

Ophir Elementary School



Student Handbook

2012-2013



Dear Ophir Students and Families,

Welcome to the 2012-2013 school year! The Ophir Elementary School is a family community that works together for the benefit of our children. We pride ourselves in our traditions and our unique small school setting.

The Ophir School Handbook provides an overview of our policies, programs, and procedures. Families and students should carefully review the handbook together and sign the Handbook Acknowledgement page in the back of this handbook. It is the student's responsibility to know and follow the school rules and help us maintain a safe school environment for everyone.

If you have any questions, concerns, ideas, or need additional information, I can be reached (530) 885-3495 x10 or mzaun@loomis-usd.k12.ca.us.

Sincerely,
Mary Zaun, Principal

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Ophir School Staff Directory

530-885-3495 916-663-1943 530-823-9101 (fax)

Name	Position	Room	Phone	Email
Mary Zaun	Principal	Office	X10	mzaun@loomis-usd.k12.ca.us
Susan Stecz	Admin. Asst.	Office	X10	sstecz@loomis-usd.k12.ca.us
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Lorri Doan	2nd Grade	8	X18	ldoan@loomis-usd.k12.ca.us
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Randy Nemeth	4th Grade	6	X16	rnemeth@loomis-usd.k12.ca.us
Suzanne Davis	5th Grade	3	X27	sdavis@loomis-usd.k12.ca.us
Kimberly Campbell	6th Grade	18	X26	kcampbell@loomis-usd.k12.ca.us
Kelly Matson	7th/8th Grade	9	X19	kmatson@loomis-usd.k12.ca.us
Natalie Watkins	7th Grade Teacher/RSP Aide	12	X21	nwatkins@loomis-usd.k12.ca.us
Emily Gallo	P.E.	Office	X10	egallo@loomis-usd.k12.ca.us
Cindy Teresi	Music	Music	X30	cteresi@loomis-usd.k12.ca.us
Veronica Tonus	Music	Music	X30	vtonus@loomis-sud.k12.ca.us
Kristy McCabe	Speech	11	X22	kmccabe@loomis-usd.k12.ca.us
Elizabeth Schmitt	School Psychologist	Office	X10	eschmitt@loomis-usd.k12.ca.us
Lisa Radoycis	Librarian	Library/Media	X28	lradoycis@loomis-usd.k12.ca.us
Linda Hunkins	Clerk/Noon Duty/Para-educator	Office	X10	lhunkins@loomis-usd.k12.ca.us
Angela Autenrieth	Para-educator/Noon Duty	16/7/8	X10	aautenrieth@loomis-usd.k12.ca.us
Alice Dunbar	Pre-K/K-SDC (DHH)	15	X23	adunbar@placercoe.k12.ca.us
Frank Nichols	Custodian	Office	X10	
	Food Service	Kitchen	X31	
Raelene Canon	Food Service	Kitchen	X31	rcanon@loomis-usd.k12.ca.us
Lori Jarvis	DHH (5-8)	5	X15	lj Jarvis@placercoe.k12.ca.us
Katie Roddy	DHH-Audiologist	14	38	kroddy@placercoe.k12.ca.us
Laura Spillane-Wydick	DHH (1-4)	12	21	lspillanewydick@placercoe.k12.ca.us
Linda Charley	DHH-Speech/Language	13	39	lcharlie@placercoe.k12.ca.us
Cindi Hawkins-Jones	Ophir Extended Day	MPR	X33	chawkinsjones@loomis-usd.k12.ca.us

Ophir Elementary School 2012-2013

Regular Day Schedule

8:30 a.m. - 2:30 p.m.

Primary Grades K-3

Primary Grades K-3	
8:30 - 10:05	Flag/Instruction
10:05 - 10:20	Recess
10:20 - 11:35	Instruction
11:35 - 12:20	Lunch
12:20 - 1:20	Instruction
1:20 - 1:30	Recess
1:30 - 2:30	Instruction

Intermediate Grades - 4-5	
8:30 - 8:40	Flag/Homeroom
8:40- 9:40	Instruction
9:40 - 10:40	Instruction
10:40 - 10:50	Recess
10:50 - 11:50	Instruction
11:50 - 12:20	Instruction (RtI)
12:20 - 1:00	Lunch
1:00 - 2:30	Instruction

Middle School - Grades 6-8		
Block		
	8:30 - 8:40	Flag/Homeroom
1	8:40 - 9:40	Instruction
2	9:40 - 10:40	Instruction
	10:40 - 10:50	Break
3	10:50 - 11:50	Instruction
4	11:50 - 12:20	Instruction (RtI)
	12:20 - 1:00	Lunch
5	1:00 - 1:45	Instruction
6	1:45- 2:30	Instruction

Ophir School 2011-2012
 Minimum Day Schedule
 8:30 a.m. - 11:55 a.m.

Grades K	
8:30 - 10:15	Instruction
10:15 - 10:30	Recess
10:30 - 11:55	Instruction
11:55	Dismissal

Grades 1-3	
8:30 - 10:15	Instruction
10:15 - 10:30	Recess
10:30 - 11:55	Instruction
11:55	Dismissal

Grades 4-6	
8:30 - 10:50	Instruction
10:50 - 11:00	Recess
11:00 - 11:55	Instruction
11:55	Dismissal

Grades 7-8		
Block		
1	8:30 - 9:05	Instruction
2	9:05 - 9:40	Instruction
3	9:40 - 10:15	Instruction
4	10:15 - 10:50	Instruction
	10:50 - 11:00	Recess
5	11:00 - 11:35	Instruction
6	11:35 - 11:55	Instruction
	11:55	Dismissal

Communication

ABI - The Aeries Browser Interface are available for parents to access their child's homework and test scores in grades 4-8. Directions and enrollment information will be sent home with students.

Bulletins - Weekly bulletins are posted on our school website: www.loomis-usd.k12.ca.us

Message System- We will periodically utilize our *Alert Now* calling and email system to contact Ophir families with important information updates. This system is also used if there is an emergency school closure. It is important that you keep student emergency card information current.

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

Cell Phones - Cell phones must be kept in backpacks and are to be turned off. They are not to be used during the school day, including recesses, lunch and passing periods. They may be used before and after school only. Misused cell phones will be confiscated and brought to the principal's office. *If a student needs to check a phone or text message during the school day they should come to the Principal's office and receive permission to do so.

Classroom Visitation - Parents are welcome to visit the school when it is in session. It is, however, necessary to have some guidelines so that your visitation does not disrupt the learning environment. All visitors are required, by law, to sign in at the office and to wear a visitor's badge while on campus. Kindly contact your child's teacher in advance if you would like to visit. If there is a matter that you wish to discuss at length, please make an appointment with your child's teacher for a conference that will occur outside of class time.

Conferences- Parent teacher conferences will be scheduled on November 13, 14, 15, 2012 and March 20, 2013. The average length of a conference is fifteen to twenty minutes. End of trimester conferences are used for reporting progress and charting goals for students. Parents are encouraged to set up additional conferences as the need arises. It is critical that parents attend conferences when the teacher requests them, particularly if a student is performing below grade level or is at risk of being retained.

Teacher Web pages- Students and parents are able to access their teacher's web pages by going to the links listed on our website, www.loomis-usd.k12.ca.us. These web pages will provide homework, projects and information to assist students. A few teacher websites are under construction and will be available as soon as possible.

Classroom concerns should be brought to the attention of your child's teacher first. Most issues can be resolved in a parent-teacher conference. Please keep comments toward and about your child's teacher positive, particularly when children are present. Should you feel that the matter has not been resolved after the parent-teacher conference, please make an appointment to further discuss the matter with the site principal. Further action would include a meeting with a **school district representative** who will handle the matter in accordance with district policy.

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

Attendance

Regular school attendance is directly linked to a positive school experience and academic success for each of our students. It is equally important to be on time each day.

School Hours - 8:30 a.m. - 2:30 p.m.

Absences - If your child is ill and will be absent, please telephone the school on the day of the absence, 530-885-3495 x10. Illness, medical appointments and bereavement are the only reasons for an excused absence. All other absences are considered "unexcused". If attendance for the full school day is not possible, we appreciate the effort extended in having your child attend any portion of the day. Excessive absences will result in referral to the State Attendance Review Board (SARB) process.

Tardies - Students who are late to school must check in at the office before going to class. Excessive tardies may result in loss of lunch recess and/or referral to the State Attendance Review Board (SARB) process.

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

Telephone - The telephone is for emergency use only. To keep office phone calls limited, please make arrangements with your child(ren) **before** school with regards to any special arrangements.

Independent Study - *Families are encouraged to plan trips/vacations around the school calendar.* Students who will be away from school for 5 or more consecutive days should apply for an Independent Study Contract in the school office at least five (5) days in advance. Assignments that require the 240 minutes of study per day are provided and students receive credit for being in school. The Independent Study contract is DUE the day the student returns to school and all work must be completed.

Education Code - As per California Education Code 48200¹, each person between the ages of 6 and 18 years not exempted under the provisions of this chapter or Chapter 3 (commencing with Section 48400) is subject to compulsory full-time education. Each person subject to compulsory full-time education and each person subject to compulsory continuation education not exempted under the provisions of Chapter 3 (commencing with Section 48400) shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residence of either the parent or legal guardian is located. Unless otherwise provided for in this code, a pupil shall not be enrolled for less than the minimum school day established by law.

If a student accumulates three (3) unexcused absences of more than thirty (30) minutes on three (3) occasions in one (1) school year, that student must be reported as a truant and the parent must be notified (Education Code Section 48205(b) and Education Code Section 48260.5).

¹ <http://www.leginfo.ca.gov/cgi-bin/waisgate?WAISdocID=9289021476+0+0+0&WAISaction=retrieve>

Arrival/Departure to and from School - Yard duty supervision begins at 8:15 to the start of the school day and ends approximately **ten minutes after the school day has ended**. Students should go directly to the playground when they arrive at school. Students are not permitted in classrooms, where there is no teacher present, at any time. Please do not have your children arrive prior to 8:15. Please make arrangements for your child to be picked up promptly after school.

When dropping off or picking up your child in the loading zones, please do not leave your vehicle unattended. There are adequate parking stalls available should you need to leave your vehicle. To ensure the safety of the children, use the designated loading zones, **ONLY**, when dropping off or picking up your child.

Ophir Extended Day - Ophir provides an Extended Day before (7:00 - 8:30 a.m.) and after school program (1:30 - 6:00 p.m.) for students in grades K-8. If you would like to enroll your child in this program please call the school office at 530-885-3495 x10. Please refer to the Ophir website, www.loomis-usd.k12.ca.us for further information.

Perfect Attendance Certificates

Students must have attended school 100% of the time.

Students who have ANY TARDIES, excused or unexcused, have been on an Independent Study Contract, or leave early during the day, will not receive a certificate for perfect attendance.

Lunch and Snacks

Snacks - Teachers may provide a time for snacks during the school day. Students are encouraged to bring a healthy snack and avoid items such as candy and soda. Snacks should be conveniently packaged and ready to eat. Students are responsible for disposing of any litter from their snack and are to eat in designated areas, only. Energy or high caffeine drinks are not allowed at any time.

Lunches - The school cafeteria will serve a nutritious lunch daily at a **cost of \$2.75**. Pints of milk may also be purchased for 25 cents. Application forms for free or reduced lunches may be picked up in the school office. Important Reminder: students who order a lunch in the morning will be billed for the lunch, regardless of whether or not they eat it. Students who forget either a sack lunch or lunch money will be permitted to call home so arrangements can be made. Students who forget to order a school lunch in the morning may receive a meal that differs from what is listed on the cafeteria menu.

Food Allergies- Please refer to the **Food Allergy Section under Student Health and Safety in this handbook.**

Lost and Found

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

Student Health and Safety

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

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

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

Food Allergies - The goal of the Loomis Union School District Allergy Awareness program is to inform all students in grades K-2 of the most common food allergies, indicators of an allergic reaction, and how students can react if a student is having an allergic reaction. At Ophir School we take pride in being sensitive to the needs and challenges of our diverse student population and work together to help our students feel included. We will educate K-8 students in regards to food allergies and notify students and families if we need to make adjustments in lunch or classroom procedures. Your cooperation is appreciated.

Health Screenings- Periodic health screenings will occur on campus. Our school nurse will facilitate screenings in: vision, hearing and scoliosis (7th grade, only). Teachers may also refer a student to the nurse for a health screening if a concern arises. The school is required to insist that families comply with the state mandate regarding the proper immunization of all students.

Medication - In compliance with the California Education Code 49423, when an employee of the school district gives medication to a student, the employee must be acting in accordance with the written directions of a physician and with the written permission of the student's parent or legal guardian. Medication at School Authorization forms are available in the school office. These authorizations must be renewed whenever the prescription changes and at the beginning of each school year. The prescription label on the container is not acceptable as a physician's statement. Over-the-counter medications will be given if prescribed by a physician or dentist.

All medication brought from home must be in the original container and kept in the school office. This includes non-prescription medication. School personnel cannot give medication brought to school in a plastic bag, plastic ware, or any other repackaging. No out-of-date medication will be given. An adult must bring the medication to school along with the completed authorization form. Students are not allowed to have medication in their possession at school, walking to and from school, or on the school bus. We require all medications to be stored in the nurse's office and be administered only when the physician's and parent's/guardian's signed permissions are on file. This practice provides for the safety of all students on campus. The only exception to this policy is if the student's well being is in jeopardy unless he/she carries the medication. Doctor's orders for students to carry medicine with them must be on file in the school office. If you anticipate a visit to your student's physician or dentist and expect that medication may be prescribed or the dosage changed, please stop by the school office for the appropriate forms. The school cannot furnish any medication, including aspirin.

Physical Examinations - All students are to have completed a health screening prior to entering kindergarten. This includes receiving the required immunizations. Students who have not been properly immunized may be asked to get additional immunizations prior to attending school.

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

Academics

Curriculum- Ophir teachers provide California standards based curriculum in language arts, mathematics, social studies, science, physical education and the arts.

Report Cards and Progress Reports - Each trimester all students receive a progress report and report card. Please review these reports with your student and provide an encouragement and support for academic success.

Progress Reports - sent out midway through each trimester

Report Cards - sent home with the student approximately one week after the end of the trimester

Conferences are held 11/15- 11/17/11 and 3/14/12.

Honor Roll - Students in grades 4-8 are eligible for honor roll. In order to qualify, a student must achieve the necessary grade point average compiled from all graded subjects. The honor roll categories are as follows:

- 3.0 - 3.59 - Honor Roll



- 3.6 - 4.0 - Principal's Honor Roll

Honor Roll Assemblies are held at the end of each trimester.

Assessments/Testing - Teachers utilize student assessments to check for understanding and adjust instruction to meet the needs of students. In addition to the various informal and formal assessments that your child's classroom teacher conducts on a regular basis, the Loomis Union School District participates in the following formal assessments:

District Writing Assessments- All grades, 3 times each year

Renaissance Learning - Math & Reading Assessments

Reading Inventory and Classroom Reading Assessments- All grades, throughout the year

STAR - CST (California Standards Test)- Grades 2-8, given in the spring

STAR Writing Proficiency- Grades 4 and 7, given in the spring

P.E. Testing- Grades 5 and 7, given in spring

Books and Supplies - Students will be provided with school textbooks and some materials. Each student is responsible for handling these books and materials in a careful manner. In the case of lost or damaged textbooks, library books, or other school materials, the child will be responsible for replacement costs. Teachers may request that parents provide their child with supplemental school supplies (binders, folders, etc.) that will help to promote organizational skills. Teacher supply lists are posted on Ophir's website and individual teacher websites.

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

Technology - Students will have on-going opportunities to access technology on campus. Students will be required to complete a technology use agreement form prior to being permitted to use school computers. Students who abuse this privilege by mistreating computer equipment or by accessing inappropriate material may be denied access to school computers. In addition, the display or creation

of inappropriate or offensive materials may warrant suspension from school or other disciplinary action, at the discretion of the administration.

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

Parents should provide a designated time and place for homework. Parents are also encouraged to review completed homework assignments for accuracy and quality. Parents should also review completed homework assignments for accuracy and quality. It is the student's responsibility to clarify homework assignments prior to leaving school each day. Students in grades 4 through 8 are required to record their daily assignments in their student planners. Teachers post assignments on the classroom whiteboard and district website. The amount of time spent on homework varies with each child, depending upon the number of distractions, pace, enthusiasm and motivation.

Make-up work should only be requested when a student is absent from school for two more days. Please telephone the office with your homework request so that teachers may have adequate time to prepare materials. There is not sufficient time during the instructional day for staff to prepare make-up work without proper notification. The classroom teacher will allow one day per day absent for a student to make up missed assignments. Long term projects are due the day a student returns to school unless the teacher gives permission for extended completion time.

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

Student Activities

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

Birthdays - Balloons, presents, etc. should be presented to the child at home, as valuable learning time is lost when classrooms are interrupted. If you would like to send a birthday treat for your child's class, please make arrangements with the classroom teacher at least two days prior. Balloons and presents will not be delivered to the classroom. Students are encouraged to use the Ophir Family Directory to distribute birthday party invitations. Invitations brought to school must first be brought to the office prior to distribution.

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

Chaperones- The Loomis School District follows State Law concerning chaperones:

1. All chaperones driving students on school trips (athletic events, plays, etc.,) need to have the appropriate insurance. Please see the school secretary for the paperwork and criteria. Based on Loomis USD Board Policy, the principal will determine whether students will be transported by bus or private car.
2. Chaperones, coaches, volunteers, and parents working/driving with students **without a credentialed teacher present** must be fingerprinted. Please see the school secretary for the paperwork and criteria.

Athletics

Loomis USD has formed the Loomis Basin Athletic League. Please refer to the Loomis USD website, www.loomis-usd.k12.ca.us, to view the Student sports handbook. At various times throughout the school year, students in grades 4-8 will have the opportunity to participate in school-sponsored team sports.

ATHLETIC CODE-ELIGIBILITY REQUIREMENTS

1. Athletes must have registration and athletic code forms completed and returned prior to practice and game play. There is a \$30.00 Voluntary Sports Donation for each sport. Checks should be made payable to Loomis Union School District.
2. Eligibility is defined as
 1. No F's and no more than one D on any progress report or report card.
 2. 2.0 G.P.A. or higher
 3. No U's and no more than two N's in citizenship
3. To maintain eligibility, each student will have a grade check mid-point of the trimester during the season. Reinstatement is at the discretion of the principal.
4. Suspension may result in the removal from the team. The student must attend school for at least half of a day in order to play in that day's game.
5. A player who does not participate in PE may not participate in after school sports that day.
6. A player's personal appearance must conform to what the coach determines is important to the success and safety of the players.
7. Any player who uses or possesses drugs (i.e., alcohol, tobacco, marijuana, etc.) at school functions will be ineligible for after school sports for that year.

Sportsmanship - We expect our student players and members of the Ophir audience to exhibit good sportsmanship. If a student or audience member chooses to exhibit poor sportsmanship in any way, the Principal or designee will forfeit the game to the opposing team.

Dances - Seventh and eighth grade students will have the opportunity to attend evening dances. Teachers, administrators and parent chaperones will also be in attendance. **Students may not have an "F" or 2 "D's" in any class in order to attend.** The Loomis Union School District does not permit students from other schools to attend school dances. (Exception- When Newcastle is invited to the dance.) Students are encouraged to demonstrate proper social skills at these functions. It is not appropriate for students to attend dances as "couples" or with a "date". Students who choose to dance in a vulgar or suggestive manner will be asked to leave the dance.

Promotion Activity and Ceremony Expectations - Board Policy 5127

Promotion Ceremony and Dance Apparel

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

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

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

Students who are inappropriately attired will be asked to make necessary adjustments or will be refused permission to participate in promotion ceremonies. If dress is altered during or after the

ceremony to inappropriate attire, the student will be denied access to the dance. The principal or designee shall enforce the above standards.

Satisfactory Citizenship

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

Limousines are not appropriate for promotion or the dance.

Elementary School Minimum Promotion Activity Requirements – Board Policy 6146.5

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

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

MINIMUM PROMOTION ACTIVITIES REQUIREMENTS

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

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

Parent Communication of Expectations

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

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

Discipline Policy



At Ophir School we are KIND, CARING and COURTEOUS!

Each classroom teacher has posted his/her Discipline Policy in the classroom. Students may receive rewards for best effort, cooperation, integrity, kindness or any other positive behavior. Students who do not follow class rules may receive a time out, loss of recess(es) or a referral to the Principal's office. Parents are notified if their student is having behavior problems. The school staff will teach and encourage appropriate behavior and will assist each student in correcting inappropriate behavior. Parents can assist by reviewing the behavior policies and by supporting school personnel should a behavior problem arise. **Office referrals** may result in a phone call to the student's parent, loss of recess(es), in-school suspension (work in the office all day) or suspension from school. It is the Principal's goal to assist a student in changing negative behavior to positive behavior.

Playground Expectations

- Play safely and fairly.
- Be inclusive. Invite fellow students to join in your game.
- On the play equipment take turns and go one way, one at a time.
- Cooperate with teachers and yard duty supervisors.
- Please walk on sidewalks and hallways.
- No fighting or tackling games

Discipline Referral

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

All school rules apply to students on their way to school, while at school, on the way home from school, and at school or district sponsored events.

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

Zero Tolerance Statement - The Loomis Union School District has a Zero Tolerance policy, which mandates that expulsion be recommended for any student who brings a firearm, weapon, or drugs onto the school bus, school grounds, or to any school sponsored activity. Repeated acts of disobedience, disrespect, or disruption of the learning environment will result in suspension or expulsion.

Suspension/Expulsion

California Education Code 48900. A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (q), inclusive:

- (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 a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, 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.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (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 products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (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 school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a 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. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil

may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school sponsored activity.

Education Code 48900.7 Made terrorist threats against school officials and/or school property. A student in grades 4 through 12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

Education Code 48900.2: Committed sexual harassment as defined in Education Code 212.5

Education Code 48900.3: Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 33032.5

Education Code 48900.4: Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.

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

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

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
- Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
- The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment.
- Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

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

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

- Touching an individual's body or clothes in a sexual way
- Purposefully cornering or blocking of normal movements
- Displaying sexually suggestive objects

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

Teachers and parents should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K - 3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion.

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

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

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

The Principal or designee shall be responsible for enforcing the dress code, based on LUSD Regulation LOOMIS UNION SCHOOL DISTRICT, Approved: July 1, 1999 Loomis, California. Revised: October 5, 2006 Revised: August 12, 2010, Loomis, California

The following regulations and guidelines shall apply to all regular school activities, including field trips and other off-campus, school sponsored activities:

Hats

- Hats, caps, sunglasses and other head coverings shall not be worn indoors, except for valid medical reasons authorized by the administration and verified by a physician in writing.
- Curlers, bandannas, hairnets, and other head coverings will not be worn. Headgear confiscated from students will be returned to parents only.

- Hats must be worn with the bill facing forward baseball style.

Hair

- Hair shall be non-distracting, clean, and neatly groomed.
- Mohawks or similar style (e.g, "fauxhawk"), spiked, so that it sticks up or out more than two (2) inches from the student's scalp is not allowed.
- Students are not to dye their hair with unnatural colors such as pink, purple, orange, yellow, etc. as this is a distraction in the classroom.

Shoes

- Shoes must be worn at all times.
- Shoes with retractable wheels are prohibited
- Appropriate shoes should be worn for P.E. class.
- For safety reasons sandals must have a back strap.
- Slippers are not to be worn (unless approved by the Site Principal for spirit day).

Pants/Shorts/Skirts

- Pants are to be neat, clean and in good repair. They must be hemmed. All pants should be worn no more than two inches below the waist and in all cases should be sufficient to conceal undergarments. Pants with tears or large holes are not allowed.
- Pants will be worn on the waist, no sagging. Pants should be fitted so they stay on the waist without a belt.
- Belts, if worn, are not to hang from the waist.
- Pajamas and baggy sweat pants are prohibited (unless specifically authorized by the Site Principal for a special event, such as spirit day).
- Suspenders or overalls must be worn over the shoulders.
- Shorts may be worn during warm weather. All shorts must be hemmed. Spandex, swimming trunks, short-shorts, ragged shorts with holes, or bicycle shorts may not be worn. Shorts must be at least fingertip length when student is standing with shoulders *relaxed*. Walking shorts or Bermuda shorts are preferred.
- Shorts, skirts, and dresses shall be an appropriate length for the school environment and must be at least fingertip length when student is standing with shoulders relaxed. This includes shorts, skirts, or dresses that are worn with tights or leggings.

Shirts/Blouses/Tops

- No bare midriffs are allowed nor are low cut or revealing tops. Cleavage may not be shown.
- No "off the shoulder" blouses or sundresses are to be worn.
- "Spaghetti-strap" (straps that are less than two inches or 3 fingers width), tank tops with enlarged armholes, and "halter" tops/dresses are not allowed.
- No "see-through" or "fishnet" blouses or shirts are to be worn.
- Garments shall be sufficient to conceal underclothes.
- Pajamas and baggy sweat pants are prohibited (unless specifically authorized by the Site Principal for a special event, such as spirit day).

Sunglasses

- Sunglasses may be worn when students are outside. They must be removed prior to entering the classroom or any building on campus. Appropriate sunglasses include those in good taste and those, which do not cause distractions.

General

- All clothing shall be within the bounds of decency and good taste. Clothes shall be sufficient to conceal undergarments at all times.
- Inappropriate lettering, printing, message patches, buttons, pins, jewelry or messages on clothes, backpacks, binders, and other personal items are prohibited. Apparel, grooming, jewelry, accessories and other personal items (backpacks, gym bags, water bottles, etc.) shall be free of writing, pictures, symbols or any other insignia which are crude, vulgar, profane, obscene, libelous, slanderous, sexually suggestive, or suggest violence. Apparel, grooming, jewelry, accessories or other personal items which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice or discrimination are prohibited.
- Wearing of any gang symbols such as handkerchief, hanging suspenders, chains, shoestrings, earrings, jackets, colors, or devices associated with group intimidation or gang affiliation is strictly prohibited, as mandated by the Placer County Sheriff.
- Tattoos and piercings, except for pierced ears, are not allowed. Facial piercings and ear gauges are not to be worn at school.
- Dangling earrings can be dangerous for the wearer. Use common sense.
- Apparel which could be used as a weapon, or could be damaging to school property, including, but not limited to, steel-toed boots, chains, items with spikes or studs, etc. is prohibited. Clothing and accessories, which are unsafe and/or dangerous, will be confiscated. (For example: studded belts, wristbands, chains, metal belts, etc.)
- At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the Principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.
- Pupils shall not display any material which so incites others as to create a danger of the commission of unlawful acts on school grounds, disrupts the school process or violates district or school site rules or policies.

Students who are dressed inappropriately will be removed from class. Parents will be contacted so that appropriate attire may be brought to school, in order to allow the student to complete the school day. Whenever possible, school personnel will attempt to resolve the issue in the most efficient manner possible to alleviate lost learning time.

Extra Curricular and Special School Activities

The Principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Sports and Physical Education Classes

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or other classes. No grade of a student participating in a physical

education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066) (cf. 5121 - Grades/Evaluation of Student Achievement)

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

- aerosol cans
- fireworks, flammable fluids, lighters, matches (will result in recommendation for expulsion from school)
- weapons, knives (will result in expulsion from school)
- drugs/drug paraphernalia (will result in expulsion from school)
- personal toys, gum
- electronic items - I-pods, MP3's, CD's, cameras, games
- rollerblades, shoes w/retractable wheels, scooters, skateboards

The following items may be brought to school if they are required for an assignment or class project, approved by a teacher:

- digital cameras, DVD's, electronics

Personal Property - Students are **not** allowed to bring personal items such as large amounts of money, toys, Mp3's/I-Pods, computer games, or any items that may cause a disruption to the educational environment. Students must have their teacher's permission to bring personal playground equipment to school and must assume all responsibilities and risks due to loss or damage. The school is not responsible for loss or damage to any of these articles. Inappropriate items will be confiscated from students and will be returned only to the child's parents.

Bicycles/Skateboards - Ophir roads are very narrow and dangerous on blind curves. Therefore, we do not encourage students to ride bicycles to school. **Skating of any kind on school grounds is prohibited.** Please leave skateboards, skates, and roller blades at home.



Nondiscrimination

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

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

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

Transportation

The cost of providing student transportation exceeds funding provided by the state. Therefore, the school board finds it necessary to charge fees for home-to-school and school-to-home student transportation. Transportation service is provided by Mid-Placer, not the Loomis Union School District. Parents with questions about transportation should call (916) 652-0794.

Students who ride the bus are expected to follow rules with respect to traffic safety and proper conduct. Bus transportation shall only be provided if the individual student continually and habitually displays good conduct and behavior while preparing to ride, riding on, or leaving the bus. Citations may be issued for misbehavior. Riding privileges may be suspended if students choose to act inappropriately.



Getting Involved and Helping Ophir School!

PTC (Parent/Teacher Club)

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

School Site Council - The School Site Council assists with the School Improvement Program (SIP), a plan that provides monies to be used at the school level. Site Council is made up of parents, teachers and administrators.

Each year the School Site Council reviews the school program and identifies ways to maintain or improve the quality of the instructional program in the school. If you would like to be a part of the team, please contact the school office.

Student Leadership

Student Leadership is composed of sixth - eight grade students. The objective of Student Leadership is to promote leadership skills among its members, while contributing to the school. It is the duty of Student Leadership members to regularly participate in school activities, distribute information to their classmates and bring student-generated issues to the attention of the Leadership Team. Students interested in participating in Student Leadership should demonstrate and maintain excellent citizenship.



Parent Student Handbook Acknowledgement Form

We have carefully read the 2011-2012 Ophir Student Handbook and agree to follow the rules and policies set forth in this handbook.

Student: _____

Grade: _____ Date: _____

Parent/Guardian: _____

Date: _____



Please read the handbook with a parent/guardian and sign and return this form to your teacher.

Thank you!
Ms. Zaun, Principal