacher employs a specific positive discipline plan that clearly states expected behaviors and possible disciplinary outcomes. Please consult your child's teacher for the specifics of the plan and its consequences.
3. Playground and non-classroom areas. All students are expected to conduct themselves with self-control and respect and kindness for others while at school. Students who misbehave while outside the classroom are subject to their classroom discipline plan. Yard duty supervisors will communicate misbehavior with the classroom teacher for appropriate consequences. Any additional rules and/or directions given by a supervisor are to be followed at all times.
 1. All students will show RESPECT to all adults, other students, and all property.
 2. Students will use appropriate language at all times and be considerate of others feelings.
 3. Students will keep their hands, feet, and objects to themselves.
 4. All students are expected to use common sense and follow the school rules.
 - a. Students will walk in corridors/designated areas.
 - b. Students will not loiter around bathrooms and drinking fountains.
 - c. Students will run and play ball in designated areas only.
 - d. Students will use equipment [balls, jump ropes, hula-hoops, etc.] as intended.
 - e. No playing with balls after bells or in line [balls should be left in designated area: ball bins on upper blacktop]
 - f. No tag in bark area or on the blacktop. Tag only on the lower grassy area.
 - g. No jumping from playground equipment or swings.
 - h. Use swings appropriately.
 - i. No playing out of sight of the supervisor.
 - j. No closed games unless closed by the supervisor.
 - k. Eating allowed only in designated areas.

School rules exist for the purpose of facilitating a safe learning environment at school. These rules are:

- a. Students are to be courteous and respectful to other students and staff at all times.
- b. Students will be courteous and respectful to those in charge at all times.
- c. Students are to respect school property. School property is to be used only for the purpose for what it is intended.
- d. Students are to practice proper table manners while eating meals in the cafeteria. Students will enter and exit in an orderly fashion. They will eat in assigned areas. Students are not to take food from other students.

- e. Respect the privilege of using the library. Loud talking is not permitted.
- f. Students are to play on the playground where there is supervision. Students are not to play in the restrooms, in the hallways or in the classrooms.
- g. Gum is not allowed at school.
- h. Students are to comply with all school rules:
- i. No student is to be in the multipurpose room without a staff member present.
- j. Standards of good courtesy are expected during assemblies.
- k. Fighting is not tolerated at school. In the event of a dispute, the superintendent/principal or designee will investigate the incident and assign the appropriate disciplinary action which may include suspension.
- l. Students are discouraged from bringing personal items such as toys, sports equipment, etc. to school. The student assumes responsibility for these items if they are lost or stolen.
- m. Electronic devices, e.g. iPods, CD's, CD players, radios, cameras, games, etc., are not allowed at school without the consent of the superintendent or designee. Cell phones must be turned off and put away while at school. Other valuable items (such as expensive jewelry and/or items of sentimental value) should not be brought to school. Students should maintain the ability of a direct-line-of-sight to their backpacks/possessions when these items are not locked or stowed in a secured area.
- n. Weapons or replicas of weapons are not allowed. These include, but are not limited to guns, knives, water pistols or any object fashioned into a weapon. Certain exceptions for instructional purposes may apply with specific and prior approval by the superintendent/principal or designee.

The use of Knights Ferry School District computer equipment is a privilege for which all users accept responsibility. Inappropriate conduct in the use of this equipment includes but is not limited to:

- a. Damage, vandalism or theft of equipment
- b. Piracy: altering and/or theft of software
- c. Use of systems to transmit computer viruses
- d. Accessing, communicating or printing information that is deemed inappropriate in nature by school personnel
- e. Plagiarism
- f. Any conduct in violation of school rules

The Knights Ferry School District staff members will determine what is appropriate and inappropriate use of computer equipment and their decision is final. Any student involved in inappropriate use of any computer equipment will be referred to the superintendent/principal or designee for disciplinary action and may lose the privilege to access any or all computer equipment for the remainder of the school year. In addition, parents may be held responsible for damages to any Knights Ferry School District computer equipment incurred during the course of inappropriate action by a student.

Conduct Code Procedures

Knights Ferry students may be referred to the Superintendent/Principal by school personnel using a Knights Ferry School REFERRAL-TO-SUPERINTENDENT/PRINCIPAL NOTICE. 'Intervention' given is decided by the Superintendent/Principal or designee after considering the available facts.

Citizenship Grade Policy

1. Grades 4th – 8th

A student shall receive one point for each occurrence of observed positive behaviors in keeping with the Student Code of Conduct and character education.

- 0 – 2 points shall receive a grade of F
- 3 – 4 points shall receive a grade of D
- 5 – 6 points shall receive a grade of C
- 7 – 8 points shall receive a grade of B
- 9 or more points shall receive a grade of A

Sexual and Personal Harassment. It is the district policy that sexual harassment will not be tolerated and can result in disciplinary action. The Governing Board prohibits the unlawful sexual harassment of any

student by an employee, student, or other person in or from the district. Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment. Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. The Board expects students or staff to immediately report incidents of sexual harassment to the principal. Any student who feels that he/she is being harassed should immediately contact the principal. If a situation involving sexual harassment is not promptly remedied by the principal or designee, a complaint of harassment can be filed in accordance with AR 1312.1 – *Complaints Concerning School Personnel* or AR 1312.3 – *Uniform Complaint Procedures*. The principal or designee shall determine which procedure is appropriate. The district prohibits retaliatory behavior against any complaint or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Suspension or Expulsion from School. California Education Code requires that school personnel act to protect all pupils in their charge from dangerous actions by other pupils. Should a student act in a dangerous or destructive manner he or she may be suspended or expelled from school. Punishment requiring suspension is progressive in most cases and ranges from one to five school days. School administrators may expel a child if in their judgment a serious infraction of the rules has occurred. The school administrator will recommend expulsion to the Board of Trustees in the most serious cases. State law requires such actions in specific cases. These cases are listed on page 40 of this Handbook.

DRESS AND GROOMING POLICY

Students should dress properly and neatly for school. The following are acceptable guidelines to be followed by all students:

1. Shoes must be worn at all times. Shoes appropriate for running (closed toes) must be worn for physical education. Students K through 4th must wear shoes with a back on them, no flip flops.
2. Halter tops, midriff blouses or shirts, football practice half jerseys, spaghetti strap (less than 1”) tops, and “T” back tank shirts shall not be worn.
3. Hair, clothes, and body will reflect regular cleaning and grooming.
4. Hats, sunglasses, etc., shall not be worn in the instructional area.
5. Clothing and attire shall always be appropriate and not be designed to disrupt the normal operation or be a safety concern. This includes art, words, or pictures on clothing.
6. Make-up is discouraged for elementary students.

DRIVER RESPONSIBILITY ON FIELD TRIPS

The following are Knights Ferry’s rules for parents and community members who provide transportation or chaperone for school field trips. Many of these rules are based upon the advice or direction of our insurance carrier to help us increase the safety of the adults and children participating on field trips.

1. Field trips are school activities. All behavior, dress and other school rules, policies and laws are applicable to every person participating on a field trip.
2. Drivers must show proof of insurance and have insurance covering a minimum of \$100,000.00 per occurrence (if driver drives for a number of field trips, a minimum of \$300,000.00 per occurrence is recommended.) *A school insurance form must be on file in the school office.*
3. *Drivers must have a current DMV printout on file in the school office that indicates a clear driving record. To obtain this information you may either drop by your local DMV office or go online at www.dmv.ca.gov . Click on “Online Services” tab at the top of the page choose the very first item listed, “Driver Record.” Follow the directions on the page, the fee for this online service is \$2.00. If you go into a DMV office the cost is \$5.00.*
4. Drivers must have a school insurance form, proof of insurance AND a DMV printout on file even if you are driving just your own child.

5. Only students whose class is participating, drivers and chaperones pre-approved by the teacher and Knights Ferry staff members are allowed to attend field trips.
6. **If you are driving students from Knights Ferry School NO other children (non Knights Ferry School Students) may be in the car. This includes younger siblings. Thank you.**
7. No more than 7 people (including the driver) may be transported in one car. A seatbelt must be provided for each passenger.
8. Seat belts must be worn when the vehicle is moving.
9. Drivers may not transport a child in a motor vehicle without properly securing the child in a rear seat in a child passenger restraint system meeting applicable federal motor vehicle safety standards. California Law requires children to ride in the back seat in a properly secured child passenger safety restraint until they are at least 8 years old or until they are at least 4 feet 9 inches in height. (CVC 27360)
10. A child may not ride in the front seat of a motor vehicle with an active passenger airbag if the child is under 12 years of age (National Highway Traffic Safety Administration).
11. Body parts (hands, head, etc.), clothing or other objects must be kept inside the vehicle when it is moving.
12. All drivers must check out with the teacher in charge before leaving school and before beginning the return trip.
13. No alcoholic beverages are to be consumed before or during the field trip.
14. Appropriate language is to be used by adults and students.
15. The teacher organizing the field trip will determine if there is a single “safe route” to the destination. If a “safe route” is identified, all vehicles must take that route.
16. No Stopping, except for emergency, unless approved prior to the start of the field trip by teacher or administrator in charge.

GUM AND SHELLED SEEDS ON CAMPUS

Please help keep our school beautiful! The use of chewing gum or eating of shelled seeds on campus is absolutely not allowed! Students in possession or chewing or eating of gum or shelled seeds will be subject to disciplinary action according to the conduct code.

HOMEWORK

Practicing concepts taught during the day through work at home (homework) enhances student learning and the retention of new skills. Parents and guardians have a tremendous influence on the success of their students through monitoring of class progress and especially homework. By providing your child a regular place that is well lighted, reasonably quiet, and adequately supplied with necessary materials, a parent can greatly enhance the chances that their student will be successful. Also, it will keep you, the parent, informed as to how well your child is performing in class.

Grades 5th through 8th: Parents may check for homework assignments written in the student’s agenda book for each class on the daily planner. Parents, please verify completion by initialing or signing the Agenda book on the current date that has the class and homework assignments written for the day at the bottom in the tan rectangular box. Assignments that are one day late will be marked down 10%. Students will be Zapped for late work. Please see Zap (pg 14-15) for more information.

HONOR ROLL

Honor Roll students (those students with a GPA of 3.0 and above, and a C and above in citizenship) shall be recognized at the end of the school year with an Honor Roll trip chosen by the Superintendent/Principal. An F in any subject or citizenship in any trimester will disqualify students from the end of the year Honor Roll trip. In addition to the trip each child with a GPA of 3.0 and above shall receive a plaque designating the child’s cumulative GPA for the year. These awards shall be presented at the end of the year Awards Assembly on the last day of school.

INTERNET RESPONSIBILITY

In order for students to use the internet at Knights Ferry School an Internet Responsibility Contract ***MUST*** be filled out and signed by both the student and parent and be on file at the school.

LOST AND FOUND

The lost and found bin is located in the cafeteria. Please be sure to check for lost articles regularly. At the end of each school quarter, items not claimed will be donated to charity.

LUNCH PROGRAM

Lunches and milk are available for your children through the school office. Purchases for lunches and milk may be made in the school office during school office hours. The cost per lunch will be \$2.95, including milk. Individual extra milks will cost \$0.25. Reduced price and free lunches are available to families with limited or fixed incomes. Please contact the office for an application if you feel your family might be eligible.

NOTE: No more than 5 days of lunches OR milk may be charged.

MEDICATIONS AT SCHOOL

Prescription and Over-the-Counter (OTC) medication can be administered at school under certain circumstances. All of the following conditions must be met BEFORE any medication can be administered to a child at school by school staff:

1. All medication must be given to the school secretary or nurse by the student's parent.
2. The medication must be in a labeled pharmacy bottle.
3. The label must contain the student's name, name of medication and time/dosage to be given.
4. The student's parent ***and*** doctor must complete a "Medication Form."
5. Paperwork must be complete and updated each school year/annually.
6. Medication must be picked up at the end of the school year. All medicine not retrieved at the end of the year will be disposed.
7. Students must not be in possession of medication of any kind at any time while on campus including Over-the-Counter (OTC) medications.

All medication must be given to the office and administered by authorized office personnel as specified by items #1 through #4 above. Only the Principal, School Secretary or School Nurse is authorized to administer medications to children at school. Please do not ask other school personnel to violate this policy. Questions may be directed to the school secretary.

MESSAGES FOR STUDENTS AND STAFF

To minimize classroom interruptions, please discuss after school care and other plans with your children before they leave for school in the morning. Messages are difficult and time-consuming for the office staff, as well as very disruptive to classrooms. We realize there are unavoidable circumstances that may necessitate a student receiving a message during the school day. However, we do appreciate your cooperation in keeping these instances to an absolute minimum. During regular school hours messages for students will be placed in the child's teacher's mail box. All teachers now have voicemail. If you would like to leave a message for your child's teacher we will transfer you directly to their voicemail. Teachers check voicemail regularly.

MOBILE PHONES

Students are ***not*** allowed to have mobile phones at school without prior written permission from their parent. This permission must be sent to the school office where it will be kept on file. With written permission from the student's parents, mobile phones ***must*** not be in the student's possession. Phones must be off and turned into the teacher each and every day and the beginning of the school day and will be given back at the conclusion of the school day. The teacher will have a collection basket by the door at the beginning of the school day. If any child is found with a mobile phone, the phone will be taken from the student and kept in the school office until their parent comes in to pick it up. If they are caught a second time with their phone in their immediate possession they will be given

detention and will lose the right to have their phone at school. If they are caught a third time they will be suspended.

MUSICAL PROGRAM (INSTRUMENTAL)

KFS offers an instrumental program for students in grades 5th – 8th. If your child is interested in participating in this program please contact the school office.

PARENT TEACHER CLUB (PTC)

KFS parents, faculty and friends conduct annual fundraising activities. The funds raised by these activities are allocated by the PTC to a variety of school activities that improve and enhance the learning experience of KFS students. You are a member of the PTC as the parent of a KFS student. You are encouraged to become an active member! If you want more information about the PTC, stop by the office! Help your child! Help your school! Participate today!

PESTICIDE USE NOTIFICATION

See the “Healthy Schools Act of 2000” on page 36.

PHONE EMERGENCY SYSTEM

Our school uses “Blackboard Connect” as our telephone emergency system. This electronic system will automatically contact you by phone for any information changes happening at the school. This includes schedule changes (informative items) as well as any emergency situation. In the event of an emergency all telephone numbers given to us on the registration form will be contacted. If the item is information only, the preferred telephone number you listed on the registration form will be used.

PROHIBITED ITEMS

Items which are disruptive, unsafe and do not add to the learning environment are not permitted at school. Such items as, but not limited to, water balloons, toys, yo-yos, tops, whistles, noisemakers, i-pods, or other electronic music devices, etc. These items will be confiscated immediately and the student will be subject to disciplinary action. Items may be returned to the student to transport home or may be picked up by parents. Bicycles and skateboards may be used to transport students to and from school. Students must dismount them before entering the campus and cannot begin riding them until off campus.

NOTE: Some items are prohibited by law from school grounds and could involve law enforcement agencies. Example of these could be: firecrackers, knives, matches, firearms, weapons, etc. Other items which could cause serious discipline problems are alcohol, cigarettes and chewing tobacco, and any type of drug or unauthorized prescriptions.

PROGRESS REPORTING

Report cards will be sent home at the conclusion of each trimester. In addition, “D” & “F” Notices will be sent home at least once each trimester for students in 4th through 8th grade. Formal parent conferences will be held at the end of the first trimester. Additional conferences may be held if either the teacher or parent/guardian so desires.

RENAISSANCE

Knights Ferry Elementary School District participates in a modified Renaissance program designed for our school. Students in grades kindergarten through third grade are recognized in each individual classroom every Friday. Students in grades fourth through eighth grade are recognized at the end of each trimester. Awards are presented based on citizenship, grades and/or improvement of grades from the previous trimester. Awards will vary depending on availability of prizes. To receive recognition students must have at least a ‘B’ in citizenship as well as a GPA of 2.5 or above OR a grade point increase of .5 or more from the previous trimester. If a student has 4 or more missing and/or late assignments they will automatically be disqualified from Renaissance. To be considered for Renaissance all work needs to be turned in on time on a regular basis. Each trimester Renaissance students shall receive a Renaissance Card with the privileges in addition to the trimester prizes.

SAFETY AT SCHOOL

Students are urged to observe every safety precaution on the way to and from school and while at school. Students ***MUST*** report any accident to their own teacher or to the teacher on duty. Students are asked to observe the following safety rules on the way to and from school:

1. **Students Walking** are to walk down the fire lane on the east side of the school and then down Dean Street keeping to the left-hand side of the street (facing on-coming traffic.).
2. **Bicycle Riders** are to use the same route as those students who are walking. There is no bicycle riding on school grounds or in the parking lot. All bicycles must be parked in an approved school area.
3. **Parking Lot Safety** is very important. Please observe the loading zone and crosswalk. Parents, please remain in cars while stopped at the yellow loading zone.

SCHOOL PROPERTY

Students are expected to be responsible for all school property in their care including textbooks, workbooks, desks, computers and software, physical education equipment, library books, etc.

Students will be required to pay for lost or damaged items.

SMOKING, ALCOHOL & OTHER CONTROLLED SUBSTANCES

Please keep our school healthy! Knights Ferry School is a Tobacco, Alcohol and Drug -Free Zone. Adults and students may not have any of these items in their possession while on school grounds. Our policy is to **immediately report** any violation of this rule to the appropriate law enforcement authorities. Smoking by any individual is NOT permitted anywhere on or near school grounds.

STUDENT PROMOTION AND RETENTION POLICY

In Kindergarten and 1st grade a student may not be retained without parent's permission.

In 2nd through 8th grade parent permission is ***not*** required. In 2nd and 3rd grade a satisfactory grade in reading is required. In 4th through 8th grade a student must achieve at least a 1.0 GPA in all grades, or a GPA of 1.0 in math, 1.0 in reading, or 1.0 in writing.

STUDENT SUCCESS TEAM/PROBLEM SOLVING PLANS

The academic, social, and personal progress of every KFS student is important to us. Student progress is assessed on a continuing basis by the school's professional staff. At times, students struggle with behavior or learning new concepts, and may be identified as experiencing a challenge that might benefit from intervention. In such cases, a staff member may complete a Problem Solving Plan (PSP) developing specific goals to target for intervention in problem areas. If the Problem Solving Plan and initial interventions are not successful in alleviating the problems, teachers, parents or administrators may request a Student Success Team (SST) meeting.

TARDY POLICY

Tardiness is disruptive to the educational process for the child who is tardy and for the other children in the classroom. A student is considered tardy if they arrive on campus after class begins (8:15am for 1st – 8th; 10:30am for Kindergarten). Tardy students must report to the school office before entering the classroom. **Excessive Tardiness** is considered a form of truancy and will result in discipline consequences and/or referral to the School Attendance Review Board. At the teacher's discretion, for every 5 tardies the student may receive 15 minutes of detention.

TELEPHONE

The telephone in the school office is a business telephone. Students may use it **ONLY** for an emergency call.

TRANSFERS

If your family or child is going to move, please request a transfer from the school office to facilitate an easier transition from our school to his/her new one. Also, please give as much notice as possible to help us clear your child properly.

VISITING

Please feel free to make an appointment to visit our school or your child's classroom. After checking with the office, please check with your child's teacher. If visiting or working in a classroom, please be sure to sign the Visitor's Sign-In Log located in the school office.

Individual conferences should not be attempted during class time. An individual conference appointment may be made through the teacher for a time convenient to both the parent and the teacher. Please arrange to pick up any homework outside of class time or arrange to have it available at the office.

ZAP-ZERO'S AREN'T PERMITTED

Main Objective:

- Improved academic performance by students
- Increased sense of responsibility for academic success
- Development of better study habits and higher quality work
- Increased communication between school and home

How this will be done:

- Provide students a "second chance" to turn in their work
- Providing a supervised study time during lunch
- Not allowing students to "do nothing"
- Placing higher expectations on student success

How the program works:

Step One: Student fails to turn in an assignment or project on time. On time means the assignment is due at the start of that day. The teacher will notify the student that he or she must complete the assignment during lunch that day.

Step Two: ZAP tickets will be completed for any missing assignment and are delivered to the principal by 10:30AM. ZAP students will be dismissed for lunch at 12:18PM allowing them to get their lunch and eat before reporting to the ZAP area at 12:30PM. The ZAP room will be monitored by one of our instructional aides, a teacher, or the principal.

Step Three: The student shall turn their assignment into the teacher before school is out that day.

Step Four: The teacher will review the assignment for completeness and quality of work. ZAPPED assignments will be reduced by 10% for each day that they are late.

Students who are ZAPPED more than twice in one week may receive an after school detention

Rationale:

We believe all students can learn if pushed and encouraged to do so. The ZAP program is just one more strategy to help a child experience more success in school. Preparing a student for school and for life requires us to ensure each child knows the curriculum, and if a student is not completing assignments a teacher cannot possibly provide an accurate measure of that student's knowledge.

Knights Ferry School will hold a lunch/recess time study hall for students who have not completed assignments on time. The program is called ZAP. This program is to provide a motivation for all students to complete and turn in their assignments on time and to meet their academic responsibilities. When a student does not turn in an assignment on time or has an incomplete assignment. He/she will be required to attend the ZAP session during their lunch period that day. Students will eat their lunch in the cafeteria and report to the Zap area at 12:30PM to work on homework and read from an Accelerated Reader book.

Student Responsibilities:

1. Turn in your assignments on time, every time.

2. If an assignment is not turned in on time, you are ZAPPED. Mark your planner for that assignment as ZAP. You will miss recess lunch that day. You will go to the ZAP area to work on your assignment.
3. If you turn in your assignment before your ZAP time, you still go to the ZAP, but you take other homework or a book.
4. Work on that assignment during the ZAP and turn it in by the end of that day or you will be ZAPPED again the next day.
5. Any time a teacher feels effort was not applied on an assignment you can be ZAPPED. The teacher will let you know.

**We thank you for entrusting the education of your child to us at
Knights Ferry Elementary School District. Please review these documents with your child
to ensure their success during their time with us at school.**