



Placer Elementary School Family Handbook 2015-2016

Please use the information in this handbook as a reference when you have questions regarding school procedures and/or school and district policies. We will also be happy to answer your questions in person, via e-mail or telephone.

*Placer School Office: (916) 652-1830
Clerk: Lisa Radoycis; lradoycis@loomis-usd.k12.ca.us
Secretary: Nadine Bergstrom; nbergstrom@loomis-usd.k12.ca.us
Principal: Rick Judd; rjudd@loomis-usd.k12.ca.us*

PLACER ELEMENTARY SCHOOL
School Policies and Procedures

Absences-----

If your child is ill and will be absent, please telephone the school on the day of the absence. Illness, medical appointments and bereavement are the only reasons for an excused absence. All other absences are considered “unexcused”, and will require that parents be notified, in writing, about attendance law. If attendance for the full school day is not possible, we appreciate the effort extended in having your child attend any portion of the day.

Excused absences should not exceed five days per school year. If your child has more than five excused absences, the school may need to request doctor’s verification of illness. Please contact the school office if you believe that your child will have an on-going health concern.

Academic Excellence -----

Students in grades four through eight are eligible for honor roll. In order to qualify, a student must achieve the necessary grade point average in major academic areas. The criteria used to determine honor roll (based upon grades of A or B, only) are as follows:

- | | |
|-----------|-----------------------|
| 4.0 | Superintendent’s List |
| 3.99-3.50 | Principal’s List |
| 3.49-3.0 | Teacher’s List |

Students earning honor roll or higher at the end of the first and second trimester may participate in an honor roll awards ceremony. Certificates are presented at this luncheon and parents are encouraged to bring a special lunch for their children. Students earning Teacher’s list or higher at the end of third trimester will be able to participate in a fun filled time at Rocklin Bowl on June 7, 2016 from 9:00am – 11:00am.

Eighth grade students who earn a 4.0 grade point average at the end of trimesters 1, 2, and 3 may participate in the honors speaker selection process. One honors speaker from each school site will be chosen to present a brief speech on the evening of the eighth grade promotion ceremony. Students must have a grade point average when grade checks are done at the end of May in order to participate in the selection process.

Accidents -----

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

Appointments -----

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

Arrival/Departure to and from School -----

School staff is on campus to provide supervision beginning 20 minutes prior to the start of the school day. Yard duty supervision begins at approximately 8:00 a.m. and ends approximately fifteen minutes after the school day has ended. Please do not drop your children off before 8:00 a.m. Students must wait in the cafeteria with a book or practice work quietly until the 8:00 bell rings. Then, they should go to the playground. Students are not permitted in classrooms, where there is no teacher present, at any time.

We also request that families make arrangements for their children to be picked up promptly at the end of the school day.



When dropping off or picking up your child by the yellow and red curbs, please do not leave your vehicle unattended. There are adequate parking stalls available should you need to leave your vehicle. To ensure the safety of the children, use the designated yellow and red zones, ONLY, when dropping off or picking up your child. The fire department and C.H.P may cite cars that are parked by the red and yellow curbs in front of the school

Assemblies -----

Throughout the school year, a variety of assemblies will be provided for your child. Our generous P.T.C. provides most of the funding for these events. We place great importance on appropriate audience behavior and will insist that students demonstrate respectful and responsible behavior during assemblies.

Assessments/Testing -----

In addition to the various informal and formal assessments that your child’s classroom teacher conducts on a regular basis, the Loomis Union School District participates in the following formal assessments:

District Writing Assessments	All grades, 3 times each year
P.E. Testing	Grades 5 and 7, given in spring
Constitution Competency Test	Grade 8, given during the year
Classroom reading assessments	All grades, throughout the year
Renaissance Learning	All grades, throughout the year
California Statewide Assessments	Grades 3-8, given in the spring

Athletics-----

At various times throughout the school year, students will have the opportunity to participate in school-sponsored team sports. (cross-country, basketball, track, wrestling, volleyball, etc.) Students who participate must maintain their grades; may have only one D and no F’s. In addition, these students are expected to demonstrate appropriate behavior and maintain good citizenship. Students may lose the privilege of participating in these activities should they not meet these expectations. There is a participation fee for each sport.

For more information about the Loomis Basin Athletic League (L.B.A.L.) please visit the school website.

Attendance -----

The State of California and the Loomis Union School District expect students to be in school on a daily basis. The only exceptions to this are illness, medical appointments or bereavement. Students who are frequently absent or tardy often fall behind in learning and become at-risk for retention. Absences and tardies affect the learning of every student in the classroom due to disruption. A student is considered to be truant after being “. . . absent three full days without a valid excuse,” or “tardy more than thirty minutes on three separate occasions . . . during the school year.” (California Education Code 48269 (a))

The law is also clear that is a parent's responsibility to deliver their child(ren) to school on time. The Loomis Union School District will notify parents, by mail or telephone, if their child begins to accumulate numerous absences and/or tardies. The school may require students to make up time during or after school. Students who are excessively absent or tardy may be referred to the School Attendance Review Board (S.A.R.B.). Excessive absences may also trigger a visit by child protective agencies or local law enforcement. The Placer County District Attorney's Office may be notified in the event of habitual truancy, as directed by compulsory attendance law.

Students on an inter-district or intra-district agreement may be disenrolled for numerous absences or tardies.

Please work with the school to see that your child attends every day. We encourage you to call the school to report absences. The phone number is 652-1830.



Back-to-School Night -----

Back-to-School Night will be held on August 25th, and 26th. School and Classroom presentations are designed to inform parents regarding specific School and classroom policies and procedures. This evening is not intended for a review of your child's progress in his/her class. Parents are encouraged to attend each child's Back-to-School Night.

Beverages-----

In accordance with state nutritional guidelines, we request that students do not bring "energy drinks" or soft drinks to school. Students are not permitted to bring beverages to school with the intent of selling to or sharing with other students.

Birthdays -----

If you would like to send a birthday treat for your child's class, please make arrangement with the classroom teacher beforehand. Balloons, presents, etc. should be presented to the child at home, as valuable learning time is lost when classrooms are interrupted. Students who distribute birthday party invitations should do so discretely so as to avoid a child's feelings being hurt.

Books and Supplies -----

Students will be provided with school textbooks and materials. Each student is responsible for handling these materials in a careful manner. Texts are bar coded and are assigned to each specific student, so students should not loan their textbooks to anyone else. In the case of lost or damaged textbooks, library books, or other school materials, the family will be responsible for replacement costs, **regardless of why the item is lost or damaged.** Teachers may request that parents provide their child with supplemental school supplies (binders, folders, etc.) that will help to promote organizational skills. The law permits schools to hold student records and report cards when students have unpaid debt.

Bullying/Teasing -----

Placer School is a "bully free school" and recognizes guidelines established by the California Safe Schools Program. Students will receive on-going instruction regarding reporting acts of bullying and teasing as well as instruction aimed at bullying prevention. By law, acts of bullying require administrative action and consequences. Families are encouraged to talk to the classroom teacher if their child(ren) report that they are being bullied at school.

Calling Classrooms -----

We make every effort to minimize disruptions that interfere with your child's learning. Therefore, we encourage parents to leave messages for teachers by calling the school office, or by sending an e-mail, giving staff a reasonable amount of time to read the message. The office will not interrupt classrooms to forward telephone calls from parents. **Please do not text message or call your children from 8:20a.m.-2:20p.m.** This is a violation of our Board policy.

Classroom Visitation -----

Parents of enrolled children are welcome to visit the school when it is in session. It is, however, necessary to have some guidelines so that your visitation does not disrupt the learning environment.

All visitors are required, by law, to sign in at the office and to wear a visitor's badge while on campus. Kindly contact your child's teacher in advance when you intend to visit the classroom. Signing in is not necessary at the end of the day when parents pick up their child.

It is our policy to permit parents to observe classrooms for the purpose of deciding whether or not to enroll a child at our school, only if the principal can accompany the guests, and the observation does not disrupt instruction.

Closed Campus -----

The Loomis Union School District has established that students must remain on campus until 2:20 p.m. once they arrive on the school grounds. If any student chooses to leave the school grounds without parent/teacher permission AND adult supervision, he/she will be classified as truant and will be subject to disciplinary action. Law enforcement may also be summoned if the student's whereabouts are unknown. Students must remain within all supervision boundaries between 8:20a.m.-2:20p.m.



Computer Use -----

Students will have on-going opportunities to access technology using the numerous computers on campus. Students will be required to complete a computer use agreement prior to being permitted to use school computers. Students, who mistreat computer equipment, alter computer settings or access inappropriate material may be denied access to school computers. In addition, the display or creation of inappropriate or offensive materials may warrant suspension from school or other disciplinary action, at the discretion of the administration.

Conferences -----

Parent teacher conferences will be scheduled on November 17, 18 and 19, and on March 16th.

Parents desiring a conference at times other than during these designated conference dates should contact their child's teacher. Please consider that teachers often coach and tutor after school, so on-the-spot conferences or same-day conferences are not always possible.

The average length of a conference is twenty minutes. Conferences are used for reporting progress and charting goals for students. Parents are encouraged to set up additional conferences as the need arises. It is critical that parents attend conferences when the teacher requests them, particularly if a student is performing below grade level or is at risk of being retained.

Dances -----

Seventh and eighth grade students will have the opportunity to attend evening dances at Placer School. Teachers, administrators and parent chaperones will also be in attendance. **Students must maintain good citizenship, be passing all core classes and attend school on the day of the dance, in order to attend.** Students must also clear all debts three days prior to the event. (e.g., cafeteria, athletic uniforms/fees, textbooks, etc.)

By formal invitation, others schools may attend Loomis dances with the approval of their administration. Otherwise, the Loomis Union School District does not permit students from schools outside the district to attend dances. Students are encouraged to develop proper social skills at these functions. It is not appropriate for students to attend dances as "couples" or with a "date". Students dancing in an inappropriate way will leave the dance early. School administrators and teachers have clearly defined what constitutes "inappropriate" dancing to students.

Discipline Policy -----

School rules and the Education Code have been carefully designed to protect all children and to establish an orderly learning environment for all students. The school staff will teach and encourage appropriate behavior and will assist each student in practicing replacement behaviors. Parents can assist by supporting school personnel should a behavior problem arise.

Dress Code -----

A dress code has been established to set proper standards for appearance, and to minimize disruptions and distractions from learning. (Loomis District Board Policy and Administrative Regulation, 5132) Children attending school should have the appearance of “students” to maintain a business-like learning environment. Students must adhere to the following:

- Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, tube tops, off-the-shoulder or low-cut tops or dresses, bare midriffs, tattered or torn clothing, and skirts or shorts shorter than mid-thigh are prohibited. Pajamas and baggy sweat pants are prohibited (unless specifically authorized by the site principal for a special event, such as spirit day). All pants should be worn no more than two inches below the waist, and in all cases should be sufficient to conceal undergarments, as noted above.
- Shoes are to be worn at all times. Shoes with retractable wheels are prohibited. Sandals must have heel straps. Flip flops may be worn at a principal’s discretion. Students may be required to bring athletic shoes for physical education class. Students may not wear slippers to school.
- Apparel, grooming, jewelry, accessories and other personal items shall be free of writing, pictures, symbols or any other insignia which are crude, vulgar, profane, obscene, libelous, slanderous, sexually suggestive, or suggest violence. Apparel, grooming, jewelry, accessories or other personal items which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice or discrimination are prohibited. Facial piercings and ear gages are not to be worn at school.
- Hair shall be clean and neatly groomed, and shall not be styled in a mohawk or similar style (e.g. “fauxhawk”) or spiked, so that it sticks up or out more than two (2) inches from the student’s scalp. Hair shall not be in a color that does not naturally occur, such as pink, purple, orange, yellow, etc.

- Apparel which could be used as a weapon, or could be damaging to school property, including, but not limited to, steel-toed boots, chains, items with spikes or studs, etc., is prohibited.
- Students shall not display any material which so incites others as to create a danger of the commission of unlawful acts on school grounds, disrupts the school process or violates district or school site rules or policies.
- Hats, caps, sunglasses and other head coverings shall not be worn indoors, except for valid medical reasons authorized by the administration and verified by a physician in writing. Each school site may adopt rules that specify the types of sun-protective apparel that students will be allowed to wear outdoors and specify the types of apparel and hats that may be “inappropriate.” If worn outdoors for sun protection, baseball caps and other caps with bills shall be worn with the bills facing forward.



E-Mailing Staff-----

All employees of the Loomis Union School District can be reached via the district and school website or via their school e-mail addresses. The district website is: www.loomis-usd.k12.ca.us and the school's website is:

<http://placer.loomis-usd.k12.ca.us>

Teachers can be reached by using the first initial of their first name, followed by their last name and the district extension. Example: Bob Jones would be: bjones@loomis-usd.k12.ca.us

Employees will make every attempt to respond to e-mail messages within 24 hours of receipt, Monday through Friday.

Emergency Procedures -----

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

Field Trips -----

Students may attend school-sponsored field trips. Parent permission slips MUST be signed and returned to school personnel prior to the trip. Please note: some field trips require payment and reservations prior to the date of travel. If permission slips are turned in beyond the deadline, students may be unable to attend the field trip.

All standard rules for proper behavior will be expected and enforced on field trips. Students who have not demonstrated reliable behavior at school may be given an alternative assignment and may be excluded from the field trip, per teacher/administrator discretion.

Food-----

Keeping our campus clean develops respect for our facilities and pride in our school. Students will be encouraged to help by eating food and beverages only in designated areas, and by cleaning up after themselves. The custodial staff may assist in cleaning, but is not required to clean up messes intentionally left by students. Students may be permitted to eat outdoors during recess breaks. Teachers may provide a snack time during the regular school day in their classrooms. Other than snack recess or lunch, students should not be eating inside or outside of their classroom.

Students may not share food with other students, in compliance with the district's Allergy Awareness Plan.

Grading %-----

School wide, students in grades 4-8 will be using the following grading distinctions:

Mark	Low %	High %
A+		100
A	93	99
A-	90	92
B+	87	89
B	83	86
B-	80	82
C+	77	79
C	73	76
C-	70	72
D+	67	69
D	63	66
D-	60	62

59 and below = failing

Health Screenings-----

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

Practice work -----

The amount of practice work assigned shall be related to the maturity and ability level of the students in each class. Practice work is a vital part of a student's education and serves to teach responsibility to practice as well as to reinforce skills to be better prepared for the test.

Parents should provide a designated time and place for practice work.

Parents are also encouraged to review completed practice work assignments for accuracy and quality. It is the student's responsibility to clarify practice work assignments prior to leaving school each day. Teachers post

assignments on the classroom whiteboard, and many have assignments recorded on their websites. The amount of time spent on practice work varies with each child, depending upon the number of distractions, pace, enthusiasm and motivation.

Make-up work should only be requested when a student is absent from school for three or more days. Please telephone the office with your practice work request so that teachers may have adequate time to prepare materials. There is not sufficient time during the instructional day for staff to prepare make-up work without proper notification. The classroom teacher will allow a reasonable period of time for make-up assignments, missed due to excused absences, to be completed. Typically, one day of extension is granted per day of absence.

Parents in grades 4-8 should regularly access their child's grades online via the parent portal. To access your parent portal online account for the first time, please contact the school secretary.

Inappropriate Items -----

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

- | | | |
|-----------------|----------------------------|------------------|
| aerosol cans | drugs/drug paraphernalia | electronic games |
| fireworks | flammable fluids | gum |
| lighters | matches | spray cans |
| personal toys | pocket knives | weapons |
| rollerblades | shoes w/retractable wheels | |
| scooters | skateboards | |
| sunflower seeds | skates | |

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

- | | | |
|---------|---------------|---------------|
| cameras | video cameras | CD's or DVD's |
|---------|---------------|---------------|

Cellular telephones, i-pads and similar smart devices may be brought to school but are not to be on or used from 8:20a.m. – 2:20p.m. without specific permission from a member of the Placer School staff. Parents may leave messages for their children with the school office, and students may use the phones in their classrooms (with teacher permission) or the phone in the school office. If students are caught using their electronic devices, for any reason during the school day, the device will be taken by school personnel. After the first incident, the device will be returned to the parent after school, after the second incident, the device will be returned to a parent, again but will then need to drop it off at the office before school begins and pick it up when school is out.

Other inappropriate items will be confiscated from students and may or may not be returned, depending upon the item.

The school is not responsible for loss or damage to any of these articles, should students choose to bring them to school anyway.

Parents should not call or text their children during the hours of 8:20-2:20.

Independent Study -----

If your child is not ill but will be missing school, you may request an independent study contract. Please submit your request for an independent study at least three days prior to the absences. The contract must be signed by the student, the parent(s) of the student and by the child's teacher(s). In order to receive academic credit, **all work is to be completed and turned in the day that your child returns to school.** The independent study contracts apply to absences of five days or more. Absences of 1-4 days are considered "unexcused" per state law.

Library -----

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

Live Scan (finger-printing) -----

All parents who chaperone a school field trip must be cleared by a background check called Live Scan. This process may be completed at the local sheriff's office and at Sierra College.

These agencies charge a fee for the service and also require an appointment.

Placer County Sheriff (Loomis) 652-2400, (Auburn) 530-889-7800
Sierra College 781-0570

Lost and Found -----

All personal belongings that are found on campus are placed in the lost and found bins, located in the school cafeteria. Please ask your child to check there first if he/she has lost something at school. Periodically, items not claimed from the lost and found will be turned over to local charities. Parents should write their child's name on every item that is brought to school so that, if misplaced, it may be returned quickly.

Lunches -----

The school cafeteria will serve a nutritious lunch daily at a cost of \$2.75. Pints of milk may also be purchased for 25 cents. Students with no lunch or no lunch money may be charged two times, only. Please repay the school as quickly as possible if your child charges a lunch. Future requests to charge a lunch may be denied due to the school's limited financial ability to carry student lunch debts. Report cards may be held and students may be prohibited from attending school dances if there are outstanding lunch charges.

Application forms for free or reduced lunches may be picked up in the school office. In addition, a drop box for prepaid lunches is located in the school office. Please direct your questions about the school lunch program to Lynn Moore at 652-1830, x-103.

Medication -----

School personnel MAY NOT administer medication without an accompanying physician's note. This policy includes aspirin, cough syrup and other over-the-counter remedies. Students are not permitted to keep medication in their backpacks, with the exception of prescribed inhalers. We ask that you notify your child's teacher and the school nurse if your child may be using an inhaler during the school day. All other medications

must be taken in the office, with proper documentation and supervision. Medical forms for this purpose are available in the school office.

Messages and Deliveries-----

Students will be encouraged to use their classroom phone, during recess or after school, should they need to contact parents for non-emergency circumstances. Use of the office telephone will be limited to students who are ill and need to be picked up. It is up to each classroom teacher to determine if the classroom telephone may be used to call for forgotten lunch money, forgotten practice work, after school play arrangements, etc.

If you need to deliver an item to your child during the school day, please leave it with the office staff. **Please do not send a text message to your child from 8:20a.m.-2:20p.m. as this violates our electronic messaging and cell phone policy.**

Minimum Days-----

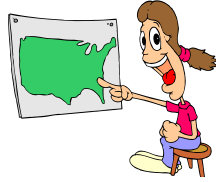
Minimum days are scheduled periodically throughout the school year. Please review the school calendar regularly, as well as all school-to-home communications so that your child will have timely transportation home after school. Dismissal on minimum days is at 11:45 a.m. There is no scheduled supervision after 11:55 a.m. on minimum days.

Office-----

Our school office is staffed with talented and hard-working individuals. They perform a multitude of tasks, simultaneously, in very cramped quarters. If you are a visitor to our office, your patience is appreciated. Our dedicated clerk and secretary have to meet the needs of the district office, school administrators, teachers, custodians, support staff, parents, students and outside vendors. If you will be requesting items requiring time for preparation, kindly notify our staff in advance. Thank you!

Open House-----

Our annual Open House will be held in May. Families and friends are encouraged to visit as students and teachers showcase their hard work.



Promotion for 8th grade-----

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

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

MINIMUM PROMOTION ACTIVITIES REQUIREMENTS

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

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

Parent Communication of Expectations

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

1. Promotion participation standards are sent home and returned to school with student and parent signatures during the first trimester of the school year.

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

Promotion for 8th grade, continued -----

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

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

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

Students who are inappropriately attired will be asked to make necessary adjustments or will be refused permission to participate in promotion ceremonies. If dress is altered during or after the ceremony to inappropriate attire, the student will be denied access to the dance. The principal or designee shall enforce the above standards.

Satisfactory Citizenship

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

Limousines are not appropriate for promotion or the dance.

Parent Teacher Club (The P.T.C.)-----

The Parent/Teacher Club supports and supplements many school programs. By creating an informal working relationship, both during and after school, the PTC identifies and responds to the needs of our school. Where appropriate, funds are provided for special projects and activities that would otherwise not be possible. PTC needs and appreciates all parent involvement. Explore the PTC website at:
[www. placerptc.org](http://www.placerptc.org)

Physical Examinations -----

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

Progress Reports -----

Information about your child's academic progress will be issued at least once during the mid-point of each trimester. In addition, 4th-8th grade teachers maintain an online gradebook that is accessible to families with internet access. All parents should regularly review online grades and graded assignments that have been returned to students. Teachers will make every effort to enter grades promptly, but may be delayed due to providing extended time, assignment modifications and/or interventions for individual students. Mastery learning and giving meaningful feedback takes precedence over entering grades into the gradebook.

Report Cards -----

Report cards will be issued at the end of each trimester to inform parents of their child's academic performance and progress toward meeting the state standards. Primary grades do not use letter grades, whereas grades four through eight do. By law, teachers have the sole discretion as to how grades are determined. Please be sure to attend your child's Back-to-School Night where each teacher's grading policy will be addressed. Keep up-to-date on your child's progress by regularly reviewing graded work and progress reports.

Requests for Teachers-----

The school staff will consider the academic and educational needs of students when deciding a child's placement in a classroom. Due to the overwhelming number of parental requests that cannot be accommodated, we are unable to accept requests for specific teachers. Once assigned to a classroom teacher, students will not be reassigned



Resolving Conflict (Chain of Command) -----

Occasionally a concern may arise concerning particular district, school or classroom procedures. We believe it is helpful to present school and/or board policy in these cases.

First: Parents should speak to their child's teacher directly as a first point of contact. Scheduling an appointment with the teacher is the best way to ensure a private discussion. Please keep comments toward and about your child's teacher positive, particularly when children are present.

Second: If a parent still has a concern after meeting with the teacher, a conference with the principal may be appropriate. The principal will work with respective teachers/employees to resolve any concerns that may be present. If a parent deems a situation to be sensitive or "confidential" by nature, they may approach the principal first. (AR 1312.1) Please schedule an appointment to further discuss the matter with a school administrator.

Third: If a parent still has a concern after meeting with the employee and/or principal, or the concern relates to the principal, and the parent feels that a satisfactory resolution has not been forthcoming, a parent may meet with the Superintendent.

(AR 1312.1) Please call the district office to schedule an appointment with the Superintendent at 652-1800.



Safety Drills -----

In accordance with state law, safety drills will be conducted regularly during the school year. Students are expected to respond quickly and safely as directed by school personnel. Parents on campus during a safety drill should remain with their child's class until the conclusion of the drill, or should follow the recommendations of staff.

School Site Council -----

The School Site Council assists with the School Improvement Program (SIP), a plan that provides monies to be used at the school level, based upon our district's strategic plan and school goals for student achievement. Site Council is made up of parents, teachers and administrators. If you would like to be a part of the team, please contact the school office at 652-1830.

Sexual Harassment -----

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

Snacks-----

Teachers may provide a time for snacks during the school day. Students are encouraged to bring a healthy snack and avoid items such as candy and soda. Snacks should be conveniently packaged and ready to eat. Students are responsible for disposing of any litter from their snack and are to eat in designated areas at designated times, only.

Student Leadership-----

The objective of the student leadership team is to promote leadership skills among its members, while contributing to the school and community. It is the duty of leadership members to regularly attend meetings, distribute information to their classmates and bring student-generated issues to the attention of the team. Students participating in student leadership must demonstrate and maintain excellent citizenship. Leadership is a class offered to our middle school students, only.

Student Records -----

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

Tardies (during the school day)-----

Students are expected to return to their classrooms promptly after break times, or they will be considered tardy to class. After three in-school tardies, students may be required to make up the time in an after school detention and will lose Placer Pride points (middle grades).

Tobacco and Drug Free Zone -----

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

Transportation -----

The cost of providing student transportation exceeds funding provided by the state. Therefore, the school board finds it necessary to charge fees for home-to-school student transportation. Transportation service is provided by Mid-Placer. Parents with questions about transportation should call (916) 652-0794.

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



Video Use-----

Commercial videos (“movies”) are occasionally used for instructional support, support of a school activity (e.g. drama) or as a culminating award for excellence. The Board Policy requires parental permission for all videos with a PG/PG-13 rating. G-rated movies do not require parental permission. However, classroom teachers should notify families prior to showing a video.

Non-commercial video clips are not rated, but may be used to enhance student learning. Several websites from educational sources will be used by your child’s classroom teacher throughout the school year.

Please contact your child’s teacher if you have a concern about the use of video material/clips.

Withholding Grades-----

It is the goal of Placer School employees to provide exceptional customer service to our wonderful families. However, Education Code 48904 permits schools to withhold grades, diplomas and transcripts if a child has outstanding debt. School personnel will make every effort to work with you on the repayment of debts owed for lunch charges, lost or damaged materials, etc.



