



School Hours

Grades 1-6 8:10 – 2:25pm

AM Kindergarten 8:10 – 11:30pm

PM Kindergarten 11:35 – 2:55pm

All day Kindergarten 8:10- 2:15pm

Students may not arrive at school prior to 7:45am. There is no supervision before that time.

Minimum Days

Grades 1-6: 8:10-12:25

All day Kindergarten 8:10- 12:15pm

Please be sure to note the eleven minimum days throughout the school year.

Cafeteria

Students may purchase hot meals in the cafeteria. Students must pay for breakfast and lunch in the cafeteria before school in the morning. Parents are encouraged to pay for lunches a week or a month in advance. If a child fails to pay for lunch for two days, on the third unpaid day he/she may receive a cold lunch. Please help us avoid this very difficult situation by sending money for lunch EACH day, week or month.

Students will be issued a four-digit identification number and are responsible for memorizing this code.

Daily Student Breakfast - Free

Weekly Breakfast - Free

Daily Student Lunch - \$1.75

Weekly Lunch - \$8.75

Milk or juice may be purchased by students bringing their own lunch.

Milk: \$.30

Free or reduced lunch is available. See the Office for an application.

Ceres Unified School District Student Dress Code

The parents/guardians of the Ceres Unified School District are charged with responsibility of dressing their children in a neat and clean manner. In addition, under normal circumstances, no student will be sent to school wearing any kind of clothing, costume, and/or hair style which will tend to interrupt, disturb, or interfere with the normal educational program being carried on, either on the campus or in the classroom, or negatively affect the health and safety of individuals. The students must dress in such a manner that will conform to good taste. Explicit or implied profanities and/or obscenities will not be acceptable. Any items of clothing, jewelry, footgear, or

headgear which would be injurious or potentially disruptive to the normal education program or to any person or school district property are prohibited. (cf.6136 Gangs). These guidelines shall be in effect at all school-related activities except where modified by the site administrator for specific extracurricular activities or specific cases.

1. Hair nets or other types of gang related head coverings are not allowed.
2. All clothing, including jackets and shoes, with Old English style or other writings that may be determined to be gang related are not allowed.
3. Accessories, such as jewelry, belts, bandannas, purses and sun glasses which have logos, insignias, color, or writings depicting gang related activities are not allowed.
4. Attire that is worn or altered in such a way as to identify students with gangs is not allowed. This includes, but not limited to: sagging/baggy pants, cut-off shorts with knee high socks, hanging belts, suspenders off the shoulders, gang related initials on belt buckles.
5. Pants must fit at the waist and not be more than one size too large or one size too small. If belts are worn, they must not be more than one size too large. Un-hemmed garments of any length are not allowed.
6. Attire which is sexually suggestive or extremely brief is not allowed. This includes, but not limited to: low-cut garments, strapless or off the shoulder tops, straps less than 2 inches wide, bare midriffs, tank tops or muscle shirts, undershirts, fishnet tops, shorts which are shorter than mid-thigh or finger-tip length, and skirts shorter than finger-tip length.,
7. Attire that advocates, advertises or symbolizes any type of alcohol, drugs, tobacco or acts which are illegal, violent, obscene, or hazardous to one's health is not allowed.
8. Shoes must be worn at all times. Thongs, socks or sock-like footwear, slippers, backless shoes or shoes with over a one inch heel are not safe or appropriate for school.
9. Clothing, jewelry and other accessories, which present a safety hazard to the wearer or others are not allowed.
10. Make-up must be age appropriate. At the K-6 grade level, make-up is not allowed. At the K-8 level, non-natural hair color is not allowed.
11. No caps, hats, or head covering may be worn at school except those items purchased as school approved caps, hats or head covering. Caps, hats, or head covering may not be altered.
12. Sunglasses may not be worn inside school buildings.

CONSEQUENCES FOR DRESS CODE VIOLATIONS ARE:

First Offense: Warning – and/or 1 day suspension

Second Offense: 1-5 days suspension

Third Offense: 3-5 days suspension

Discipline Procedures

We are proud of our students at Sinclear and equally proud of our discipline plan.

We expect proper conduct from ALL students. Every child has the right to feel safe at school and to be in a productive learning environment. If your child has any problems whatsoever, have them contact their teacher or any adult at school so that we may help.

Each parent is encouraged to review the school rules with their child periodically during the year. It is very important that each parent and child have a clear understanding of the rules.

Teachers will send home a copy of their classroom rules the first week of school. Each teacher has developed a plan that works for them. While rules, consequences, and rewards vary from classroom to classroom, the basic premise is always the same:

No student has the right to prevent a teacher from teaching, or students from learning.

School Rules

- * Treat people and property with respect
- * Keep hands, feet, and objects to yourself
- * Use appropriate school language
- * Follow directions the first time given
- * Behave in a safe manner.

Students who choose to break a school rule will be issued a citation and will spend “time out” at recess. Parents are asked to review the citation with their child, sign it and return it to the school the following day. Until the citation is signed the student is not allowed back on the yard. Please help your child to understand the importance of following school rules so that we can offer a safe school for all students. Continued problems obeying the rules may result in the loss of recesses over an extended period of time, parent conferences, and/or suspensions.

Suspension

The following behaviors will result in an automatic suspension from school (State Law Education Code Section 48900):

1. Physical injury to another person
2. Disruption of school activities or defiance of school authorities
3. Commission of obscene acts or engagement in habitual profanity or vulgarity
4. Damage to or theft of school or private property
5. Possession or sale of weapons
6. Possession or sale of drugs, alcoholic beverages or intoxicants
7. Possession or use of tobacco

A conference with parent and/or guardian is required before a student may return to school after being suspended.

Attendance

The Ceres School District is using a computerized attendance system. This enables us to keep up-to-date, accurate records. Your assistance is needed if this program is to work efficiently.

1. Make every effort to have your child in school, on time, every day.
2. Contact the school by telephone, 556-1680, before 9:00am if your child will be absent. If you do not have a phone, or are unable to reach the school, be sure to send a note when your child returns.
3. Contact the school if your child is going to be out for reasons other than illness, so that we may arrange for independent study, if appropriate.

Independent Study

When your child must be absent for reasons other than illness (such as family emergencies, trips, etc.) arrangements can be made to continue studies through assigned work. Your child will be given credit for the days absent and the school district will receive state funding. In accordance with State and District requirements the Independent Study guidelines outlined below must be met.

1. The office or teacher must be notified in writing at least three days in advance.
2. Contracts will not be written for less than 5 school days or MORE than 10 school days.
3. All student work must be completed during the time of the contract – No Extensions
4. School issued textbooks/library books may not be taken on vacation
5. Independent study contracts must be signed, in advance, by the parent, student, teacher and principal.

Awards

Students are rewarded throughout the year for good behavior, academics and attendance Honor Roll- students in fourth through sixth grade are recognized at the end of each trimester for receiving a 3.0 grade point average or higher. They must have no grade lower than C and no “N’s” in the life skills area.

Perfect Attendance- students who attend school every day, all day throughout the year are recognized. Students must not arrive late or leave early to receive an award.

Academic Support and After School Programs

Sinclear School, in conjunction with the Educational Options Department, offers academic and other student support services beyond the regular school day.

- **After School Program (ASP)** - is offered from 3:05-4:35 after school, three days per week (Tuesday, Wednesday, and Thursday) the month prior to your child tracing off. For each of the twelve days, your child will receive a snack, and extra help with homework, and focused language arts instruction and math skill-building. Additional classes are offered with extra support for students who are learning English.

For more information on these programs, contact the Educational Options Department (EOD) at 541-0452 in the Ceres Unified School District Office.

Tobacco-Free Schools

Research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of second-hand smoke.

Therefore, the Governing board believes it is in the best interest of students, employees, and the general public to prohibit the use of tobacco products anywhere and anytime on district property.

Nondiscrimination in District Programs and Activities

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities. The officer responsible for equity and compliance with Title IX is the Coordinator of Child Welfare and Attendance, 2503 Lawrence Street, Ceres, Ca. 95307, (209)556-1500.

Library Services

Classes will be attending the library each week enabling students to check out books on a regular basis. Each child will check out their books for seven days. Students in second through sixth grade may check out two books each week. First grade and kindergarten students have a one-book limit. Kindergartners will begin taking home books later in the school year. Students may not check out books if they have any overdue books.

All text books are also checked out through our library. Students are responsible for all materials that they check out. Books are to be returned promptly and in good condition. If a book is lost or damaged, it must be paid for before a student may check out any other materials. All text books must be returned in good condition or paid for, or final report cards will be held in the office.

Technology

Technology provides students with access to people and material from all over the world. We believe that information and interaction promotes educational excellence and is consistent with the goals of the district. The

Internet does include some materials that are not appropriate for students from materials that are not consistent with CUSD goals. Students will use the Internet within an educational activity, such as performing research, developing projects and dissemination of information.

An "Acceptable Use Policy" will be sent home with each student. It is important to discuss the rules and consequences with your child. Students will not be allowed to use the Internet until the contract is signed and returned.

The use of the internet is a privilege, not a right. This privilege may be withdrawn if it is not used responsibly.

Sinclear Elementary Homework Policy

As part of the Ceres Unified School District's emphasis on the importance of homework to your student's education, Sinclear's principal and staff have developed clear homework expectations for each grade level, K-6.

Each teacher will be sharing their own classroom homework policy with parents at Back-to-School Night.

We hope you will pay special attention to the homework expectations, discuss them with your child, and work with him/her to make sure homework is completed and returned promptly. The

basic aim of homework is to help students become independent learners and for students recognize the importance of following through on their school responsibilities.

Parents can help their children do well on homework by:

1. Setting aside a specific area and time for homework.
2. Making sure the television and radios are off.
3. Being available to answer questions.
4. Supporting your child

Parents Are Very Important People

Your attitude toward the school is an important ingredient to your child's school success. Children will adjust quickly and happily if they are prepared to enter school with an attitude of anticipation and pleasure. Be interested in your child's reaction to school and encourage him/her to share new experiences with family. You can help your child by:

- Taking an active interest in school activities
- Monitoring homework assignments
- Asking about your child's school work & classroom activities
- Establishing a study place for your child to work
- Scheduling a regular study time
- Scheduling a regular time for your child to read or to be-read-to each day
- Looking for notices and newsletters coming home from school
- Taking every effort to have your child to school on time
- Notifying the school of changes in your address and telephone number
- Volunteering in your child's classroom
- Chaperoning field trips
- Becoming a member of the School Site Council and Parent Teacher Club (PTC)

BE SURE YOUR EMERGENCY CONTACT NUMBERS ARE CURRENT

Parent Volunteers

A TB test is required for all parent volunteers. Dates will be set up at the start of the school year for parents, however they are also available throughout the year. Call the office for more information.

Sinclear PTC

Sinclear PTC will be a growing, integral aspect of the school community. Parents and teachers work together for the betterment of students. All parents are invited to join PTC and to attend the monthly meetings. Please read the Sinclear monthly newsletter for dates and times of meetings. The PTC will be a very active group that supports school programs, helping to plan, organize and implement special activities. Their fund raising efforts help to provide extra Physical Education equipment, special assemblies, field trips, Red Ribbon Week Activities, etc.

School Site Council

The School Site Council is a committee comprised of school staff and parents who are elected by the school community. The Council works with the school to develop a plan and budget. The

school and School Site Council oversee all ongoing systems of implementation, evaluation, and modification to ensure that the program is meeting the identified needs of our students. Election to the School Site Council will be conducted in September. Meetings will be held the first Mondays at 1:30pm

Security Information and Procedures

The following information is very important for the safety and security of your child. Please read this carefully and keep it on hand for future reference.

It is the law that adults entering a school must go directly to the office. Students may not be released to adults except through the office. When adults come to the school for any reason, they must first check in at the office.

There is a check-out sheet in the office which parents must sign before a student is released from the school grounds.

NO child will be released directly from the classroom. Teachers have been given instructions not to allow students to go with any adults without an authorization note from the office. In order to communicate with a student during school time, an adult must first contact the office.

The only adults to whom students may be released are parents, legal guardians, and those adults who have been listed on the emergency contact card. If someone other than these people are to pick up your child, please notify the school in writing.

Please make sure your children know how they will be getting home each day. Take time BEFORE they leave in the morning to explain a change in plans. The office has been instructed NOT to interrupt classes with messages, unless in an emergency. Please help all students learn, without needing to interrupt teaching.

Ceres Unified School District Personal Property Waiver/Release of Liability

The Ceres Unified School District, its officers, agents and employees shall not be responsible, in any manner, for the loss, theft, damage, or destruction of any personal property brought on to District premises by students, for any reason whatsoever, including, but not limited to, a request by a staff member. Students who bring personal property on to school premises assume all risk of loss, theft, damage or destruction of personal property which may occur.

Students may not bring trading cards or comic books to school.

All bikes, scooters and skateboards must be locked in the bike rack area; they may not be used on the campus at any time.

School Health Information

Immunizations

California State law requires all pupils who are entering or transferring into public and private elementary and secondary schools (grades Kindergarten through 12) have to have completed immunizations. If you have questions please consult your doctor, school nurse or school secretary.

First Grade Physicals

To protect the health of children, California Law requires a health examination on school entry no later than December 1st of the child's first grade year. Forms can be obtained in the school nurse's office.

Medications

Education Code, Section 11753.1 allows schools to assist in the administration of medication prescribed by a child's physician. The medication must be brought to school by the parent in a pharmacy labeled container. **An authorization form signed by the physician and parent must accompany the medication.** These forms are available in the school nurse's office.

Health Conditions

It is very important to tell your child's teacher and the school nurse about any chronic illnesses or conditions your child might have. The school can be prepared for any emergency, and know how to best care for your child. If your child must miss school for a length of time due to health reasons, please contact the school to arrange for a home teacher.

First Aid

The teacher, secretary, or school nurse will administer first aid in case of accidents. The school nurse will be at Sinclair 1 day a week. In case of emergencies, if we are unable to reach you, we will call the numbers listed on your registration card, or the hospital if necessary. Please make sure your emergency numbers are current and correct.

Other Services

The school staff and community provide funds for holiday food baskets. If you would like to participate in this activity, please contact the school nurse. Emergency referrals for clothing and food can also be made through the school office. We hope to offer a clothes closet a least twice during the school year to assist families.

CERES UNIFIED SCHOOL DISTRICT

P.O. Box 307
Ceres, CA 95307

BOARD OF EDUCATION

Faye Lane, President
Jim Kinard, Clerk
Mike Welsh
Betty Davis
Valli Wigt
Lourdes Perez
Eric Ingwerson
CHS Student Rep.
CVHS Student Rep.

Regular meetings of the Ceres Unified School District Board of Trustees are generally held on Thursdays every three weeks. For a schedule of meeting dates, please visit <http://boardmeetings.ceres.k12.ca.us/>

DISTRICT PERSONNEL

Superintendent Scott Siegel, Ed.D.
Deputy Superintendent, Educational Services Division Mary Jones, Ed.D.
Assistant Superintendent, Personnel Services Division Denise Wickham, Ed.D.
Assistant Superintendent, Business Services Division Fred Van Vleck, Ed. D.
Assistant Superintendent, Student Support Services Division Jay Simmonds
Director of Curriculum and Instruction (556-1520) Debi Bukko
Director of Special Education (556-1530) Glenda Bacca
Director of Information Technology (556-7500) Chris Higle
Director of Fiscal Services (556-1560) Robin Clayton
Director of Personnel (556-1510) Steve Fabela
Director of Child Nutrition (556-1580) Rhonda Whitehead
Director of Maintenance (556-1590) Joe Kisse
Director of Transportation (556-1595) Ken Hines
Coordinator of Child Welfare/Attendance (556-1540) John Christiansen
Coordinator of Educational Options (556-1550) Roberto Serrato
Supervisor of Projects (556-1520) Jan Wood

DISTRICT OFFICE CONTACTS

Superintendent 556-1500
Personnel 556-1510
Ed. Services 556-1520
Attendance 556-1540
Business Office 556-1560
Student Support 556-1530
Transportation 556-1595
Ed. Options 556-1550
Adult Education 556-1557

OTHER CONTACTS

Ceres Parks & Recreation 538-5782
Ceres Youth Baseball 538-0532
Stanislaus Library 558-7814
Ceres Library 537-8938
Ceres Youth Basketball 538-7806
Ceres Youth Football 324-9252
Ceres Youth Soccer 538-8421