



# **Latrobe School District 2023-24**



## **Parent/Student Handbook**

### **Latrobe Elementary School ~ Miller's Hill School**

7900 South Shingle Rd  
Shingle Springs, CA 95682  
530-677-0260  
Fax 530-672-0463  
[www.latrobeschool.com](http://www.latrobeschool.com)

*A place to learn,  
A place to grow,  
A place to be safe,  
A place to be proud,  
A place to work together.*

August 10, 2023

Dear Parents and Students,

On behalf of our staff, I would like to welcome you to the Latrobe School District. We look forward to working with you and your child to create the best opportunities for learning. This partnership involves children, their families, and our staff members working together.

This handbook is designed to assist you in becoming familiar with our district. A clear understanding of the rules and procedures will encourage a school environment that is safe and conducive to learning. Please read and review it with your child. Teachers will also be reviewing the contents with their classes.

We strongly encourage you to become involved in your child's school. Please join the Parent Club, volunteer in your child's classroom, and ask your child's teacher(s) what you can do to support your child's education. The Latrobe School District has always benefited from a strong home-school connection. We hope that you will be actively involved in our school community. We look forward to working with you this year.

Sincerely,

**Dave Scroggins**

Superintendent/Principal

### **Vision and Mission Statement**

*Latrobe School District is committed to providing for the intellectual, physical and social needs of each child. We will provide a healthy and safe environment in which students can grow and learn.*

### **Minimum Days 2023-24**

Release Times

Latrobe 11:55 ~ Miller's Hill 12:05

August 28	Collaboration Day
September 25	Collaboration Day
October 30	Collaboration Day
Nov 14-17	Parent Conferences
December 4	Collaboration Day
December 20	Collaboration Day
January 29	Collaboration Day
February 26	Collaboration Day
March 4-5	Parent Conferences
March 18	Collaboration Day
April 1	Collaboration Day
April 29	Collaboration Day
May 13	Collaboration Day
May 24	Last Day of School

# School Guidelines

## Attendance

Attendance at school is a key factor in a successful school experience. Missing school represents missed opportunities to learn and interact with others that cannot be retrieved. Regular daily attendance increases every child's educational opportunities. If you must take your child out of school, he/she will receive one day for each day absent to turn in missed homework. Missed work will be ready for students upon their return to school.

Vacation days taken during the regular school year are strongly discouraged and will be marked as unexcused. For each day your child is absent, it takes two days to catch up. Absences also negatively affect classroom instruction for all students and may force modifications to a teacher's planned activities.

All absences must be verified by the office to ensure accurate records are maintained. You may send in a note explaining the absence or call the school office at **530-677-0260** to clear the absence. Absences not cleared with the office within ten days will be marked as unexcused.

## Bell Schedules

<u>School</u>	<u>Start</u>	<u>End</u>
Latrobe (TK-3)	7:55	1:55
Miller's Hill (4-8)	7:50	2:05

## Absences and Tardies

Well-planned classes provide important learning opportunities for students each day. Classroom situations not only provide an opportunity for students to ask questions and receive assistance, but also allow students to benefit from the thinking and questions of their classmates. Students who are absent from class cannot make up this type of learning experience.

However, if your child is sick, please do not send him/her to school where other children might be exposed to the illness. Students experiencing fever, vomiting or diarrhea should not attend school. If it is an extended illness, please contact the teacher to arrange for homework pickup. Absences of three days or more will need a doctor's note when returning to school.

Arriving at school on time sets a positive tone and a good daily start for every student. Students who arrive after the first bell are considered tardy and must get a tardy slip from the school office. Students at Latrobe are considered late if they are not inside the gate when the bell rings. Students at Miller's Hill are considered late if they are not on the playground when the bell rings. All teachers carefully structure each class period; when a student is late, not only is important instruction missed, but class is disrupted. All students arriving late must sign in at the office before going to class.

By law, we must notify parents that all students are subject to compulsory full-time education (Education Code 48260). Any combination of unexcused tardies/absences totaling three will result in your child being considered truant. Appropriate excused absences include: illness, death in immediate family, medical appointments for the student that cannot be made before or after school hours. Excessive absences and tardies are subject to review by the School Attendance Review Board (SARB).

## Arrival/Departure Times

Students arriving before the following times must be supervised by a parent/guardian until our supervision begins:

**7:35 a.m.** at Miller's Hill

**7:40 a.m.** at Latrobe.

Children are not to remain at school after their regular departure times. Supervision is not available unless a student is participating in an after-school activity or the Extended Day program. For more information, call the County Office of Education at (530) 295-2298.

It may sometimes be necessary for students to leave school before the end of the day. Students must turn in a note to their teacher before school stating what time they will be leaving school and whether they will return that day. It must be signed by a parent or guardian. Students must be picked up in the school office and signed out by the parent or guardian. Please keep in mind that "early outs" and the number of days tardy are tracked and count against student's attendance.

### **Pick Up/Drop Off**

Safety of children is our top priority. When the bus stops, please do not move your vehicle.

### **Morning Drop Off**

1. **Latrobe School:** If you are parking, please walk your child to the Parent Pickup gate just past the office; use the school crossing leading to that gate. If you are dropping your child from your own vehicle, please pull up to the Drop and Go Zone. Because students are exiting from both sides of a vehicle, please do not pull around or pass during drop off.
2. **Miller's Hill:** Pull up to the sidewalk in front of the school so your child will be walking safely on the sidewalk when they exit your vehicle. Because students are exiting from both sides of the vehicle, please do not pull around or pass during drop off.

### **Afternoon Pick Up**

Students who ride the bus will be dismissed to load first. Then staff will dismiss students who are picked up by parents.

1. **Latrobe School:** Parents park, wait at the Parent Pickup gate (just past the office) where a teacher will release students. After the buses depart, you may collect your child and supervise them to your vehicle.
2. **Miller's Hill School:** Wait in line in your vehicle behind the school buses and pull up to the sidewalk after the buses leave, OR park across the road and walk on the sidewalk to collect your child. Because students are boarding from both sides of the vehicle, please do not pull around or pass during pick up.

### **Emergency Information Forms and Procedures**

Emergency Cards are sent home at the beginning of each school year. Each child must have a completed form on file. This is required by law and allows us to follow your directions if your child is sick or has an accident at school. Please notify the school promptly of any changes, such as telephone number, doctor, person to contact in case of an emergency, and parents' work places and phone numbers. If you have a court order stipulating that one parent may not have access to a student at either school, you must

notify the teacher and office, and provide the office with a current court order. Be sure to include all carpool members' names and phone numbers. Your child will only be released to a person(s) whose name appears on the Emergency Card.

It is important for a child to be trained in what he/she is to do in case of an emergency. As part of a county-wide emergency preparedness effort, we use the ParentSquare communication system that enables us to send text messages and/or emails to your family's primary contacts based on the information provided on your child's Emergency Card. In the event of a school-wide emergency, you would be notified via ParentSquare. Keeping your contact information up to date helps assure that we are able to communicate with you in a timely way.

Part of our Safety Plan includes fire and other emergency drills that are conducted regularly throughout the year. Since these drills are designed to acquaint students with emergency procedures, students should follow directions carefully. In order to avoid confusion, students may not talk during drills, and must walk quickly to designated areas. Campus visitors should follow staff directions and participate in the drill.

A closed campus policy means that once a student arrives at school, the student must remain on campus until dismissed or picked up by parents and/or emergency contacts listed on the Emergency Card. Parents, guardians or other people taking students from school before regular dismissal time must come to the office and sign the student out. Students will only be released to parents and/or emergency contacts listed on the Emergency Card. A telephone call may only be accepted in the case of an emergency.

We love dogs and other pets, but animals on school grounds can cause a safety hazard for our students. Animals may only be on school grounds for a student's special project and only with prior permission from a child's teacher or the principal.

### **Messages/Items During School**

Parents are encouraged to send notes to

school or leave voicemail or email messages a day ahead. Whenever possible, please pre-arrange medical appointments before or after school hours. To minimize interruptions and disruption of the instructional process, calls and deliveries to classrooms are generally not permitted during class time. Same-day messages or forgotten items for students may be delivered to office staff and the student will be notified at the next break or recess.

Students are not allowed to use school phones to arrange after-school play times. If a student needs to call home during the day, they must receive permission from their teacher to use the classroom telephone.

### **Cell Phones**

Students shall not use personal electronic signaling devices, including cell phones and smart watches on school campus without permission of school staff. (Board Policy 5131). Students may bring and use eReaders to school as long as they are not connected to the internet and are only used for reading.

#### **Cell phone procedures:**

- Power OFF before arriving at school.
- Keep powered off phone in backpack while on campus unless given permission to use the phone by a staff member. No exceptions.
- Power ON only after leaving campus in vehicle.
- No calls or texts should be made from smart watches during the school day.

First Violation: Staff takes item and student picks it up in the office at dismissal.

Second Violation: Parent is called to pick up the item.

Third Violation: Student loses the privilege to have the item at school.

### **Health Services**

Students who are ill should be kept at home. Should your child need to take medication at school, state law and school board policy governs the procedures by which it may be administered by school district staff members. Medications include prescriptions (liquids, tablets, and inhalers) and over-the-counter medications such as decongestants or aspirin. A Medication in School form must be completed for each medication being given

during school hours, signed by the physician and the parent. All medications are kept in the school office and dispensed by school staff that records the medication, time, and dosage. A student with an inhaler may carry this at school when a physician authorizes it. The medication the student takes at school must be in a container that is clearly marked by the pharmacy or physician with the student's name, name of the physician and dosage of medication to be given. A parent/guardian or other adult must bring the medication to school.

Students who become ill or injured while at school should report to the office. A nurse generally is not on duty, but office personnel have been trained to deal with medical emergencies.

A school nurse provides mandated health screenings in vision and hearing for grades K, 2, 5 and 8. The nurse is responsible for compliance with state programs involving immunizations, first grade physicals and oral health assessments. Students' daily health care needs are provided by school staff.

### **Voice/Email**

All teachers and school staff have voice and email available and are expected to check messages every day. Unless there are extenuating circumstances, you should have a response back within 24 hours of leaving a message.

### **ParentSquare**

Latrobe School District uses the communication tool ParentSquare. A ParentSquare account is automatically created for all parents to be able to receive posts from their teacher, principal, and other administrators. Parents can also communicate directly with their teachers via private messaging. Be sure to complete the registration process of your ParentSquare account at [www.parentsquare.com](http://www.parentsquare.com) for full access to attachments and other features

### **Website**

The district website at [www.latrobeschool.com](http://www.latrobeschool.com) is an important source of information for parents and students. Events, schedules, contact information, documents and forms are kept up to date on the district webpage.

### **Dress Code**

School clothing is, to some degree, a reflection of one's attitude about self and school. The Latrobe School District tries to maintain a professional, friendly atmosphere in which teachers can teach and students can learn. Inappropriate clothing does not facilitate this process.

A general standard that should be applied to all matters of dress and appearance is that of "good taste". Sloppy grooming and inappropriate attire can create an attitude of "not caring" about behavior and/or scholarship. The primary responsibility for what students wear and how they look when they come to school rests with parent/guardian and the student.

All Latrobe and Miller's Hill School students should attend school and school activities dressed in a manner, which is clean, not hazardous to their own safety or the safety of others.

The following guidelines for dress come from our philosophy of neatness and safety:

1. Appropriate footwear must be worn at all times. As a safety precaution no flip flops or backless sandals. Shoes with wheels, are not permitted.
2. Hats are not to be worn indoors (classrooms, library, office, assemblies, etc.)
3. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, tops with string straps, off the shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
4. Holes, rips, or tears in pants may not expose skin above the knee. Shorts, skirts, and dresses minimum length is 5 inches between the knee and the hem of the garment. If there is a slit in a skirt, the end of the slit is considered to be the edge of the garment.
5. Pajamas and or pajama pants are not allowed.
6. Clothing, jewelry and personal items shall be free of writing, pictures or any other insignias which are crude, vulgar, profane, disrespectful or sexually suggestive; which show drug, alcohol or tobacco company advertising, promotions and likenesses;

guns or ammo, or which advocate racial, ethnic or religious prejudice. Clothing, or other items with pseudo-vulgar slogans, obscene inferences, or inappropriate references or innuendos are also prohibited.

7. Shirts, hats, buttons, or other objects worn or carried by students (binders, book covers) that have obscene, vulgar words are not permitted.
8. Objects which are unsafe for students or others may not be worn.

If school staff determine that a child's dress or personal appearance falls outside the stated dress code guidelines they will be given a change of clothing, asked to remove offensive items, or parents may be called to provide an alternative clothing selection. Clothing does affect student behavior and attitudes. Multiple offenses will result in a referral to the principal. We appreciate your support in this area.

### **Breakfast/Lunch Program**

The Latrobe School District participates in the National School Lunch Program, offering universal breakfast and lunch to all students at no charge.

### **Cafeteria and Eating Expectations**

Student's behavior in the lunch area should reflect consideration for other students as well as adults. The environment should be reasonably quiet, orderly, relaxed, and pleasant. Lunchtime procedures for both schools are:

- Get in line for breakfast/lunch.
- Choose a seat and stay put.
- Talk quietly.
- Eat your food. Due to students with food allergies, sharing food is discouraged.
- Clean up after yourself.
- Be the solution, not the problem.

The Latrobe School district encourages healthy food habits. Soda, caffeinated drinks, energy drinks and other sugary beverages are discouraged. Soda and other sugary beverages are discouraged. Energy drinks are not permitted. Gum is not permitted on campus unless provided by a staff member.

### **Lost and Found**

Each year clothing and miscellaneous articles accumulate at school. At the end of each grading period unclaimed items are given to a

charitable organization. Parents are encouraged to put names on student's clothing and check for lost articles as soon as possible. The school cannot be responsible for any lost belongings.

### **Animals on Campus**

Pursuant to Admin Regulation 6163.2 animals are not allowed on school grounds except for pre-approved instructional purposes. Written permission from the principal is required prior to any animals being on campus.

### **Technology**

The entire district has Internet capabilities. Classroom computers and devices are networked and utilized for keyboarding, word processing and curriculum support software. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Staff will make every effort to protect students from any misuses or abuses as a result of their experiences with electronic services. All student users and staff who supervise children on the network are continually on guard to avoid inappropriate and illegal interactions with the information service.

Students are responsible for good behavior on school computer networks just as they are in a classroom or playground. The network is provided for students to conduct research and communicate with others as a part of school instruction. Parent permission is required; access to the internet is a privilege, not a right. Access entails responsibility. Internet User Agreements must be signed by students and parents prior to any computer usage. Failure to follow the User Agreement will result in the loss of access to district devices. No food or drink is allowed while using school computers/devices.

Students are responsible for the cost of damaged or lost equipment. All obligations must be cleared before the last day of school.

### **Field Trips**

A field trip permission form is sent home with your child for each field trip. This form must be returned with a parent signature in order for your child to leave on the trip. Permission will not be granted by phone. Students may not be released directly from the field trip unless a

written note is received in advance. Siblings are not allowed to accompany parents chaperoning a field trip. Parents who act as field trip chaperones must be fingerprinted.

### **Library**

The Miller's Hill and Latrobe libraries contain books appropriate for all grade levels from preschool to high school. Every class is encouraged to use the library regularly. Students receive instruction in library skills ranging from book care to research techniques. The collection is available on the school web site at [www.latrobeschool.com/library](http://www.latrobeschool.com/library).

Not everything in the library is interesting to or suitable for every student. Students are growing in their ability to select books that fit their needs and may sometimes choose something that is too hard to read or not really of interest to them. Sometimes they may choose a book with content that is beyond their maturity level. There are several ways to help children make good decisions when choosing books. Often the publisher has printed a reading level or suggested age on the book. The library's computer catalog may have similar information. Best of all, ask your child what books he or she has checked out of the library and read it or discuss it together. Conversations like this will help your child understand what you consider appropriate reading material.

As parents, it is your right and responsibility to monitor what your child reads, just as you are careful about what movies they watch or video games they play. We encourage you to talk to your children about what they are reading and, especially, to read to them. Not only will you be providing an excellent model for them to follow, you will find lots of opportunities for meaningful conversations and teachable moments. Together we can be a strong team supporting your child as he or she becomes a better reader.

Lost or damaged books must be replaced or paid for by the student to whom they were loaned. Charges are based on the replacement costs and must be cleared before the last day of school.

### **Adopted Textbooks**

The district has adopted the following State approved textbooks to provide basic instruction at each grade level. There are several outstanding supplemental programs in place that enhance the basic instruction.

**Reading/Language Arts** – K-5 Benchmark, 6-8 McGraw-Hill Study Sync, Accelerated Reader and District core literature materials.

**Mathematics** – K-5 McGraw-Hill My Math, 6-8 Houghton Mifflin Big Ideas, Cyber High 8<sup>th</sup> grade Algebra 1 for qualifying students

**History/Social Science** – K-6 Pearson, 7-8 TCI

**Science** - K-8 STEMScopes

Students are responsible for the cost of damage to or loss of textbooks. All obligations must be cleared before the last day of school.

### **Scholarship and Homework**

Latrobe School District supports and recognizes the importance of homework and its relationship to successful study and scholarship for our students.

Homework is defined as school-related assignments by a teacher, or through mutual agreement of the students and teacher, which will require time and effort outside of the regular classroom for successful completion. The Board of Trustees considers homework to be an important part of the instructional program. When it is properly implemented, students will:

- Develop regular study habits, the self-discipline basic to effective study, and the ability to work independently
- Gain more information than would be possible in the classroom situation alone
- Have more opportunities to develop a personalized, creative approach to projects and other schoolwork
- Learn to budget their time more effectively
- Become acquainted with out-of-school learning resources

Recognizing the individual abilities of children, teachers will generally assign homework that will take, on the average, 10 minutes per grade level Monday through Thursday. For instance, a fifth grader could expect up to 50 minutes of homework nightly. In addition, to meet our Board Goal for reading, students will participate in the Accelerated Reading Program. Program participation requirements

are based on a student's reading level. If you have a question about homework or the Accelerated Reading program please consult your child's teacher.

### **Study Habits**

Parents/Guardians can materially aid in the formation of good study habits if they will:

- Provide for a definite and regular time is set aside for study, homework and reading.
- See that students have a quiet atmosphere, necessary for good study.
- Encourage students to work regularly on long-term assignments. Book reports, science projects and other long-term assignments are assigned and communicated to students and parents/guardians well in advance of the due date.
- Set a positive example by reading or being involved in writing activities.
- Control student's access to television and video/computer games.

Be aware of:

- The importance of your opinions in the formation of your child's attitudes toward school.
- The increasing ability of intermediate grade school children to care for themselves and work independently.
- Attendance laws, school policies and procedures.
- The value of good home study habits.
- The importance of regular attendance.
- How much homework your child brings home. If you have questions about the homework or specific assignments, you should contact your child's teacher.

### **Plagiarism**

Students at Latrobe School District are expected to complete assignments with academic integrity. Students must avoid plagiarism by either creating their own original work or correctly citing sources. All of the following are considered plagiarism:

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quote in quotation marks
- Giving incorrect information about the source of a quotation



- Changing words or changing the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

For more information see [www.plagiarism.org](http://www.plagiarism.org).

### **Grading and Reporting**

Students in grades TK-5 receive Standards Based Report Cards. Students in 6-8 receive letter grades with GPAs. Progress reports are sent home for students in grades 6-8 as a mid-trimester update on student progress. Report cards are sent home at the conclusion of each trimester. Parent/Teacher conferences are scheduled at the end of the first trimester, and are optional for second trimester. Staff uses telephone calls, emails, notes, newsletters, daily planners and classroom work folders to communicate with parents.

If at any time you are concerned about your child's progress, please contact the teacher by email or telephone voice mail to set up an appointment.

6<sup>th</sup>-8<sup>th</sup> grade student assignments and grades are posted online on the Aeries.net Parent Portal, linked on our school website. Parent accounts are automatically generated for new students. Contact the Miller's Hill office for assistance in accessing Aeries Parent Portal accounts.

### **Honor Roll**

Students in grades 6-8 earn an honors award with a grade point average of 3.5 to 4.0 in all subjects with no D's or F's and excellent citizenship:

3.5-3.99	Honor Roll
4.0	Principal's List

### **CJSF**

Students in grades 7-8 earn a California Junior Scholastic Federation (CJSF) award with a grade point average of 3.5 or above for two consecutive trimesters.

### **Student Success Team (SST) and Individual Educational Plan Team (IEP)**

The Student Success Team may be initiated by the classroom teacher, parent, or other staff. It is composed of the classroom teacher, administrator, Special Ed staff,

parents/guardians, and support personnel. When students are having academic and/or non-academic difficulties, the SST explores possible courses of action, which could include but are not limited to program modifications and testing for special education.

If Special Ed testing is recommended, then an Individual Educational Plan (IEP) team meeting is called to discuss the results of the testing and make recommendations for the best educational placement relevant to the child's needs. The IEP team is composed of the classroom teacher, administrator or designee, Special Ed teacher, psychologist, nurse, speech therapist and parent/guardians.

### **Retention**

Standard-based instruction requires retention as an alternative for students performing below state standards. Teachers, principal, parents, and students and any other appropriate personnel shall be involved in the decision-making process. However, the final decision is made by the school and classroom teacher.

Factors to be considered in retention include academic progress, attendance, chronological age, social and emotional maturity.

### **Services**

#### **Hearing Screening**

Students in grades K, 2, 5 and 8 and any students new to the district are screened in the fall by the school nurse.

#### **Vision Screening**

Students in grades K, 2, 5 and 8 and any students new to the district are screened in the fall by the school nurse.

#### **Nurse**

The nurse verifies immunizations, acts as a resource for the teachers and the Individualized Education Plan Team (IEP), performs annual hearing screening, and helps children with special needs, as well as screens students for physical problems. The nurse is on campus one day per month.

#### **School Counselor**

Our school counselor is on each campus one day per week. The counselor is also

available for individual counseling on a limited basis.

### **Psychologist**

A county psychologist assists the Student Success Team in developing programs for referred students for placement in special programs.

### **Resource Specialist Program (RSP)**

These programs are designed to help students with special needs. To be eligible, a child must demonstrate learning needs which require services beyond those provided by modification of the regular school program. The procedure for placing students in a special program begins with the classroom teacher. If you have concerns, please discuss these with your child's teacher, who will then set up a Student Success Team meeting.

### **Speech and Language**

A county speech therapist provides therapy for students identified with speech and/or language problems.

### **Student Success Team**

The purpose of the Student Success Team is to provide recommendations, support, and program modifications to teachers regarding a student experiencing academic or behavioral difficulties. The team meets after a referral has been made.

## **Parent/Student School Involvement**

### **Parents' Rights**

Parents' Rights documents are published annually on the first day of the school year and posted to the district webpage. Parents sign indicating they have received and read the documents and return the verification page to school on the second day of classes. All parents' rights information remains posted on the district website year-round.

### **Parent Advisory Committee/School Site Council**

The Parent Advisory Committee/School Site Council, a governing body within our school, is composed of parents, school employees, (both certificated and classified) and members of the community who are elected for two-year

terms of office.

The main purpose of the PAC/SSC is to monitor the progress of the Single Plan for Student Achievement, and to modify the plan, if necessary, to provide the best possible program for our students. The PAC/SSC also provides input and an annual review of the Local Control Accountability Plan or LCAP. The PAC/SSC meets three times a year at the school. Although only elected members of the Council may vote, all interested persons are welcome to attend.

### **Parent Teacher Club – PTC**

The Parent Teacher Club is an organization whose purpose is to plan events that will involve parents and community in support of the school. If you would like to be involved, please email the PTC [latrobeptc@gmail.com](mailto:latrobeptc@gmail.com).

### **Volunteers & Visitors**

An important part of the Latrobe School District is our volunteers. If a parent or guardian would like to volunteer for field trips, work with students in and out of the classroom, or the library, they must be fingerprinted. Livescan forms are available in the office.

Volunteers on campus need to sign-in and out at the office. To serve as a volunteer, it is not necessary to have a student in the district—grandparents and other members of the community are a valuable part of our program. Classroom teachers will review expectations for their volunteers.

You are invited to make an appointment to visit school or your child's classroom. Upon arrival, all visitors must sign in at the office. We also encourage you to regularly volunteer at school. Individual conferences should not be attempted during class time. A conference appointment may be made through the teacher for a mutually convenient time. Student visitors are not allowed. Students from other schools or any other school-age person may not visit classes during school hours.

### **Extra-Curricular Opportunities**

Each year students have the opportunity to participate in a variety of extra-curricular opportunities organized by classroom

teachers and parent volunteers. Some of these may include Cross Country (2<sup>nd</sup>-8<sup>th</sup>), Track (6-8), Boys/Girls Volleyball (6-8), Boys/Girls Basketball (6-8), Flag Football (6-8) Oral Interpretation Festival (4-8), Spelling Bee (1-8), Student Council (4-8), Nature Bowl (3-6), 8<sup>th</sup> Grade Trip and Promotion Exercises.

Students must maintain a 2.0 GPA to participate in extra-curricular activities. Student athletes must be present for at least half of the school day in order to compete in any games that day. 8<sup>th</sup> graders must have all obligations cleared prior to Promotion.

Watch for flyers and newsletters for more information throughout the school year.

## District Policy For Prevention of Bullying

The Latrobe School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance and acceptance.

The Latrobe School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Bullying (and cyberbullying) has received specific focus by the state of California with the passage of AB9. Students, parents and community members may find resources and information on the CDE website [www.cde.ca.gov/ls/ss/se/bullyingprev.asp](http://www.cde.ca.gov/ls/ss/se/bullyingprev.asp).

## District Discipline Plan

### Rules for Conduct and Safety

The staff of the Latrobe School District considers the implementation of our school discipline plan a top priority. We believe that positive student behavior is of great importance and sets the tone for a safe and healthy learning environment. We do not look

upon this as solely the responsibility of the school. We feel that by working together with parents, we can create an atmosphere in which children have the optimum opportunity to learn, to develop self-discipline and problem-solving skills and to form lasting social relationships with their peers.

Teachers in each classroom have established their basic classroom rules. At the beginning of each school year, the principal and teachers review our school rules and consequences. Please discuss classroom rules with your child. It is important for both the school and home to be consistent in enforcing rules for responsible behavior. We have found that when the rules and consequences are clear, as well as consistently enforced, students have a feeling of security and are more successful in school.

Latrobe Bobcats have **PAWS**:

- Personal best
- Act responsibly
- Work hard
- Show respect

Miller's Hill Hawks **REACH**:

- Respect
- Empathy
- Achievement
- Citizenship
- Honesty

### School Rules

#### 1. I will always act in a safe and appropriate manner.

Examples of the rule being broken:

- playing chase or tag
- not keeping hands and feet to oneself
- using inappropriate actions and/or gestures
- attempting to injure another child
- being in an inappropriate area
- using playground equipment improperly
- moving another child's chair in a way that may injure that child
- using sharp objects in a dangerous manner (this may include bringing pencils and pens to the playground)

#### 2. I will walk and use a quiet voice in all designated areas.

Examples of the rule being broken:

- using a loud voice in an inappropriate area, including your classroom, hallways, library, assembly, etc.
- running in an inappropriate area

### **3. I will follow directions the first time.**

Examples of the rule being broken:

- refusing to follow directions from an adult
- refusing to cooperate in the classroom or on the playground
- walking away from an adult who is giving directions or speaking to me

### **4. I will show respect for others and myself and treat all property with respect.**

Examples of the rule being broken:

- damaging any property including books, school supplies, furniture or equipment
- threatening others
- name calling, put downs, or excluding others
- throwing, kicking, or hitting anything that is not intended to be thrown, kicked or hit
- taking someone else's belongings
- speaking disrespectfully to an adult

### **5. I will be on time, responsible, and prepared.**

Examples of the rule being broken:

- not in class on time and ready to go at predetermined times
- not completing activities in a timely manner
- not having proper materials to complete assignments
- tardies
- returning late from recess
- homework not completed and/or turned in on time

### **Discipline and Consequences**

Our goal is to provide a safe environment for all students that encourages learning and helps students make positive, healthy choices that include adherence to school rules.

Positive behavior is recognized through our Student Recognition Program. A student who chooses not to adhere to the rules will be subject to disciplinary consequences.

Behavior is considered appropriate when

students are diligent in study, neat and clean, careful with school property, and courteous and respectful toward their teachers, other staff, other students, and volunteers. Our commitment is to provide a safe environment to encourage our students to learn.

### **Discipline Referrals**

For more serious infractions or for behaviors that are chronic and not remediated students will be referred to the office. Examples of office referrals are:

- fighting
- inappropriate language or gestures
- defiance and/or disrespectful behavior
- disruption of class activities
- vandalism
- any other infraction deserving serious attention

At that time, a referral will be initiated. It is important to realize that teachers and other staff members give fair warning, remove the child from the situation, give a time out and counsel a student before issuing a referral.

A referral may result in any or all of the following:

- #1: Student is sent to Principal for counseling and a copy of the referral and cover letter is sent home. The cover letter/ acknowledgement needs to be signed by a parent or guardian and returned to the Principal the following school day. An appropriate consequence is provided.
- #2: Student is again counseled by the Principal and a copy of the referral and cover letter is sent home. The cover letter/acknowledgement needs to be signed and returned to the principal the following school day. A phone call is made to the home and consequences are provided.
- #3: Student is referred to Principal for in-school suspension or other appropriate alternative.
- #4: Student may be suspended from school.

Please note: Depending on the severity of the offense, campus safety and individual circumstances, suspension and recommendation for expulsion may be issued immediately.

## **Suspension or Expulsion: Education Code 48900**

Acts for which a student may be suspended or expelled are as follows:

- a) 1) Caused, attempted to cause, or threatened to cause physical injury to another person  
2) Willfully used force or violence upon the person of another, except in self defense.
- b) Possessed sold, or otherwise furnished any firearm (48915.cl), knife (48915.a2), explosive 48915.cb), other dangerous object.
- c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind. (48915.c3)
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, sub-stance or material and represented same as a controlled substance, alcohol beverage, or intoxicant of any kind.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stolen or attempted to steal school property or private property.
- h) Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.
- 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 otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a

sexual assault as defined in Section 261, 266c., 286, 288. 288a, 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code. (48915.4)

- o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug, SOMA.
  - q) Engaged in, or attempted to engage in, hazing.
  - r) Bullied another student or school personnel, including by electronic act (e.g. cyber bullying).
  - t) Aided or abetted infliction or attempted infliction of physical injury on another person
- (EC 48900.2) Committed sexual harassment (grades 4-8)
- (EC 48900.3) Committed an act of hate violence (grades 4-8)
- (EC 48900.4) Harassed, intimidated or threatened students or District personnel (grades 4-8)
- (EC 48900.7) Made serious and credible terroristic threat again school officials or property

## **Expulsion**

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Expulsion leads to the removal of a student from the immediate supervision and control, or greater supervision of school personnel. Except for single acts of a grave nature, expulsion is used 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 him/herself or others.

The Superintendent/Principal or designee shall recommend that the Board expel any student found at school or at a school activity to (Education Code 48915 (c))

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student

- had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
2. Brandishing a knife as defined in Education Code 45915(g) at another person.
  3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058.
  4. Committing or attempting to commit a sexual assault or committing a sexual battery.
  5. Possessing an explosive, incendiary, or poison gas.

The student is entitled to a hearing to determine whether the student should be expelled. The hearing shall be within 30 school days after the principal or designee determines that one of the acts listed under "Grounds for Suspension and Expulsion" has occurred. (Ed Code 48918(a)).

Appeal: If the Board of Trustees elects to expel a student, the student or parent/guardian is entitled to file an appeal of the Board's decision to the County Board of Education. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion action is suspended and the student is placed on probation (Ed. Code 48919).

Alternative Expulsion Hearing Administrative Panel: Instead of conducting an expulsion hearing itself, the Board may appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled (Education Code 48918(d)).

A hearing conducted by the administrative panel shall conform to the same procedures as apply to a hearing conducted by the Board.

## Bus Transportation

Latrobe School District contracts with the El Dorado High School District to provide safe, reliable transportation to and from school:

EDUHSD Transportation Dept  
530-622-5081

[www.eduhsd.k12.ca.us/transportation](http://www.eduhsd.k12.ca.us/transportation)

### Transportation State Law Safety Plan

Vehicle Code Section 22112 requires procedures be in place to ensure the safe transport of pupils. *The Latrobe School District Safety Plan requires all bus riders to have a bus pass prior to riding the bus for identification and bus stop location.* Failure to complete the application and/or carry a pass may result in denial of Transportation.

The Transportation Safety Plan is in place to keep all District students safe. Without students having proper identification and bus stop location, we are unable to determine eligible bus riders and that we deliver each student to their correct stop. Safety for all of District students is our priority.

### Bus Rules

Bus conduct is governed by Board Policy and Administrative Regulation 5131.1, as summarized below:

1. Riders shall follow the instructions of bus driver at all times.
2. Riders should arrive at their bus stop on time and wait quietly in a safe place for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall sit down and fasten any passenger restraints. Riders shall remain seated while bus is in motion.
5. Riders shall not block the aisle or emergency exit with their body or personal belongings.
6. Riders should be courteous to driver and fellow passengers; vulgarity, rude or abusive behavior is prohibited.
7. Any noise or behavior that could distract the driver is prohibited and may lead to suspension of bus riding privileges.
8. Giving improper identification when requested by the bus driver.
9. Riders may bring electronic devices onto the bus only if such devices are permitted at school. If the use of such devices disrupts the safe operation of the bus, the

driver may direct the student to no longer use the device on the bus.

10. Riders shall not put any part of the body out of the window nor throw any item from the bus.
11. Riders shall help keep the bus and the area around the bus stop clean.
12. Service animals are permitted on school transportation services; all other animals are prohibited.
13. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop. When the driver signals riders shall unfasten any restraint system, enter the aisle, and go directly to the exit.
14. Riders should be alert for traffic when leaving the bus and shall follow the district's transportation safety plan when crossing the road and exiting the bus

### **Bus Infractions**

Discipline for infractions of bus conduct code will be reported to the principal. The principal will work closely with the EDUHSD Director of Transportation in finding a solution to the problem.

### **Verbal Warning**

Optional at bus driver's discretion. Driver will counsel pupil about appropriate behavior.

### **Written Warning**

Written warning by driver. Drivers will contact by telephone or in person the parent/guardian of the student about the inappropriate behavior. A copy of the written warning will be sent to the school. An administrator at the school will counsel the student on appropriate behavior. A copy of the warning will be provided to the parent/guardian after the meeting with the student. *It is strongly recommended at this level that the student be assigned to a specific seat or area of the bus for a period of time.*

### **1<sup>st</sup> Citation**

Up to a 2-day suspension from bus riding recommended. Disciplinary action for offenses will follow the recommendation of the District Discipline Guidelines. Parents or guardians will be contacted by telephone or in person by the principal or his/her designee. A written notice and a copy of the citation will be provided to the parents or

guardians by the principal or his/her designee. The school administration may determine that additional consequences are needed.

### **2<sup>nd</sup> Citation**

Up to a 5-day suspension from bus riding recommended. Disciplinary action for offenses will follow the recommendation of the District Discipline Guidelines. Parents or guardians will be contacted by telephone or in person by the principal or his/her designee. A written notice of action taken will be provided to the parents or guardians.

### **3<sup>rd</sup> Citation**

A meeting including the parent or guardian, the student, the principal or his designee will be held to discuss the inappropriate behavior of the student. A recommendation for denial of transportation for 20-30 days will be made. A written notice of action will be provided to the parents or guardians.

### **4<sup>th</sup> Citation**

Loss of transportation for up to the remainder of school year. Parents or guardians will be contacted by telephone or in person by the site administrator. A written notice will be mailed to the parent or guardians.

### **Discipline – Severe Bus Infractions**

Immediate bus suspension for threatened or actual bodily harm or any infraction of established rules as listed below that the Director of Transportation or the administration deems hazardous to the safety of the bus, driver, or passengers:

1. Use of profane language and obscene gestures, directed at the driver.
2. Lighting matches and lighters, possession or use of tobacco products on the bus.
3. Use or possession of alcohol or drugs on the bus.
4. Abusive body contact (slapping, hitting, poking, shoving, pulling hair, fighting, etc.) in or when loading or unloading the bus.
5. Eating or drinking on the bus, unless authorized by the driver.