

**DRESS AND GROOMING** ( From Board Policy #5132)

The school follows the District guidelines regarding dress and grooming as stated on the "Conduct Code and Parent Information K-12"

The parents/guardians of the Ceres Unified School District are charged with the 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 manner that will conform to good taste. Explicit or implied profanities and/or obscenities will not be acceptable. Any items of clothing, jewelry, footwear, or headgear which would be injurious or potentially disruptive to the normal educational program or to any person or school district property are prohibited. (cf. 6136 Gangs)

These guidelines numbered 1-11 shall be in effect at all school-related activities except where modified by the site administrator for specific extracurricular activities or specific cases.

1. All clothing, including jackets, shoes, and head coverings that may be determined to be gang related are not allowed.
2. Accessories, such as jewelry, belts, bandannas, purses, and sunglasses which have logos, insignias, color, or writings depicting gang related activities are not allowed.
3. Attire and hairstyles worn or altered in such a way as to identify students with gangs is not allowed. This includes, but is not limited to: sagging/baggy pants, shorts with knee-high socks, hanging belts, canvas belts (military style), or gang related initials on belt buckles.
4. 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.
5. Attire which is sexually suggestive or extremely brief is not allowed. This includes, but is not limited to: low-cut garments, strapless or off the shoulder tops, straps less than two inches in width, bare midriffs, tank tops/racer-back tops or muscle shirts, undershirts, tops that expose undergarments, shorts which are shorter than mid-thigh or fingertip length, and skirts shorter than fingertip length.
6. 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.
7. Shoes must be worn at all times. Flip-flops, socks or sock-like footwear, slippers, backless shoes, or shoes with over a one inch heel are not safe or appropriate for school.

8. Clothing, jewelry, and other accessories that present a safety hazard to the wearer or others are not allowed. Facial piercings other than ear lobes are not allowed.
9. Facial makeup is not allowed, nor is non-natural hair color that creates a distraction.
10. In accordance with Educational Code 35183.5 hats or other head coverings may be worn at school. Such hats or head coverings must be school appropriate and follow the various guidelines enumerated in this policy.
11. Sunglasses may not be worn in school buildings.

**CONSEQUENCES FOR DRESS CODE VIOLATIONS**

- First Offense: Warning - and/or 1 day suspension
- Second Offense: 1 - 5 days suspension
- Third Offense: 3 - 5 days suspension

**ACADEMIC SUPPORT AND AFTER SCHOOL PROGRAMS**

**ACADEMIC INTERVENTION PROGRAM:** The goal of AIP is to give students who are "at-risk" of not meeting grade-level standards the opportunity for extra support. Classes are offered for 1 ½ hours per day after school, three days per week on Tuesdays, Wednesdays and Thursdays.

**AFTER SCHOOL EDUCATION AND SAFETY:** ASES is open to all students in grades K through 6 th . The ASES program runs Monday through Friday beginning right after school and ends at 6:00 P.M. Students receive a snack and the program is supervised by Ceres Unified recreational leaders who provide homework support and recreational, enrichment activities in a safe and structured environment.

**ATTENDANCE**

**ABSENCES**

1. Make every effort to have your child in school every day on time.
2. Call the school before 9:00 a.m. at 556-1680 to report your child absent.
3. On days your child must be absent for 5 days or more, but less than 10, for reasons other than illness (family emergencies, trips, etc.) arrangements can be made to continue his/her studies through independent studies. The school must depend upon the parent to notify the office and make arrangements for INDEPENDENT STUDY assignments. These arrangements must be made at least 5 days prior to the 1st absence.

**DAILY SCHEDULE**

**\*IMPORTANT!:** In our efforts to ensure student safety, students may not arrive at school prior to 7:30am. Please help keep your child safe and do not drop off your child on site prior to this time.

**REGULAR DAY**

Grades 1-6 .....8:10 - 2:25pm  
Kindergarten.....8:10 - 2:15pm

**MINIMUM DAY**

Grades 1-6 .....8:10 - 12:25pm  
Kindergarten .....8:10 - 12:15pm

**EARLY RELEASE DAY**

Grades 1-6 .....8:10 - 1:30pm  
Kindergarten.....8:10 - 1:20pm

**CAFETERIA**

Students may purchase hot meals in the cafeteria. Students must pay for lunch in the cafeteria before school in the morning. Parents are encouraged to pay for lunches a week or month in advance.

Breakfast will be served from 7:30 - 8:00 a.m. daily in the cafeteria.

- Daily Student Breakfast.....\$1.25
- Weekly Breakfast.....\$6.25
- Daily Student Lunch .....\$2.35
- Weekly Lunch .....\$11.75

Milk can be purchased by students bringing their own lunch for \$.40 per day. All prices are subject to change.

4. Absences will only be excused for illness and/or doctor appointments. A parent may verify the doctor visit and/or illness for eight (8) absences. After the 8th occurrence, a doctor's note will be required to excuse an absence.
5. Students who have continued and/or frequent absences and tardies will be deemed truant. Truancy results in letters of notification, a parent conference with the administration, a referral to the Student Attendance Review Board (SARB) and/or a referral to the district attorney. Please make every effort to insure your child attends school daily.

### **TARDINESS**

1. Any student who reports to his/her classroom after 8:10a.m. is considered tardy. **STUDENTS WHO ARE LATE TO SCHOOL MUST REPORT TO THE OFFICE BEFORE GOING TO CLASS.**
2. Tardiness is very disruptive to the instructional program. Students who develop a pattern of tardiness or who are habitually tardy may be subject to disciplinary action.

Tardies will only be excused for doctor appointments and/or illness. A doctor's note will be required to excuse a tardy. Three tardies or going home early add to one day truant.

### **AWARDS**

**Honor Roll:** Given each trimester to 4th, 5th and 6th grade students who earn a grade point average of 3.0 or higher will receive a certificate and recognition at the trimester honor roll assembly.

**Perfect Attendance:** A certificate will be awarded to all students who earn perfect attendance at the end of the year. Perfect attendance means that students attend school all day, everyday and have no absences or tardies for the trimester.

### **DISCIPLINE POLICY AND STUDENT BEHAVIOR**

Sinclear Elementary has a school-wide discipline policy. We believe a safe and orderly environment is important for students to learn and study. We expect students to follow the school-wide rules. Continued problems obeying the rules may result in the loss of recesses over an extended period of time, parent conferences, and/or suspensions.

#### **SCHOOL-WIDE RULES**

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

### **SUSPENSION**

The following behaviors may result in suspension from school:  
**SUSPENSION LAW (Educational Code Law 48900)**

1. Physical injury to another person-actual or threatened physical injury.
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.
8. Sexual harassment
9. Hate violence
10. Intimidation

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

### **HOMEWORK**

Homework is a review of previously learned and practiced skills. Homework each evening should include a practice of designated skills and reading practice. Teachers will be sharing classroom homework policies and procedures with students and families at the start of the school year. Please communicate with the classroom teacher through email or by calling the school office to set an appointment with the teacher if questions arise. Homework should take no more than 30 minutes nightly. Please have a specific area and time designated within the home environment.

### **INDEPENDENT STUDY**

When your child must be absent for reasons other than illness, such as family emergencies, trips, etc., arrangements may be made to continue their work through INDEPENDENT STUDY. Your child will be given credit for the days of absence only if s/he completes the minimum school work per day. Parents must notify the office to make arrangements at least five days in advance. Independent Study is for absences of at least 5 days and not to exceed 10 days. A student will be dropped if they fail to return after the days of absence. All work must be completed and turned in on the first scheduled day of return. Independent Study contracts will not be granted during SBAC Testing.

## LIBRARY AND TECHNOLOGY

Each student will be checking out devices and books from the library. Students are responsible for the materials. If lost or damaged, it will need to be paid for by the student. Insurance is available for the technology device with a deductible.

## 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.

## PARENT INVOLVEMENT

We are committed to building partnerships with our families. We welcome volunteers and encourage parent participation. Together our students succeed. Ways families may get involved:

### PARENT VOLUNTEERS AND VISITORS Volunteer Assistance Program

The District encourages parents, guardians, and members of the community to share their time, knowledge, and abilities to support our students and our schools. We believe our school volunteers enrich the educational program and strengthen our schools' relationship with home, businesses, public agencies, and private institutions.

See the Sinclear Elementary office to apply for Supervised volunteer status. A valid picture I.D. is required.

"Supervised" school volunteers can have occasional or regular contact with students in or outside of the classroom. Supervised volunteers perform their volunteer work under the supervision of an approved school employee, including one-day field trip chaperones.

Once the application has been submitted to the school's main office, the following must be met:

## VOLUNTEERS

As parents you are welcome to visit and observe our educational program. If you plan to visit your child's class, please arrange 24 hours ahead with his/her teacher to arrange for a convenient time. During Back to School Night in the Fall, your child's teacher will provide you with the information necessary to be a volunteer in their classroom. Volunteers are an important part of education. If you are interested in helping in other ways—library, clerical, SSC, ELAC, etc.—please contact the school.

One of the best ways to be involved is to assist your child and know what they are doing in school. The education of your child is greatly influenced by you. Determine areas in which they are having trouble, and contact their teacher to find out how you can assist at home.

- **SCHOOL SITE COUNCIL:** School Site Council, composed of parents, staff, and students, oversees the special programs at school that are funded through state and federal monies. The council provides ideas, and community involvement in the school improvement process. If you are interested in serving on the School Site Council, please call the school office at 556-1680.

## CERES UNIFIED SCHOOL DISTRICT PERSONAL PROPERTY WAIVER/RELEASE OF LIABILITY

Bringing any personal property of value to school is discouraged as the school cannot assume responsibility for it if it should be lost or damaged. Ceres Unified School District and Sinclear Elementary, its officers, agents or employees shall not be responsible, in any manner, for the loss, theft, damage, or destruction of any personal property brought onto District/School premises by students, for any reason whatsoever, including, but not limited to, a request by a staff member. Students who bring personal property onto school premises assume all risk of loss, theft, damage or destruction of the personal property which may occur. This includes items such as toys, cell phones, computers/tablets, electronic music/gaming devices, etc.

## SECURITY INFORMATION AND PROCEDURES

The following information is very important for the safety and security of your child.

- 1) Parents **MUST** sign out students in the office. No student will be released directly from the classroom.
- 2) Parents/guardians must have a picture ID and his/her name must be on the student's enrollment card. If you

## SCHOOL HEALTH INFORMATION

Healthy children learn best and your school nurse is here to help each child reach and maintain optimal health. Here is some information for you to help ensure a safe, healthy year for your student:

**EMERGENCY INFORMATION:** Please keep the office informed of changes in home and work phone numbers. It is also important that you have local emergency numbers for when you cannot be reached. We will always attempt to notify parents/guardians first, but need the emergency number so an ill or injured child can receive prompt care.

**CHRONIC HEALTH PROBLEMS:** If your child has a chronic health problem such as diabetes, epilepsy, asthma, allergic reactions, etc., please notify your school nurse and child's teacher. This allows them to plan for any special needs your child might have.

**MEDICATION:** California Education Code 11753.1 allows the school to assist in the administration of medication if requested to do so by the physician and parent. An authorization form, available from the school office, must be completed by the physician and parent. Medications must be brought to school by an adult in the original pharmacy labeled bottle. Medication requests must be renewed each year and any changes in the medication should be reported to the school by the parent. School personnel are legally not allowed to give children ANY medication including aspirin, Tylenol and cough drops, without the written permission of a physician and the parent. Inhalers and auto-injectable epinephrine (Epipen) may be carried by the student, as long as the student's parents and doctor give permission and the notes are on file in the nurse's office. It is recommended that all students carrying an inhaler have a back-up inhaler in the nurse's office. Be aware that the school may take disciplinary action if a student misuses an inhaler or Epipen in any way.

**LICE:** Lice is an easily treatable condition that can be eliminated once discovered. If your child is constantly itching, check the scalp for lice or eggs. The eggs will appear as white specks stuck to the hair shaft near the scalp. The parent/guardian shall be informed that the student shall be checked upon return to school the next day and allowed to remain in school if no active head lice are detected.

**ILLNESS:** Your child will be in close contact with other children in the school setting. Please be alert to signs of illness and seek medical treatments as needed. If you think your child might have a communicable disease such as chicken pox, ringworm, impetigo, strep throat, etc., please notify the school office.

**FIRST GRADE PHYSICALS:** The California Health and Safety code requires that every child entering first grade in a California school have a health check-up. A certificate signed by a doctor, must be presented to the school by December 1st to verify this requirement.

**KINDERGARTEN DENTAL REQUIREMENT:** California law requires every Kindergarten student to have an oral health assessment prior to May 31st of their Kindergarten school year. The law specifies that the assessment must be performed by a licensed dentist or other licensed or registered health professional. Oral health assessments that have happened within the last 12 months before your child enters school meet the requirement.

**GROWTH AND DEVELOPMENT:** The school nurse will be meeting with the 4th, 5th and 6th grade girls and the 5th and 6th grade boys in the Spring. Topics related to body changes experienced during puberty, and HIV/AIDS information will be discussed. A parent preview will be held prior to the presentations. The parents will be notified by mail regarding the date and times of the parent preview. If you do not wish your child to participate in these presentations please sign the exclusion request provided with the preview information and return to the school office. Please call the school nurse for any questions related to the growth and development presentations.

**TDAP:** Prior to entering 7th grade, students are required to have a TDAP booster immunization. Please contact the school nurse for further information.