



Welcome to the 2015-2016
School Year

Bidwell School Parent and Student Handbook

"Empowering
ture"



thinkers for the fu-

Our Mission

Together with the community, Bidwell School focuses on learning by providing multiple opportunities for the students to become successful, productive members of society.

Bidwell Elementary School

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BIDWELL ELEMENTARY SCHOOL

2015-2016

PARENT/STUDENT HANDBOOK REVIEW FORM

I have reviewed the Student/Parent Handbook with my child(ren).

Parent Signature: _____

Student Name: _____

Date: _____

Phone Number: _____

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Please return to your child's classroom teacher.

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If you have a question or concern, please contact the principal. We appreciate your help and hope that you and your extended family will enjoy any pictures that may include your student.

Thank you and we look forward to the opportunity of working with your child and you this coming school year.



VOLUNTEERS

The volunteers at Bidwell Elementary School are considered a valuable resource. Volunteers may assist at school, in the classroom, and on field trips and also do projects at home that would be needed in the classroom. If you would like to volunteer, contact the school office. We have a screening process in place for those who wish to volunteer their services at Bidwell. The purpose of the screening is to help provide a safe and positive environment for our students.

PARKING SAFETY

For safety reasons we are asking everyone not to park in the NO PARKING zones (by the cafeteria loading area or any other curb area not marked for parking). Please follow this rule. You will be asked to move your car if you park in this area.

You must remain with your car during pick up/ drop off if you are in front of the school in the yellow zone. This holds especially true when picking up or dropping off your child at school. There is absolutely no double parking allowed for safety reasons. You will be asked to move your car if double parked.

PHOTOGRAPH RE-

The Red Bluff Union Elementary School District often has the opportunity to promote our schools through various media coverage such as newspaper, brochures, and website pages. We will be enhancing our district and school website pages and creating pages that highlight student activities or classroom settings. These pages may include pictures of your student engaged in various activities on campus and would not include student names.



LEASE INFORMATION

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We are seeking your consent to possibly include pictures of your student in the formats stated above. The pictures would be used only to depict the many activities provided for students at our school.

Welcome to Bidwell Elementary School & the 2015-2016 School Year!

I am excited about the upcoming school year! The Bidwell Staff firmly believes that relationships are foundational to learning; the relationships we have with the students, parents, community, and one another. It is my intent to continue to provide a safe and positive climate that provides each child with outstanding educational opportunities and values each as a member of the Bidwell Learning Community.

We are a dedicated staff committed to serving you and your child. As a staff we are strongly committed to collaborating and working together to provide your children with every possible chance to reach his or her fullest potential academically and socially. Bidwell is proud of its high level of student achievement. Every year our goal is to further increase student achievement and the success level for every child.

I am pleased to have you as an important member of our Bidwell School Community. I invite you to actively participate in your child's education and support the school. There are numerous parent involvement options including but not limited to SSC, ELAC, and Bidwell VIBES. Our Bidwell VIBES group has been a major source of support in many ways. If you have not been involved in the past, I hope you take on the challenge of being an active member.

The Bidwell Staff and I look forward to working with you and your child and meeting all our wonderful families. Working together, we can make this a great year for all students. I value the opportunity to work with you and to contribute to your child's future and success in learning. If you have any questions, please feel free to contact our office at any time.

This handbook includes our guidelines. Parents are asked to discuss the handbook with their child(ren). Once you have read it and/or discussed it with your child, please sign and return the back page. Your support is important to promote safety and success for all students.

Sincerely,

Mrs. Adkins

Bidwell Principal

ACCIDENTS AT SCHOOL

In minor injuries, parents will be expected to take the pupil home or to the doctor. In any serious accidents, parents will be contacted or school personnel/emergency services will take the pupil to a local hospital and call the parents as soon as possible.

ACCIDENT INSURANCE

The school DOES NOT provide accident or medical insurance. For a nominal fee, parents may purchase accident insurance which pays part of the medical and hospital expenses for pupils who are injured while under school supervision.

ABSENCES - EXCUSED

The California Education Code states that the only valid excuses for absence or tardiness are:

- Illness
- Quarantine directed by Health Officer
- Having medical, dental or optometric services rendered
- Attending funeral services of a member of the pupil's immediate family

If a note is not received, the absence will be marked unexcused.

ABSENCES - UNEXCUSED

Absences or tardiness for reasons other than those listed under Excused Absences are not excused. Unexcused absences are considered trancies and may be referred to the District Attorney's Office. If an unexcused absence is unavoidable, the parent should contact the school secretary one week in advance to arrange for an Independent Study. Independent Study is arranged for students who will be gone for five (5) or more days. Independent Study must be arranged at least seven (7) days prior to the unexcused absence. The school does not receive revenues for excused or unexcused absences.

SCHOOL ATTENDANCE

At Bidwell School we believe that, "All students learn every day." The school experience not only provides opportunities for students to ask questions and receive assistance, but also allows students to benefit from the countless interactions with classmates in cooperative learning situations. Your child can only receive the benefit of these activities and the best possible education, when they are in school everyday.

4. Parents or guardians shall also be informed of the following:
 - a. Alternative education programs available within the district and county.
 - b. The right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
 - c. Once a student is considered to be a habitual truant, school personnel shall determine at which point referral to the school Attendance and Review Board should take place. Normally a referral is not made until an effective process of communication and effort has transpired including the sending of the three truancy letters previously cited.

UNIFORM COMPLAINT PROCEDURE POLICY

As per Uniform Complaint Procedure Policy 1313-1414, we are providing you with a copy of the Annual Notification Letter. If you have questions or would like to review this policy, please contact the District office at 527-7200 or the Bidwell Elementary School office at 527-7171.

VISITORS ON CAMPUS

Bidwell Elementary School welcomes parents to visit our campus. If you wish to talk to a teacher or administrator, please contact the office by phone or note to set up an appointment or visitation time.

Student visitors are not allowed at school. The school's liability insurance will only cover students enrolled in our school.

California Penal Code 627.4 (a) (b) requires that all visitors to register in the school office. To meet this requirement anyone visiting or volunteering in a classroom must come to the office upon arrival. Visitors/volunteers will be asked to sign in and receive a visitor's pass.

BIDWELL VIBES (PARENT CLUB)

Come on in and sign up...we need you!

Bidwell School has a committed group of organized volunteers who are a valuable resource to the school. They assist with fund raising, T-shirt sales, and sponsor various activities such as Grandparent and Special Friend Day. Meetings are held once a month at Bidwell.

Parents wishing to contact students during the school day should do so by contacting the office directly at (530) 527-7171; a message will then be sent to the student.

TOBACCO FREE POLICY

Red Bluff Union School District, as required by AB 816, adopted a tobacco-free policy. The Governing Board prohibits the use of tobacco products at all times on district property or in district vehicles. This prohibition applies to all employees, students, visitors and other persons at any school or school sponsored activity or athletic event. We appreciate your cooperation in complying with this policy.



TRANSFERS

Parents of pupils leaving Bidwell Elementary during the school year should come to the office or call prior to leaving to provide notification.

TRUANCY POLICY

- A. Truancy is defined as being absent from school or tardy in excess of thirty minutes without a valid excuse. Habitual truancy constitutes cause for discipline legal action or other disciplinary measures.
- B. Upon a pupil's initial classification as a truant, the principal or his/her designee shall notify the pupil's parent or guardian that:
1. The pupil is truant.
 2. The parent or guardian is obligated to compel the attendance of the pupil at school.
 3. The parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Section 48290 of the Education Code.

Attendance on a daily basis should be a very high priority.

California State Law states: "Every pupil must attend school punctually and regularly. Students are encouraged to maintain the best possible attendance, but not at the expense of their health or the health of others."

The Red Bluff Union School District receives funds to operate Bidwell School with general funds based on our Average Daily Attendance (ADA). According to state guidelines, our ADA is based on the number of students at school. If your child is absent, our general funds are reduced accordingly. For this reason, we encourage all parents to schedule anything that would take students out of school after school hours or during vacation time, and to have their children attend for at least part of the day when appointments are unavoidable.

WHEN YOUR CHILD RETURNS TO SCHOOL AFTER AN ABSENCE, YOU ARE TO CALL THE OFFICE OR SEND A NOTE FROM HOME INCLUDING THE FOLLOWING:

1. YOUR CHILD'S FULL NAME
2. DATE(s) OF ABSENCE(s)
3. REASON FOR ABSENCE
4. SIGNATURE OF PARENT OR GUARDIAN
5. TEACHER'S NAME OR ROOM NUMBER

It is equally important for your child to arrive at school on time. Students who are late to school miss valuable instruction time, which cannot be made up. Punctuality is important to develop in children for adulthood. Help your child acquire this trait by assisting them in seeing the value of being on time for school.

Should your student be absent:

Call the school at 527-7171 as soon as possible and by 9:00AM to report the absence.

If we do not receive a phone call on the day of your child's absence you will, in most cases, be contacted by our office.

BEHAVIOR STANDARDS

At Bidwell Elementary School we believe that students will succeed in a learning environment that:

- Is free from distractions and is emotionally and physically safe.
- Values and builds on their background, language and culture.
- Accelerates students to high levels of school success.

Children will succeed with parental involvement, support and encouragement. It is Bidwell's policy to inform parents of unacceptable behavior and enlist their help in correcting any problem that may surface. We expect all students to follow the guidelines established for Bidwell School. Our guidelines were developed to simplify our expectations. They are:

- **Be Respectful**
- **Be Responsible**
- **Be a Citizen**

The staff has developed a behavior matrix, which defines the behavior expectations across a variety of settings in the school. These will be taught and reviewed with students. Expectations will be posted throughout the school. Behavior matrix is attached.

Bidwell School will make every reasonable effort to handle disciplinary situations within the classroom. In the event that a student's behavior is still inappropriate, it may be necessary to send the student to the office.

Part of the learning process is developing communication skills and relating to others. Often students have difficulty in these areas. For this reason students are to use the following problem solving techniques to assist them when a problem occurs:

**WALK AWAY OR IGNORE IT or TALK IT OVER or
ASK FOR HELP FROM AN ADULT**

This section serves as a general guideline for disciplinary action. Each situation will be investigated to the extent possible. When determining appropriate consequences, age, intent, and prior offenses will be taken into consideration. Situations not specially addressed in this document or unusual or extreme cases will be dealt with in accordance with district policy and Ed. Code. If action warrants, students may be given consequences of second or third offense on the first offense.

TELEPHONE USE

The office phones are NOT for student use except in the case of emergencies or as directed by school employees. In the case of an emergency, the school secretary will normally place the call. Emergencies do not include calling for schoolwork, books, and band instruments or to make social arrangements or similar calls.

It is expected that all students using the school's telephone will show respect to the person they are calling. If a student is overheard being disrespectful on the telephone, the student will be asked to terminate the call and future calls will not be allowed.

CELL PHONES / ELECTRONIC ITEMS

The following electronic devices are not to be used at school at any time:

Cellular phones, personal devices, cameras;

Personal music/video devices (e.g. MP3, iPods, DVD, Gameboys, etc.);

The use of these items during school time is strictly prohibited and will lead to confiscation of the item and possibly disciplinary action. The above fall into the following consequences below:

1st Offense = Student may sign it out after school in the front office

2nd Offense = Parent must sign out the item after school at the front office (A copy of these rules given to parent, upon pick-up of item at sign out.)

3rd Offense = Referral and disciplinary action

Therefore, if students bring electronic items of any kind to school, school staff is not responsible for the security of electronic device loss nor will we necessarily investigate the loss or theft of a missing item.

Cell phones are to be in the OFF mode, (not silent) and put away as soon as a student steps onto the campus. Cell phones may NOT be out during recess or lunch.

Pursuant to education code 48901.5, school administration may regulate the possession or use of any electronic signaling device and should discourage pupils from possessing or using electronic signaling devices while under school authority. Therefore, if students bring cell phones to school, school staff is not responsible for the security of a student's cell phone and will not necessarily investigate the loss or theft of one.

STUDENT PLACEMENT ~ APPROPRIATE (7382):

PROMOTION/ACCELERATION/RETENTION ~SUPPLEMENTAL ASSISTANCE

The Governing Board expects students to be placed in the best possible learning situation within the resources of the District. To accomplish this expectation, instruction at each grade level is to be based on the board adopted grade level standards and benchmarks. The instruction is also to accommodate the varying interests and growth patterns of individual students and include strategies for addressing academic deficiencies when needed. Students should only be placed where a reasonable prognosis of success and growth can be expected.

Students shall progress through the grade levels by demonstrating growth in learning and meeting specific criteria as set forth in the administrative regulations.

Acceleration to the next grade level prior to the end of the school year should be used only when it is the best placement of the student, the student meets the entry standards of the grade level to be entered; AND the Student Study Team predicts with a reasonable certainty that the student will be successful and continue to grow in learning.

Retention, remaining at the same grade level for a second year, is an action to assist the student to increase learning achievement and meet the promotion requirements. As early as possible in the school year and in student's school careers, the Superintendent, Principal or designee shall identify students who should be retained and who are at risk of being retained.

Students who do not meet board adopted criteria will be identified at risk of retention. If a student is identified as performing below the minimum criteria for promotion, the student shall be retained in his/her current grade level unless the student's regular classroom teacher, acting as a part of the Student Study Team, determines and states in writing (giving specific reasons and recommendations for intervention) that retention is not the appropriate intervention. The decision to retain may be appealed. The decision of the appeal panel shall be final.

When a student is recommended for retention based on Board criteria or is identified as being at risk for retention, the Superintendent, Principal or designee shall provide opportunities for remedial instruction to assist the student in attaining acceptable levels of academic achievement. Such opportunities may include, but are not limited to tutorial programs, Independent Study, after-school programs, and parental assistance.

The School Principal has the right to suspend students for any violation of Education Code 48900 (a-o).

BEHAVIOR STANDARDS ROLES AND RESPONSIBILITIES:

Students

Students will be taught and expected to demonstrate our Behavior Expectations: Be Respectful, Be Responsible, and Be a Citizen. Expectations will be taught, reviewed, and reinforced. Once students have reached a high level of pro-social behavior, they will be expected to maintain that level throughout the day and across all school settings.

Students are expected to learn and adapt to a variety of teaching styles. Teachers will ensure student success by teaching students procedures and expectations. A school-wide committee is in place to continually review behavior data and implement school-wide procedures.

Parents

1. Parents are our students' first teachers. We need your support and cooperation in order to increase student success. Parents' major role in assisting with school discipline is to demonstrate interest and support in their child's learning and behavior at school.

We will communicate with parents through phone calls, conferences, report cards and notes home. We will host Open House, Back to School, and other activities to keep them involved.

2. Parents should team with us in order to assist their child in completing homework, becoming more independent and/or managing anger. Parents may also be invited to team with staff in writing a Behavior Support Plan or for a Student Study Team meeting.

3. Parents will be expected to read Student/Parent Handbook and explain the expectations to their child.

4. Parents have the opportunity to support student and school success through participation in the Bidwell Volunteers, School Site Council, and volunteering in the classroom.

5. Parents are not to drop off students before 7:45 AM, and will encourage students to wait on the sidewalk by the cafeteria.



- Belts – Belts must be worn in belt loops and not hang down.
- Formal attire - There are no events at Bidwell Elementary School that will require formal attire.
- Clothing should be worn as designed and constructed; therefore, no rolled-down waist bands, sweatshirts on backwards, etc.
- 3. Students that violate the dress code may receive disciplinary action. The consequences for dress code infractions may include:
 - Having a zip-tie put through belt loops to gather excess material in order to keep pants or shorts up on the waist;
 - Changing into "loaned" clothes for the remainder of the day and confiscation of the inappropriate article;
 - Parent notification or conference and change to proper clothing or grooming;
 - Recess detention, lunch detention, loss of extra-curricular active ties, after-school detention or referral due to defiance.
 - In-school suspension or out-of-school suspension (one day or more).

Administration reserves the right to correct dress code violations that are not covered in this section. If apparel is deemed inappropriate or excessive, the student will be asked to change and wear P.E. clothes, change to proper clothes or call parents to bring appropriate clothing. Repeated violations may result in additional disciplinary action for insubordination, such as: detention, in-house suspension for the remainder of the day or suspension at home.



2. Clothing and grooming will indicate good taste and modesty in whatever situation or position at all times. The expectations for clothing and grooming include:

- Piercings - Due to safety precautions, piercings will be restricted to the ears only. No piercings in eyebrows, lips, nose, tongue, etc. Due to physical activities, students may be directed to remove piercings.
- Body art - No body art (e.g. tattoos, drawings, etc.) will be permitted while at school or during any school sponsored events or activities. Students may not have visible tattoos, including fake tattoos; additionally, students may neither draw on themselves nor draw on their clothing with pens, sharpies, pencils, etc.
- Hats - The hat rule applies to all students' caps, hoods, beanies, sun visors, dew-rags, scarves, bandanas, etc. Head coverings are not allowed indoors (classrooms, office, etc.), unless authorized by a current physician's letter or administration approval. All hats will be worn forward.
- Sunglasses - Students are not permitted to wear sunglasses in doors, unless authorized by a current physician's letter or administration approval.
- Undergarments - Underclothes (e.g. bra straps, boxer shorts, etc.) should not be showing at anytime.
- Footwear - For safety purposes, shoes or sandals with a heel strap must be worn at all times; therefore, flips-flops are not allowed at school. Footwear must have factory manufactured straps.
- Pants, shorts, skirts - Pants, shorts, and skirts are to be worn at the waist and are not to sag or ride low on the hips revealing the midriff or undergarments.
- Shorts - All shorts must be in good taste and indicate modesty; therefore, Shorts must extend to the end of the END OF FINGERTIPS on the front, back, and sides when hands are held at the sides. Shorts may be worn under skirts or dresses and will not be considered undergarments, but they must be the proper length as described above.
- Skirts & dresses - Skirt and dress length must be at least mid-high length or must extend to the end of the END OF FINGERTIPS on the front, back, and sides when hands are held at the sides and not reveal undergarments.

BICYCLES

Students who ride bicycles to school are expected to observe the following rules:

1. All bicyclists must wear a helmet...It's the Law! Bicycles are to be parked in the bike rack when students arrive at school. Bicycles are to remain parked until students leave school for home. Students are not to loiter in the area of the bike racks at any time.
2. Bicycles are to be walked when on school grounds including sidewalks.
3. Bicycles should be locked. The school assumes no responsibility for the condition or loss of student bicycles.
4. Skateboard and scooters are **not** allowed at school because of safety and lack of storage space.

BUS TRANSPORTATION

Bus transportation is a privilege, not a right. This privilege may be denied to a student if he or she engages in disruptive or unsafe behavior while boarding, riding, or exiting the bus. Section 14263 of the regulations and laws relating to pupil transportation in California states:

"Pupils transported in a school bus shall be under the authority of, and responsible to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver, shall be sufficient reason for a pupil to be denied transportation."

Pupils, who regularly come to school on a bus, will be sent home on the bus unless a direct request has been received from a parent. No elementary students who come to school on a bus will be permitted to leave the school grounds during the day except by written request from parents or guardians. Please don't leave your child unattended at bus stops.

By law, animals, firearms or glass containers are not allowed on the bus for safety reasons.

Students will be instructed in safety procedures for riding the bus and for waiting at the bus stop. These procedures will be strictly enforced, with repeated violators losing their bus privilege. Citations will be issued to elicit parental support to eliminate problems.

BUS REFERRAL PROCEDURES

- A. A bus referral is written and given to the site administrator.
1. The administrator counsels the student and issues the referral on the same day, if possible.

* If warning- call home or at a minimum the school will mail/send a copy of the referral home.

* If suspended from bus- indicate number of days and call parent or mail/ send home a copy of the referral.

Administrator signs and dates their action on the referral.

* A copy is given to student. The student is instructed to have the referral signed by parents and returned next day to the driver in order to get back on the bus. Drivers will allow up to 3 days for return of white copy before denying bus privilege. The drivers are to notify the school if the copy has not been returned within 3 days.

B. Bus Exclusion

- | | |
|--------------|---|
| 1st Offense- | Warning |
| 2nd Offense- | 1-3 days of exclusion |
| 3rd Offense- | 5 days of exclusion |
| 4th Offense- | Week to month exclusion |
| 5th Offense- | Bus privileges revoked for remainder of year. |

CAMPUS SAFETY & DRUG FREE GUIDELINES

Red Bluff Elementary School District is committed to safe and drug-free schools. For the following acts at school or at a school activity off grounds, the student shall be suspended and recommended for expulsion:

- Possessing, selling or furnishing a firearm
- Brandishing a knife
- Selling a controlled substance
- Committing or attempting to commit a sexual assault or committing a sexual battery

- Spaghetti-straps, midriffs, halter-tops, half-shirts, tube-tops, strapless, see-through, mesh, backless or bare back tops and dresses. Cleavage, backs, midriffs, and undergarments (e.g. bra-straps) must be fully covered. There is a one inch minimum strap width, approximately two fingers wide, for outer clothing.

- Shirts with gaping arm holes (e.g. muscle shirts).

- Spandex shorts, biker shorts, side-split shorts, boxer shorts, extremely short shorts, mini-skirts or revealing dresses. All shorts, skirts and dresses must be appropriate for school. Shorts and skirts must extend to the end of the END OF FINGERTIPS on the front, back, and sides when hands are held at the sides. Skirt and dress lengths at least to mid-thigh are acceptable and must not expose undergarments or disrupt the educational program.

- Sleepwear and slippers are inappropriate.

- Excessively baggy pants or shorts.

- Ripped clothing (e.g. shirts, pants, shorts, skirts, etc.) that reveal skin or underclothing on the torso, buttocks or upper thighs through rips, tears, whether by fashion or design.

- Hair coloring of any unnatural color (e.g. pink, purple, blue, green, etc.) is not allowed at school - this includes special events.

- Extreme hairstyles and haircuts (Mohawks must be one inch or less). This includes unnatural patterns with coloring and or designs that may be distracting shaved into the hair.

- Spiked or studded accessories (e.g. belts, chains, backpacks, rings, necklaces, collars, purses, handcuffs, bracelets, wallet chains, bicycle chains, necklaces or sharp, heavy rings, etc.).

- Gang related clothing, numbers, symbols, headbands, dew-rags, hairnets, bandannas (of any color) or "rags" in pockets, belts, coveralls with straps down or sagging pants, etc. Any apparel or paraphernalia relating to gang membership is strictly prohibited. Bidwell Elementary School acknowledges a student's freedom to wear certain colors without being considered a member of a gang; it is out of concern for student safety that the wearing of "colors" will be strongly scrutinized.

* Due to rapid societal changes and trends, it may be necessary to modify the dress code to include additional items; this is at the discretion of the administration. New changes to the dress code may be shared with families and students through announcements, office postings, newsletters, etc.

contact the District office at 527-7200 or the Bidwell Elementary office at 527-7171.

STUDENT DRESS AND PERSONAL APPEARANCE

Red Bluff Union Elementary School District Board Policy 6133: Parents and students share a responsibility with the school to ensure that the dress of the student is not disruptive to the learning environment of the school. Any clothing or grooming, which in the judgment of the administration, may tend to create a disturbance or is unsafe within the educational environment will not be permitted. Garments with writing, drawings, designs, numbers or stencils that could be interpreted to advertise alcohol, drugs, tobacco or illegal acts, violence, obscenities, are suggestive in nature or are gang related in any form are prohibited.

Students and parents are expected to comply with dress standards as they have been established to promote safety and a positive educational environment that fosters respect for self and others. Parents and students share a responsibility with the school to make sure that the way students are dressed is not disruptive to a learning environment.

1. Dress of students must not interfere with the ability of any student to perform assigned class activities or pose a health or safety hazard to themselves or others. With this in mind, the following are general guidelines; remember this is not an all-inclusive list.*
 - a. Students may not wear clothing or accessories with:
 - Advertising, promoting or picturing guns, alcoholic beverages, tobacco or drugs.
 - Statements advocating immoral, illegal, sexual or violent behavior.
 - Messages referring to gang, death, violence, racism or sex.
 - Messages of disrespect toward the school, law or authority.
 - Obscene, profane, vulgar or racist statements or pictures.
 - Messages, symbols, numbers, colors, insignias or haircuts denoting gang affiliation.
 - b. The following clothing / garments are not permitted on campus or at any school activity:

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- Causing serious physical injury to another person
- Possessing any knife, explosive, firearm or other dangerous object
- Possessing or selling a controlled substance
- Committing robbery or extortion
- Committing assault or battery upon a school employee

The recommendation for expulsion on these violations will go to the Board of Trustees and they will take appropriate legal action.

CATEGORICAL PROGRAMS/FUNDING

Bidwell Elementary receives funding from state and federal programs such as Title I to provide assistance to all students. The expenditure of funds is governed by our School Plan and the School Site Council. The funds are currently used for instructional support personnel and a variety of instructional support materials.

COMMUNITY USE OF SCHOOL FACILITIES

The Board shall not grant the use of school facilities for the following activities: skateboarding, rollerblading, roller skating, bicycle riding, scooter riding, horseback riding and/or ATV riding are prohibited at all times on school property.

(Reference Board Policy No. 1330 adopted on September 10, 2002)

CONDUCT (Student) ~ CALIFORNIA EDUCATION CODE SECTION 48900

You can access the current Education Code by logging onto the legislative web site at <http://www.leginfo.ca.gov/>.



48900. A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that that pupil has committed an act as defined pursuant to one or more of subdivisions (a) to (o), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (a) (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, and controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.

PETS at SCHOOL

In an effort to ensure that everyone feels safe and welcomed at our School, pets are not allowed on school campus without prior written approval from the Principal.

REQUESTING A TEACHER

Bidwell Elementary School has an excellent teaching staff. We believe that all classes should be fairly balanced by achievement level, gender, and discipline issues. Therefore, we prefer that parents do not request a teacher. Requests can cause disruption to fairly balanced classes. If a parent feels they have special circumstances and they need to request a teacher, then a request form in the office needs to be completed within the teacher requesting period during the first two weeks in May.

RESOURCE SPECIALIST PROGRAM

Bidwell Elementary School has an on-site special education program designed to assist students with diagnosed learning disabilities. Currently, we have one full time Resource Specialist teacher and a classroom assistant working part-time with our Resource Specialist. Students in these programs spend the majority of their day in the regular classroom.

SCHOOL SITE COUNCIL

The School Site Council (SSC) is a state authorized advisory committee composed of parents, teachers, and administrators. The function of the SSC is to assist and advise the school with decisions regarding the school plan, budget, and special programs. Meeting dates are published in the newsletter and posted in the school office. Members are elected and serve a two year term. Interested parents are encouraged to participate and should contact the office for more information. The meetings are open for anyone to attend.

SEXUAL HARASSMENT POLICY

In accordance with state law, the Red Bluff Union School District adopted Sexual Harassment Policy 4140-4142. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, written, visual or physical conduct of a sexual nature. The policy addresses students, school personnel, and volunteers. Any if these persons could be a victim of sexual harassment.

This is a District Policy. All school personnel have been made aware of the policy. All complaints of sexual harassment will be investigated. Disciplinary actions may be taken. If you would like to review the policy, please

Breakfast is available in the school cafeteria from 7:45 -8:20 A.M. It is available to all students (free, reduced pay, and full pay). Students must arrive at school in time to eat. The cost for reduced breakfast is 30 cents; the cost for full pay is 65 cents.

Students are expected to exhibit good table manners, courtesy and cleanliness. These and a quiet cafeteria will make it pleasant for everyone to enjoy breakfast / lunch.

DISTRICT LUNCH/BREAKFAST CHARGE POLICY

The State of California Food Nutrition Department has directed the District to utilize the following bookkeeping procedures connected to the breakfast and lunch program.

Parents are asked to send the exact amount of money for those items purchased and how the money is to be used (i.e. three breakfasts, two lunches, one milk). Payment can be made in cash, by check or money order. Parents are encouraged to pay weekly or monthly.

Only two charges will be allowed for meals. No further charges will be allowed until these have been paid. A meal or milk can be purchased with cash, a check or money order even if there are charges pending. Your child will be given a charge notice to take home informing you of the charge. When necessary the child may be asked to call the parent at home or work to explain about the charges. Please note that during the last three weeks of school, no charges will be allowed, so please plan accordingly and pre-pay.

NON-DISCRIMINATION POLICY

In accordance with state law, the Red Bluff Union School District adopted Non-Discrimination Policy 1314 on April 25, 2001. The intent of this policy is that there is a complaint procedure available to address any allegation of a violation of Federal or State laws or regulations governing educational programs, including allegations of unlawful discrimination. If you would like to review this policy, please contact the District Office at 527-7200 or the Bidwell Elementary School office at 527-7171.

PERSONAL PROPERTY

The school provides play equipment and students are to leave items at home. The school is NOT responsible for items brought from home. Do not bring any electronic devices, any toys, radios, tape recorders, pocket-knives, matches, valuables, large amounts of cash or other articles that are valued and can cause a disturbance at school. Cell phones must be turned off and kept in backpacks during school hours.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical property to an existing firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, or 289 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, both.

48900.2 A pupil may be suspended from school or recommended for expulsion if the superintendent or other principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

48900.3 A pupil in any grades 4-12 inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in, an act of hate violence as defined in subdivision (e) of Section 33032.5. 48900.4 A pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

SURVEILLANCE SYSTEMS

The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for campus security. Surveillance cameras are strategically placed to minimize vandalism and increase campus security and may be located at campus entrances and classroom access areas. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Camera recordings may be used in disciplinary proceedings, and incidents captured by the camera may be referred to local law enforcement, as appropriate. (Board Policy 3515)

EMERGENCY RESPONSE / SAFE SCHOOLS PLAN

The goal of the crisis plan is to ensure that every student and staff member is safe, secure and accounted for to the best of the schools ability in the event of a manmade or natural disaster. It is the goal of the school to conduct school business to the best of its ability regardless of external influences. It is also its goal to maintain normal school operational hours unless circumstances make it unsafe for students to remain on campus.

Circumstances which may cause the implementation of the crisis plan include, but are not limited to:

- Fire
- Earthquakes
- Major and prolonged power outages
- Local flooding
- Bomb threats
- Aircraft crashes
- Hazardous material spill in proximity to the school
- Dangerous intruders on campus
- Climatic and weather extremes that endanger students while on campus or during their transportation to and from school.
- Other unforeseen circumstances which will cause students to deviate from the normal instructional day because of adverse conditions or external influences.

LIBRARY SERVICES-

Bidwell's library will be open Monday-Friday. It is open from 8:00 AM to 4:30 PM and during most recesses. Kindergarten through fifth grade classes will have a rotating schedule for a check-out period. Library books are checked out for one week at a time.

First grade students are allowed to check out one book. Second through fifth grade students may check out two books. Fifth grade students may be allowed to check a third book out for special projects.

A list of all overdue books and magazines is distributed to the teachers.

When an item has not been returned by the end of the school year, the student's report card will be held until the item is paid for or returned.

All students are responsible for the timely return of their library materials. Please help your student find a safe place to keep their book and out of the way of younger siblings and the family pet. If a book is damaged or lost, please make your check payable to "Bidwell School" for the amount of the book. If you have any questions regarding our library, please call the office at 527-7171.

LOST AND FOUND

Lost items may be found in the cafeteria-donated to charity. Labeling your child's



identified and picked up at the lost and found. Unclaimed items are periodically removed. Items are not kept over the summer. removable clothing will reduce the risk of loss.

LUNCH AND BREAKFAST PROGRAM

Hot lunches of the Standard Type A variety including milk, main dish, fruit, and vegetable are served daily at Bidwell Elementary. Milk may also be purchased separately for those children who bring a sack lunch from home. Lunch and milk may be purchased monthly, weekly, or daily (preferably monthly or weekly), as soon as the child arrives at school in the school cafeteria. Menus are published and sent with each student every month. Forms to receive free or reduced lunch are sent home the first day of school. Additional copies of the form are available in the office. The reduced cost of the school lunch is 40 cents, cost for the full pay lunch is \$2.00 and milk is .25 cents.

resident child to be displaced and forced to transfer to another school due to overcrowded conditions.

The Superintendent shall designate a time period during which the district will accept applications for open enrollment. He/she shall provide timely information to parents/guardians and the community each year regarding open enrollment procedures and program options. The Governing Board will determine on a yearly basis the capacity of schools in the district. Intra-district agreements may be denied or rescinded based on poor attendance, behavioral issues or over-crowding.

INTERDISTRICT ATTENDANCE AGREEMENTS

The Governing Board shall allow students who reside permanently outside district boundaries to apply for enrollment in any district school where space is available, provided such enrollment does not adversely affect the district's plan to alleviate or prevent the racial or ethnic segregation of minority students. The Superintendent will determine on a yearly basis the capacity of schools in the district. Inter-district agreements may be denied or rescinded based on poor attendance (any SARB or Truancy letters issued from the Red Bluff Union Elementary School District), behavioral issues (any student earning four or more office referrals, or any referral resulting in a suspension/expulsion from school), or over-crowding.

ATTENDANCE PRIORITIES

Students residing within a school's attendance area shall have first priority for attending that school. Once enrolled in a school through the open enrollment process, students living outside the school's attendance area shall receive the same consideration as those living within the area. When applications for a given school or a given grade within a school exceed available space, remaining enrollments shall be selected from a wait list.

When an open enrollment request not possible, students shall be enrolled in the school of the attendance area in which they reside. Students placed in any school requested through open enrollment no longer have first priority to enroll in the school of the attendance area in which they reside. Students who wish to return to the school they previously attended may apply for such enrollment, without first priority rights, during a subsequent open enrollment period.

Each staff member is reminded of the importance of maintaining a collected, professional attitude in order to maintain a reduced level of anxiety among students. Staff is also reminded that they should operate quickly and efficiently, as time may be a key element in the crisis.

ENROLLMENT CARDS

It is vital that we have current addresses and phone numbers for each of our students on file in case on an emergency. Please notify the office if a change occurs.

HEAD LICE

Head lice show no class and are found in the best of families. They are common among school children and even the cleanest child can easily become infested. Please talk to your child about the importance of not sharing combs, hats, brushes, clothing, etc., with other students at school.

In accordance with Board Policy # 6400:

The Governing Board of the Red Bluff Union School District recognizes that the spread of head lice is a common occurrence among school age children, and that parents are basically responsible for treatment.

When a student is found to have head lice, the parent/guardian shall be notified and will be provided current information outlining an integrated approach to treatment. Before being re-admitted to school, the student should return to the office to determine if the student is eligible to return to class. Students should return to school within one day after being identified as having lice.

With notification by the district nurse, the principal shall send home the notification required by law for excluded students (Education Code #48213).

If there are more than two students affected at the same time in any one classroom, all students in the class may be examined and information about head lice shall be sent home with those students in that class.

SCHOOL PICTURES

Individual and group pictures are taken each year. Packets of color prints are available for purchase at a reasonable price. Parents are notified in advance of the date for pictures in a note sent home with the students.

REPORT CARDS

The school year is made up of three grading periods, except for Transitional Kinder (TK) & Kindergarten. TK & Kindergarten parents are invited to attend conferences at least twice a year. Parent conferences will be held in the fall and spring for all grade levels. Report cards will be sent if your child if a parent does not attend the conference. Parents may request a conference at any time during the school year. Prearranged conferences are encouraged.

HONOR ROLL

Bidwell School has an honor roll for Fourth and Fifth Grades. The requirements are as follows:

Gold Honor Roll	Grade Point Average of 4.0
Silver Honor Roll	Grade Point Average or 3.51 to 3.9
Bronze Honor Roll	Grade Point Average of 3.0 to 3.5

Any grade of "D" or lower on a report card excludes a student from being on the honor roll that trimester, regardless of grade point average.

Please remember that if you have any questions or concerns to contact your child's teacher.

HEALTH SERVICES:

HEALTH INSURANCE

Healthy Families provides low cost medical, dental and vision insurance for children under 19 years old. Information about this program or assistance with the application is available in our Health Office.

IMMUNIZATIONS

All California immunization requirements must be met for unconditional school admission. Requirements vary according to grade. For students entering transitional kindergarten or kindergarten this requires protection against Polio, DTP/DTaP (Diphtheria, Tetanus and Pertussis), MMR (Measles, Mumps and Rubella), Varicella, and Hepatitis B series. Verification of all doses must be provided or a medical or personal beliefs exemption form must be on file in the school office.



PHYSICALS

A physical is required before first grade entry (or a waiver may be filed). It is recommended before kindergarten entry, but not required. A physical done shortly before kindergarten entry meets the requirement for the first grade physical. Physicals are available for moderate and low-income families at no cost. For more information, call the CHDP (Child Health and Disability Prevention Program) at 527-6824.

HEALTH SCREENINGS

Routine health screenings are provided for every student depending on grade level.

AUDIO (HEARING) -	Provided in K, 1, 2 and 5th grades
TITMUS VISION-	Provided in 3rd grade
MCT -	As per district nurse / guidelines
VISION-	As per district nurse / guidelines
DENTAL-	As funding permits

MEDICATIONS AT SCHOOL

In accordance with Section 49423 Education Code: Medications During School no medications will be given at school without the written permission of both the doctor and the parent. This includes over-the-counter medications. When medications are needed at school they must be brought to the health office by an adult. Students are not to have medications on the school bus unless specifically authorized by their physician to carry them. Medications should be provided for school use in a container labeled by the pharmacy. When asked most pharmacies will provide you with a container for school.

INTRADISTRICT ATTENDANCE AGREEMENTS

The Governing Board shall allow students who reside permanently within district boundaries to apply for enrollment in any district school where space is available, provided such enrollment does not adversely affect the district's plan to alleviate or prevent the racial or ethnic segregation of minority students. The district will not provide transportation to schools outside of a student's attendance area unless the district has required a school