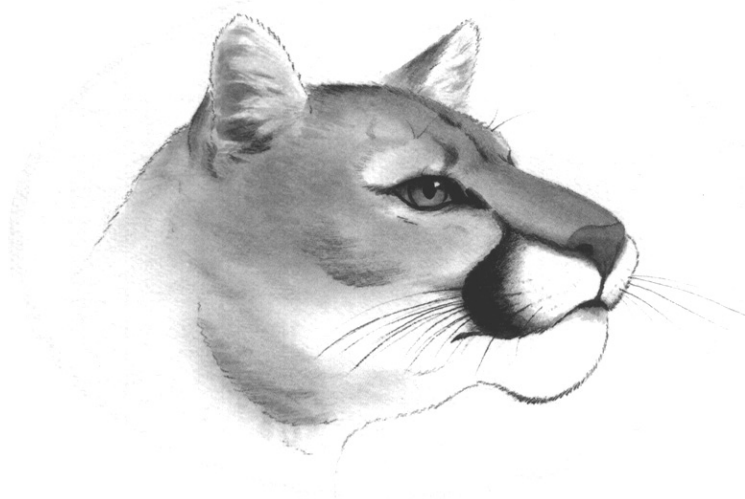


COLONIAL HEIGHTS SCHOOL

**Student/Parent Handbook
2011-2012**



**Maureen Oechel, Principal
8135 Balboa Avenue
Stockton, CA 95209
953-8783**

***Colonial Heights Cougars
Dream and Believe, Learn and Achieve***

Colonial Heights School

PHILOSOPHY

TEAMWORK:

All members of the team must accept and fulfill their responsibilities.

EDUCATORS need...

- to create a positive environment.
- to assist students in developing thinking skills.
- to encourage exploration.
- to present academic materials.
- to be open-minded and respectful to others.
- to know each child as an individual.
- to clearly communicate and work with other team members.
- to be patient and understanding.

STUDENTS need...

- to be willing to try.
- to ask any questions for which they want answers.
- to be open-minded and show respect to others.
- to take on responsibilities.
- to take part and be involved.
- to clearly communicate with other team members.
- to be willing to take a risk.
- to be patient and understanding.

PARENTS need...

- to support their child.
- to encourage their child to do his or her best.
- to be involved in the academics (i.e. go over homework, show an interest in special projects, etc.).
- to be open-minded and respectful to others.
- to clearly communicate with other team members.
- to ask questions when information is unclear.
- to show interest in their child's school/education.
- to be patient and understanding.

COLONIAL HEIGHTS SCHOOL

A little about Colonial Heights School...

Colonial Heights School is a Pre-K through 8th grade elementary school where all staff believe that all children can learn, and where high expectations are held for every student. Parent involvement is not only welcomed at Colonial Heights, but is expected. It is only through this team atmosphere between home and school that students will truly achieve and succeed in school.

Please take the time to carefully review this handbook, (especially student expectations and code of conduct with your child) so that you and your child will be ready to begin a wonderfully successful year at Colonial Heights. Remember to sign the *Family Contract* located at the back of this handbook and return to school.

A Little About Your Principal...

I have been an employee of Lincoln Unified School District for 20 years. In addition to my administrative credential, I hold a multiple subject credential with a concentration in science, and a master's degree in Curriculum and Instruction. I have had the opportunity to be a teacher and administer at several schools in Lincoln Unified, and have found wonderful parents, students and staff members at every site.

Discipline Approach

Over the course of my experience in education, and through an endless study of research, and educational courses taken, I have formed a philosophy regarding schools and learning. I have come to know the undeniable fact that although academic learning is the main purpose of schools, schools also play a major role in the socialization of children. And, though my main role as administrator is to be curriculum leader, much of my time during the school day is spent helping students solve interpersonal issues so they are able to better focus on the academics.

With this in mind, I have developed a process for handling behavioral issues that occur at school. Every situation is unique, and I approach each one as a learning opportunity for students. I spend a great deal of time listening to all students who are involved in an issue in an attempt to gain a clear picture of what exactly occurred. Before I begin the process of gathering information, however, I take time to explain the process to the students. I remind them to share everything that was said or done that they heard or saw with their own ears and eyes. Hearsay, often times, is inaccurate.

Once the problem is clearly understood, I will "walk" the students through what happened, and help them to talk about what they could have done or said differently, if anything, to prevent the problem from occurring. If apologies are in order, those will be given. The last part that takes place is the assignment of consequences, if consequences are applicable. Sometimes this may mean a loss of a recess, or detention. If a problem is of a more serious nature, I will make a phone call home.

Unfortunately, there are times when behavior is very severe, meaning dangerous to the student or to others, and/or is chronic. In these instances, I must take a more serious route, and possibly suspend and/or recommend for expulsion. Additionally, there are some specific behaviors listed in the Educational Code for which suspension is mandatory. However, regardless of the severity of the behavior or the consequence, the general process remains the same.

Overall, my first priority is to help the students reach a peaceful outcome, and to help them learn how to make appropriate choices. I stress to all students that they have a right to learn, and to feel safe at school. And, that if there is someone or something preventing this from happening, they need to "inform" a staff member so that we can help. Students and parents will hear me say that there is a big difference between "informing" and "tattling." Additionally, I make it very clear to all students that mistakes will be made. That no one expects any student to be perfect. The problem will be resolved and everyone will move on.

Communication and Appointments

As I mentioned previously, one of the most important responsibilities I have, in addition to addressing behavior issues, is to assist teachers with curriculum. The best way to do this is to be in the classrooms, and out on campus during morning and lunch recesses. This is an ounce of prevention that I have found to be quite effective.

In order to accomplish this, however, I am not as readily available for "drop-in" meetings with parents. But, parent concerns/feedback is very important to me, and to the successful operation of our school. So, in trying to juggle all of this, I ask that unless the situation needs my immediate attention, parents should please call the office to make an appointment to see me. My office supervisor will be able to assist you. Additionally, please describe the reason for which you wish to meet.

If you prefer a return phone call, be patient, as I will be returning most calls at the end of the school day after students have been dismissed. Email is also a good way to communicate with me at moechel@lusd.net.

Again, I welcome the opportunity to meet with all parents, and I will make every effort to meet with, and/or return phone calls as promptly as possible.

On Wednesdays and Fridays each week, I have administrative assistance from two of our teachers. Mrs. Erbez, a 6th grade teacher, is my Assistant principal on Wednesdays, and on Fridays, Kris Armknecht, 7th/8th grade Social Science/PE teacher, is Assistant principal. Both are highly experienced teachers and maintain a similar approach to discipline as I do. Additionally, their help allows me time to observe in classrooms, and accomplish other administrative tasks that I would otherwise have little time for.

I look forward to another year as principal of Colonial Heights!

Sincerely,
Maureen Oechel
Principal

2011-2012 COLONIAL HEIGHTS STAFF

Principal	Ms. Maureen Oechel.....	953-8784
Office Supervisor	Mrs. Stacy Smith	953-8784
Office Clerk	Mrs. Raycine Sommers	953-8783

Lead Custodian	Mr. Elliseo Monterossa
Library Aide	Mrs. Shirley Scriven
State Preschool	Mrs. Sar Chhin and Mrs. Sonia Ayala Chanda Pok and Ms. Phalla San
SDC Preschool	Mrs. Julie Innes
Special Day Class	Mrs. Nikki Rodgers
Resource Specialist	Mrs. Diana Rodriguez
Language, Speech and Hearing Specialist	Mrs. Clair Trujillo
Title I Teacher	Mrs. Janet Chang
Title I Counselor	Mrs. Noreen Pollack
PM Kindergarten	Mrs. Donna Abarca
AM Kindergarten	Mrs. Amy Ricci
First Grade	Mrs. Jane Acoba
First Grade	Mrs. Mya Ross
First Grade	Mrs. Tracy Strohl
Second Grade	Mrs. Martha Hanyak
Second Grade	Mrs. Wendy Penix
Third Grade	Mr. Tom Alfieri
Third Grade	Mrs. Lori Allen
Third Grade	Mrs. Cheryl White
Fourth Grade	Mrs. Vanessa Martinez
Fourth Grade	Ms. Loretta Allen
Fourth Grade	Ms. Jeanne Wright
Fifth Grade	Ms. Kadie Collette
Fifth Grade	Ms. Angela Gomez
Sixth Grade	Mrs. Kathy Erbez
Sixth Grade	Mr. Aaron Hess
Sixth Grade	Ms. Kelsey Christeson
Seventh/Eighth Social Studies	Mr. Kris Armknecht
Seventh/Eighth Science	Mr. Kenneth Hamamoto
Seventh/Eighth Language Arts	Ms. Erin Grady
Seventh/Eighth Math	Ms. Ashley Courtney
Band	Mr. Nathan Davidson
Gen. Music/Band	Mr. Anthony Kolafa/ Ms. Molly Tropman
Strings	Mrs. Griena Choi-Trask
Chorus	Mrs. Erin Wolf

SCHOOL CALENDAR

2011-2012

Aug. 17	First Day of School
Aug. 23	Back to School Night (7 th /8 th Grades)
Aug. 25	Back to School Night (Kindergarten -6 th)
Sept. 5	Labor Day (no school)
Oct 10-Oct 21	<i>Goal Setting Conferences (Parents, Teachers, Students)</i>
Oct. 28	<i>School Carnival</i>
Nov. 11	Veteran's Day (no school)
Nov. 21 - 25	Thanksgiving Holiday (no school)
Dec. 19 - Jan. 2	Winter Break (no school)
Jan. 16	Dr. Martin Luther King Day (no school)
Feb. 13	Lincoln's Day (no school)
Feb. 20	President's Day (no school)
March 5th-16th	<i>Mid-year Conferences (Parents, Teachers, Students)</i>
April 2-9	Spring Break
April 10-April 27	State Testing
May 28	Memorial Day Holiday (no school)
May 30	8 th Grade Promotional
May 31	Last Day of School

Colonial Heights School

DAILY SCHEDULES

State Preschool 8:00 am - 11:00 am and 12:00 noon - 3:00 pm
SDC Preschool 8:30 am - 11:50 am

Kindergarten

8:10 am - 11:30 am	Morning Session
11:30 am - 11:50 am	Lunch
11:30 am - 2:50 pm	Afternoon Session
11:10 am - 11:30 am	Lunch

Grades 1-3

8:10 am	School Begins
9:55 to 10:05	Morning Recess
11:25 am - 12:10 pm	Lunch
1:30 pm - 1:40 pm	Afternoon Recess
2:30 pm	Dismissal (1:30 pm on Monday's)

Grades 4-6

8:10 am	School begins
10:15 am - 10:28 am	Morning Recess
12:10 pm - 12:55 pm	Lunch
2:30 pm	Dismissal (1:35 pm on Monday's)

Grades 7-8

Monday

Period 1	8:10 am - 9:00 am
Period 2	9:02 am - 9:50 am
BREAK	9:50 am - 10:00 am
Period 3	10:02 am - 10:50 am
Period 4	10:52 am - 11:40 pm
LUNCH	11:40 am - 12:20 pm
Period 5	12:22 pm - 12:50 pm
Period 6	12:52 pm - 1:30 pm

Tuesday through Friday

Period 1	8:10 am - 9:00 am
Period 2	9:02 am - 9:50 am
BREAK	9:50 am - 10:03 am
Period 3	10:03 am - 10:50 am
Period 4	10:52 am - 11:40 pm
LUNCH	11:40 am - 12:20 pm
Period 5	12:22 pm - 1:05 pm
Period 6	1:07 pm - 1:50 pm
Period 7	1:52 pm - 2:30 pm

Grade 8 Promotional Requirements

- must earn a cumulative *GPA* of 2.0
- must have 95% attendance
- can be suspended five days or fewer in one school year

Grade 9 Placement/High School Requirements

A point system will be used to determine student's eligibility to attend the ninth grade at Lincoln High School. Four areas will be considered:

- CST/Language Arts Scores (0-5 pts) • CST Test/Math Scores (0-5 pts)
- Grade point average (0-4 points) • Attendance (0-4 pts)

10+ points = Student is eligible to attend Lincoln High School

7-9 points = Student must attend summer school & is eligible to attend LHS in the fall based upon successful completion of summer school program

Fewer than 7= Student will be required to attend 9th grade at a site other than LHS (9th grade academy at McCandless)

PARENT-TEACHER-STUDENT ASSOCIATION

Supporting the Parent-Teacher Association, or PTSA, is a very important way to build understanding between home and school. PTSA is a national organization dedicated to schools and their communities. A strong PTSA membership can do "together" what each cannot do individually.

Please refer to our weekly school newsletter, and monthly PTSA letter for upcoming activities, dates of meetings, and areas for which your help may be needed. Meetings are held once a month and are open to all. Even if you don't have time to attend meetings, you may be able to help with one event, or make phone calls from home. Your children will love to see you involved in their school. At the very least, we hope to have all of you join PTSA. Your membership contribution alone will help tremendously.

PTSA 2010-2011 Executive Board

Co-President:	Tracy Tranthan
Membership:	Lisa Blount
Secretary:	Leah Thomas
Treasurer:	Stacy Smith
VP of Fundraising:	Lisa & Geena Johnson

PTSA meetings are held in the staff lounge on the FIRST THURSDAY of every month at 4:30 p.m.

** Look for Pizza Night flyers the FIRST WEDNESDAY of each month**

EXPECTATIONS FOR STUDENT BEHAVIOR

While these expectations are not intended to be exclusive, they illustrate the types of behavior which are appropriate and are necessary in a wholesome school climate. These expectations shall apply to all students.

It is important that all students and parents read this section carefully and have a clear understanding of these expectations. Students will be held accountable for following these rules and should be aware that not understanding a rule or not knowing about it is not an acceptable excuse for misbehavior. If you do not understand any of these rules or have questions about them after your teacher has covered the material in class, you should speak with the principal.

Students will be held accountable for their conduct to and from school as well as during school hours and school-sponsored events. Students will also be held accountable for their behavior during non-school hours which affects their school attendance or the school attendance of others. Any student who has been suspended from school may not participate in or observe any extra curricular activities during the period of suspension.

RESPECT OTHERS

Fair play and courtesy to others is encouraged throughout the school. All persons at Colonial Heights have the following rights:

- the right to learn
- the right to be safe and feel safe
- the right to be respected as a person
- the right to be treated with kindness and courtesy

RESPECT YOURSELF

In order to respect yourself and be the best student you can be you must:

- Be in class on time
- Be prepared for class with appropriate materials
- Participate in class activities
- Follow classroom procedures
- Complete assignments, including homework
- Be in school every day unless seriously ill
- Dress and groom appropriately according to dress code

RESPECT YOUR ENVIRONMENT

Part of our learning environment is not just in the classroom. It is very important that we respect our environment by:

- Keeping the campus clean and free from litter
- Keeping the shrubs, trees, flowers as landscaped
- Keeping the bathrooms clean
- Keeping the walls of your campus free from writing, or carvings
- Keeping all equipment, tables, chairs, desks, and books free from being defaced or damaged
- Reporting adults without a pass to a staff member
- Using school property only when permission is given

APPROPRIATE BEHAVIOR

- demonstrate cooperation and responsible behavior in the classroom and at school activities
- show respect for staff members, adult supervisors, classified employees, guest speakers, substitute teachers, and other students
- know and carry out the rules and regulations prescribed in this handbook
- use proper behavior and channels of communication to resolve conflicts
- do not display rudeness, defiance, or disrespect through words or gestures
- respect the property of others
- be honest
- use acceptable language
- show concern for the welfare of the school and student body
- demonstrate pride in your work and the work of others
- protect your school environment
- keep the campus clean and free of litter
- keep the restrooms clean
- keep the walls of your campus free from writing, carvings, or slogans

UNACCEPTABLE BEHAVIOR

- acts of racial prejudice or use of racial or sexual slurs
- any act which interferes with another student's learning activities
- assault/battery
- bicycling, skateboarding, roller blading or wearing heelies on campus
- chewing gum

- bullying
- defiance of authority
- extortion-intimidation
- fighting
- gambling
- hazing-initiation rites
- horseplay- slugging, punching, shoving, kicking, slapping, pushing, or tripping others
- involvement in any gang-related activities
- leaving the school campus without the permission of school authorities
- lighting of any fires or possession of matches/lighters
- possession of electronic devices on campus, i.e. pagers, cd players, ipod's, mp3 players, video game devices, etc.
- possession of laser pointers
- possessions or use if firecrackers or other explosives
- possessions or use of weapons, i.e. knives, guns, or use of an object for the purpose of injuring or intimidating another person
- possession, sale, or use of alcohol
- possession, sale, or use of any tobacco product
- possession, sale, or use of illegal drugs or paraphernalia
- profanity
- refusing to or falsely identifying yourself
- running on the blacktop or in the hallways at any time
- setting false fire alarms
- sexual harassment
- spitting
- spreading rumors and/or teasing
- theft
- threats to others
- throwing food or liquid
- throwing or shooting objects to cause harm, nuisance, or damage
- use of cell phones during school hours for any reason
- vandalism
- verbal abuse

CONSEQUENCES

The staff and principal of Colonial Heights School are committed to working with each student as an individual. Expectations for behavior must be imposed consistently for all students by all staff, yet the selection of consequences must be made according to that which the

individual student needs to help correct the behavior. Consequences that may be imposed are:

- classroom meeting held with classroom agenda
- teacher conference with student
- time out in office or time out room
- administrator conference with student
- phone call to parents for reinforcement of the expectations at home
- conference with student, teacher, parent
- conference with student, teacher, parent and administrator
- classroom suspension by teacher
- removal from play by sitting along the wall
- campus cleanup
- removal from playground for time-out in the office
- Study Center time
- Suspension/expulsion, in the event that a student's misbehavior is habitual, and/or the student becomes a danger to him/herself or to others.

RESPECT OTHERS RESPECT YOURSELF RESPECT YOUR ENVIRONMENT

GENERAL INFORMATION

ABSENCES/TARDIES

When your child is absent, our school is required by law to know the exact reason. When you know your child is going to be absent, **please contact the office at 953-8783**. Please call the office or send a written note with your child on the first day he/she returns to school. The note should include your child's name, room number, the date of the absence, and the reason for the absence. Excused absences are illness, dental or medical appointments, or attending a funeral of an immediate family member. All other absences, including family trips, are unexcused. **Students who are tardy will receive detention for thirty minutes.**

ARRIVAL TO SCHOOL

For safety reasons, the playground is not open to students until supervision is available. Students should arrive on campus no earlier than 7:40 a.m. and remain in supervised areas.

AFTER SCHOOL PROCEDURES

Unless students are participating in after-school activities or are detained by a teacher, they should be off the school grounds **five minutes** after the dismissal bell rings. Students participating in an after school program should go directly to the assigned room for that program. Students riding the bus should report directly to the bus area when the dismissal bell rings. Bus supervision is provided for those students who are waiting for the bus. For safety reasons, children are not to be on the grounds when there is no direct adult supervision.

BACK-TO-SCHOOL NIGHT

This night is set aside in August for teachers to explain their direction and priorities for the school year. Its purpose is to help parents understand the expectations and curriculum design in their child's classroom. Your attendance helps send the message to your child that education is important and you want him/her to do his/her best.

BICYCLES, SKATEBOARDS, ROLLERBLADES, SCOOTERS, AND HEELIES

Students may ride their bicycles to school and park them in the bike rack area. If a student chooses to ride a bike, parents must realize that the bike area is unsupervised and that the school will not accept the responsibility for loss or damage to the bike. Bikes, skateboards, and scooters are to be walked on campus at all times. Students must ride their bikes to school with a helmet. Skateboards, rollerblades, scooters, and heeies may not be ridden on campus.

BREAKFAST PROGRAM

A nutritionally balanced breakfast is served each morning 30 minutes before the start of school in the multi-use room. The cost is \$1.25. Students eligible for reduced cost pay \$.30 and breakfast is free to those students already approved for free lunch. Milk costs \$.40. Students must arrive at school no later than 10 minutes before the bell rings in order to receive breakfast before school begins. The cafeteria rules listed under lunch apply during breakfast as well.

BUS RULES

When our students ride a school bus for any purpose, they are required to be familiar with and observe bus safety procedures. Violations of the bus safety procedures will be reported to the LUSD Transportation Department. **Continued violation of the bus service safety procedures may result in the pupil's loss of bus transportation privileges.** RIDING THE BUS IS A PRIVILEGE. With this in mind, pupils will adhere to the following:

- Remain in your seat at all times.
- Bring only teacher-assigned items to school.
- Keep all parts of your body and clothing inside the bus.
- No eating or drinking on the bus.
- Behave as you would be expected to behave inside the classroom.

CANDY and TREATS

No gum or candy may be brought to school. In order for our children to maximize learning while at school, it is important that they eat breakfast. They may have a healthy snack at recess (please no soda, chips, or ramen). Snacks may **not** be eaten on the blacktop or field. We ask that students eat in designated snack areas where they can dispose of their own trash. Students who do not clean up after themselves will lose this privilege. Parents are encouraged to provide healthy food in their student's snack and lunch. The high sugar content in candy makes it very difficult for students to stay focused on their work in the classroom.

If you and your child wish to bring treats for the other children in your child's class, according to the state nutrition law, the treats must be "store bought" and be in a sealed package. Treats cannot be homemade. Also, treats may only be distributed the last half-hour of the school day.

CHANGE OF ADDRESS

Please notify the school office of any change in your address, telephone number, neighbor reference, or of your family health advisor. It is critical that we have a current emergency number for every child.

CLASSROOM ASSIGNMENTS/ADJUSTMENTS

Assignments are made to classrooms to best meet the needs of all students. If you have a concern regarding placement, a time is available in the spring to write a letter stating your concerns. We ask that you not request a specific teacher by name. A description of specific needs of your child is preferred.

CLASSROOM MEETINGS

Colonial Heights students will regularly participate in Classroom Meetings. The meetings use a student-created list (an agenda) of discussion ideas. The agenda may include items concerning special activities, curriculum, and problems relating to student behavior.

Outcomes for each item discussed could result in a simply discussion, a solution to prevent future incidents from happening, or even a consequence for a problem that has previously occurred. *Consequences for inappropriate actions are logical consequences.* These types of consequences must meet the four "R's" to be considered a viable solution to the problem.

The 4 "R's" are the following: **Related, Reasonable, Respectful, Responsible**

CLOSED CAMPUS

Students may not leave the campus without permission at any time during the school day. Students may be permitted to leave if they are checked out by their parent.

COMPLAINT PROCEDURE

Any individual, agency, or organization may file a complaint with the local school district or directly to the State Department of Education. Complaints are filed in situations, which involve an alleged violation by the local school district of Federal or State law or regulation. The complaint must be written. Any individual, agency, or organization may also file for a due process hearing whenever there is a disagreement between parents and school district over such things as placement, assessments, goals, and objectives.

DANCES

- Dances may be held on two or three occasions throughout the year for 6th, 7th & 8th grades students only.
- Dances are held in the multi-use room. Students will be expected to remain at the dance until its conclusion or until a parent arrives to pick up the student. Students will be required to obtain written permission from their parents prior to the dance to attend the dance and additionally, if they are going to walk home. Students will not be allowed to leave the dance without parent written consent.
- All students are required to leave campus immediately following the dance. **Students who are not picked up within 15 minutes after the conclusion of any dance, will not be permitted to attend the next dance.**
- Students need to have earned a 2.0 grade point average to attend.
- Students cannot have any out of school suspensions to attend a dance during the quarter.
- Dress code will be strictly enforced.

DRESS CODE POLICY

The dress code policy exists to improve and maintain safety for all students. The policy is designed to prevent distraction in the classroom and help students focus on instruction rather than fashion. Some clothing, and the way certain clothing is worn, can be distracting to others and incite issues of harassment between students. Students are encouraged to dress for successful learning

and attend school properly prepared for the educational process. Students shall be dressed and groomed in a manner reflecting good taste and decency.

CLOTHES MUST FIT. Clothes cannot be excessively tight or baggy. Pants must fit at the waist. If baggy pants will not stay up without a belt, they will be considered oversized. **Shirttail and T-Shirt lengths must not extend below the hands.**

The following clothing/items are NOT acceptable on campus:

- sexually suggestive clothing
- extremely brief/excessively tight
- low-cut clothing exposing breasts, bra or bra strap
- strapless garments
- off the shoulder garments
- clothing exposing the midriff
- tank tops, muscle shirts, undershirts, spaghetti shirts
- clothing that exposes the buttocks, or which does not cover undergarments (raising both arms should not expose any part of the midriff/stomach area; when seated, back/buttocks should not be exposed)
- clothing that is altered to identify students with gangs
- bandanas of any size or colors
- pajamas and lounge clothing
- clothing that advocates or advertises any type of alcohol, drugs, acts which are illegal, obscene, or hazardous to one's health
- frayed/cut/torn clothing /jeans with holes are not permitted
- skirts and shorts must be long enough to reach mid-thigh
- articles of clothing may not display inappropriate phrasing
- belts must be the correct waist size with no belt length hanging
- flip flops, slippers or mules are not permitted. (Shoes must have a closed toe and a back strap.)
- shoes designed to be laced must be worn laced and tied
- hats or head coverings (unless a doctor's note describes a medical condition requiring the wearing of a head covering is turn into the office.)
- apparel related to gangs or groups such as: gloves, bandanas, shoestrings, wristbands, belts, jewelry, or hats.
- jewelry that is deemed as disruptive or hazardous by staff.

Violations of the CH dress code will be dealt with as reasonably as possible.

- In cases where the article may be turned inside-out to meet the requirements of the dress code, the student shall be required to do so

for the remainder of the day. Repeat offenders will be assigned Study Center time.

- In cases where it is not appropriate for an article of clothing to be turned inside out, the school will attempt to loan the student an article of clothing for the day. If the school is not able to provide substitute clothing then a phone call will be made to the parent/guardian requesting delivery of appropriate clothes. Study center time will be assigned according to the amount of educational time wasted by the student in this process.
- Items that disrupt the educational process will be confiscated as inappropriate and will only be returned to the parent/guardian.
- If a student's clothing is not of an appropriate size and the student is unable to effectively correct the situation, the staff may, at its choice, provide a non-destructive means to resize the clothing. This may involve, but is not limited to, the use of safety pins, cable ties, string, or tape to resize the article of clothing.

DROP-OFF and PICK-UP

- Pupils may **NOT** be on the CH site any earlier than 7:40 a.m. This is for your child's safety. There is no supervision before that time. They may go into the cafeteria starting at 7:40 to eat breakfast and/or sit quietly.
- When pupils arrive at school in the morning, they are to line up at the multi-use gate and wait for entry. In the event of rain, all pupils are to report to the multi-use room.
- **It is extremely important that your child arrive to school on time.**
- Students who ride the bus will be dropped off in the morning in the front of the school and enter the campus through the multi-use gate.
- After school, students will exit the campus from the front of the school.

EARLY DISMISSAL

On Mondays, 1st-8th grade students are dismissed early at 1:30. The week before winter break, spring break and the last week of school are flip-flopped. Students are released at the regular time on Monday and dismissed early on Friday.

ELECTRONICS/CELL PHONE POLICY

Cell Phones are a major problem on school campuses across the country. Ringing cell phones are a disruption during class time. **All cell phones must be turned off and kept in a student's backpack.** They must not be visible.

Students may not use their cell phones once behind the school gates. Electronic items such as: handheld video games, pagers, ipod's, or mp3 players are not to be brought to school for any reason.

If any of these items are brought to school or the student uses a cell phone during school for any reason the following consequences will be imposed:

- phone or electronic item will be confiscated from the student
- the phone or electronic item will be returned **ONLY** to the Parent/Guardian of the student
- the student, sibling, may not pick up the electronic item or cell phone

Colonial Heights School is **not** responsible for lost, stolen, or broken electronic items or cell phones. The school will not pay for items that are lost, stolen, or misplaced by staff members after confiscation. Colonial Heights School will not investigate stolen cell phones. *The phone's security is the sole responsibility of the student.*

EVENING SCHOOL EVENTS

Students are not allowed at evening events such as the Back to School, Open House and the Talent Show without a parent in attendance.

FIELD TRIPS

For the safety of all children, all parents chaperoning, attending and/or driving for a field trip must have their fingerprints on file with the LUSD's Human Resource Office prior to going on any trip. Field trips requiring transportation will most often involve district-provided bus transportation. Students must have a signed permission slip from their parent or guardian before being allowed to participate.

HOMEWORK

Homework is an expectation of Colonial Heights because it is a necessary part of the learning process. Students will be assigned daily reading and homework assignments. Students in grades 4th-8th will be expected to record assignments daily in their homework planners provided at the beginning of the year. This planner will be required in grades 4-8. A missing or incomplete planner will result in Study Center time. The planner is the number one communication source for a parent, student, and teacher.

Each 4th-8th grade student will receive and must use a school provided planner.

INJURIES, ILLNESS, MEDICATIONS AT SCHOOL

First aid, defined as the immediate, temporary care given in case of accident or sudden illness, will be given when necessary. Our office staff has been trained to handle minor emergencies. In the case of an accident requiring the services of a doctor every attempt will be made to contact the parent or guardian before the child is taken to the doctor. For this reason, we request that parent(s) keep us informed of a change in address or telephone number.

If a child is too ill to continue through the school day, the child should report to his teacher who will send him/her to the office. Office staff will call parents, guardians, or other contacts listed on the emergency information card in an attempt to reach someone to pick up the child.

No medication may be given to your child during school hours without prior authorization from your child's physician. A current signed doctor's statement must be on file. Medications are kept in the school office and administered by office staff only.

INTERNET USE

Students may have access to the Internet through computers in the classroom and the library. Before students can use the Internet, parents and students must review and sign an Internet Ethics and Acceptable Use Agreement. Anyone illegally or improperly using the Internet will lose the privilege of access to the network.

INVITATIONS

Please do not send invitations to school with your child for distribution. Handing out invitations on campus is disruptive, and it causes hurt feelings for the children who are not invited. Please plan to mail invitations to birthday parties and other celebrations.

LIBRARY

- Books may be checked out for one week and may be renewed.
- We encourage students to return books on time so that they will be available to other students.
- No book is to be taken from the library without being properly checked out.
- Lost or damaged books must be paid for and final report cards may be withheld until such books are replaced or paid for. Also, students will lose

the privilege of participating in the "end of the year" events if outstanding balances are not paid.

LOST AND FOUND

The lost and found box is located in the multi-use room. Parents are strongly encouraged to write their child's name on lunch pails, backpacks, and clothing, especially sweatshirts, sweaters, and jackets. Items will be donated to charity periodically throughout the year.

LUNCH

Students may buy lunch at school or bring one from home. A nutritionally well-balanced lunch is served in our cafeteria each day. **We strongly encourage that you limit frequent drop off lunches as it disrupts classroom learning.** A free and reduced lunch program is available for families with qualifying incomes. Application forms are available in the school office.

The price of each meal is \$2.00. The reduced price is \$.40. We prefer that you prepay to your account during morning hours. Milk is \$.40. **FOOD MUST BE EATEN AT SCHOOL BY THE STUDENT FOR WHOM PURCHASED IT!** Food may not be taken home or shared with siblings, parents, or friends. Siblings or students who do not attend CH may NOT be fed with school food. This is a federal law.

Cafeteria Rules

- Wait patiently, quietly, and safely in line
- Follow the directions of the Cafeteria Supervisors
- Remain seated at your designated table until excused
- Talk quietly (If the noise level gets too high, the supervisor will give a warning. If the high level of noise continues, students will be required to eat in silence.)
- Eat your own lunch
- Clean up after yourself

NEWSLETTER

Every other week your child will bring home the Colonial Heights Newsletter. You will be informed about upcoming events at the school, your child's student work, and important educational issues.

NONDISCRIMINATION AND EDUCATIONAL EQUITY

It is the policy of the Lincoln Unified School District not to unlawfully discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color, religion, marital status, age, or mental or physical disability in the educational programs or activities in which it operates. *Lincoln Unified School District Board Policy #2429.*

OFFICE HOURS

The office hours for the school are from 7:30 a.m. - 4:00 p.m. There is a message phone for important messages and absence reports during non-school hours at 953-8783.

PARENT INVOLVEMENT AND RESPONSIBILITIES

The California Education Code Section 48904 states that parents or guardians are liable for any willful conduct of their minor children which results in injury to another pupil or to school district personnel, for any willful cutting or defacing of any school property belonging to the school district or to a school district employee, or for any property belonging to the school district and loaned to the minor student and willfully not returned. Following due process procedures, the school district may withhold the grades, diplomas, or transcripts of the pupil responsible until such damages are paid or until completion of a voluntary work program in lieu of payment of monetary damages is finished.

Just as you have teacher and school expectations, the school has expectations of every parent.

I understand that as a parent it is my responsibility to:

- create a quiet place for my child to study
- monitor completion of homework assignments and projects
- regularly monitor my child's academic progress
- communicate with teachers as needed
- support the school, its policies and efforts to maintain a safe appropriate academic environment
- monitor my child's internet usage
- call the school if I have any questions

I understand that as a parent it is my responsibility to ensure that my child:

- arrives at school on time and well rested and nourished
- has a minimum 95% attendance rate
- completes all assignments on time
- has all necessary materials in order to participate fully in each class
- is respectful
- does not cause or contribute to classroom disruptions
- follows the school dress code
- follows all school rules

It is our expectation that with a team effort between parent and school, we can ensure that all students learn and meet the goals of attaining the best education possible.

Parents are welcome in our school. When coming to Colonial Heights School to observe throughout the school day, **please make arrangements in advance** with the teacher or the principal through the office staff. For the safety of all students, you must check in at the office and wear a visitor's badge. We do appreciate your interest and participation in our educational program.

PLAYGROUND

Recess is a really important time for students to take a break, get a drink, go to the bathroom, get some fresh air, and have fun. It is also a time when many students get hurt and get bullied. Therefore, the Colonial Heights School staff is very committed to holding all children accountable for their behavior towards one another. We teach and reinforce skills to help children solve conflicts in an appropriate manner. We need parents' help in reinforcing at home what we teach and model at school.

Specific rules for games and activities can be found in the playground pamphlet located in each classroom and in the office.

To prevent accidents, **sports equipment or personal toys should not be brought to school from home** without teacher permission.

Playground Procedures to assure good use of time & a safe return to class:

- When the bell rings, students freeze, and when the whistle is blown, students quietly and quickly line up at their designated area.

RELEASE DURING CLASS HOURS

No student is permitted to leave the school grounds at any time during school hours without the knowledge of school personnel. If it becomes necessary for you or someone else to pick up your child during the school day, send a note to the office. You, or the person wishing to pick up the child, must meet the child and sign him/her out of the office. Only persons listed on the child's emergency card will be allowed to sign out a child unless the parent provides written permission.

RESTROOMS

- Students are to use only designated restrooms for their grade levels unless directed by a staff member.
- Students are expected to use the restrooms in a responsible manner. Do not litter or create unsanitary conditions.
- Students are expected to use the restroom before school and during recess.

REPORTING OF STUDENT PROGRESS

Colonial Heights School reports student progress to parents through report cards sent home THREE a year (trimesters) in grades K through 6 and through parent-teacher conferences. For Grades 7 and 8, students will be given a report card FOUR times (quarterly) a school year. Parents, teachers, and students will conference twice per school year. In addition, conferences may be scheduled on an as needed basis.

RIGHTS OF PARENTS TO INSPECT RECORDS

Parents have the right to inspect all school records, which are directly related to their children. Each student has a cumulative folder in the school office. It contains all the basic information regarding attendance, subjects taken, grades, credits, test results, health records, special programs, etc. To inspect these records, confer with the principal or designee at the school. Students who have received assistance from special programs may have supplemental records in addition to the school record. To inspect these records, see the administrator in charge of that special program.

SEXUAL HARASSMENT POLICY Education Code 48900.2

The Lincoln School District strongly condemns, opposes, and prohibits sexual harassment. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature.

A. Informal Resolution Process

To accommodate the unique nature of sexual harassment complaints, an informal process is provided for the primary resolution of a complaint at the earliest possible date. This process shall, at a minimum, include the following elements:

1. The Principal, Assistant Principal, or the Lincoln Unified Director of Child Welfare and Attendance will be available to receive sexual harassment complaints for students. If the principal or assistant principal is the alleged harasser, the student may present his or her complaint to the Associate Superintendent of Human Resources (2010 W. Swain Rd., 953-8733). Upon receiving a sexual harassment complaint, the Principal, Assistant Principal, or the Lincoln Unified Director of Child Welfare and Attendance or the Associate Superintendent of Human Resources shall:
 - Counsel the alleged victim and outline the options available.
 - Obtain a factual written statement of the complaint.
 - a) Complete the follow-up investigation, interviewing the accused, witnesses, and supervisor, as appropriate, and recommend the disposition of the complaint.

2. The Principal, Assistant Principal, or the Lincoln Unified Director of Child Welfare and Attendance or the Associate Superintendent of Human Resources will review the factual information collected to determine whether the alleged conduct constitutes sexual harassment, giving consideration to the record as a whole and the totality of the circumstances, including the nature of the sexual advance(s) and the context in which the alleged incident(s) occurred and the administrator shall, provided the complaint is substantiated, 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 harassment. In addition, the student shall be informed that he/she may file a formal complaint with the Superintendent or designee in accordance with Lincoln district's uniform complaint procedures. The complainant shall be assisted by the Principal, Vice Principal, Assistant principal or the Lincoln Unified Director of Child Welfare and Attendance in doing this.

B. Formal Resolution Process

If the complaint is not resolved by the informal process to the satisfaction of the alleged victim, the following formal procedures are available:

1. The complaint shall be reduced to written form and sent to the Associate Superintendent of Human Resources with ten (10) working days of the completion of the informal process.
2. The assistant Superintendent of Human Resources shall investigate the complaint and respond within ten (10) working days after receiving the complaint.
3. If the complaint is not satisfactorily resolved at the level of the Assistant Superintendent of Human Resources within ten (10) working days of receipt of the Assistant Superintendent of Resource's response, the student may request that the complaint be reviewed by the Superintendent.
4. The Superintendent shall then take action deemed appropriate to resolve the situation including but not limited to discipline, training, or other remedial measures.
5. An effort will be made to protect the privacy of the parties involved in a complaint. Files, which pertain to complaints handled under the informal process shall be kept confidential and will not be made available to the general public.
6. Time limits may be extended by mutual agreement of the alleged victim and the person to whom the complaint is addressed at the respective level(s).

Enforcement

The Superintendent or designee shall take appropriate actions to reinforce Lincoln Unified's sexual harassment procedures. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
2. Providing staff in-service and student instruction or counseling
3. Notifying parents/guardians
4. Notifying Child Protective Services
5. Taking appropriate disciplinary action. In addition, the Principal or Assistant Principal, may take disciplinary action against any person who is found to have made a complaint of sexual harassment, which the person knew was not true.

Title IX Coordinator

The Title IX Coordinator for the Lincoln Unified School District shall be the Associate Superintendent of Human Resources; 2010 West Swain Road, Stockton, CA 95207 (209) 953-8733.

STUDY CENTER

First through Third grade teachers share the responsibility for conducting study center in their classrooms on Friday afternoons.

Fourth through Eighth grade teachers share the responsibility for conducting study center in their classrooms during the school year. Study Center is held during lunch recess.

Students may be assigned Study Center for one of the following reasons:

- Homework that is not turned in on time or papers without names
- Incomplete homework
- Unfinished class work
- Student's request (to catch up on work)
- Tardiness
- Consequences for behavior
- Wasting time in class
- Coming to class without required materials

Parents will be notified when a child's time in Study Center becomes excessive by use of progress reports, report cards, and other reports deemed necessary by the classroom teacher.

SUSPENSION/EXPULSION

As stated in California Education Code 48900, a student may be suspended from school or recommended for expulsion when the superintendent or the principal determines that the student has committed any of the offenses listed below as (a) through (o) and (r) plus

§ 48900.2, .3, .4 at, going to, or leaving from any school activity on or off campus.

1. Caused, attempted to cause, or threatened to cause physical injury to another person;
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless in the case of possession of such an object, the student has obtained written permission from a certificated school employee;
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stolen or attempted to steal school property or private property.
8. Possessed or used tobacco, or any products containing tobacco or nicotine products.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
11. 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.
12. Knowingly received stolen school property or private property.
13. 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.
14. Committed or attempted to commit a sexual assault as defined in §261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in §243.4 of the Penal Code.
15. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

16. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivision (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

§48900.2

In addition to the reasons specified in §48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in §212.5. For the purpose of this chapter, the conduct described in §212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive environment. *This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3 inclusive.*

§48900.3

In addition to the reasons specified in §48900 and §48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of §33032.5.

§48900.4

In addition to the reasons specified in §48900 and §48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

In addition, beginning May 1 of each school year, students who display behavior that warrants suspension, the administration reserves the right to assign days of suspension beginning with the last day of school and working backwards into the year. Thus, a student could potentially miss the end of the year parties, events, etc.

TELEPHONE/MESSAGES

The school phone is for business purposes ONLY. Students will be permitted to use the office phone only in the event of illness, injury, or to serve detention after school. Permission to use the phone must be received from a staff member in advance. **Students may not use the phone to retrieve forgotten papers, homework, etc. or to make nonessential calls such as after-school arrangements with friends.**

In an effort to reduce classroom interruptions that interfere with teaching and learning, messages to children of a non-emergency nature will be written down to be delivered via the teacher. Likewise, forgotten lunches, instruments, etc., can be left in the office, and the child will be notified in a timely manner without disrupting their class.

TOYS

No toys may be brought to school. This includes all toys, sports equipment, electronic games, audio equipment, and any items not necessary for classroom learning. Please be sure your child understands this. You can help by monitoring what is in your child's backpack as you check their homework each night and help them get organized for school each morning. The only items they should carry are those that they need for learning such as homework folders, papers, and pencils.

TRUANCY

Please help your child arrive at school on time every day. Tardiness can affect a child's learning. If a student has an unexcused tardy of more than 30 minutes 3 times in an attendance reporting period or has been absent 3 times without valid excuse, he/she is considered a truant and receives a "notification of truancy" letter. A second truancy letter is sent if the situation continues. If the tardiness/absence is not then eliminated, a final truancy letter is sent with a referral to a School Attendance Review Board. Students cannot be suspended for tardiness or truancy; however, students can be required to make up the time at recess, lunch, after school or Saturday school.

VOLUNTEERS

Parents provide valuable services to the children at Colonial Heights School. Volunteers need to fill out the Volunteer Information Packet and may be

required to be fingerprinted through our security office. A Volunteer Information Packet is available upon request from the school office.

SPECIAL PROGRAMS AND SERVICES FOR COLONIAL HEIGHTS STUDENTS

GIFTED AND TALENTED EDUCATION (GATE)

The GATE program strives to ensure that the regular classroom is structured in such a way that any student who demonstrates extraordinary talent or ability in intellectual ability, creativity, a specific academic area, leadership, and/or the visual and performing arts is given the opportunity to pursue that gift during the instructional day. Strategies that honor the theory of multiple intelligences, open-ended challenges that require a student to think divergently to solve a problem, challenges that require task commitment, creativity, and a growing knowledge base, along with the expectation that each student will work at a level commensurate with their ability - not with that of the other students - provide the foundation of the program.

LANGUAGE SPEECH AND HEARING PROGRAM (LSH)

Each year all children entering kindergarten are screened for speech and language problems. If a child is identified as needing a speech therapy program, a specific remedial program will be developed for that child through the Individual Education Program (IEP) process.

MUSIC

Lincoln Unified School District is proud of its comprehensive K-12 music program. All students in grades K-6 receive general music instruction twice a week from a qualified specialist. Chorus is offered as a pullout program twice a week for 4th-6th graders. Instrumental music is also a pullout program, with string instruction beginning in 4th grade and band in 5th. Intermediate students who wish to become a part of this program will have the opportunity to sign up at an informational performance assembly by district music teachers in the fall.

THE LEARNING CENTER- RSP AND SDC

The Resource Specialist Program and Special Day Class provides individualized, prescriptive instruction for children who require aid beyond regular classroom

instruction and to integrate such prescriptions into the regular classroom learning activities. Eligibility is determined through the identification of a discrepancy between a student's intellectual development and academic achievement. Results of this testing is shared through the Individual Education Program (IEP) process. All decisions regarding a student's placement and participation in the program are made with the IEP team, which includes the student's parents, teachers, administrator and support staff involved in the testing process.

STUDENT GOVERNMENT

One student per classroom, grades 4-8, is elected by his/her peers to represent them at bimonthly student council meetings. Room representatives must meet the minimum requirements each quarter.

TITLE ONE

Title One is a federally funded program to assist students who need extra academic support. Services are delivered by our Title One teacher, Ms. Chang.

Colonial Heights School Title 1 School-level Parent Involvement Policy

Colonial Heights School has developed this parent involvement policy with input from Title 1 parents. Parents provided their input at the yearly Title 1 meetings.

Involvement of Parents in the Title 1 Program:

Colonial Heights School holds an annual meeting to inform parents of Title 1 students of the Title 1 requirements and their rights to be involved in the Title 1 program.

- We send out flyers to identified students, write an announcement in the school newsletter, send out a PACE message, and post the agenda in the school office.
- We offer a flexible number of meetings to explain the Title 1 program to parents. At the first meeting we will survey the parents' needs and discuss the number of meetings needed. We then set the date and time for future meetings.
- We involve parents in an ongoing, timely review, planning, and revision of the Title 1 policy and program. The Title 1 Involvement Policy and Home-School Compact are reviewed annually, along with school goals, programs, and budgets.
- We provide parents with information about the Title 1 program/services. At the meeting we explain how students are identified, the programs and services we provide.
- We inform parents with an explanation of the curriculum, assessments, and proficiency levels students are expected to meet. Parents receive information and explanation during Back-to-School night about the curriculum, assessments, and standards students are expected to

meet. Parents have the opportunity to meet with the classroom teacher one-on-one (formally twice a year) during Parent-Teacher conferences to look at their students' proficiency levels and set goals for the year. During the Title 1 meetings, these items will be discussed and parents will have the opportunity to ask questions.

- We provide parents of Title 1 students with opportunities for regular meetings to participate in decisions relating to the education of their children. At the first meeting, we will set the number of Title 1 meetings with the dates and times. Parents are invited to join the School Site Council, Parent-Teacher Association (PTA), and School Advisory Committee (SAC) to be involved in decisions related to our school.

Home-School Compact:

Colonial Heights School has jointly developed a Home-School Compact and distributed to parents of Title 1 students. The compact outlines how parents and the school staff and students share the responsibility to improve student achievement and to ensure students reach proficiency.

- We provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards. To do this we will:
 - ensure a safe and orderly learning environment
 - have fully credentialed teachers
 - provide motivating, high-quality instruction that addresses the CA content standards
 - provide interesting learning experiences, such as fieldtrips
 - talk to parents about school goals
- Parents' participation in their children's education will help with their achievement. To do this parents can:
 - participate in decisions that affects their children's education
 - provide a quiet study time and area
 - attend parent conferences and school events
 - send their children to school on time, prepared with all necessary materials
- We maintain ongoing communication between home and school throughout the year. To do this we will:
 - hold Parent-Teacher conferences twice a year, in the fall and spring
 - communicate to parents through the school newsletter, student corrected work, report cards, and written notes
 - make phone conferences and/or individual parent meetings
 - provide opportunities for parents to volunteer, observe, and participate in the classroom

Building Capacity for Involvement:

Colonial Heights School engages Title 1 parents in meaningful ways with the school. We support a partnership among staff, parents, and the community to improve student achievement.

- We provide materials and training to help parents work with their children. Once teachers observe a need, they provide appropriate materials for parents to use with their children. Throughout the year, the district office provides training on new programs, such as MAP. During the initial Title 1 meeting, parents' needs and interests are surveyed so appropriate training opportunities can be provided.
- We train staff on the value of working with parents as partners. Ongoing district and school level inservices are offered to staff. Staff is expected to maintain open communication with parents regarding their children's social, emotional, and academic needs in the form of email, phone calls, and/or written communication.
- We integrate parent involvement with other sites and the district office. Parents are informed of programs and activities happening at other schools through the PACE message and

school flyers/newsletters. Through these events, parents are encouraged to more fully participate in their children's education.

- We inform Title 1 parents about programs, meetings, and activities through the school newsletter, flyers, PACE message, classroom hand-outs, and phone calls.

Accessibility:

Colonial Heights School provides opportunities for all Title 1 parents to participate in the school, including parents of limited English proficiency, parents with disabilities, and parents of migratory students.

- We provide translators to parents and teachers to support the communication process.
- We provide childcare for Title 1 meetings.

STUDENT SUPPORT STRATEGIES

These strategies are designed to assist students who are having difficulty or need special attention in particular areas to help them be successful. These strategies can be put in place for academic needs, behavior needs, or emotional support.

- | | |
|---|------------------------------|
| 1. Parent Conference | 15. Behavioral Review/BSP |
| 2. Class Meetings | 16. Home visitation |
| 3. Academic Support Team Meetings | 17. Shortened Day |
| 4. Referral to "Outside" Counseling | 18. "In-School" Counseling |
| 5. Mentoring | 19. Time Out Buddy Classroom |
| 6. Detention | |
| 7. Study Center | |
| 8. Teacher suspension | |
| 9. Parent attend portion of school day | |
| 10. SST (Student Study Team) meetings | |
| 11. Conflict Resolution | |
| 12. Referral to School Attendance Review Board (SARB) at district level | |
| 13. In-house suspension (on school grounds) | |
| 14. Community service on campus - cafeteria duty, campus cleanup, etc. | |

Colonial Heights - Home -School Compact

(Please read carefully, sign and return to your teacher.)

Colonial Heights will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows:

Principal Pledge:

As Principal, my role is to create a welcoming, supportive, effective, and positive learning environment at our school. I will carry out the following responsibilities to the best of my ability:

- Ensure a safe and orderly learning environment
- Talk with parents and students about the school’s mission and goals
- Support the partnership between parent, student, and staff
- Encourage parents to be involved in decisions that affect their child’s education

Principal Signature _____ Date _____

Teacher Pledge:

I understand the importance of the school experience to every student and my role as a teacher and model.

Therefore, I agree to carry out the following responsibilities to the best of ability:

- Provide motivating, high-quality instruction, and interesting learning experiences in my classroom that address CA content standards
- Explain my goals, expectations, and grading system to students and parents
- Strive to address the individual needs of each student
- Communicate regularly with parents regarding each student’s progress by holding parent-teacher conferences twice a year, sending home report cards, and meeting with parents as needed through phone calls and scheduled consultations
- Provide opportunities for parents to volunteer, observe, and participate in the classroom. I will send home notices for volunteer opportunities throughout the year, and parents can also contact me to set up times they would like to participate and observe

Teacher Signature _____ Date _____

Student Pledge:

I realize that my education is important to me. I know that I am the person responsible for my own success and that I must work hard to achieve that success. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Work as hard as I can on my school assignments and return completed homework on time
- Ask my teacher for help when I don’t understand something
- Follow Colonial Heights “Expectation for Student Behavior” and be responsible for my own actions
- Limit my TV watching and other electronic device usage and read books instead
- Arrive to class on time, be prepared to learn, and have all the necessary materials

Student Signature _____ Date _____

Parent Pledge:

I understand that my participation in my student’s education will help his/her achievement and attitude.

Therefore, I will carry out the following responsibilities to the best of my ability:

- Provide a quiet study time at home and encourage good study habits
- Know how my child is progressing by attending conferences and school events, looking at schoolwork, talking to the teacher, and being involved with the school
- Participate in decisions that affect my child education
- Limit my child’s TV viewing and other electronic device usage and encourage him/her to spend time reading everyday
- Send my child to school each day on time, prepared with all the necessary materials, well rested, well nourished, and properly dressed
- I have read the attached Title 1 Parent Involvement Policy

Parent Signature _____ Date _____