

J. E. HESTER ELEMENTARY SCHOOL

**477 E ASH ST. Farmersville, CA 93223
(559) 594-5801**



LUPE PEREZ, PRINCIPAL

2018-2019

Student/Parent Handbook



YOUR SCHOOL AND YOU

A school is made up of many things other than just buildings. One of the most important ingredients of a successful school is the students who attend this school. In order to help you understand some items about your school, the following information should help you answer most questions you might have concerning the school.

SCHOOL PHILOSOPHY (OUR BELIEF)

At Hester School we:

- BELIEVE education is a lifelong process
- TEACH basic skills
- RESPOND to individual needs
- EMPHASIZE decision making, thinking, and working skills
- THINK of children as they can and ought to be
- SEEK the full potential in every child.

..... and ALL CHILDREN CAN LEARN!

SCHOOL OFFICE

Our office staff works diligently to provide the best possible service.

Our office is the hub of all school programs and activities. Students are requested to comply with the following regulations concerning office use:

1. The office telephone may be used for emergencies or school business only.
2. Students are not to report to the office without an OFFICE PASS.
3. **Students must report to the office if they are tardy to school.**
4. Please limit your phone messages to students for emergencies only.

Our school office is open from 7:00 a.m. until 3:30 p.m. Monday through Friday, excluding holidays.

VISITOR PERMITS

In accordance with the state law, any person on the school grounds during the school hours must first report to the school office in order to secure permission to be on the grounds, and/or to conduct any business, and/or to see any teacher or student. This law applies to any person whether parent, student visitor, salesman, or police officer.

CHANGE OF ADDRESS

It is essential to immediately report to the office a change of address or telephone number. We must be able to reach you in the event of illness or an emergency.

PASSES

Students are required to have a pass any time they are out of class. Teachers will issue passes for valid reasons.

PICKING UP STUDENTS AT SCHOOL

Students will be released before school dismissal time only if a parent or authorized person calls for them at the school office. Students are not released directly from the classroom to leave school and must be signed out at the office. Parents are to load and unload students at the loading zone at the rear of the school (W Rose Street) In order to ensure an orderly and safe loading and unloading zone, parents are requested to not park in the area during arrival (7:30 to 7:55) and departure time (1:30 to 2:15).

CLEAN CAMPUS

It is everyone's responsibility to help keep our campus clean. If you see papers, wrappers or other litter on the grounds please pick it up and place in a trashcan.
"Every Litter Bit Hurts."

SAFETY

Good safety practices are followed and required at Hester School. Regular instruction is provided in bus safety, fire drills, fire prevention, disaster drills, bicycle, and playground safety. Injured students are seen by the school health aide or district nurse, and parents are informed as soon as possible.

INJURIES AND ACCIDENTS

Every injury accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the office.

INSURANCE

The school district has made available to students a low-cost accident insurance. The office has application forms available. All students are eligible.

FIRE AND EARTHQUAKE DRILLS

Fire drills and earthquake drills are held at regular intervals as required by law. They are to be taken seriously and each student is to cooperate and listen to the instructions during any drill. Pulling the fire alarm - will result in immediate suspension.

SCHOOL RULES

1. Students should arrive on time every day and be prepared to work.
2. Fighting, play fighting, rough play or pulling on others is prohibited.
3. When the bell rings students are to line up and walk quickly and quietly to their Classrooms with their teacher.
4. Toys are not to be brought to school.
5. No running by buildings, on sidewalks
6. Tag should be played on the grass, not in the sand area or on cement.
7. No playing on the north side of the fence except for tetherball.
8. Students eat in assigned area of the cafeteria, use proper table manners and must be excused before leaving.
9. All students should be model citizens, working to keep their campus SAFE, CLEAN and USER FRIENDLY.

ZERO TOLERANCE POLICY

In order to have a safe and orderly campus, the Farmersville Unified School District has adopted a policy which could result in the expulsion of students who are in possession of or use firearms, drugs, or who cause serious injury or damage to any person or property.

Students are to show respect for adults and peers at all times. At J.E. Hester School there is no name calling, cursing, or teasing allowed. Acts of physical violence may result in immediate suspension.

Toy guns, Pocket knives, firecrackers, and poppers are considered dangerous objects and could result in suspension or expulsion. Other objects, if used in a threatening manner may result in severe disciplinary action.

There is no fighting, tackle football or wrestling allowed on campus. Students and their parents are liable for any damages or injuries caused by their child.

Radios, tape players, etc. are not allowed on the playground. Gum, candy, soda, sunflower seeds, and other snacks are not to be brought on campus without the teacher's consent.

PLAYGROUND AND EQUIPMENT POLICY

Students who check out playground equipment are responsible for returning it in good condition. If a student loses or damages any playground equipment a replacement fee will be charged.

ACTIVITIES AND INCENTIVES

One of the most important functions of the school and home is to recognize appropriate school behavior. We feel that verbal praise is one of the most important things we do. In addition, our school recognizes appropriate behaviors in other ways such as Awards Assemblies for Character Counts, Academic Achievement, Perfect Attendance, etc.

REPORT CARDS AND CONFERENCES

Report cards are issued three times each year in order to inform parents of academic and social progress. Parent Conferences are held at the end of the first trimester. Parents are encouraged to attend their scheduled conference. In addition, parents may schedule a conference with their child's teacher anytime during the school year.

HOMEWORK

Homework, which is adapted to the maturity and learning needs of individual students, is encouraged. It is recognized that time devoted to study is a key part of mastering a skill or completing a learning task. We feel that homework is an assigned learning activity that must be completed by the student. The goal of homework assignments is to develop self-discipline, responsibility, and ability to study independently. Assignments normally include reinforcing concepts taught in class, gaining new information, completing tasks, and making up missed assignments.

TARDIES

Students who are late must first go to the office and obtain a late slip before going to class. Students who are consistently tardy may result in a referral to a hearing of the Student Attendance Review Board (SARB).

BICYCLES

The following guidelines have been established to prevent injury and loss of property, and are to be observed by all bike riders entering and leaving school:

1. Students must wear a bike helmet when riding to and from school.
2. Bicycles should be licensed through the Farmersville Police Department.
3. In riding to and from school, all laws concerning bicycle safety must be observed.
4. The bicycle area is OFF-LIMITS during the school day.
5. The school is not responsible for the theft or damage of bicycles parked at school.

THEFT

Any theft should be reported immediately to the teacher or to the office. Thefts will be dealt with as a disciplinary and/or a police matter.

ACTIVITY EXCLUSION

A student may be excluded from activities for the following reasons:

1. Suspension from school.
2. Referrals indicating poor behavior.
3. Disciplinary reasons as per teacher.

DISCIPLINE PROCEDURES

Discipline should be a positive form of guidance rather than a punishing device. J E Hester school has an effective discipline plan that helps keep discipline problems to the minimum.

1. Students are given warning tickets for breaking school rules.
2. Office referrals are made by teachers after warnings have been given and a parent contact is required.
3. Suspension or expulsion may be necessary if a student has received several office referrals or if a student has committed one of the following acts:
 - a. Use or possession of tobacco, alcohol, or drugs.
 - b. Possession of weapons, guns, knives, etc.
 - c. Defacing or damaging school property
 - d. Use of profanity or vulgarity, and obscene acts.
 - e. Stealing of school or personal property.
 - f. Causing or attempting to cause injury to any person.
 - g. Defiance of any valid authority while at school
 - h. Sexual harassment.

ATTENDANCE

Your child's attendance at school is of great importance. Irregular attendance often results in failing grades or dropping completely out of school. It is of utmost importance that a note be sent to the teacher stating the reason for your child's absence.

Excused Absences as defined by the Education Code:

1. Illness - Any absence due to illness is considered an excused absence.
2. Doctor or Dental appointment.
3. Death in the immediate family.

LOST AND FOUND

Many sweaters, sweatshirts, and jackets are left at school by students. If you find any of these articles on the school grounds you should turn it in to the school office. Parents are invited to inquire at the office for lost articles.

TEXTBOOKS/LIBRARY BOOKS

All textbooks and library books are furnished free of charge unless the book is lost or damaged. Students/Parents are required to pay for lost or damaged books.

CAFETERIA SERVICES

All students are provided breakfast and lunch without charge. The success of this program depends upon the district's ability to receive as many completed applications as possible from qualifying households.

In order to maintain a healthy and happy eating environment we ask your child follow these cafeteria rules:

1. Lunches brought from home are still allowed. Students may not bring sodas.
2. Lines are to be quiet and facing forward.
3. Quickly pick up milk and eating utensil when it is time to do so.
4. Sit in the order that you entered the cafeteria.
5. Walk directly to your seat. Do not leave without permission.
6. You must raise your hand to be dismissed.
7. Walk to trash can and carefully dump your tray.

TRANSFERS

When a student moves and leaves the Farmersville School District the following procedure is to be followed:

1. Inform the office.
2. The office should provide you with a student profile and attendance records.
3. Please provide office with the new school that your child will be attending.
4. Failure to get a transfer could cause a delay in sending school records to the new school.

TITLE 1 AND SCHOOL IMPROVEMENT

Hester is a Title 1 school. Students, parents and teachers agree to work as a team and sign a learning "compact" annually. Parents are invited to participate on our School Site Council and If they are the parent of a student identified as an English Learner they are invited to participate on our English Language Advisory Committee. We have developed a partnership which brings together the talents and energies of the total community to focus on student needs.

SCHOOL BOARD MEETINGS

Our school is governed by a five member board which is elected to govern our schools. They meet the second and fourth Tuesdays of each month. Students and parents are always welcome and encouraged to attend.

TOBACCO USE

The Governing Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles. The prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event.

CLASSROOM CITIZENSHIP EXPECTATIONS AND CONSEQUENCES:

One of the school's responsibilities is to assist parents in helping students develop responsible attitudes and behavior. This means preparing students for adult citizenship as well as preparing them for jobs and higher education. It is as important for the school to teach and evaluate citizenship as it is to teach and evaluate academic work.

CITIZENSHIP GUIDELINES

1. Attends class regularly.
2. Attends class on time. Five or more unexcused tardies in a quarter will result in a less than satisfactory citizenship mark.
3. Comes to class with necessary materials.
4. Completes homework assignments.
5. Turns work in on time.
6. Does his/her own work when independent work is required.
7. Exercises reasonable care of school property.
8. Shows respect for others.
9. Does not disrupt class; exercises good conduct.
10. Demonstrate the pillars of Character (Trustworthiness, Responsibility, Fairness, Citizenship, Caring and Respect.)

UNIFORMS

Beginning the 2006-2007 school year, the District implemented a required uniform policy for students in grades K-3. The policy extends to grade 5 the 2007-2008 school year. The State Education Code states that schools that have adopted school uniforms experience a "coming together feeling," greater school pride, and better behavior in and out of the classroom (E.C. 35183.a.7). Hester Uniform Policy will be as follows:

1. Pants/Shorts/Skorts/Skirts

Solid Plain navy blue or khaki, and jean/denim

Collared and Crew Neck Shirts (with or without buttons)

Solid Plain (no logos, prints, or designs) white or light gray

2. The governing board shall provide a method whereby parents may choose not to have their children comply with an adopted uniform policy (E.C. 35183.a.7.e)

DRESS CODE

- No apparel with spaghetti straps or halter tops (no exposed belly buttons)
- No shorts shorter than mid-thigh (must be hemmed)
- No pants or shorts that are 2 sizes or more too large (no "Baggies", must be worn around the waist
- No items that advocate drugs, alcohol, tobacco, or vulgarity
- No wallet chains or hanging chains
- No headgear or bandanas (hats, caps, visors, etc.) SEE EXCEPTION BELOW *
- No gang oriented belts
- Clothes must cover under garments and be worn as it is traditionally intended
- Shoes must have backs on them
- **Anything that interferes or is a distraction during class time.**
- **As part of our effort to promote safety, Hester students are requested to avoid wearing clothing itmes with the color red in them. The color red has been identified as a gang color.**

* Students may wear hats to school for sun protection only. This hat is to be worn as intended, to provide sun protection, and is to be worn only outdoors.

Violation Consequences

- 1st Offense: Warning
- 2nd Offense: Warning, change to alternative clothing provided by parent or school, if possible (notice to parent).
- 3rd Offense: Possible suspension for defiance

Thank you for your support as Hester School continues to provide a safe and orderly learning environment for your child.

WARNING/DISCIPLINARY REFERRALS

Warnings or disciplinary referrals may be issued by the adults on campus for any infraction of regular school rules such as, but not limited to:

- Failure to line up after the bell rings
- Acting rowdy or playing in line
- Freeze Bell
- Running inside the fence area
- Inappropriate use of play equipment
- Failure to complete assigned tasks on time (homework)
- Loitering/playing in out of bounds area

REFERRALS

Referrals accumulate for the school year. School personnel will issue referrals for the following reasons:

- Defiance, disobedience of school personnel or uncooperative behavior.
- Rough play that results in injury.
- Repeated violations of other school rules.

Consequences

Students who receive a referral shall return the referral the following day signed by their parent or guardian.

- | | |
|---|---|
| 1) 1 st referral: Parent contact | |
| 2) 2 nd referral: Parent contact | |
| 3) 3 rd referral: Parent contact | conference with principal |
| 4) 4 th referral: Parent contact | Automatic suspension for the remainder of the day and the day following |
| 5) 5 th referral: Parent contact | Suspension for 3 days |
| 6) 6 th referral: Parent contact | Suspension for 5 days |
| 7) 7 th referral: Parent contact | Referral to SARB on other alternative education plan |

CAUSES FOR SUSPENSION

1. CAUSING, ATTEMPTING, OR THREATENING TO CAUSE PHYSICAL INJURY (E.C.48900, sub-section A)

- | | |
|-----------------|--------------------|
| First Offense: | 1 + day suspension |
| Second Offense: | 3 - day suspension |
| Third Offense: | 5 - day suspension |

Note: If a student causes serious physical injury (as defined in Penal Code Section 243) to another person, except in self-defense, the principal must recommend expulsion or report in writing to the superintendent who will advise the governing board that expulsion is inappropriate due to the nature of the particular circumstances which shall be indicated in the report of the incident. (E.C.48915)

2. CAUSING OR ATTEMPTING TO CAUSE SERIOUS DAMAGE TO PROPERTY – cutting, defacing, or otherwise injuring any school district property, or the malicious injury or destruction of any other person’s real or personal property. (Penal Code Sec. 594) (E.C. 48900, sub-section f)

- | | |
|-----------------|---|
| First Offense: | 1 + day suspension |
| Second Offense: | 3 - day suspension |
| Third Offense: | 5 – day suspension and recommendation for alternative education program or expulsion. |

Note: Parent/guardian will be held responsible for damage to school district property. When the minor and parent are unable to pay for the damages, the school district shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Parents or guardian of the student are also liable for the amount of a reward paid for information leading to the apprehension of person(s) causing damage. (E.C. 48904)

3. **THREATENING, INTIMIDATING, OR MENACING ANY OTHER PERSON** – Possible removal from campus or separation of student. (Penal Code Sec. 415) (E.C. 48900 sub-section a and/or k)

First Offense: Warning to student and/or other alternative consequences.
Second Offense: 1 – 3 day suspension
Third Offense: 3 – 5 day suspension and recommendation for alternative education program or expulsion.

4. **STEALING OR ATTEMPTING TO STEAL SCHOOL PROPERTY OR PRIVATE PROPERTY (E.C. 48900 sub-section g)**

First Offense: 1 + day suspension and/or alternative consequences
Second Offense: 1 -3 day suspension and possible recommendation for
Third Offense: 3 -5 day suspension and recommendation for expulsion

5. **KNOWINGLY RECEIVING STOLEN SCHOOL PROPERTY OR PRIVATE PROPERTY (E.C. 48900 sub-section I)**

First Offense: 1 + day suspension and/or alternative consequences
Second Offense: 1 -3 day suspension and possible recommendation for
Third Offense: 3 -5 day suspension and recommendation for expulsion

6. **ANY ACT OF DEFIANCE OR DISOBEDIENCE** either in language or in action against school personnel, or refusing to comply with the reasonable requests or orders of school personnel. (E.C. 48900, sub-section k)

First Offense: Warning to student and/or other alternative consequences.
Second Offense: 1 – 3 day suspension
Third Offense: 3 – 5 day suspension and recommendation for alternative education program or expulsion.

7. **COMMITTING AN OBSCENE ACT OR ENGAGING IN HABITUAL PROFANITY OR VULGARITY, INCLUDING RACIAL/ETHNIC SLURS**

either verbally or in writing. (E.C. 48900, sub-section i)

First offense : Warning to student and/or alternative consequences
Second offense: 1 - 3 day suspension
Third offense: 3 - 5 day suspension
Note: Any act committed against school staff would warrant consequences starting at Step 2.

A student will be suspended on the first offense for 5 days if such behavior disrupts school activities, (E.C. 48900, sub-section k) threatens to disrupt the instructional process, or causes a danger to persons or property (E.C. 48900.5)

8. **POSSESSING ANY OBJECTS** (unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal) ON CAMPUS WHICH COULD BE CONSIDERED DANGEROUS OBJECTS if the principal deems expulsion inappropriate. (E.C. 48900 sub-section b)

Note: **Toy guns are considered objects of a dangerous nature.**

Note: Principal must report in writing to the superintendent who will advise the governing board that expulsion is inappropriate due to the nature of the incident. (E.C. 48915)

First offense: Warning to student. Notification of parent and/or other alternative consequences.

Second offense: 1 - 3 day suspension

Third offense: 3- 5 day suspension

9. **FORGING, FALSIFYING, ALTERING, OR USING FORGED SCHOOL CORRESPONDENCE OR PASSES** (E.C. 48900, sub-section k)

First offense: Warning to student and/or other alternative consequences.

Second offense: 1 - 3 day suspension

Third offense: 3 - 5 day suspension and recommendation for alternative education program

10. **TAMPERING WITH PROPERTY OF THE SCHOOL DISTRICT OR BELONGINGS OF ANY PERSON.** (E.C. 48900, sub-section k)

First offense: Warning to student and/or other alternative consequences.

Second offense: 1 - 3 day suspension

Third offense: 3 - 5 day suspension and recommendation for alternative education program

11. **GAMBLING AND WAGERING,** (E.C. 48900, sub-section k)

First offense: Warning to student and/or other alternative consequences.

Second offense: 1 - 3 day suspension

Third offense: 3 - 5 day suspension and recommendation for alternative education program

12. **INTERFERING WITH THE PEACEFUL CONDUCT OF THE CAMPUS OR CLASSROOM** causing class or campus disruption of a minor but annoying nature (E.C. 48900, sub-section k)

First offense: Warning to student and/or other alternative consequences.

Second offense: 1 - 3 day suspension

Third offense: 3 - 5 day suspension and recommendation for alternative education program

13. **ENGAGING IN, OR HAVING ANY PART IN HAZING** or committing any act that injures, degrades, or disgraces any other person attending school. (E.C. Section 32050-52) (E.C. 48900, sub-section k)

First offense: 1 + day suspension

Second offense: 1 -3 day suspension

Third offense: 3 -5 day suspension

14. **ANY DRESS, GROOMING, OR APPEARANCE** which disrupts, or tends to disrupt, the educational process, or affect the health or safety of individuals shall be prohibited. (E.C. 48900, sub-section k)

First Offense:	Warning
Second Offense:	Warning, change to alternative clothing provided by parent or school, if possible (notice to parent).
Third Offense:	Detention
Fourth Offense:	Additional Detention (parent conference)
Fifth Offense:	Possible suspension for defiance.

NOTE: ANY STUDENT WHO IS SUSPENDED WILL BE EXCLUDED FROM ALL EXTRA-CURRICULAR ACTIVITIES FOR TEN (10) DAYS FOR EACH SUSPENSION DAY FOLLOWING THE SUSPENSION. MULTIPLE SUSPENSIONS MAY RESULT IN AN EXCLUSION FOR THE REMAINDER OF A TRIMESTER OR THE REMAINDER OF THE SCHOOL YEAR.

CAUSES FOR MANDATORY RECOMMENDATION FOR EXPULSION

1. **CAUSED SERIOUS PHYSICAL INJURY** to another person, except in self- defense. (E.C. 48915 and 48900, sub-section a).

First offense: Five (5) day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

2. **POSSESSED, SOLD, OR OTHERWISE FURNISHED ANY FIREARM, KNIFE, EXPLOSIVE, OR OTHER DANGEROUS OBJECT** unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal. (E.C. 48915 and 48900, sub-section b).

First offense: Five (5) day suspension, recommendation for expulsion for one year, and notification of appropriate law enforcement agency.

Note: Furnishings, or possessing an imitation controlled substance (look-a-likes) with the intent to distribute will result in a recommendation for expulsion. Imitation controlled substances are considered "dangerous objects." This offense is also in violation of Health and Safety Code 11680.

If the principal deems expulsion inappropriate, he must report in writing to the superintendent who will advise the governing board that expulsion is inappropriate due to the nature of the particular circumstances which shall be indicated in the report of the incident. (E.C. 48915)

3. **FURNISHED OR SOLD ANY CONTROLLED SUBSTANCE** (as defined in Section 11053 of the Health and Safety Code), an alcoholic beverage, or an intoxicant of any kind. (E.C. 48900, sub-section c).

First offense: Five (5) day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

4. **ANY CONTROLLED SUBSTANCE POSSESSED WITH THE INTENT TO SELL SUBSTANCE** (as defined in section 11053 of the Health and Safety Code), an alcoholic beverage, or an intoxicant of any kind. (E.C. 48900, sub-section c)

First offense: Five (5) day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

5. **OFFERED, ARRANGED, OR NEGOTIATED TO SELL ANY CONTROLLED SUBSTANCE** (as defined in section 11053 of the Health and Safety Code), alcoholic beverage, or intoxicant and then sold, delivered, or furnished look-a-likes or in-lieu substances. (E.C. 48900, sub-section d)

First offense: Five (5) day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

6. **COMMITTED OR ATTEMPTED TO COMMIT ROBBERY OR EXTORTION** (E.C. 48915 and 48900, sub-section e)

First offense: Five (5) day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

7. **THREATENED, ATTACKED, OR COMMITTED ASSAULT OR BATTERY ON SCHOOL PERSONNEL** (Penal Code Sec. 240, 242) (E.C. 48900, sub-section a, E.C. 44014)

First offense: Five (5) day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

SUSPENSION AND EXPLUSION / DUE PROCESS

(B.P. 5144.1 a)

The Governing Board recognizes that maintaining an environment which promotes learning and protects the health, safety, and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction. District policies and school site rules shall clearly identify district behavior standards. (cf. 5144)

Except in cases where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (E.C. 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for a single act of a grave nature, expulsion is usually only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to other students. (E.D. 48915)

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified in administrative regulation.

Each principal shall annually inform all students and parents/guardians of the school's discipline rules and procedures and of the availability of all district policies and regulations dealing with student discipline, suspension and expulsion. (E.C. 35291, 35291.5)

Student Due Process

The Board shall provide for the fair treatment of students facing suspension and expulsion by affording them their due process rights under the law. The administration and staff shall comply with procedures for notices and appeals as specified in regulation. Procedures governing student due process shall conform in all aspects to provisions in law. (E.C. 48911 and 48915.5)

Whenever a student is suspended, school officials may (but are not required to) meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved, and any other pertinent matters. (E.C. 48914;cf. 3514 – Safety; cf. 5119 - Students Expelled from Other Districts; cf. 5144.2 - Suspension and Expulsion/Due Process - Individuals with Exceptional Needs.

Required Parental Attendance

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.

Whenever a student is suspended from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was suspended may require the student's parent/guardian to attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (E.C. 48900.1)

The Board encourages teachers, before requiring parental attendance, to make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may consider informing the parent/guardian about available resources which may provide help in parenting skill development. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

Parental attendance may be required on the day the student returns to class or within one week thereafter. The principal or designee shall contact any parents/guardians who do not respond to the request to attend school. The Board recognizes that parental compliance with this policy may be delayed, modified or prevented by serious illness/ injury/ disability, absence from town, or inability to get certain release time from work.

The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who actually lives with the student. (E.C. 48900.1)

District regulations and school site rules for student discipline shall include procedures for implementing parental attendance requirements. (cf. 5144 – Discipline)

Parents/guardian shall be notified of this policy before it is implemented and at the beginning of each subsequent school year. (E.C. 48900.1, 35291, 48980)

Legal Reference:

EDUCATION CODE

212.5	-	Sexual harassment
35146	-	Closed sessions (re-suspensions)
35291	-	Rules (for government and discipline of schools)
35291.5	-	Rules and procedures on school discipline
48900-48925	-	Suspension and expulsion
48950	-	Speech and other communication

GOVERNMENT CODE

54950-54952 - Ralph M. Brown Act. (re-closed sessions)

HEALTH AND SAFETY CODE

11014.5 - Drug paraphernalia
11053 - Alternative names

PENAL CODE

626.2 - Entry upon campus after written notice of suspension or dismissal without permission.

STATUTES OTHER THAN CODE

Ch. 1306, 1989, as amended by Ch. 363, 1990
John A. v San Bernardino School District (1982) 33 ca. 3d 301, 308.

ABSENCES

1. EXCUSED ABSENCES (CAC Title 5, Sec. 420)

Absences listed below are excused when verified in accordance with the Education Code and Board Policy:

- A. Illness.
- B. Quarantine directed by county or city health officer.
- C. Medical, dental, and optometrical appointments.
- D. Attending funeral services of a member of the pupil's immediate family.

2. ABSENCES EXCUSED FOR PERSONAL REASONS (E.C. 48205)

- A. A pupil absence shall be allowed provided the absence is for one of the following justifiable personal reasons:
 - 1. An appearance in court.
 - 2. A pupil/family hardship situation, as authorized by the principal.
 - 3. An observance of a holiday or ceremony of the pupil's religion.
- B. PRIOR to an absence described in this regulation, a signed parental request must be received and approved by the principal or administration designee.
- C. Only in the case of extreme emergency will the principal approve an absence after the absence occurs.

A pupil whose absence is excused according to the above conditions shall be allowed make-up privileges. Students shall make arrangements with the teacher to make up missed work prior to the absence, and such work is due upon the return of the student to school.

3. ABSENCES EXCUSED/RELEASE TIME FOR RELIGIOUS EDUCATION (PRIOR NOTIFICATION REQUIRED) (E.C. 46014)

The District will allow release time for students to participate in religious exercises or to receive moral and religious instruction.

A student's absence will be considered excused, with full rights to make up tests and homework, if the following conditions are complied with:

1. The student has the written consent of his/her parent or guardian indicating the time the student is to be released from school. The written consent must be submitted to the school two days prior to release from school.
2. Verification of attendance at the designated exercise provided to the school on the first day after the absence.
3. The student attends school on the day of the absence for at least the minimum day (as defined by the Education Code).
4. No pupil shall be excused from school for such purpose on more than four days per school year.

Students/parent shall make arrangements with the teacher to make up missed work prior to the absence, and such work is due upon the return of the student to school.

TRUANCY, EXCESSIVE, ABSENTEEISM, TARDIES (E.C. 37228)

TRUANCY (E.C. 48260-48263, 48900 K, 49164)

Students may not be absent from school without verified approval of parent/guardian or school. The following represents the procedures which will be followed when a student is absent from school without a valid excuse or is tardy without the school's approval in excess of 30 minutes.

FIRST, SECOND AND THIRD ABSENTEE

Warning Letter sent home.

FOURTH, FIFTH AND SIXTH ABSENTEE FIRST ADMINISTRATIVE REFERRAL

1st truant letter sent home (**PARENT CONTACT**)

The student and parents will be informed on the mandatory attendance laws and the District's pertinent policy and procedures. The student will be instructed to attend each day, all day. Failure to do so shall be treated as "defiance of authority."

SEVENTH, EIGHTH, AND NINTH ABSENTEE SECOND ADMINISTRATIVE REFERRAL

2nd truant letter sent home

Second/Third Incidents: The student and parents will be informed of the mandatory attendance laws and the District's pertinent policy and procedures. The student will be instructed to attend each day, all day. Failure to do so shall be treated as "defiance of authority."

TENTH, ELEVENTH, AND TWELFTH ABSENTEE THIRD ADMINISTRATIVE REFERRAL

(Parent contact)

3rd truant letter sent home/attendance meeting with parents

Third Incident: Student will be referred to a school administrator/designee. The student is now a legal truant (absent from school without a valid excuse more than three days or tardy in excess of 30 minutes on each of four or more days). (E.C. 48260) The school administrator shall call and hold a parent conference. Parents and student are again informed that failure to follow the school's directive to attend school will be "defiance of authority" and will be grounds for referral to the School Attendance Review Board.

THIRTEENTH, FOURTEENTH, AND FIFTEENTH ABSENTEE FOURTH ADMINISTRATIVE REFERRAL

4TH Truant letter sent home/Referred to SARB

(Parent Contact)

Fifth Incident: Referral of parent and student to the School Attendance Review Board.

EXCESSIVE ABSENTEEISM

Good attendance is important to the success of students. Absences, whether excused or unexcused, are detrimental to the learning process in that work made up outside of class is not as effective as the actual classroom experience. Such experiences as class discussion and student-teacher interaction cannot be provided outside the classroom or at a later time. In addition, regular attendance develops habits that are essential for success in the world of work.

Once a pupil accumulates fifteen (15) absences (excused or unexcused) during one school year:

1. A school administrator may place the student on Attendance Supervision which imposes a requirement that additional absences must be verified by a licensed medical practitioner. (CAC Title 5 sec. 421 b)
2. A student may not be placed on Attendance Supervision unless the parent/guardian has been notified previously in conference or by letter of the District's excessive absence policy after that student has been absent ten (10) days or more.
3. Once a student has been placed on Attendance Supervision, a school administrator/certificated designee shall call and hold a parent conference. Parent/guardian will again be informed of the District's excessive absence policy. If the parent/guardian cannot be contacted, the administrator/designee will hold a conference with the student and a certified letter shall be sent informing the parent/guardian that the student is placed on Attendance Supervision and the pertinent provisions of the excessive absence policy.

TARDIES

One of the responsibilities of each student is to be in the classroom in his/her seat or work station when the bell rings or when class is to begin. Being tardy is irresponsible behavior in that it is disruptive to the learning process. Students will be referred to an administrator/designee for appropriate consequences if they are tardy three (3) times in one trimester.

FIRST, SECOND AND THIRD TARDIES

Warning Letter sent home.

FOURTH, FIFTH AND SIXTH TARDIES FIRST ADMINISTRATIVE REFERRAL

1st truant letter sent home

SEVENTH, EIGHTH, AND NINTH TARDIES SECOND ADMINISTRATIVE REFERRAL

2nd truant letter sent home

TENTH, ELEVENTH, AND TWELFTH TARDIES THIRD ADMINISTRATIVE REFERRAL

(Parent contact)

3rd truant letter sent home/attendance meeting with parents

SCHOOL ATTENDANCE REVIEW BOARD (SARB)

(E.C. 48320-48324, 48292-48293)

The education Code provides for the establishment of School Attendance Review Boards to meet the special needs of pupils with school attendance problems or school behavior problems.

The School Attendance Review Board (SARB) may include a parent and representatives of (1) the school, (2) the county probation department, (3) county welfare department, and (4) a representative of the county superintendent of schools.

SARB has the authority to recommend that parents and students take certain measures to correct inappropriate behavior, refer the pupil to community agencies for assistance, or suggest adjustments to the school assignment.

In the event that a parent or guardian or pupil fails to respond to the directives of SARB or to services offered on behalf of the minor, SARB may:

1. Direct that the minor be referred to the county welfare department under Section 300 of the Welfare and Institutions Code.
2. Direct that the minor be referred to the county probation department under Section 601 of the Welfare and Institutions Code.
3. Request the Supervisor, Child Welfare and Attendance, to file a complaint against the parent, guardian, or other person in charge of such minor with the District Attorney.

The parent/guardian of any pupil who fails to comply with the directives of SARB, unless excused or exempted therefrom, guilty of an infraction and shall be punished as follows:

1. Upon conviction, by a fine of not more than one hundred dollars (\$100).
2. Upon a second conviction, by a fine of not more than two hundred fifty dollars (\$250).
3. Upon a third or subsequent conviction, by a fine of not more than five hundred dollars (\$500).
4. In lieu of imposing the fines prescribed in paragraphs (1) and (2), the court may order such person to be placed in a parent education and counseling program.

RIGHTS AND RESPONSIBILITIES

Right of Students

- To attend school unless removed under due process as specified in the Education Code.
- To attend school in a secure academic and social climate, free of fear and violence.
- To enjoy the full benefit of their teachers' efforts, undiluted by the disruptive student.
- To examine personal records upon reaching the age of sixteen or completing the 10th grade.
- To be fully informed of school rules and regulations.

Responsibilities of Students

- To attend school and classes regularly and on time.
- To be prepared for class with the appropriate materials and work.
- To know and obey school rules and regulations
- To respect the rights of school personnel, fellow students, and the public in general.
- To demonstrate pride in the appearance of school buildings and grounds.

Rights of Parents

- To expect that their children will spend their time at school in a safe, wholesome, stimulating atmosphere engaged in productive activity under the care and direction of a dedicated staff.
- To have assurance that school personnel will at no time preempt parental prerogative.
- To be informed of District policies and regulations and school rules.
- To review their child's record with a certificated staff member providing assistance.

Responsibilities of Parents

- To visit school periodically to participate in conferences with teachers, counselors or administrators regarding the academic and behavioral status of their children.
- To provide supportive action by making sure the children have enough sleep, adequate nutrition and appropriate clothing before coming to school.
- To maintain consistent and adequate control over their children and to approve of reasonable control measures as applied by school personnel.
- To cooperate with the school in bringing about improvements designed to enhance the educational program offered students.
- To provide the school and current information regarding legal address, phone, medical data, and other facts which may help the school to service their children.
- To become familiar with District policies and school rules and regulations.

Rights of Teachers

- To expect and receive the attention, effort and participation of the students attending their classes.
- To have parental administrative backing when enforcing rules designed to provide an optimum learning climate.
- To teach with interruptions held to an absolute minimum.
- To enjoy the same level of respect and courteous treatment accorded members of the class individually and collectively.

Responsibilities of Teachers

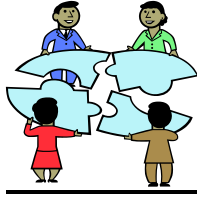
- To consider the personal worth of each individual student as a single, unique, important human being.
- To attempt to equip each learner with the knowledge, skills, attitudes, and values required for successful living.
- To hold students accountable for their actions at all times.
- To assess divergent ideas, opinion, and expressions objectively and deal with them in a balanced, unbiased manner.
- To keep parents and students informed with timely or periodic reports including all pertinent data related to the student's school experience.
- To consistently critique their own performance with the objective of an ever-growing professional stature.
- To initiate and enforce individual classroom rules consistent with school and District policies.

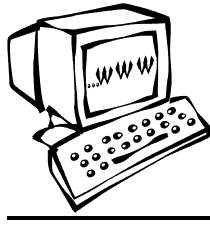
Rights of Administrators

- To initiate such control measures as needed to establish and maintain an environment in which optimum learning and teaching conditions prevail.
- To make decisions on all issues confronting schools, primarily on the basis of what is best for the students.
- To hold students accountable for their conduct and to take prompt and appropriate action toward those guilty of violations.
- To expect that all school employees recognize and fulfill their role in terms of campus control.

Responsibilities of Administrators

- To provide leadership that will establish, encourage, and promote good teaching and effective learning.
- To establish, publicize, and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship among the students.
- To request assistance from the District's support services and community agencies and resources in all cases indicating such action.
- To make a determined effort to stay attuned to expressions of student / staff / parent / community concerns and to react with sensitivity toward them.





J E HESTER ELEMENTARY WEBPAGE INFORMATION

Dear Parent:

Hester Elementary has a webpage on the District Internet site. Throughout the year, your child may have a picture selected to be on our webpage. If you **DO NOT** wish your child's picture to be included on the Hester webpage, please sign and return this slip back to the office.

Thank you,
Mr. Lupe Perez
Principal

No, **I DO NOT** give my permission for Hester Elementary to include my child's picture on the webpage.

Student Name: _____ Grade _____

Parent signature: _____

Return only if you DO NOT wish your child to be included

**J E HESTER SCHOOL
FIELD TRIP CRITERIA**

Students represent Hester School and Farmersville while they are on field trips. Teachers will take only those students who are responsible and who exhibit good behavior in class and on the play-ground. Students who behave irresponsibly or who lack self-control will not be allowed to participate in field trips.

Students will not be permitted to go on field trips if:

1. They have been suspended or have received eight referrals within thirty days prior to the field trip. This constitutes an automatic exclusion from the field trip.
2. They have been suspended twice, or have received four referrals and one suspension within the school year. In-School Suspensions will be considered the same as a formal suspension.
3. Teachers may set their own criteria in addition to the above. Teachers will notify parents at the beginning of the year as to their requirements for field trips

I have read the Hester School field trip criteria and my child's classroom field trip criteria. I understand that my child will not be permitted to attend his/her class' field trip(s) if he/she does not meet the criteria listed above.

If this paper is not signed by the child's parent or guardian and returned to the school, the child may not be permitted to attend any field trips.

Parent/Guardian Signature

Telephone #

Date Signed

