



**Student/Parent
Essential Agreement
Handbook
2014-2015**



Loomis Basin Charter School

A Better World Through Education

August 20, 2014

Dear Parents and Students,

Welcome to Loomis Basin Charter School! We hope you had an enjoyable and relaxing summer. Please take the time to review the student handbook on-line at www.loomischarter.org with your student(s); included are policies and procedures that will ensure a positive, safe, and productive school year.

We at LBCS believe that education is a joint effort between the school, the student, the home and the community. Our mission statement has been written to encapsulate this idea:

The aim of Loomis Basin Charter School is to develop inquiring, knowledgeable, patriotic, honorable, responsible and caring young people who have the background, skills, knowledge and qualities necessary to participate successfully and actively in a changing and increasingly interrelated world.

We are looking forward to a wonderfully productive year. The LBCS staff, students, and community create the positive atmosphere which embraces our unique school.

Please feel free to contact the office regarding any questions, concerns or thoughts. It is only through open communication that we are able to do our best for our students.

Sincerely,

Erika Sloane
LBCS Director

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Absences and Being Tardy-----

Student shall attend school and maintain satisfactory attendance.

Absences:

If your child is ill and will be absent, please telephone the school on the day of the absence.

- Illness, medical appointments, bereavement and religious holidays are the only reasons for an excused absence.
- All other absences are considered "unexcused." We encourage you to bring your child for any portion of the day.

School Revenue: The Charter School relies primarily on the revenue generated from students attending school. The school receives no revenue for the days your child is not in attendance for any reason (excused or unexcused).

This means every day a child is absent Loomis Basin Charter School loses \$33. With this said, we are offering parents the opportunity to help LBCS recoup lost revenue by voluntarily donating the \$33 per student for each day absent.

Independent Study:

When students are going to be absent from school for more than 5 days, an Independent study can be requested from the office **with at least 1 week notice** for the teachers to have time to prepare a work packet for the student.

Tardy:

When students are late for school, they must check in at the office before going to class. Beware when students walk in late they are disrupting the entire class and they feel out of sorts.

Academic Excellence-----

Students in grades sixth through eight are eligible for honor roll. In order to qualify, a student must achieve the necessary 3.0 grade point average, with no C's, compiled from all graded subjects. The honor roll categories are as follows:

3.75-4.0 High Honor Roll and 3.00-3.74 Honor Roll

Students on the honor roll at the end of the first and second trimester may participate in an honor roll luncheon. Certificates are presented at this luncheon and parents are encouraged to attend.

Accidents-----

Parents will be notified in the unlikely event that their child should receive a serious injury while at school, or during a school-sponsored activity off school grounds. Whenever possible, parents will be asked to pick up the child for their own observation or examination by their family physician. If parents cannot be reached, the student will be discharged to the person named on the emergency card. For this reason, please complete the card promptly and return it to school. Kindly notify the office staff should you need to update your child's emergency information.

Appointments-----

If your child has an appointment that requires him/her to leave school early, please send a note or telephone the office staff prior to the appointment. Students will be released at the office to parents and/or guardians only, and must be signed out in the office prior to leaving school grounds. The California Safe Schools Act may require office staff to request picture identification from an adult picking up a child during the school day. *If possible, please schedule appointments so that they do not conflict with instruction time.*

Arrival/Departure to and from School-----

Yard duty supervision begins at 7:45 AM. Students may drop off their backpacks in front of their classrooms and then go directly to the supervised playground. Please do not have your children arrive prior to 7:45. Departure time will be 2:50 for kindergarten and 3:00 for 1st- 8th grade. Teachers will walk their classes out to the pick-up area.

- Parents may park their cars and walk over to the pick-up area to get their students, or

- Parents may drive through the pick-up drive and have their students brought to their cars. (For the safety of our students we will load the first five cars, release them, and then load the next five cars. Please put a sign with your family name in the right hand corner of your windshield to help us recognize your car.)

For the safety of all our students, children may not be picked up from the classrooms.

Assemblies-----

Throughout the school year, a variety of assemblies will be provided for your child. Our Parent Teacher Club provides most of the funding for these events.

Assessments/Testing-----

1. Any student may be referred, in writing, by parent, guardian, teacher, counselor, related service provider, other school staff, and/or community agency, or any third party to the Loomis Basin Charter School ("LBCS") Director for evaluation for eligibility under the Individuals with Disabilities in Education Act ("IDEA") and/or the Section 504 of the Rehabilitation Act ("Section 504").
2. Notwithstanding the above paragraph, LBCS will accept a verbal request for an evaluation of a student or verbal notification that a student possibly has a disability from any of the sources stated in the above paragraph. If LBCS thereafter requires the request or notification to be in writing then it will make reasonable efforts to obtain the writing from the source, including assisting individuals with placing the information in writing when necessary because of a disability, or one of its employees will place the information in writing.
3. Based upon a review of relevant and available information regarding the student referred or based upon a meeting of LBCS's Student Study Team or Section 504 Service Plan team, LBCS shall determine whether an evaluation under the IDEA or Section 504 is appropriate. LBCS shall evaluate any student who, because of disability, needs, or is believed to need, regular or special education or related aids and services.
4. If the request for evaluation is denied, LBCS will inform the parent/guardian of the decision through prior written notice and provide him/her with a copy of LBCS's notice of parent/guardian rights and procedural safeguards under the IDEA and Section 504.
5. If LBCS's Section 504 Service Plan team determines an evaluation under the IDEA or Section 504 is appropriate, the team will forward a letter and/or an assessment plan requesting consent for evaluation of the student to the parent/guardian, along with a copy of LBCS's notice of parent/guardian rights and procedural safeguards under Section 504.
6. The evaluation of students suspected of having a disability under IDEA and Section 504 will be carried out by qualified evaluators selected by LBCS. The district will promptly provide or arrange for psychological, medical, technological, and all other necessary evaluations at no cost to the student when the student needs or is believed to need special education or related services.
7. LBCS will conduct an evaluation prior to taking any action with respect to the initial educational placement of a student and any subsequent significant change in a student's educational placement.
 - (a) A significant change in placement is a significant change in the type or amount of regular or special education or related aids or services provided to a student with a disability and may include the addition or elimination of a program or service or a substantial increase or decrease in the amount of time a program or service is provided.
 - (b) Disciplinary actions which either exclude a student with a disability from school for more than 10 consecutive school days in a given school year or which creates a series of suspensions that in the aggregate are for more than 10 school days are considered to be a significant change in placement.

Athletics -----

At various times throughout the school year, students will have the opportunity to participate in school sponsored team sports.

Fall Sports:

Cross County- Girls and Boys grades 5-8

Basketball- Girls grades 7-8

Volleyball- Boys- Grades 7-8

Winter Sports:

Basketball- Boys grades 7-8

Spring Sports:

Volleyball- Girls grades 7-8

Track and Field- Girls and Boys grades 5-8

All students participating in athletics must have and maintain a 2.0 GPA to be eligible including a maximum of one D on any progress or report card. The student athlete that does not meet grade criteria for participation is not eligible to practice or attend games until a current progress report determines player is eligible. In addition, students must maintain good behavior as determined by the school discipline policy. See LBAL athletic code for more details. A copy is available in the office.

Back-to-School Night -----

Back-to-School Night will be held within the first week of school 1st-5th and the week prior to the start of school for Kindergarten, 6th, 7th and 8th grades. The classroom presentations are designed to inform parents regarding specific classroom policies and procedures. This evening is not intended for a review of your child's progress in his/her class. Parents are encouraged to attend each child's Back-to-School Night.

Birthdays -----

LBCS celebrates your child each and every day. We also recognize your child's birthday at Mustang Round-up. In the classroom, teachers have myriad ways they celebrate birthdays. At Back-to-School night they will go over their guidelines. These guidelines will be aligned with health and safety policies outlined by the School Board. NO FOOD ITEMS

Two great ways to recognize a student's birthday are to have your child pick out a book they would like to donate to their classroom or school library or donate special playground equipment for the whole school!

Balloons, presents, etc. should be presented to the child at home, as valuable learning time is lost when classrooms are interrupted.

Birthday invitations should be distributed off school grounds to avoid a child's feelings being hurt.

Books and Supplies -----

Students will be provided with school textbooks and most materials. Each student is responsible for handling these materials in a careful manner. In the case of lost or damaged textbooks, library books, or other school materials, the child will be responsible for replacement costs. Teachers may request that parents provide their child with supplemental school supplies (binders, folders, etc.) that will help to promote organizational skills.

Cell Phones -----

Cell phones must be kept in backpacks and are to be **turned off**. They are not to be used during the school day, including recesses, lunch and passing periods. They may be used before and after school for parent communication only. Misused cell phones/pagers will be confiscated and brought to the principal's office.

Parents are not to use cell phones at Mustang Round-up or during yard duty.



Chaperones

The Loomis Basin Charter School follows State Law concerning chaperones:

1. All chaperones driving students on school trips (athletic events, plays, etc.,) need to have the appropriate insurance. Please see website for the criteria and appropriate paper work and forms to fill out.
2. Chaperones, coaches, volunteers, and parents working/driving with students **without a credentialed teacher present** *must* be fingerprinted. Please see the website or office for the paperwork and criteria.

Classroom Assessments/Testing

In addition to the various informal and formal assessments that your child's classroom teacher conducts on a regular basis, the Loomis Basin Charter School participates in the following formal assessments:

CST (California Standards Test)	Grades 2-8, given in the spring
Writing Proficiency	Grades 4 & 7
LBCS Writing Assessments	All grades, 3 times each year
Reading and Math Assessments	All grades, throughout the year

Classroom Visitation

Parents are welcome to visit the school when it is in session. It is, however, necessary to have some guidelines so that your visitation does not disrupt the learning environment. All visitors are required by law to sign in at the office and to wear a visitor's badge while on campus. Kindly contact your child's teacher in advance to schedule when you intend to visit.

If there is a matter that you wish to discuss at length, please make an appointment with your child's teacher for a conference that will occur outside of class time.

ALL VISITORS MUST HAVE AN ID BADGE ON. IF YOU SEE SOMEONE WITHOUT AN ID BADGE, PLEASE DIRECT THEM TO THE OFFICE.

Closed Campus

LBCS has established that students must remain on campus until the end of the day, once they arrive on the school grounds. If any student chooses to leave the school grounds without parent/teacher permission AND adult supervision, he/she will be classified as truant and will be subject to disciplinary action. Law enforcement may also be summoned if the student's whereabouts are unknown.

Communication

We make every effort to minimize disruptions that interfere with your child's learning. Therefore, we encourage parents to leave messages for teachers using voice mail or e-mail. The office will not interrupt classrooms to forward telephone calls from parents. You may contact any staff member via e-mail by typing the individual's first initial, last name, then the suffix "@loomis-usd.k12.ca.us" (example: teacher@loomis-usd.k12.ca.us).

Urgent calls home will be made from the office.

Computer and Tech Equipment Use

Students will have on-going opportunities to access technology using the numerous computers on campus. Students will be required to complete a computer use agreement prior to being permitted to use school computers. Students who abuse this privilege by mistreating computer equipment, accessing inappropriate material, and/or misuse of Social Media may be denied access to school computers. In addition, the display or creation of inappropriate or offensive materials may warrant suspension from school or other disciplinary action, at the discretion of the administration. Please refer to Technology section for additional information.

Conferences - Student Led

Conferences will be scheduled at the end of the first trimester for all students. Second and third trimester conferences may be scheduled at the request of parents or teachers.



Dances

Seventh and Eighth grade students will have the opportunity to attend evening dances at other schools in our district. Teachers, administrators and parent chaperones will also be in attendance. **Students must maintain good classroom and school behavior as well as passing grades in order to attend ("C" or better in all subjects).** Loomis Union School District does not permit students from schools outside the district to attend dances without permission. Students are encouraged to develop proper social skills at these functions. It is not appropriate for students to attend dances as "couples" or with a "date". Students should refrain from suggestive or inappropriate dancing while in attendance. Dances will normally be held from 5:00-7:30 p.m. when scheduled. Dance times can be changed.

Discipline Policy

The school-wide behavior plan is carefully designed to protect all children and to establish an orderly learning environment for all students. The school staff will teach and encourage appropriate behavior and will assist each student in correcting inappropriate behavior. Parents can assist by reviewing the behavior policies and by supporting school personnel should a behavior problem arise. Please review the discipline policy located at the end of this handbook.



Dress Code

LBCS has a modified uniform/dress code policy:

- Students have a choice of a navy blue or beige bottom, including pants, shorts, capris, or skirts.
 - **Shorts and skirts must be at or longer than finger tips. Sweat pants and gym shorts are prohibited.**
- Students may wear **solid** collared shirts or turtlenecks in any color with no logos larger than a thumb print, other than the LBCS logo.
- Outside outerwear may have school appropriate designs or logos on them.
- Shoes need to be enclosed shoes or sandals with back straps.

Fridays are free dress /Spirit Days. Clothing on these days must be appropriate and meet school dress code.

- Shirts must have at least 1-inch strap. No see-through, halter tops, tube tops, off the shoulder or low-cut tops, bare midriff, tattered or torn clothing.
- Shorts and skirts must be finger tip in length. Bermuda style shorts are recommended.
- ❖ Please note that because we are a public school we must allow families to "opt out" of the dress-code policy. The goal of the dress code policy is not to stifle individuality, but to promote school safety, improve the learning climate, reduce distractions, elevate self-esteem, (focusing on learning versus what others are wearing) and to eliminate stress on families during morning routines.

The major responsibility for dress and grooming is placed upon the student and the student's parents. The following guidelines are intended to define appropriate student attire and personal grooming compatible with educational activities. The purpose is to prevent disruption of the classroom atmosphere, encourage appropriate dress for the school setting, eliminate disturbances among students in attendance, minimize student distraction so as not to interfere with the educational process, and to help protect the health, safety, and welfare of the individual student.

The director, admin designee and teachers shall be responsible for enforcing the dress code. Please see discipline policy for violation of dress code.

Hats & Sunglasses

- Hat and sunglasses may be worn outside only to protect students' faces in the sun.
- Curlers, bandannas, hairnets, and other head coverings may not be worn. Headgear confiscated from students will be returned to parents only.

Hair/Makeup/Piercings:

- Hair shall be non-distracting, clean, and neatly groomed.
- Students are not to dye their hair with unnatural colors or be styled in a Mohawk or spiked so that it sticks up more than two inches from the scalp. This is a distraction in the classroom.
- Makeup is at a minimal: lip gloss and light mascara only
- Facial piercings and ear gages are not to be worn at school

Shoes:

- For safety reasons, shoes must be worn at all times. Sandals are allowed but they must have a back strap. High heel/platform shoes are considered unsafe and are not to be worn. Starting in the 6th grade, students may wear flip flops or sandals without a back strap. However, appropriate shoes must be worn for P.E. classes.
- **No** shoes with *wheelies* are allowed at school due to safety concerns.

Students who are dressed inappropriately will be addressed by teacher and/or Director. Parents will be contacted so that appropriate attire may be brought to school and the student can complete the school day. Whenever possible, school personnel will attempt to resolve the issue in the most efficient manner possible to alleviate lost learning time.



Early Release Days-----

Periodically there may be scheduled Early Release Days. Early Release days are days in which teachers and staff use for IB planning. Release time is 1:30. Please check school calendar for this year’s dates.

Emergency Procedures-----

The Loomis Union School District has a crisis response plan in place at each of its schools which specifies action to be taken for the following emergency situations: explosion or threat of explosion, earthquake, severe windstorm, flood, fire, war, evacuation, bomb threats, intruders, and chemical accidents. During an emergency, children will be dismissed to go home by the Superintendent ONLY if there is time to return students safely to their homes AND parents can be notified. Students of parents who are not contacted will remain in the care of school personnel.

Field Trips-----

Students may attend school-sponsored field trips. Parent permission slips MUST be signed and returned to school personnel prior to the trip. All standard rules for proper behavior will be expected and enforced on field trips. Students should use district-provided transportation for both their departure and arrival back to school when on a field trip.

Food-----

Keeping our campus clean develops respect for our facilities and pride in our school. Students will be encouraged to help by eating food and beverages only in designated areas, and by cleaning up after themselves. The custodial staff may assist in cleaning, but is not required to clean up messes intentionally left by students.

Snacks: Teachers provide a time for snacks during the school day. Snacks are to be healthy snacks; **candy, caffeinated energy drinks and soda are not allowed.** Snacks should be conveniently packaged and ready to eat. Students are responsible for disposing of any litter from their snack and are to eat in designated areas only.

Sugary foods and drinks: We highly discourage the consumption of sugary foods. We prefer to promote a healthy life style and teach our students that they can celebrate without excessive sugar. LBCS has designated three parties a year in which we will allow sugar treats

- Halloween
- Christmas
- Valentine’s Day

Caffeinated energy drinks are not allowed at school.



Food Allergies-----

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

There is a comprehensive School Board Policy that will be followed to ensure our students' safety. You can find a copy of this policy on our web site or contact office.

Gum-----

No gum chewing is allowed on campus.

Homework-----

The amount of homework assigned shall be related to the maturity and ability level of the students in each class. Homework is a part of a student's education and serves to teach responsibility as well as to reinforce skills.

Parents should provide a designated time and place for homework. Parents are also encouraged to review completed homework assignments for accuracy and quality. It is the student's responsibility to clarify homework assignments prior to leaving school each day. Teachers post assignments on the classroom whiteboard, and many have assignments posted on their websites. The amount of time spent on homework varies with each child, depending upon the number of distractions, personal work speed, enthusiasm and motivation. Specific classroom details regarding homework will be discussed at back to school night.

Make-up work should be requested when a student is absent from school. Please telephone the office with your homework request so that teachers may have adequate time to prepare materials. There is not sufficient time during the instructional day for staff to prepare make-up work without proper notification. The classroom teacher will allow a reasonable period of time for making up assignments missed. Request without proper notification will result in students making up work when they return to school.

Illness: When to come to school and when to stay home-----

Fever: Temperature should be normal (98.6 orally or 99.6 rectally) for 24 hours before sending a child to school. For example, if your child has a fever in the evening, he/she should not come to school the next morning, even if the temperature is normal. (Temperatures are lower in the morning and fever may occur again in the afternoon.)

Vomiting: If your child vomits during the night, do not send him/her to school the next day. He/she really needs rest and probably a liquid or soft diet.

Diarrhea: Children should not come to school until bowel movements have normal consistency. If diarrhea persists or is accompanied by other symptoms, consult your physician.

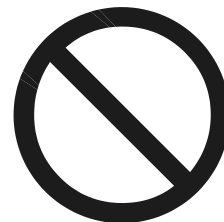
Colds: As long as there is no fever or discomfort, the child may come to school. Please instruct your child on proper use of tissues for coughing, sneezing and nose blowing. Also, children should be instructed on proper hand washing techniques, as research is showing that more colds are spread by contaminated hands and articles than by droplets in the air. If "cold" symptoms are more severe, i.e., thick, greenish nasal discharge or frequent coughing which interferes with the child's or others' learning, the child should stay home.

Other: Conditions such as lice, scabies, impetigo, pinworms, "pink eye," or ring worm must be properly treated and non-contagious before the child returns to school. In the case of lice, ALL nits (eggs) must be removed from the hair. Any sore that is oozing must be covered. Signs that your child may be coming down with a communicable condition may include variations from your child's normal behavior, such as irritability or lethargy. Let your instincts be your guide.

Inappropriate Items -----

Students should keep valuables, expensive items, dangerous materials or illegal articles off the school campus. The following items are **not** allowed at school:

aerosol cans	drugs/drug paraphernalia	electronics
fireworks	flammable fluids	gum
lighters	matches	paggers
personal toys	pocket knives	radios/CD players
rollerblades	shoes w/retractable wheels	scooters
skateboards	weapons	sports equipment



The following items may be brought to school, with teacher approval, if they are required for an assignment or class project: cameras video cameras CD's

Library -----

Students will visit the school library during a regularly scheduled time with their classes. Students will be held accountable for books at the end of each grading period. Report cards may be held for students who have not returned library materials and/or paid replacement costs.



Lost and Found-----

Parents are strongly encouraged to **label** jackets, sweaters, and lunch boxes with their owner's name. "Lost" articles will be kept in the lost and found boxes in the amphitheater. If they are not claimed, they will be donated to a charitable organization. Those "lost" items that are labeled will be returned to their rightful owner.

Lunches -----

Students will be responsible for bringing their snacks and lunches to school. PTC sponsors Subway Tuesdays and Pizza Fridays for those students wishing to purchase.

Medication -----

School personnel **MAY NOT** administer medication without an accompanying physician's note. This State policy includes aspirin, cough syrup and other over-the-counter remedies. Students are not permitted to keep medication of any kind in their backpacks or in classrooms. All medications must be taken in the office, with proper documentation. Medical forms for this purpose are available in the school office.

Minimum Days -----

Please review the school calendar regularly, as well as all school-to-home communications, so that your child will have timely transportation home after school. Dismissal on minimum days is at 11:20 for K and 11:30 for 1st - 8th.

Nondiscrimination-----

Loomis Basin Charter School has a policy of nondiscrimination on the basis of sex, handicap, race, color, national origin or lack of English skills.

Office-----

Our school office is the hub of the school. It is staffed with talented and hard-working individuals. They perform a multitude of tasks simultaneously. Out of respect for their workplace, we ask that students not visit the office during the school day without permission from their classroom teachers or school personnel. If you are a visitor to our office, your patience is appreciated.

Open House -----

Families and the public are welcome to visit as students and teachers showcase their hard work. See website for the exact date of this event.



PTC (Parent/Teacher Club)-----

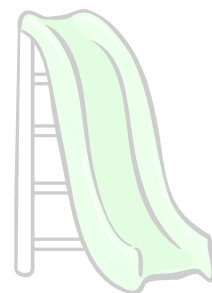
The Parent Teacher Club supports and supplements many school programs. By creating an informal working relationship, both during and after school, the PTC identifies and responds to the needs of our school. Where appropriate, funds are provided for special projects and activities that would otherwise not be possible. PTC needs and appreciates all parent involvement. PTC needs YOU! If you would like to become involved, please contact Barbara Webb at lbcsvp@surewest.net.

Personal Property-----

Students are **not** allowed to bring personal items such as money, toys, electronics, sports equipment, computer games, or any items that may cause a disruption to the educational environment. Students must have their teacher's permission to bring personal playground equipment to school and must assume all responsibilities and risks due to loss or damage. The school is not responsible for loss or damage to any of these articles. Inappropriate items will be confiscated from students and will be returned only to the child's parents.

Playground Essential Agreements-----

- 1) All students are to walk on campus.
- 2) All climbing equipment is to be used only for the purpose it is designed for. No jumping from one piece of equipment to another.
- 3) All soccer and football games must occur in designated areas only. No kickball or football type games on the blacktop area. (This includes football-passing type games.)
- 4) All football games must be touch or flag only.
- 5) Standard game rules apply to any games played.
- 6) **NO GAMES INVOLVING HUMAN TARGETS.**
- 7) Students will respect and follow directions from all adults (staff and volunteers) who are doing yard duty.
- 8) Project Fit America outside equipment is to be used as physical fitness equipment.
- 9) Staff may give 2 minute time outs for inappropriate behavior.
- 10) Any time a person(s) on yard duty feels a particular game is not safe or getting out of hand, the game should be ended.
- 11) Staff will give 2 minute time outs for inappropriate behavior.



Promotion Activities-----

Promotion Activity and Ceremony Expectations for 8th Grade – Board Policy 5127

Promotion Ceremony and Dance Apparel

The Loomis Union School District School Board enforces a dress code for the eighth grade promotion ceremony and dance.

Girls: Should wear modest (mid-thigh) dresses or skirts (no mini-skirts) or pantsuits. Long dresses (below mid-calf) are inappropriate for this type of ceremony. No strapless, spaghetti strap (less than 1”), or backless (below shoulder blades) dresses may be worn unless worn with a sweater, shawl or cover-up. Girls are not to wear gloves or carry purses during the ceremony. Students who are unclear should have their attire approved by their principal prior to the ceremony.

Boys: Should wear dress shirts and neckties, solid color slacks (navy, khaki, gray or black), and dark shoes. Sport coats or sweaters are optional. Tuxedos, hats and denim pants are not to be worn.

Students who are inappropriately attired will be asked to make necessary adjustments or will be refused permission to participate in promotion ceremonies. If dress is altered during or after the ceremony to inappropriate attire, the student will be denied access to the dance. The principal or designee shall enforce the above standards.

Satisfactory Citizenship

Students must maintain satisfactory citizenship during the eighth grade year. Participation in the promotion ceremony, end-of-year field trips and graduation dances will require acceptable citizenship. The loss of these privileges shall be at the principal's discretion. See also BP 6145.6.

Limousines are not appropriate for promotion or the dance.

Elementary School Minimum Promotion Activity Requirements – Board Policy 6146.5

The Governing Board shall award certificates of promotion from the eighth grade in accordance with the provisions of the California Education Code and the policies adopted by the Board.

The Loomis Union School District has set standards for participation in promotion activities. In order to participate in the promotion activities and receive a certificate of promotion students must meet the following:

MINIMUM PROMOTION ACTIVITIES REQUIREMENTS

- Students must average a grade of “D” (1.0 cumulative GPA) or better, in each core subject respectfully, during the eighth grade year (Math, Language Arts, Science, Social Science).
- Students will have no more than one “F” grade in the third trimester core classes.
- Students must maintain a school attendance of at least 80% from the time they enroll or attend school during their eighth grade year.
- Students must maintain satisfactory citizenship and behavior. Students who have been suspended during their eighth grade year or have discipline referrals may be excluded from the promotion activities, per principal’s discretion.
- Students transferring into the district after the start of the school year will be subject to the criteria stated above. Student records from the prior school district will be reviewed for eligibility.

If a student has not met the 8th grade promotion participation requirements, he/she will not be permitted to attend the 8th grade field trip, may not participate in the promotion ceremony, nor may attend the final 8th grade dance.

Parent Communication of Expectations

Parents will be provided the following information throughout the school year:

1. Promotion participation standards are sent home and returned to school with student and parent signatures during the first trimester of the school year.
2. Progress reports will be sent home each trimester for students who are deficient in any subject.
3. Letters will be sent home at the end of any trimester in which a student is at risk or not meeting the minimum promotion requirements.
4. There will be a conference at the end of each trimester for students who are at risk of not meeting participation requirements.
5. Grades and promotion eligibility status will be finalized on the Monday prior to promotion activities. Parents of any students not meeting promotion activity requirements will be notified.

Report Cards -----

Report cards will be issued at the end of each trimester to inform parents of their child’s academic performance and progress. Primary grades do not use letter grades, whereas grades four through eight do. By law, teachers have the sole discretion as to how grades are determined. Please be sure to attend your child’s Back-to-School Night where each teacher’s grading policy will be addressed. Keep up-to-date on your child’s progress by regularly reviewing graded work and progress reports.

Requests for Teachers-----

Much thought will be put into the development of class lists and the assignments of students to teachers. Many factors are considered in the process including, but not limited to, academic skills, social skills, class size, special needs, and students that need to be separated from each other. Class lists are posted prior to the first day of school for the convenience of students and parents.

Resolving Conflict-----

Occasionally a disagreement or concern may arise concerning particular district, school or classroom procedures. We believe it is helpful to present school and/or board policy in these cases.

Classroom concerns should be brought to the attention of your child's teacher first. Most problems can be resolved in a parent-teacher conference. Please keep comments toward and about your child's teacher positive, particularly when children are present.

Should you feel that the matter has not been resolved after the parent-teacher conference, please make an appointment to further discuss the matter with a school administrator.

Further action would include a meeting with a **school district representative** who will handle the matter in accordance with LBCS policy.



Safety Drills-----

In accordance with state law, evacuation and shelter-in place drills will be conducted every month. Students are expected to respond quickly and safely as directed by school personnel. Parents on campus during an evacuation drill should remain with their child's class until the conclusion of the drill.

Sexual Harassment-----

Sexual harassment or harassment for any reason (based upon race, color, religion, national origin, age, marital status, or physical handicap) will not be tolerated. Any individual (employee, supervisor, or student) engaging in this type of harassment will face progressively severe disciplinary action.

Student Records-----

The Loomis Basin Charter School maintains cumulative records for each student, as required by law. These records are available for parents to review. Please call the school office to set up an appointment with an administrator should you desire to review your child's cumulative record.

Student Study Team (S.S.T.)-----

The student study team is comprised of regular education staff and a school administrator. In certain cases, support staff (school nurse, psychologist, etc.) may also attend an S.S.T. meeting. The role of the team is to review information regarding a student and to recommend modifications that promote student success. Modifications may be designed specifically for the teacher, the student and/or the parents.

S.S.T. meetings may be requested by your child's teacher, other school personnel or by parents. If you are asked to attend an S.S.T. please make every effort to attend. Your input is vital to decisions that will be made concerning your child.

Tobacco and Drug Free Zone-----

Alcohol, drugs and tobacco are detrimental to the state of well-being and undermine the aim of education – which is to enable individuals to develop to their fullest potential. The Loomis Union School District seeks to ensure the highest standard of learning in the classroom and recognizes that use of chemical substances interferes with the learning environment. These products may not be brought onto the school grounds at any time, by any individual.

Technology Agreement (BYOD) -----

Students must sign the technology agreement which is between the student and the Loomis Basin Charter School regarding the possession of iPads/iPod Touches at school. All students will abide by the following rules...

1. 3G versions of iPad not permitted
 2. iPads must be OK'd by an "official" and have approval card displayed
 3. Sharing will not be tolerated
 4. Stay on task/No games
 5. Take out only when allowed
 6. Keep in a safe place
 7. School will not be responsible for any device breaking or any damages
 8. Sound must be "off" unless earphones are used
 9. Classroom use only
 10. Use for authorized learning opportunities only
- ❖ If these rules are broken your privilege of using these electronics may will be lost for the remainder the trimester and possible for the remaining school year.

Telephone-----

To keep office phone calls limited, please make arrangements with your child(ren) **before** school with regards to any special arrangements.

Discipline: Policies and Practice -----

Behavior Policy

Students are encouraged at LBCS to monitor their behavior to reflect the IB learner profile and attitudes.

Essential agreements

Teachers work with their students to develop essential agreements explaining how to behave towards others at LBCS. Students are expected to respect and follow these essential agreements made with their classmates and teachers.



Inappropriate or unacceptable behavior by a student will be addressed with the following steps:

- The teacher will discuss with the child ways to prevent further episodes.
- The student may fill out an Action Cycle Behavior Form to reflect on behavior.
- Parents will be informed of the incident and strategies developed to prevent further occurrences.
- Parents will meet with the Principal and class teacher to develop an action plan to improve behavior.
- If a student continues to demonstrate unacceptable behavior, s/he will be excluded from the school

Steps can be skipped at the discretion of staff based on the seriousness of the incident.

Student Code of Conduct

All students should:

1. Treat others respectfully
2. Respect essential agreements
3. Respect school property, equipment and other students' possessions
4. Respect other peoples' cultures
5. Make new students feel welcome
6. Be honest and safe

All school essential agreements will be logical extensions of these basic expectations, and will be explained to students in those terms.

It is expected that most students in most instances, will be able to keep the basic code of conduct outlined above. However, there will inevitably be times when students need to be reminded of their responsibilities to themselves

and to the School, and when it may be necessary to impose disciplinary procedures. When problems of behavior arise, they will be dealt with according to the school discipline policy.

Consequences

Students must realize that there are consequences for negative and positive behavior patterns. All students must recognize that they are able to take responsibility for their actions. Therefore, it is logical that students will have to face up to these consequences whenever an essential agreement has been broken. These consequences include: lunchtime detention, principal meeting, parental meeting, behavior monitoring, internal school suspension, out of school suspension and expulsion. The weight of the consequence will depend on the severity of the violation. Teachers are required to report these violations to the principal who will then apply the consequence in line with the discipline procedure.

Positive Reinforcement

The LBCS community recognizes that although students must be held accountable for their actions, people young and old usually choose to engage in positive behavior and avoid misconduct when positive behavior is recognized, appreciated and rewarded. For that reason, staff, parents, and other students will be encouraged to recognize, appreciate and reward appropriate behavior. Below is a limited list of the positive reinforcements that will be used by staff on a frequent basis.

- Golden Horseshoes
- Verbal praise and recognition given directly to the student
- Verbal praise and recognition of a student to others in the student's presence
- Special classroom and school privileges and responsibilities
- Special notes and postcards to students and/or their parents

School Environment

The entire school community will work together to promote the following environment:

- Safe
- Conducive to learning
- Embraces and embodies the IB Learner Profile

This is achieved through the following shared principles and beliefs which will help to guide student behavior:

Principles and Beliefs:

The discipline policy is based on a number of principles:

1. Behavior is chosen for a purpose. At LBCS, the school community tries to equip the student to choose their behavior in line with the IB Learner Profile. All students and staff model the IB Learner Profile. The school recognizes that certain circumstances may limit a student's ability to make a conscious behavior choice, but this does not diminish the student's responsibility.
2. The LBCS Code of Conduct is explicit, as are the consequences for a violation of the code. These consequences reflect school policy on discipline and are designed to prompt a change in negative behavior. Essential agreements are also explicit and students are expected to respect these.
3. All individuals and groups within the school community must be valued and treated with respect.
4. Individuals are able to accept responsibility for their own behavior. Responsibilities are taught throughout the program through the IB Learner profile and are embedded in the curriculum.
5. All behavior has consequences, which affect future learning opportunities. Responsible behavior increases the student's range of learning opportunities. Irresponsible behavior will result in a decrease in the students' future opportunities.

The school has put in place a number of structures in order to effectively manage discipline. Further procedures such as suspension and expulsion will be used to support a change in the behavior of students who do not respond to school level consequences of irresponsible behavior.

Procedure for Referral

When a student is sent to the office for discipline, a Student Referral Notice will be given to the administrator with a summary of the misbehavior. After the administrator has seen the student, the administrator will write the disciplinary action taken on the referral. One copy will be sent home to the child's parents and a copy will be sent to the child's teacher to inform him/her of the results of the referral.

K-3

For students in grades K-3, the classroom teacher will handle routine discipline issues through their classroom management system and, when needed, the support of the administrative staff.

4-8

For students in grade 4-8, the following levels of infractions and consequences have been developed for unacceptable behavior that cannot be handled within the classroom management system.

Levels of Infractions and Consequences

The following matrix is a guide, not a checklist, to help staff, parents and students understand the levels of disciplinary actions associated with certain transgressions. This is a guide; not all infractions result in disciplinary actions because it leaves out due process and the consideration of all factors.

In an effort to be consistent in the administration of disciplinary actions, we have established administration guidelines. The following pages list consequences that students can expect if they choose to violate school rules. Each incident is investigated with due process procedures as well as taking the individual circumstances into account to ensure fair and just consequences for every student. It is to be used as a guide and is not binding upon school authorities, except as prescribed by the governing board and legal authority.

Four levels of intervention are used to clarify and facilitate the timely application of a consequence. (Malicious intent may escalate consequences beyond the level specified below.)

LEVEL ONE: The teacher or staff member on duty most appropriately resolves these infractions. If the misbehavior continues after counseling or after natural or logical consequences have occurred, teachers will write a referral on misbehavior.

LEVEL TWO: These infractions either interfere with the learning process or create a disrespectful or unsafe learning environment. Level Two behaviors will result in an office referral.

LEVEL THREE: These infractions require immediate administrative action. They are either Level Two misbehaviors, which have escalated to Level Three, or severe misbehaviors, which seriously endanger self or others, either physically or emotionally.

LEVEL FOUR: These infractions also require immediate administrative action. They fall under mandatory suspension and expulsion recommendations per California Education Code 48900.

Definitions:

Detention: Teachers and/or administrators may require students to remain after school to finish work or for disciplinary purposes. Title V, Education Code, states that students may be detained in school for disciplinary or other reasons for not more than one hour after the close of the school day. Transportation home is not provided for those students serving detention after school. Students who fail to serve detention, or who accumulate excessive amounts of detention, may be suspended from school.

Administrative Detention is defined as a student who remains after school for fifty minutes.

Teacher Detention is defined as a student who remains after school in the assigning teacher's classroom.

Suspension is defined as the short-term removal of a pupil from the on-going instructional program for 1-5 days.

Expulsion is defined as the removal of a pupil from the immediate supervision and general supervision of school personnel for an extended period of time, up to one year. (Ed. Code 48916) (Incidents involving law enforcement can have consequences independent of Education Code. Refer to Penal Code.)

Zero Tolerance as a policy and practice has been misunderstood since the concept's inception. The actual application is fairly simple and far less draconian than the associated media hype has made it out to be. There have been several news articles about the misapplication of the concept over the past ten years leaving parents and the public wondering what it actually is.

At LBCS, infractions observed or alleged will not be tolerated (ignored). There will be an inquiry, formal or informal, due process to consider all factors guided by Education Code, and then discipline, appropriate to the conclusions formed from the due process, will be applied. The rights of every student will be protected and Education Code will be followed. A major component of a student's right is confidentiality. The public's or other parent's right to know about disciplinary actions of another student ends where the student in question's privacy rights begin. What ZERO TOLERANCE is not is a knee jerk reaction with instant implementation of severe discipline. Every parent of a student that has found himself or herself in some form of disciplinary action would want and demand their child's rights protected, appropriate due process implemented, and disciplinary action reflective of the due process findings.

4-8 Level One

	Infraction	1st Offense	2nd Offense	3rd Offense
	Dress code violations	Change clothes Warning	Parent contact, change clothes,	Parent contact, change clothes, Detention
	Gum chewing	Warning	Detention	Parent contact, Detention Subsequent Offenses: possible suspension
	Violation/Misuse of electronic equipment & Cell Phones	Confiscate for the day. Parents will pick up.	Confiscate for the week. Parents will pick up.	Confiscate for a month. Parent must pick up.
	Profanity	Parent contact Warning	Parent contact Detention	Parent contact Detention
	Tardies to class, per trimester	1st-3rd Tardies Warning(s)/Teacher sends letter or phones home	Subsequent Tardies Detention/Parent contact	Excessive Tardies Further Disciplinary Action May be Taken
	Public displays of affection: kissing, passionate hugging, arms around each other.	Warning/documentation	Detention/Parent contact	Detention/Parent contact
	Misuse of Playground Equipment	Warning/documentation	Detention/ Parent contact	Detention/Parent contact
	Eating in an Undesignated Area Without Permission	Warning/documentation	Detention/ Parent contact	Detention/Parent contact
	Inappropriate Lunch Behavior	Warning/documentation	Detention/ Parent contact	Detention/Parent contact
	Horse Playing or Rough Housing	Warning/ documentation Parent contact Possible Detention	Parent contact Detention	Parent contact Detention
	Safety Violations	Warning/ documentation Parent contact Possible detention	Parent contact Detention	Parent contact Detention
	Inappropriate Actions (spitting, etc.)	Warning/documentation Possible detention	Parent contact Detention	Parent contact Detention
	Riding Skateboard, Rollerblades, Bikes, Scooters on Campus	Warning/ documentation Parent contact Possible detention	Parent contact Detention <i>Further disciplinary action may result</i>	

4-8 Level Two

Infraction	1st Offense	2nd Offense	3rd Offense
Failure to serve detention	Parent contact Detention X2	Parent contact Detention X2	Parent contact Level referral/Defiance Possible Suspension 1-2 days
Cheating/Inappropriate Academic Behavior as it Relates to Testing	Parent contact Detention	Parent/Teacher conference Detention	Parent/Teacher/Administrator Detention
Falsification and/or altering parent notes, school correspondence, passes, absence notes, re-admits	Parent contact	Parent contact Detention	Parent contact Detention
Inappropriate/Unsafe Bus Behavior	Parent contact Warning Possible riding suspension	Parent contact 3 day riding suspension	Parent contact Two week suspension 4 th Citation: Possible revocation of bus riding privileges
Vandalism/Defacing/Damaging School Property	Parent contact Restitution/ Possible suspension	Parent contact Restitution Detention/ possible suspension	Parent contact Restitution Suspension 1-5 days
Vulgar or Obscene Gestures/Notes/Language	Parent contact	Parent contact/ Detention	Parent contact Detention/possible suspension
Inappropriate use of the Internet	Parent contact, suspension from Internet use for one week	Parent contact, suspension from Internet use for one month	Parent contact, suspension from Internet use for the trimester
Overly Aggressive Behavior	Parent contact Detention Possible Suspension	Parent contact Detention Possible Suspension	Parent contact Detention Possible Suspension
Pantsing another Student	Parent contact Warning Detention Possible Suspension	Parent contact Detention Possible Suspension	Parent contact Detention Possible Suspension
Racial Slur/Name Calling/ Inappropriate Language	Parent contact Warning Detention Possible Suspension	Parent contact Detention Possible Suspension	Parent contact Detention Possible Suspension
Inappropriate Behavior Causing Injury to Other Students (bruises, redness, swelling etc.)	Parent contact Detention Possible Suspension	Parent contact Detention Possible Suspension	Parent contact Detention Possible Suspension
Extortion/Robbery	Parent contact Detention Possible Suspension	Parent contact Detention Suspension	Parent contact Detention Suspension

4-8 Level Three

	Infraction	1st Offense	2nd Offense	3rd Offense
	Defiance/Disrespectful Behavior	Parent contact Detention Possible Suspension	Parent contact Detention	Parent contact Detention Subsequent Offenses: Possible Suspension
	Threatening Ed Code 48900(a)	Parent contact Possible Suspension	Parent contact Suspension 1-5 days	Parent contact, Suspension 5 days, Subsequent violations: Recommend expulsion
	Fighting Ed Code 48900(a)	Parent contact Detention Possible suspension	Parent contact Detention Suspension	Parent contact, Detention Up to 5 days of suspension
	Gang Related Activities	Parent contact Detention Police report	Parent contact Suspension Police report	Parent contact, Suspension 5 days, Recommend expulsion
	Theft Ed Code 48915(g)	Parent contact, Restitution, Police Report if applicable, Possible suspension	Parent contact, Restitution, Police Report if applicable, Detention/Suspension	Parent contact, Restitution, Police Report if applicable, Up to 5 days suspension
	Tobacco Use/Possession, including lighters, matches, etc.	Parent contact Detention/ Possible suspension	Parent contact Suspension	Parent contact Suspension
	Harassment/Bullying/ Intimidation – Sexual, Physical, Verbal	Parent contact Possible suspension	Parent contact Suspension	Parent contact Suspension
	Major disruption of school activities Ed Code 48915(k)	Parent contact 1-5 days suspension	Parent contact 1-5 days suspension	Parent contact, 3-5 days suspension, Recommend expulsion
	Drug Paraphernalia	Parent contact Suspension 5 days	Parent contact, Suspension 5 days, Recommend expulsion	

4-8 Level Four

	Infraction	1st Offense	2nd Offense	3rd Offense
	Sexual Assault and/or Battery Ed Code 48915(a)	Parent contact, suspension 5 days, Recommend expulsion, Police report		
	Drugs/Alcohol Use and/or Possession, Sale Ed Code 48915(c)	Parent contact, suspension 5 days, Recommend expulsion, Police report		
	Robbery/Extortion Ed Code 48915(a)	Parent contact, suspension 5 days, Recommend expulsion, Police report		
	Weapons: Possession of any object that can be conceived of or used as a weapon, including look- alikes Ed Code 48915(b)	Parent contact, suspension 5 days, Recommend expulsion, Police report		
	Explosive Devices including firecrackers Ed Code 48915(b)	Parent contact, suspension 2-5 days, Recommend expulsion, Police report		

Suspensions

The following are causes for suspension and/or expulsion as defined by Education Code 48900 and 48900.7:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person. Includes aided or abetted the infliction or attempted infliction of physical injury to another person.
- b. Possessed, sold, or furnished any firearm, knife, explosive or other dangerous object.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053 – 11058, alcoholic beverage, or intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053 – 11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or to 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.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- k. Disrupted school activities or willfully defied the valid authority of school personnel.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm.
- n. Committed or attempted to commit a sexual assault.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding or retaliating against that pupil for being a witness.
- p. Made terrorist threats against school officials and/or school property.

A student in grades 4 through 12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

Education Code 48900.2:	Committed sexual harassment as defined in Education Code 212.5.
Education Code 48900.3:	Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 33032.5.
Education Code 48900.4:	Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.

SEXUAL HARASSMENT-----

LBCS will maintain a learning and working environment that is free from sexual harassment. Sexual harassment is a form of sexual discrimination under Title IX of the Education Amendments of 1972 and is prohibited by both federal and state law.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
- Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
- The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment.

- Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Types of conduct which are prohibited in the district and which may constitute sexual harassment may include, but are not limited to:

- Unwelcome leering, sexual flirtations or propositions
- Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- Graphic verbal comments about an individual's body, or overly personal conversation
- Sexual jokes, notes, stories, drawings, pictures, or gestures
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominately single-sex class
- Massaging, grabbing, fondling, stroking or brushing the body
- Touching an individual's body or clothes in a sexual way
- Purposefully cornering or blocking of normal movements
- Displaying sexually suggestive objects

The Governing Board prohibits unlawful sexual harassment of or by any student or by anyone in or from the district. Sexual harassment can be made by a member of the school staff to a student, a member of the school staff to another staff member, a student to another student, or a student to a staff member. The Board expects students and staff to immediately report incidents of sexual harassment to the Superintendent/Principal or designee. It is a violation of this policy for any member of the Loomis Union School District staff to harass another staff member or student through conduct or communications of a sexual nature. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

Teachers and parents should 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 at school or a school-related activity shall be subject to disciplinary action. For students in grades K – 3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion.

Any student who feels that he/she is being harassed should immediately contact a staff member. Within 24 hours, staff shall report complaints of sexual harassment to the Superintendent/Principal or designee or another district administrator. The principal or designee shall immediately investigate any report of the sexual harassment of a student. Upon verifying that sexual harassment occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the Superintendent/Principal with the district's uniform complain procedures.

The district prohibits retaliatory behavior against any complainant 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.

A Parent/Student Essential Agreement has been signed prior to admittance to the Loomis Basin Charter School. When a pattern of misbehavior is identified and not corrected, the Director of LBCS may request students to leave the program.