

# **PIONEER ELEMENTARY SCHOOL**

5215 Hamel Street  
Davis, CA 95616  
(530) 757-5480

Davis Joint Unified School District



## **Pioneer Family Handbook 2019-2020**

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## **Dear Students and Families,**

Welcome to Pioneer Elementary School. We are looking forward to working with your children during the 2019-2020 school year. Please take the time to read and discuss the information included in this handbook. Feel free to contact the school between the hours of 8:00 a.m. and 3:30 p.m. (1:45 on Wednesdays) if you have any questions regarding this information. Our phone number is (530) 757-5480.

The key to your child's success is the establishment of a strong home-school relationship. Collaboration between parents and staff helps our students to understand our expectations and benefit from the opportunities for growth that are offered at Pioneer Elementary School. We expect all students to arrive at school on time and ready to learn. Children are responsible for actively participating in their education and following the school rules that have been set in place to support our educational environment.

Please keep the handbook in an accessible place for reference throughout the school year. You will find schedules, calendars, expectations, a map and other miscellaneous information helpful to answer questions that may arise throughout the school year.

We look forward to working with you this year!

**Pioneer Elementary School Staff**

## **DJUSD MISSION**

The mission of Davis Joint Unified School District, a leading center of educational innovation, is to ignite a love of learning and equip each student with the knowledge, skills, character, and well-being to thrive and contribute to an evolving and increasingly-connected world, through a system characterized by:

- Optimal conditions and environments for all students to learn
- A team of talented, resourceful, and caring staff
- Transforming teaching, learning, and operations in our continuing pursuit of excellence
- Resourceful, transparent, and responsible fiscal planning, and
- A diverse and inclusive culture

Adopted by the Board of Education March 6, 2014

## **WE ALL BELONG: SAFE AND WELCOMING SCHOOLS FOR ALL**

On February 2, 2017, the Davis School Board approved a resolution providing a clear and transparent statement that DJUSD shall be a place where all students, employees and families feel welcome and safe regardless of their immigration status, race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or gender expression.

Specifically, the resolution addresses procedures for responding to federal immigration enforcement action as well as policy changes around data collection on student enrollment. The resolution marked an important, first step to begin the process of examining current policies and procedures, educating school employees, and working closely with community partners to ensure that all students and families, including those that are undocumented or marginalized, are able to receive education in a safe and supportive environment. For more information, see the [We All Belong](#) page on the DJUSD website.

## **Gender Identity and Expression**

California law and District policy require that all programs, activities and employment practices be free from discrimination based on sex, sexual orientation, or gender identity. This policy is designed in keeping with these mandates to create a safe and non-stigmatizing learning environment for all students and to ensure that every student has equal access to all school programs, facilities and activities.

State law requires that all students shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with their gender identity, irrespective of the gender listed on the student’s records.

School site administration shall coordinate with the District’s Student Support Services Department whenever a student requests or the administration identifies a need to accommodate a student’s gender identity and/or gender expression. For more information, see [LGBTQIA Supports](#) on the DJUSD website.

**Pioneer School Mission Statement**

To provide a safe, positive, challenging educational environment which nurtures self-esteem and allows each child and adult to positively contribute to the educational experience.

To develop socially responsible life-long learners who use education as the key to understanding the past, exploring and enriching the present and preparing for a highly technological future.

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## IMPORTANT DATES 2019-2020

Pioneer Re-enrollment	online	Winter Break	12/23 – 1/3
First Day of School	8/28	MLK Day (No School)	1/20
Back to School Night	9/4	Walker Creek (6 <sup>th</sup> Grade only)	2/3-2/7
Labor Day (No School)	9/2	Lincoln's Birthday	2/10
Picture Day	9/12	President's Day Holiday	2/17
Picture Retake Day	10/10	Conference Week: Minimum Days	3/16- 3/20
Teacher Work Day (No school)	11/8	Spring Break	4/6- 4/10
Veteran's Day (No School)	11/11	CAASPP Testing	4/27- 5/15
Conference Week: Minimum Days	11/18- 11/22	Open House	4/22
Thanksgiving Break	11/25 – 11/29	Memorial Day (No School)	5/25
		Last Day of School	6/11

## PIONEER DAILY SCHEDULE 2019-2020

<u>Transitional Kindergarten/KINDERGARTEN</u>			
<u>Monday, Tuesday, Thursday, Friday</u>		<u>Wednesday – Early Dismissal</u>	
8:15 – 11:35	AM Kindergarten – 200 minutes	8:15 – 11:35	AM & PM Kindergarten – 200 minutes
11:50 – 3:10	PM Kindergarten – 200 minutes		
<u>FIRST AND SECOND GRADES</u>			
<u>Monday, Tuesday, Thursday, Friday</u>		<u>Wednesday – Early Dismissal</u>	
8:30 – 10:00	Instruction – 90 minutes	8:30 – 10:00	Instruction – 90 minutes
10:00 – 10:15	AM Recess	10:00 – 10:15	AM Recess
10:15 – 11:35	Instruction – 80 minutes	10:15 – 11:35	Instruction – 80 minutes
11:35 - 12:15	LUNCH	11:35 - 12:15	LUNCH
12:15 – 1:30	Instruction – 75 minutes	12:15 – 1:30	Instruction – 75 minutes
1:30 – 1:45	PM Recess	1:30	DISMISSAL
1:45 – 2:35	Instruction – 50 minutes		
<u>THIRD GRADE</u>			
<u>Monday, Tuesday, Thursday, Friday</u>		<u>Wednesday – Early Dismissal</u>	
8:30 – 10:00	Instruction – 90 minutes	8:30 – 10:00	Instruction – 90 minutes
10:00 – 10:15	AM Recess	10:00 – 10:15	AM Recess
10:15 – 12:05	Instruction – 110	10:15 – 12:05	Instruction – 110

	minutes		minutes
12:05 – 12:45	LUNCH	12:05 – 12:45	LUNCH
12:45 – 1:30	Instruction – 45 minutes	12:45 – 1:30	Instruction – 45 minutes
1:30 – 1:45	PM Recess	1:30	DISMISSAL
1:45 – 2:35	Instruction – 50 minutes		
<b>FOURTH GRADE</b>			
<b>Monday, Tuesday, Thursday, Friday</b>		<b>Wednesday – Early Dismissal</b>	
8:30 – 10:30	Instruction – 120 minutes	8:30 – 10:30	Instruction – 120 minutes
10:30 – 10:45	AM Recess	10:30 – 10:45	AM Recess
10:45 – 12:05	Instruction – 80 minutes	10:45 – 12:05	Instruction – 80 minutes
12:05 – 12:45	LUNCH	12:05 – 12:45	LUNCH
12:45 – 2:15	Instruction – 80 minutes	12:45 – 1:30	Instruction – 45 minutes
2:10 – 2:25	PM Recess	1:30	DISMISSAL
2:25 – 3:05	Instruction – 45minutes		
<b>FIFTH AND SIXTH GRADES</b>			
<b>Monday, Tuesday, Thursday, Friday</b>		<b>Wednesday – Early Dismissal</b>	
8:30 – 10:30	Instruction – 120 minutes	8:30 – 10:30	Instruction – 120 minutes
10:30 – 10:45	AM Recess	10:30 – 10:45	AM Recess
10:45 – 12:35	Instruction – 110 minutes	10:45 – 12:35	Instruction – 110 minutes
12:35 – 1:15	LUNCH	12:35 – 1:15	LUNCH
1:15 – 2:10	Instruction – 55 minutes	1:15 – 1:30	Instruction – 15 minutes
2:10 – 2:25	PM Recess	1:30	DISMISSAL
2:25 – 3:05	Instruction – 40minutes		

## **SCHOOL PROGRAMS AND SUPPORT**

As a school community, it is our goal that all students thrive academically, socially, and emotionally. Should concerns arise regarding your child, please contact your child’s classroom teacher first. Besides you, the teacher has the most direct contact with your child. If you have worked with the classroom teacher and you still have concerns, please contact the school principal. The following are additional resources on campus to help support students:

### **STRINGS AND BAND**

Strings and band are available for intermediate students. Every fall, recruitment takes place for students to be involved in these programs. Performances are scheduled throughout the district during the year.

Those interested in our Strings or Band classes may contact our instrumental specialists Sherrie Wall by email at [swall@djud.net](mailto:swall@djud.net) (strings) or Nancy Sanchez at [nsanchez@djud.net](mailto:nsanchez@djud.net) (band).

### ALTERNATIVE INSTRUCTION MODEL (AIM)

The State of California funds a program of curriculum for students who meet the qualifying guidelines. Students qualify for AIM services based on the results of an intellectual abilities test. All students are tested for AIM qualification in third grade. On site services for AIM qualified students are offered through differentiated instruction in the classroom at all grade levels and through self-contained AIM classes for qualified students in fourth through sixth grade. Parents of students receiving services through differentiated instruction in the classroom may ask to meet with the classroom teacher to develop a variety of goals and an academic plan for their child. Contact the Director of Curriculum and Learning, Troy Allen at [tallen@djud.net](mailto:tallen@djud.net) for questions about the program.

### SPECIAL EDUCATION

Students may qualify for special education services based on academic and psychological testing. Student instructional plans based upon individual testing and progress during the academic year are used to define annual goals for students qualifying for special education services. Parents and staff work collaboratively to develop the goals and monitor student progress. Our Inclusion Program provides support to students with identified special needs both in and out of the classroom. Please contact our School Psychologist, Natalie Watkins, at [nwatkins@djud.net](mailto:nwatkins@djud.net) if you have questions about special education services.

### SPEECH AND LANGUAGE

The Speech and Language Specialist screens all children referred by teachers and parents through the Student Study Team (SST) Process. In addition to working with children who qualify for speech or language therapy, the specialist aids teachers with students whose primary communication disability may be in the area of auditory comprehension or processing areas. All testing and evaluations are individualized and begin only with prior parental consent.

### PSYCHOLOGIST

The school psychologist is assigned to the school based on enrollment. A psychologist is on campus approximately two days per week. The main duties of the school psychologist are:

1. Assess students for special programs; and
2. Participate in meetings to develop plans for students in special programs.

## HEALTH AND NURSING SERVICES

The district nursing services are administered by a qualified school nurse who provides the following services: vision and hearing screening, updating medical information and supervising the maintenance of appropriate records for each student. Nurses are on call and available to the school as needed.

## COUNSELOR

Our counselor works with teachers and families to support students. The counselor works with students in the classroom, small groups and one on one.

## READING AND MATH SUPPORT

Students may qualify for general education support services based upon standardized test scores and classroom performance. Services are typically provided in a small group setting by an instructional assistant under the direction and supervision of a certificated teacher.

## TESTING

Students are tested periodically throughout the year to measure academic progress. A significant amount of testing occurs at the beginning of the year in each teacher's classroom so that teachers can determine each student's skill level to deliver instruction at the most appropriate level. Students in grades 3 – 6 are also given the CAASPP Tests in the spring. Schools are required by state law to administer these tests. The results of these tests are used to evaluate school programs and, in conjunction with other assessments and classroom performance, student progress. Fifth graders also take the Science and Physical Fitness tests in the spring.

## **ATTENDANCE/ARRIVAL/DISMISSAL**

### ATTENDANCE

The success and wellness of all students in DJUSD is important to us. Students are better able to thrive mentally, socially and emotionally when consistently attending and engaging in the daily learning opportunities provided at school.

***Studies have shown that 83% of students who are chronically absent in Kindergarten and first grade cannot read at grade level by the third grade.*** This statistic illustrates how important and powerful consistent attendance is for all students. It is DJUSD's goal to offer student engagement and learning that promotes academic achievement. This can only be successful if students attend school daily and take full advantage of educational opportunities.



Attendance also has a direct effect on the budget of the district. The State of California funds roughly \$42.92 per student, per day and therefore, the higher the attendance rate, the more funding the district receives. If student attendance increases, there will be increased revenue for employee compensation and improved educational opportunities.

Below are some of the reasons that qualify as an **excused** absence for the State of California. For a more comprehensive list of reasons, please see [Attendance and Engagement](#) on the DJUSD website.

- Student Illness and/or medical, dental, optometry or chiropractic appointments
- Attending the funeral services of a member of the student's immediate family (one day if the service is in California and three days if the service is out of state)
- Observance of a holiday or ceremony of his or her religion, attendance at religious retreats
- Serving as a member of a precinct board of an election
- Spending time with a member of the student's immediate family, who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support position

**Having an absence excused allows a student to make up missing work but does not provide funding to the district.** The only way the district receives attendance funding is for the student to be in class or a sanctioned school activity, to be receiving home or hospital services as requested by a licensed physician, or to participate in short-term independent study. Short-term independent study is available for students who know in advance that they will be absent for five or more school days and enables the student to stay current with coursework provided by their classroom teachers. For more information, see [Short Term Independent Study](#) and [Attendance and Engagement](#) on the DJUSD website.

### **District Policy on Student Absences:**

If your child will be absent or late, you must call your child's school, and explain the reason.

The absence will **not** affect your child's grade if:

1. The absence is considered "excused" under state law. (Ed. Code §48205), and
2. Your child makes up any missed assignments or tests promptly. (The teacher must give make-up

assignments or tests that are the same or similar to the ones your child missed.)

3. Students missing school for unexcused reasons or who are truant tardy (more than 30 minutes) for three or more days in the school year are considered truant, and this will trigger a truancy letter, which is sent home automatically from the attendance system.

Absences are **excused** for these reasons:

**Health**

Your child:

- Is sick,
- Is quarantined by a city or county health officer,
- Has a medical, dental, eye, or chiropractic appointment, or
- Has custody of a child who is sick or who has a medical appointment during school hours.

**Funeral\***

Your child may miss school to go to the funeral of a close relative. One day is allowed for funerals in California, and up to 3 days for funerals outside of California.

**One of the most important elements of successful learning is regular, on-time attendance at school. Students are obligated by law to attend school on time.**

A telephone call (prior to 9:00 a.m.) is requested for all late arrivals and absences. Messages may be left 24 hours a day at 757-5460 option 3. We attempt to call on all absent students if a parent has not called the school on the same day. Absences are excused only for illness, medical and bereavement reasons. Students who are going on trips of five or more days may pick up Independent Study paperwork in the office two weeks or more prior to going. All work must be made up and turned in to the teacher for grading.

**ATTENDANCE LETTERS:**

District attendance/tardy letters will be sent home when the number of tardies or absences exceeds the limits set by the school district. Letter schedule is as follows:

**Letter 1** Mailed after 3 unexcused absences or tardies over 30 minutes

**Letter 2** Mailed after 6 unexcused absences or tardies over 30 minutes

**Letter 3** Mailed after 9 unexcused absences or tardies over 30 minutes

**Excessive Excused Letter** Mailed after 10 excused absences

**TARDIES**

Students arriving late to school must report directly to the office to obtain a tardy slip. This slip must be presented to the classroom teacher before the student is admitted to class.

### ARRIVAL

- Due to limited supervision, **all students should arrive between 8:10 a.m. and 8:25 a.m.** There is no supervision for students arriving before 8:10 a.m. and students are not allowed on campus prior to that time.
- Kindergartners should report directly to their rooms no later than 8:15 or 11:50.

### DISMISSAL

- Students are expected to go directly home or to childcare after school.
- Students waiting for parents or siblings are to sit on the picnic tables on the quad.
- Since traffic can sometimes delay pick up, students are asked to wait 15 minutes after dismissal before using the office phone to call home.
- No playing on equipment or against buildings **after school** for safety reasons.
- Children are to be picked up in a timely fashion. Students waiting more than 30 minutes after school without supervision are subject to referrals to Child Protective Services or the police.
- For a student to be released early a note or call must be submitted to the office.

### STUDENT CHECKOUT

In the best interest of your child, your cooperation with the following procedures will be appreciated.

1. Children leaving school during the school day for any reason should bring a signed note from the parent or guardian permitting the office to excuse them.
2. **Any adult checking out a child must first come to the school office.** The person taking the child is to give their name, relationship to the child, and the reason for taking the child from school. All children leaving early must be signed out on the proper form in the school office.
3. To minimize interruptions in the classrooms, students will be called to the office by the office staff. Please do not interrupt instruction by going directly to the classroom.
4. If an adult other than the parent or guardian checks out a child, a signed note stating that the parent or guardian permits the school to release the child to the care of that person is required.
5. In cases of an emergency, please call the school office and talk with the principal. Please insure all emergency contacts are current on the

student registration portal. Students will not be released to a person not on the emergency contacts list.

### EMERGENCY DISMISSAL

In case of an emergency necessitating the closure of the school, students will be dismissed in an orderly fashion. All students will be released directly to adults.

### Jury duty or court date

Your child has to report for jury duty or other required court hearing.

**Personal reasons** † If you ask for permission in writing *first*, your child may be excused for:

Religious events, including: holidays, ceremonies, or retreats (max. 4 hours per semester at retreats) or religious instruction (max. 4 days per month.)

Certain election precinct, employment, or educational conferences, or a funeral for someone who is not a close relative.

· Theater work ‡ - If you ask for permission in writing *first*, your child may have up to 5 days per year of excused absences for:

- Work in the entertainment industry, or
- Performance or production work for an arts organization that performs to public school audiences.

Principal Permission for absences directly related to the school mission, a student may seek to excuse an absence in writing *before* the absence occurs.

### Travel Study Procedures

The DJUSD has implemented new guidelines for Independent Travel Study. California requires that your child have an academic experience equivalent to classroom learning while on a Travel Study. As a parent, you have agreed to supervise your child's learning and see to it that assignments are completed for the duration of the contract. **Please be aware of the following guidelines, especially regarding student contact of teachers and turning in assignments.**

### Student's Responsibility:

Guidelines for **Short Term Independent Study**

1. **Minimum enrollment is 5 school days.** Maximum enrollment is 10 consecutive school days and **15 school days total in a school year.**
2. It is a student's/parent's responsibility to initiate the Travel Information Sheet and give it to their classroom teacher to request assignments at least 5 teaching days before your absence.

**3. All class work, along with the assignment sheets, must be turned into the teacher/office as soon as you return from vacation. Failure to do so may result in your child not receiving credit for assignments while out on Travel Study and absences being marked unexcused.** For audit purposes, send the original homework packet off to the teachers.

4. Classwork and appropriate evaluations will be forwarded to your children's teacher for grading.

Some other key elements that we want to share with you are that Travel Study is limited two weeks at a time; three weeks total per year. After two weeks, a student will be dis-enrolled to prevent accumulating truancy and re-enrolled upon return. If the elementary principal approves, a seat will be held for the student for one month or more if the student returns on the day agreed upon. Secondary schools will hold the seat for two weeks. The principal may grant a waiver to hold the seat up to one month. Principals may request a re-entry meeting to review academic issues related to voluntary long term absences.

\* Close relatives include the student's parent, grandparent, spouse, child, child-in-law, brother/sister, and any relative who lives in the student's home.

† The principal (or a representative) will follow the Board rules for absences due to personal reasons.

‡ You must give written proof of your child's work schedule to the principal (or the principal's assistant).

If your child has an **unexcused** absence, we will notify you as soon as possible. After three unexcused absences, the student is in violation of attendance laws. Upon the third unexcused absence and/or truant tardy (more than 30 minutes), a mandated, automated truancy letter will be sent home. If truancy continues, the school will work with the student, parents, counselors, administration and law enforcement to give you and your child support.

*Ed. Code §§ 51101(a)(4), 46014, 48205, 48321; 48225.5*

**All other absences are considered unexcused. If a child will miss school for five or more days, please see the school office to set up independent study for your student. Upon the third unexcused absence or tardy more than 30 minutes, parents will receive a truancy letter indicating that their child is considered truant.**

### **DJUSD AND PIONEER ARE COMMITTED TO A SPIRIT OF INCLUSION**

On February 2, 2017, the Davis School Board approved a resolution providing a clear and transparent statement that DJUSD shall be a place where all students, employees and families feel welcome and safe regardless of their immigration status, race, color, ancestry, national

origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or gender expression. Specifically, the resolution addresses procedures for responding to federal immigration enforcement action as well as policy changes around data collection on student enrollment. The resolution marked an important, first step to begin the process of examining current policies and procedures, educating school employees, and working closely with community partners to ensure that all students and families, including those that are undocumented or marginalized, are able to receive education in a safe and supportive environment. The Resolution and other resources can be accessed at [www.djUSD.net/belong](http://www.djUSD.net/belong)

### **Restorative Practices:**

DJUSD endeavors to employ restorative approaches to create a safe, welcoming, positive school culture that is conducive to growth and education for all. Restorative Practices focuses on building and strengthening relationships, improving climate and culture, and healing the harm that arises when conflict occurs. When conflict occurs, we seek to restore relationships that have been harmed by using a restorative approach - a fair, equitable and inclusive process that emphasizes personal responsibility and accountability while ensuring that all participating members feel valued and heard and recognize their important role as a community member.

At Pioneer Elementary school, we have embraced restorative practices and work to build a climate where we treat one another with respect and dignity. The staff and administration work to educate students about how to identify, respond to, and prevent harassment and bullying. We use the following tools to accomplish this goal:

- At the beginning of the year teachers and administration explain and discuss school expectations (Perry's PATH" related to treating peers and teachers with respect using the school wide behavior matrix.
- Our school counselor visits classrooms implement the "Kelso's Choice" program giving students tools to deal with problems in social settings. Small, supportive groups are also formed as needed.
- Community building circles are conducted regularly by staff and in many classrooms.
- Additional school-wide assemblies and initiatives are promoted that encourage students to be kind and support their peers. Examples include our "Positive Referral" program and "Kindness Campaign".

### **BEHAVIOR INTERVENTIONS**

DJUSD is committed to ensuring that school is a safe learning environment for every student. Beyond academics, school can be a place where

students learn valuable life skills that will serve them well as adults and serve our society in beneficial ways. To that end, DJUSD takes a comprehensive approach to matters involving rights, responsibilities, discipline, and restoration.

School staff regard all students as their responsibility to teach, guide, and support. Thus, just as in a home with parents/guardians, all students at school deserve to be treated consistently with care, hope, and positive attitudes. Our goal in responding to harms to others or the community, including breaches of rules or policies, is to have students understand the effects and impacts of their actions, to be accountable for those actions, and to take the opportunity to make things as right as they can be. Clear and appropriate consequences are part of this effort by school staff to educate and to encourage positive, productive student behavior.

DJUSD does not allow corporal punishment at our district under any circumstances. Physical restraint may be used only to prevent imminent serious bodily injury to the student or others.

If the school site administrator determines a violation of education code has occurred, a suspension may be delivered. If the parent/guardian does not agree with the suspension, they may file an appeal. Specific information about the appeal process can be found on the suspension form.

#### Academic or Behavior Concerns

You have the right to be notified of your student's classroom performance and standardized test scores, if your student has been identified as being at risk of retention.

You also have the right to be informed of school rules, attendance policies, dress codes, school visiting procedures, and the person you should contact if there are concerns with your student. Please refer to the webpage for your school site, the student handbook, or the Student Support Services webpage at [www.djUSD.net](http://www.djUSD.net) for more information.

Ed. Code §§ 48980, 48070.5;

51101

#### Discipline

Students will be held responsible for their actions and how those actions may affect other people. The standards of student behavior are available at each school site or the Student Support Services webpage found at [www.djUSD.net](http://www.djUSD.net). We do not allow corporal punishment at our district, but if it is necessary to protect others, physical restraint may be used. If the school site administrator determines a violation of education code has occurred, a suspension may be delivered. If the

parent/guardian does not agree with the suspension, they may file an appeal. Specific information about the appeal process can be found on the suspension form.

If your student is suspended, you may be required to go to your student's class during the school day to monitor their behavior.

*Ed. Code §§ 35291, 48900, 48900.1, 49001*

### **POSITIVE SCHOOL CLIMATE**

Creating and maintain a positive school climate is a top priority of the Pioneer staff, administration, and community.

In an effort to encourage positive behavior Pioneer School has worked together to create a behavior expectations matrix. These values are highlighted at the beginning of the year assemblies, in classrooms and in student meetings. Students are reinforced for positive behavior through recognition by staff, teachers, and administration.

### **THE FOLLOW GUIDELINES FOR STUDENT'S BEHAVIOR ARE COMMUNICATED CONSISTENTLY THROUGHOUT THE YEAR:**

Follow Perry's PATH to Success...

Behavior Matrix	SCHOOL RULES			
AREA/SETTING	PREPARE YOURSELF	ACCEPT RESPONSIBILITY	THINK AND SHOW RESPECT	HELP EACH OTHER BE SAFE
1.) Classroom/ Schoolwide	Come Prepared Participate Persevere/ Learn from mistakes	For your actions For your words For your learning	Be kind Follow directions Be honest Be aware	Use self control Respect personal space Be an upstander/Do the right thing
2.) Playground	Wear appropriate clothes and shoes Play with good sportsmanship Own it, Fix-it, Learn from it	Freeze when the bell rings Put away equipment Leave no trace Use appropriate language	Follow Kelso's Choices Know and follow playground/ball/game rules Follow staff instructions Include others	Keep hands and feet to self Be aware Use caution when running, walking, or playing Stay on the playground, within the red lines and designated grass area
AREA/SETTING	PREPARE YOURSELF	ACCEPT RESPONSIBILITY	THINK AND SHOW RESPECT	HELP EACH OTHER BE SAFE
3.) In Line	Know where you are going Prepare yourself for your destination	Walk in a single file line Pay attention to your surroundings Voice Level 1	Hands to self Go directly to your destination	Walk around red line at door Stay together
4.) Library	Help peers stay on task Try something new Find a Good Fit book	Use browsing sticks Return books on time Voice Level 0-1	Handle books with care Wait patiently	Use self control Walk Push chairs in
5.) Center Rooms/Quad (students working)	Know what materials are needed for your activity	Voice Level 1-2 Take care of your materials Leave no trace Stay on task	Be aware of neighboring classrooms Follow staff instructions Respect school property	Use tables, benches and chairs appropriately Walk
6.) Bathrooms	Respect class time and use the bathroom at recess	Do it and move on Flush Voice Level 1-2 Throw trash away	Wash hands Conserve soap and water Respect privacy	Walk Report messes and problems

### **COME TO SCHOOL READY TO LEARN**

- Respect others: their feelings, rights and property.
- Follow game and behavioral rules.



- Follow directions given by adults at school.
- Keep your language and gestures positive and respectful.

### HELP KEEP THE PLAYGROUND SAFE AND FUN FOR ALL

- Be respectful of others space by keeping hands and feet to yourself.
- Use the bathrooms and drinking fountains responsibly.
- Play games in appropriate areas. “Chase” may only be part of an organized game in a designated area. Do not chase friends throughout the blacktop or play structure area.
- Use the play structure safely - do not jump off or go UP the slide.
- One person on the slide or slider at a time.
- Wall ball and pogo can be played only with the 6-10 inch colored balls and only on the designated wall at the far end of the blacktop. Do not bounce balls against the building walls
- Keep all games open until the appropriate number has been reached.
- No wrestling, piling on, tackle or piggyback games.
- Attempt to solve differences by using Kelso’s choices or “ro-sham-bo”
- Practice good sportsmanship and play games according to agree upon guidelines – SEE “RECESS AND GAME GUIDELINES” PACKET IN YOUR CLASSROOM.

### WHEN EATING AND DRINKING, HELP KEEP OUR CAMPUS CLEAN AND SAFE

- Food is to be eaten at PICNIC TABLES or on the rim of the play structure.
- Walk to the lunch tables and when dismissed to recess
- When getting hot lunch, wait in an orderly line and be respectful to cafeteria servers
- Once seated at lunch, remain at the table you chose to sit at – sit in the area assigned to your grade level or class.
- Keep your food in your area – do not throw food or wrappers/containers
- When dismissed from lunch tables, pick up all your trash, tray/lunchbox – AND ONE MORE ITEM
- Dispose of trash and recycling responsibly and correctly

### ONLY BRING TO SCHOOL WHAT YOU NEED TO LEARN

Materials or objects that distract instruction must be left at home.

Teacher permission can be given for special occasions.

Distracting/illegal items include the following:

- Ipods, headphones, gameboys, video games, spinners, etc.

- Dangerous/sharp objects (including any kind of pocket knife or weapon)
- Permanent markers, make-up, spray cans or spray containers
- Toys of any type, including toy weapons, pictures, baseball cards, playing cards, laser pointers, etc.
- Students may not bring any food or items to sell to peers at school
- Cell Phones (Students are permitted to bring cell phones to school. However, they may not use them during the regular school day until after dismissal. Cell phones can be particularly distracting during lunch and recess times and are not permitted on the playground during those times for that reason)
- Drugs, tobacco, alcohol or any drug paraphernalia
- Unless an entire class or peer group is invited, please distribute birthday or party invitations outside of school hours.

Distracting items will be taken from the student by the teacher or administrator and retained until the end of the day or kept for pickup by the parent. Illegal items may result in a home suspension or recommendation for expulsion.

### **Student-Family-School Agreement Partners in Learning**

Pioneer Elementary is founded on the belief that families and schools working together positively influence student performance, attitudes, aspirations and behavior. Staff, students and parents are asked to read this Agreement and review this handbook.

#### **In an effort to support the partnership between family and school, the Pioneer staff agrees to:**

- Provide a safe, positive learning environment and a high quality educational program.
- Maintain regular on-going communication with the home, utilizing a variety of methods and approaches.
- Utilize a variety of strategies, resources and programs to ensure each student's academic success.
- Involve all staff members in a professional development program that is responsive to the needs of students and their families.
- Encourage and respect family input and participation in decision-making.
- Provide a variety of opportunities for parents to be actively involved in the education of their children.
- Respect students, staff, and families, maintaining the dignity of each individual.

- Conference with parents both formally and informally as requested.

**We ask students to agree to the following:**

- Respect oneself, classmates, the school, staff, and families.
- Come to school regularly, on time, and ready to learn.
- Respect the rights of others to learn without disruption.
- Know and follow the school and class protocols and procedures, including:
  - Help maintain and protect school property
  - Follow procedures for moving about campus
  - Demonstrate respect for school by throwing away trash and recycling

**Families are asked to provide the following support:**

- Help your child attend school regularly and be on time.
- Support and maintain a positive attitude toward learning.
- Provide home support and monitoring of student assignments, homework, and projects to reinforce high classroom standards for learning.
- Contact your child’s teacher with concerns or questions about social, emotional, or academic concerns.
- Read and respond to all school communication in a timely manner.
- Participate in school and community sponsored activities.
- Attend Parent/Teacher conferences.

**STUDENT PROTESTS AND DISTURBANCES / EXPRESSIONS OF FREE SPEECH ON CAMPUS**

Knowing there are widely held and differing opinions in our Davis community around controversial topics, DJUSD recognizes the rights of students to express their views in exercise of their First Amendment rights. In the case of on-campus student protests or expressions of free speech on campus, expectations for student behavior will be maintained in order to ensure safety. We also encourage families to discuss with students their views about controversial events.

Generally, normal instruction will continue during any voluntary, organized activity on campus and students who choose to participate in planned, on-campus activities are expected to return to class following such events.

Students who leave class to participate in off-campus or other unauthorized activities will be considered “unexcused.” An initial unexcused absence will result in a phone call notification of the absence to the parent/guardian. Students who participate in a campus disturbance shall be subject to disciplinary action in accordance with

Board Policy and Administrative Regulations (See Board Policy 5131.4 and Administrative Regulation 5131.4).

## **COMING TO AND GOING HOME FROM SCHOOL**

### **BICYCLES**

In order to insure student safety, we request that parents review rules of the road with their child. Parents of young students should ride the route with their child to insure their understanding of laws and safety procedures. The City of Davis has also created maps indicating the safest routes to school via bicycle. Maps are posted near or bike lane and in the office.

### **STUDENTS ARE TO COME and LEAVE VIA COWELL BLVD. AND SCHMEIZER RD. on their bicycles.**

#### **\*Bicycle Helmets Must Be Used!**

\*All bikes are to be locked properly at the bike racks.

\*Bikes and scooters should be walked on school property.

\*All students are to obey directions given by the crossing guard or any adults on duty.

\*Students must walk their bike in crosswalks.

\*Students crossing MACE BLVD. are to do so at the COWELL BLVD. intersection with the crossing guard.

\*CHILES ROAD is **not** to be used to and from school for safety reasons.

### **ACTIVE4ME TEXT NOTIFICATION PROGRAM**

Volunteer members of our parent community implement a program where you can receive a text message when your child arrives at school via bicycle. Look for information at the start of school or the main office to sign up for this great program. Volunteers are also needed to help keep this program running.

### **CAR TRAFFIC**

With the large number of students at Pioneer, your cooperation is essential for the orderly arrival and dismissal of our students. In order to assist us, please follow the following traffic pattern:

-**The parking lot is for employees only.** Only those with a parking permit can park in the lot.

-Please enter the school parking lot from the EAST, turning RIGHT into the school off of Hamel Ln.

-Exit school to the WEST, turning RIGHT onto Hamel Ln.

REMEMBER – **RIGHT TURNS ONLY IN TO AND OUT OF SCHOOL!**

In addition, please follow the following guidelines:

✓ Do not park in red zones.

- ✓ Do not park in the yellow bus loading zone in front of the C building
- ✓ The white zone is for loading and unloading only. **Do not park or leave your car unattended** in these areas. Keep the flow of traffic moving by stopping in white zones for drop-off and pick-up only.
- ✓ Please use crosswalks in parking lot and walk with your children until they have reached the sidewalk.
- ✓ Please be courteous to other drivers.

## PARENT INVOLVEMENT

### PARENTAL INVOLVEMENT POLICY

At Pioneer Elementary School staff, parents and students are encouraged to participate in the educational process. Parents are an integral part of this effort and it is essential that they contribute their support to the teachers and children in our school. We are in this process together for the children please see the DJUSD website for [volunteer guidelines](#).

### P.T.A.

Parent-Teacher Association at Pioneer is a strong organization interested in the well-being and education of all students. During the year, P.T.A. sponsors assemblies, reading incentives, fine arts productions, book fairs, networking for room mothers/fathers and the Fall Carnival. Please contact the PTA President at 757-5480 ext. 205, for any additional information or to volunteer your services. P.T.A. also maintains a box for communication through the school office.

### SCHOOL CLIMATE COMMITTEE

The School Climate Committee is a parent-teacher effort committed to helping create a positive learning environment for all students, a place where individuals feel that their unique value as human beings free them to risk, grow, challenge and excel. Meetings are held on the second Wednesday of each month at 7:00 P.M. If you are interested in joining the School Climate Committee, please contact Deborah Brayton at 757-5480.

### SCHOOL SITE COUNCIL

State law requires a School Site Council be formed in schools receiving additional "school improvement" funding. At Pioneer this funding provides aide time in classrooms, contributes to staff training, and purchases additional instructional materials. The parents and staff on the School Site Council are selected by their peers. The council assesses Pioneer's curricular plan, its budget, and provides an on-going evaluation

of the school program. All meetings are open to the public and the agendas are posted in the office window. Meetings are generally held on the first Monday of each month from 3:30 – 5:00.. The school newsletter will help keep parents informed of the council's actions

### ENGLISH LEARNERS ADVISORY COMMITTEE (ELAC)

ELAC is a committee devoted to the dissemination of information, education, and the development of community among our English Language Learners families. The committee meets on a regular basis typically reviewing a school program or other means of support for our students. Parents interested in joining this committee should contact the school office.

### PARENT CONFERENCES

Parent conferences are scheduled in the fall and spring. In the fall, teachers will meet with all parents. The spring conference is dedicated to meeting with parents of students experiencing academic challenges. Parents may contact their child's teacher at any time to set up a conference to discuss their child's progress. Should a parent ever have any kind of concern, they may contact the teacher to set up a conference or meeting.

### CLASSROOM AND SCHOOL VOLUNTEERS

We welcome your help on campus in the classroom, during lunch, and at recess. Please contact your child's teacher to see what days and times classroom volunteers are needed. Please make an appointment in advance with a teacher if you want to help in class. [All adults **must** sign in at the office prior to going to a classroom.] School volunteers will be asked to review and indicate understanding of the DJUSD Volunteer Guidelines. Should you like to volunteer; the office will provide you with this pamphlet and ask you to sign an agreement and provide emergency contact information. Pre-school children should not be brought to the classroom while volunteering for liability and distractibility reasons.

### VISITORS

We welcome visitors and guests and Pioneer Elementary. In order to promote student safety, all visitors during school hours **must sign in at the office and obtain a visitor or volunteer pass.**

## GENERAL INFORMATION

### EMERGENCY CARDS

Emergency cards will be updated each fall via the on-line re-enrollment process. Take special care to provide individuals who are authorized to care for your child when you cannot be reached including those who can

pick up your child from school. An emergency phone number must be provided for safety reasons. No student can be released to a non-authorized adult without notification; include all carpool adults on your child's card.

### HEALTH ISSUES & MEDICATION

The school office is equipped to deal with only emergency first aid. Office staff provides temporary care until parents or daycare provider can arrive. A nurse is available approximately one half day per week.

- Medication of any kind can be administered to a child only with a completed district form, signed by the child's physician. The form is available in the school office.
- All medication must come in its original container.
- Please mark all inhalators with the child's full name.

### ACCIDENTS AND INSURANCE

We try to do everything possible to insure a safe environment. However, accidents do happen. If an accident does occur at school, we will make every effort to contact the parent or guardian. If we cannot contact anyone, and there is a doubt about the seriousness of the injury, we will contact your child's physician or call for emergency services.

The Board of Education has authorized the district to send out information about a school accident insurance policy. Since accidents do occur at school and since the school district, by law, cannot pay for medical or hospital expenses incurred as a result of such accidents, we recommend this insurance policy. The policies are sent home with each child at the beginning of the school year.

### HOMEWORK

Each teacher has an established homework policy based on district guidelines that is explained to the parents at Back to School Night and to students in the classroom. Homework is an integral part of the upper grade curriculum and both long and short-term projects are assigned. All students should read nightly!

### LIBRARY

Pioneer School has an extensive library program. Students are allowed to check out books and are responsible for their safekeeping. The library is open daily from 8:10 a.m. - 3:15 p.m. A credentialed librarian teaches library skills while all students are exposed to children's literature throughout the year.

### MUSIC: STRINGS AND BAND

Strings and band are available for intermediate students. Every fall, recruitment takes place for students to be involved in these programs. Performances are scheduled throughout the district during the year. Those interested in our Strings or Band classes may contact our instrumental specialists Lydia Cooley or Clyde Quick III through the school office.

### DOGS ON CAMPUS

Many of us enjoy the companionship of family pets. Often, we want them to accompany us everywhere, including school to pick up our children. However, some children are anxious around dogs. Since school is a place where we try to make all children comfortable, please do not bring dogs to campus during school hours. Therapy and guide dogs are permitted on campus during the school day. If you would like to walk your dog to school to pick up your children, please arrange to meet your child off school grounds. Thank you for helping us to create a secure environment for all children.

### LOST AND FOUND

Personal possessions found around the school are placed in the large cart in the MPR. Money, keys, jewelry and glasses are turned in to the office. Personal items should be marked with the child's name. Hundreds of items are lost annually because of lack of identification. All items not claimed before major holidays will be donated to charity.

## LUNCH PROCEDURES

- Hot lunch for **\$3.25** are provided from a central kitchen and may be paid for daily or prepaid in advance by check to DJUSD (include the child's name and room number). Milk is 35 cents.  
**You may also pay online at:**  
**<https://www.myschoolbucks.com/>**
- A menu is provided monthly by Food Services
- Lunches must be ordered by 9:30 a.m.
- Parents bringing lunches to school after school has started should clearly label the sack with your child's name.
- Students are expected not to trade food or bargain with their food.
- Please send a reasonable amount of food. Cut fruit; provide easy open packages.
- Do not send **candy, gum or soda pop** in their lunches. They are not allowed at school.



- Clearly label lunch boxes
- **Recycle, reuse and reduce** is a part of our environmental studies with all students participating.

**LUNCH TIMES**

Grade	Eat	Recess
1 and 2	11:35 – 11:55	11:55 – 12:15
3 and 4	12:05 – 12:25	12:25 – 12:45
5 and 6	12:35 – 12:55	12:55 – 1:15

Students may leave campus at lunch only with an adult and parent permission and must be signed out through the school office.

**FREE OR LOW-COST MEALS**

Free or low cost meals are available for eligible students. For more information, see Student Nutrition Services on the DJUSD website.

School lunches can be purchased individually or can be prepaid. Households have the option of prepaying for their students’ lunch and can take advantage of a discount on lunch prices.

Number of Meals	Prepayment Amount
5	\$ 16.25
10	\$ 32.50
15	\$ 48.75
20 (+ 1 free)	\$ 65.00

**DRESS CODE**

DJUSD RECOGNIZES THAT THE RESPONSIBILITY FOR THE DRESS AND GROOMING OF A STUDENT RESTS PRIMARILY WITH STUDENTS AND THEIR PARENTS OR GUARDIANS.

The District’s goal is to promote student safety and to create a respectful community that is welcoming to all students. The District Dress Code policy applies to all schools in the district.

Allowable Dress and Grooming:

- Students must wear clothing which includes a shirt with pants, skirt, dress, or the equivalent
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments; however, waistbands and bra straps may show

- Fabric covering all private parts must not be transparent
- Footwear must be worn at all times, and must not limit student participation in school activities
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff (hoodies must allow the student's face and ears to be visible to staff)
- Clothing must be suitable for all scheduled classroom activities including physical education (PE), science labs, wood shop, and other activities where unique hazards exist
- Specialized courses may require specialized attire, such as sports uniforms or safety gear

#### Non-Allowable Dress and Grooming:

- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances
- Clothing may not depict violence, obscenities, pornography, nudity, or sexual acts
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups
- Clothing must not threaten the health or safety of any other student or staff member

Generally, students who do not follow the dress code will be referred to the school office to correct the issue, which may include changing into PE clothes, wearing a t-shirt provided by the school, or being sent home to change. Every effort will be made by school staff to avoid embarrassing or shaming the student. All corrective actions will be reported to the parent/guardian.

### **DISTRICT MANDATED INFORMATION**

#### **Inclusiveness**

##### Bullying

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance. The board desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage the person's reputation.

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

Any complaint of bullying, whether it is discriminatory or nondiscriminatory, shall be investigated and resolved in accordance with the law and the district complaint procedure.

*Ed. Code §§ 200, 220, 234.1*

### Nondiscrimination

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above. Unlawful discrimination also shall include the creation of a hostile environment when the prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual

who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination or harassment. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

It should be noted that there is a possibility that students will participate in a sex-segregated school program or activity together with another student of the opposite biological sex. Please inform your principal if it is felt that such participation would be against religious beliefs and or practices or a violation of his/her right to privacy.

Our district programs and facilities, as a whole, are accessible. Our Superintendent makes information about our programs, facilities, and activities available to everyone, including those with impaired vision or hearing and limited English proficiency.

Talk to your school principal if you believe we are not complying with this policy. If the principal does not agree, you may appeal to the Student Support Services Office. You may ask the school site or district for complaint procedures.

*Ed. Code §§200-220; Board Policy 0410, 5145.3, 20 USC 1681-1688, 20 USC 1400-1487; 42 USC 2001d-2001d-7; 34 CFR 106.9;*

### Sexual Harassment

The District is committed to maintaining a safe school environment that is free from harassment and discrimination. Sexual harassment or sexual violence of students at a school-sponsored or school-related activity is prohibited. In addition, the District prohibits retaliatory behavior or action against any person, who reports, files a complaint or, testifies about, or otherwise supports a complaint or respondent in alleging sexual harassment.

According to California Educational Code, sexual harassment means: unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of these conditions:

- Submitting to the harassment is explicitly or implicitly made a condition of an individual's academic status or progress
- Submitting to, or rejecting, the conduct impacts academic decisions affecting the individual
- The harassment has a negative impact upon the individual's academic performance, or creates an intimidating, hostile, or offensive educational environment

- Submitting to, or rejecting, the conduct impacts decisions affecting the individual regarding benefits and services, honors, programs, or activities made available by the educational institution

The District strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or the Director of Student Support Services.

*Ed. Code §§212.5, 231.5, 48980(g); Board Policy 5145.7*

## Title IX

No person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. If you have questions or a complaint related to sex discrimination, contact the Department of Student Services.

*Board Policy 0410; 42 USC*

*2000h-2000h-6; 34 CFR 106.1-106.61; 45 CFR Part 86*

## Notice of Alternative Schools

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility and joy; b) Recognize that the best learning takes place when the student learns because of his/her desire to learn; c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her of choices of learning projects; d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous permanent process; e) Maximize the opportunity for the students, teachers, or parents to continuously react to the changing world, including but not limited to the community to which the school is located. In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county

superintendent of schools, the administrative office of this district and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

The Davis Joint Unified School District offers four alternative schools to help meet the academic needs of students. The schools are:

- Cesar Chavez Elementary School – This K-6 school offers students the opportunity to become fluent in Spanish using the immersion concept. Beginning in kindergarten, students receive instruction in Spanish for all or part of the school day. Students have access to the same curriculum used in other schools and develop intellectual skills through instruction provided in both Spanish and English. For more information, contact Cesar Chavez Elementary School at 530-757-5490.
- Marguerite Montgomery Elementary School – This school offers students in grades Kindergarten through third the opportunity to become fluent in Spanish using the Two Way Bilingual Immersion (TWBI). For more information, contact Marguerite Montgomery Elementary School at 530-759-2100.
- Davis School for Independent Study – Students in grades K-12 may enroll voluntarily to receive the regular district-approved curriculum through an independent study instructional format. For elementary students, a teacher meets weekly with the student and a parent to provide instruction and to monitor work completed at home under the parent's supervision. For secondary students, a teacher meets with the student individually or in small groups. For more information about independent study, contact the Davis School for Independent Study at 530-757-5333.
- Martin Luther King High School – This alternative school is available to students who have left the comprehensive high school program through a voluntary transfer. Alternative education provides a flexible program designed to meet the needs of some working and married students, along with those who are unable to achieve in the comprehensive high school. It is possible for students to earn credit on an accelerated basis at Martin Luther King High School, based on productive days attended in the program. For more information about King High, call 530-757-5425.

## PREGNANT AND PARENTING STUDENTS

Students will not be excluded or denied any educational program or activity, including any class or extracurricular activity, solely on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. In addition, the district shall not adopt any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex. Please see BP 5146 Married/Pregnant/ Parenting Students at <http://www.gamutonline.net/district/davis/> for more information.

### Complaints

When a parent or student has a complaint they are encouraged to talk to the school employee directly involved in the situation. If the issue cannot be resolved there, then the principal will intervene and strive to resolve the issue to the satisfaction of the parent and student. When parent or student complaints cannot be resolved at the site level, the Student Support Services Department conducts an investigation and provides a formal written response. Similarly, when there is complaint regarding a compliance issue, the department investigates and responds to items related to Americans with Disabilities Act, Williams Act, ACLU and Office of Civil Rights, or any other compliance agency.

For more information, see [Complaints](#) and [Bullying Prevention](#) on the DJUSD website.

*Board Policy 1312.3*

*and 1312.1; 5 CCR 4620-4622*

### Uniform Complaint

We are committed to following state and federal laws and regulations. You may file a complaint under the Uniform Complaint Procedures if you believe the district has violated a state or federal law or if one of our programs is discriminatory.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs (5 CCR 4610)
2. Any complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying in district programs and activities against any person based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification,

religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

3. Any complaint alleging bullying in district programs and activities, regardless of whether the bullying is based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics
4. Any complaint alleging district violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)
5. Any complaint alleging that the district has not complied with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)
6. Any other complaint as specified in a district policy

If you disagree with the resolution of a Uniform Complaint, you may appeal to the Department of Education or seek civil law remedies.

Copies of Uniform Complaint Policy are available at all school sites, at the customer service desk at the district office, or on the Student Support Services webpage found at [www.djUSD.net](http://www.djUSD.net).

*Board Policy 1312.3 and 1312.1; 5 CCR 4620-4622*

#### Williams Uniform Complaint

Our district is committed to ensure that the Williams Act is supported. This includes supplying sufficient textbooks or instructional materials. In addition, school facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. A complaint alleging any condition(s) specified above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, not to exceed 10 working days.



Copies of Williams Uniform Complaint Policy are available at all school sites, at the customer service desk at the district office, or on the Student Support Services webpage found at [www.djUSD.net](http://www.djUSD.net).

*Education Code 35186; 5 CCR 4680*

The following information will help you understand what harassment is and what to do if you witness and/or experience harassment while at school.

Physical: Often called “just playing around” includes any type of intimidation or aggravation in games or actions such as pushing, dog-piling, throwing things, and similar activities. *Report this type of activity to a staff member or the office immediately.*

Verbal: Includes remarks that are offensive, threatening, annoying, embarrassing, excluding, or which are used to perpetrate rumors, hearsay, and racial/other slurs. Students frequently report that they were “just joking” when offending remarks are reported. Our message to all students is that if both parties don’t find a comment funny it is not a “joke.” *Report this type of harassment to your counselor, teacher, or other staff member.*

All witnesses of harassment at Pioneer, or bystanders, are encouraged to support peers and report acts of bullying to a staff member. Alternative responses that we as a staff encourage students to engage are:

- Balancing: Saying something positive to or about a person being bullied or harassed.
- Supporting: Standing by a peer being put down and helping them through a difficult situation.
- Distracting: Changing the topic or saying something humorous/silly when a peer is being ridiculed.

By working with families and students, we strive to educate our school community about harassment and eliminate bullying types of behaviors.

Responses to bullying may include:

- Verbal warning and explanation of why/how behavior was offensive to others
- Removal the setting where harassment occurred
- Verbal or written apology to the victim
- Restorative conference with peer, teacher, parent, and/or administration
- Lunch or after school detention

Alternatives to Suspension

Our district administrators are committed to looking for alternatives to suspension. The ultimate goal is to keep all of our students in school to

optimize learning while maintaining safety for all. Alternatives to suspension may include; conferencing with parent, conferencing with counselors, peer counseling, in-school suspension, referral to outside resources, behavior plan, advisement of school resource officer, detention, or restorative practice. These alternatives are often used to help students understand the impact of their choices and give students the opportunity to reflect on their behavior.

**Alcohol, Drug, Gun and Tobacco-Free Schools**

<p>No Alcohol / No Drugs</p>	<p>No employee or student may have, make, distribute, use, or be under the influence of alcohol or drugs (as defined by law). Employees and students must follow this rule before and during the school day, and any time at school, on a school bus traveling to and from school or school activities, or at a school-related activity on or off a school campus.</p>
<p>No Tobacco</p>	<p>The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles.</p> <p>The products prohibited include any product containing tobacco or nicotine, including, but not limited to cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.</p> <p>This prohibition applies to all employees, students and visitors at any school sponsored instructional program, activity or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or ground shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.</p>
<p>No Guns</p>	<p>Students must not have, furnish, sell, or control guns or firearms of any kind, including imitations, while at school, on the school bus, or at a school related activity on or off a school campus. A student who breaks this rule may be expelled for one year. The Board will decide the exact dates of the expulsion. There may also be criminal charges for anyone with a firearm in a school zone.</p>

*Ed. Code § 51101, Health & Safety Code § 104420; PC § 626.9, Board Policies 1116, 5131.62*

