

Igo-Ono School Parent-Student Handbook

2023-2024

Dear Parents,

This handbook contains the necessary information to assist in making this an enjoyable and valuable year for your child. We recommend that you keep it and refer to it throughout the school year. In addition to the handbook, you will be receiving a weekly newsletter and information periodically about special events, as well as your child's progress. You can also stay up-to-date by viewing our website at <http://igo.reddingschools.net>.

Our commitment is to provide educational programs, which will help your child reach his or her full academic, social, emotional, and physical potential.

If you have any concerns about any aspect of your son or daughter's education, feel free to contact their teacher or me. We welcome your inquiries.



Sincerely,
Kim Miller
Principal

PLEASE SIGN, TEAR OUT AND RETURN THE LAST PAGE TO THE SCHOOL OFFICE

General School Information

SCHOOL PHONE NUMBER

530-396-2841

SCHOOL WEBPAGE

<http://igo.reddingschools.net>

SCHOOL HOURS

| <u>Grade</u> | <u>Start</u> | <u>End</u> |
|---------------------|---------------------|-------------------|
| K-3rd | 8:00 a.m. | 1:30 p.m. |
| 4th-8th | 8:00 a.m. | 2:10 p.m. |

Every other Wednesday will be a minimum day for staff collaboration. Kindergarten through third grade students will be dismissed as usual on these days. Fourth through eighth grade students will be dismissed at **1:40pm**. Project Share (after school) program will run from 1:30-6:00pm.

ABSENCES

If your child is absent, call the school office at 396-2841.

PICKING UP STUDENTS AFTER SCHOOL:

Parents/Guardians should pick up their students immediately upon dismissal if students are not in the After School Program.

****PLEASE NOTE:** **There will not be an afternoon bus.** Registered students may stay in the after school program, which runs until 6:00 pm.

PARENT VOLUNTEERS & ALL VISITORS

All visitors must check in through the office before going to the classroom or attending a field trip.

EMERGENCY GUIDELINES

On very rare occasions, school may be closed due to snow or an emergency. Please listen to local radio and TV stations for information about school closures. If school is closed, all after school programs or events will be canceled. We will make every effort to contact all parents if students must be sent home. It is also important that you set up an emergency procedure with your child and discuss backup plans for what-ifs and worst case scenarios. Should an emergency occur, it is important to have a plan in place for the safety of your child.

EMERGENCY INFORMATION

The school office maintains an emergency card on all students. Please be sure that the office has accurate and up-to-date information and phone numbers for home, work, and daycare. All parents should provide the school with alternate numbers of relatives or neighbors for use should an emergency arise concerning their child. **Please advise the office should this information change.**

SCHOOL SAFETY

Do not drop your student off at school prior to 7:15am as supervisors are not on duty. Our staff has utmost concern for your student's safety, and we hope to build these good habits in all Igo-Ono school students. Please review these habits at home with your student:

- *Start for school early enough to be on time without rushing.
- *Remain on the school grounds the entire school day.
- *Refuse to leave school with any person until the teacher or school office knows about it.
- *Make sure the school has current contact information so you will receive any alerts the school may send out.**

BOARD OF TRUSTEES

Regular board meetings are held the second Monday of each month at the Igo-Ono Elementary School at 6:30 p.m. All meetings are open to the public. The Board of Trustees encourages your attendance and input.

ATTENDANCE

California public schools report only positive attendance to the state. That is, students will be counted present if they are physically present in school that day. We are required to track excused and unexcused absences and trancies for state reporting and School Attendance Review Board (SARB) purposes. **It will be very important for you to write a note or contact the school at 396-2841 if your child is home ill.** Voice mail is available for your convenience before 7:30am and after 4:00pm to report attendance.

PARTIAL DAY

A student who has a doctor or dental appointment should still attend school the remainder of the day. Many parents keep their child at home all day if they have an appointment. Even half or part of a day is valuable instruction for your child. Parents are encouraged to have their child in school unless the child is ill or physically unable to attend.

ABSENCE PROCEDURE

Any day your child is absent, you should call the school by 9:00 am to report the nature of the absence, or send a note with him/her containing the following information when your child returns:

1. Student's name
2. Date(s) of absence
3. Explanation for absence*
4. Signature of parent or guardian

***Excused absence includes absences for illness, doctor or dental appointment, or death in immediate family.**

This note should be brought to the classroom teacher, or school office. Parents will be contacted by telephone if the school is not notified of absence.

UNEXCUSED ABSENCES

When a student misses school for a reason other than illness or medical appointment, it is an unexcused absence. When students just "skip school", it deprives them of learning opportunities. The district also loses money when students are absent. Unless your child is ill or has a dental or doctor appointment, please be sure that he/she attends school regularly.

A student with three or more unexcused absences or three tardies over 30 minutes late are considered "truant". A student is considered as having *excessive absences* when they have 10 or more days of excused absences. These will result in the first School Attendance Letter (SARB) being sent out. After five unexcused or 12 excused absences, a second School Attendance Letter (SARB) will be sent out. After seven unexcused or 15 excused absences, a 3rd School Attendance Letter (SARB) will be sent out and you will be required to attend a SARB hearing before the Attendance Review Board.

LONG ABSENCES/INDEPENDENT STUDIES/HOME TEACHING

Contact the school office and your student's teacher if an absence is likely to be more than a few days. This will keep your student up-to-date with his/her studies.

Parents-if you plan to take your children out of school for more than five days, please contact the teacher about an Independent Study Agreement. If your child completes all work agreed upon in the contract, the absences are considered excused and the school district receives apportionment from the state.

A home teacher may be provided for students who are unable to attend school for a lengthy period of time in accordance with regulations of the California Department of Education. Please call the school if you believe you will need these services.

TARDINESS

Tardiness (being late) is a problem which should be actively discouraged by parents. Each class period is carefully structured by the teacher, and when a student is late, he not only misses important instruction, but he disrupts the rest of the class. When more than one student is tardy for the same class, the attention of the other students in the class is diverted each time another student enters the room. The teacher must take time from the rest of the class to bring the tardy students up to date, or they must try to "catch up" on their own.

If your child is tardy, he/she must obtain a tardy slip from the office before being admitted to the classroom.

USE OF THE OFFICE

The office is a business office. Students are to use the office phone only in case of emergency or important business. Students are not to come to the office during class time without permission from a teacher. Please note: STAYING AFTER SCHOOL FOR ATHLETIC EVENTS OR OTHER AFTER SCHOOL ACTIVITIES ARE NOT CONSIDERED AN EMERGENCY. PLEASE MAKE ARRANGEMENTS AS TO THE TIME AND PLACE TO PICK HIM/HER UP AFTER SCHOOL PRIOR TO YOUR CHILD COMING TO SCHOOL.

PERSONAL ITEMS AT SCHOOL

Items such as toys, balls, pets, collections, etc., should NOT be brought to school unless prior permission has been granted by the teacher or school office. We cannot be responsible for any such items, even if they are given to the staff for safekeeping.

BOOKS AND MATERIALS

The school provides the student with textbooks, library books and a variety of other materials. Parents/students will be responsible for replacing lost or damaged textbooks and library books. We urge students to take responsibility for the good care of all their materials. There will be a charge for lost, damaged, written/drawn in, or stolen books.

SCHOOL SPIRIT

Igo-Ono School's mascot is a miner, and school colors are teal and black. Each Friday is set aside for showing school pride and spirit by wearing school colors. Igo-Ono T-shirts/Sweatshirts may be ordered in the Fall.

SCHOOL OPERATIONS

At Igo-Ono School, we strive to operate the school as efficiently as we can while still taking into consideration individual needs and special circumstances. You can help us with such things as:

- **Reading** all school correspondence sent to you--the school newsletter will be sent home on the first day of each week (usually a Monday).
- **Visiting** the school webpage <http://igo.reddingschools.net> for information about dates/times of events, announcements, updates and other important information.
- **Making** an appointment with the staff member(s) you wish to see. We are glad to meet with you--and, like other professionals, we have important daily obligations which require preplanning. Please call for an appointment first.
- **Checking in at the school office before entering a classroom.** You need to check in through the office and sign-in. This avoids interrupting a class and assures the level of campus security your student deserves.
- **Sending** in all absence notes and permissions slips promptly.
- **Encouraging** your student to follow school rules.
- **Labeling**- your child's backpack, jacket, lunch box and any other items they bring to school.

POLICIES, RULES AND REGULATIONS

HOMEWORK

Homework is assigned when a teacher feels it will be productive. Students are expected to complete the assignment(s) and return it as directed on time. When students are absent, it is their responsibility to check with their teacher(s) for the assignments they have missed and to complete them at a time designated by the teacher. Begin now to set aside a definite time for study at home.

PARENT/TEACHERS CONFERENCE

There is one parent/teacher conference scheduled per school year. Additional parent/teacher conferences are scheduled when needed on an individual basis.

REPORT CARDS

Report cards are issued three times a year; at the end of each trimester.

DRESS CODE

Clothing worn to school should be neat and clean and should allow for full participation in classroom and playground activities. In the interest of safety, comfort, and good taste, students are expected to dress appropriately and not be distracting or disruptive in appearance.

Dress guidelines are:

1. Clothing must be sufficient to conceal cleavage and undergarments at all times. See-through or fishnet fabrics, tank tops (unless worn over a t-shirt), halter tops, tube tops, strapless tops, spaghetti straps, off the shoulder or low cut tops, bare midriffs or short length tops are not acceptable. Skirts, dresses or shorts must not be shorter than mid-thigh length.
2. Footwear must be worn for health and safety reasons. Flip flops are acceptable as long as appropriate shoes are available for P.E. and active recess play.
3. Monogrammed clothing that advertises an illegal substance (cigarettes, alcohol (including beer), drugs, etc.) for minors is not allowed. Clothing with obscene, suggestive or profane messages is not allowed.
4. Since fashions and name designations for wearing apparel change frequently, the administration - with the advice and counsel of faculty and students - may provide an interpretation of garments that are questionable.

5. Outer garments worn over prohibited items do not necessarily make these garments acceptable.
6. Students inappropriately dressed for school will not be allowed to attend class until they have changed their clothes.
7. The school dress code prohibits any apparel, jewelry, accessories, etc. which by its color, arrangement, trademark, or any other attribute, denotes membership in gangs which advocate drug use, violence, or disruptive behavior. This policy shall be applied at the Principal's discretion as the need for it arises.
8. All school personnel have the right and responsibility to enforce the dress code.

FOOD SERVICES

A nutritious hot breakfast and lunch, planned by a dietitian, is served daily. Menus are sent home each month. Milk may be purchased individually for those bringing lunches from home.

Paying in advance is the easiest system, if you follow these steps:

- Pay online @ myschoolbucks.com (you can pay with credit/debit cards)
- Check or cash-you or your student should bring the payment to the cafeteria or the office.

Snacks-Students may bring a nutritious snack to eat during the morning recess. Fruit, cereal, and granola bars are suggested.

Lunches from home-Students may bring their own lunch to school. We encourage parents to make sure the lunch is nutritious and easy to handle.

HEALTH SERVICES & MEDICATION

If your child becomes ill at school, his/her teacher will allow him/her to come into the office to phone you at home or work. Students are not allowed to leave campus because of illness without checking out through the office.

Medication, of any kind, cannot be given to your child at school without a note from the parent and the physician. Medication must be in the original container and be taken in the presence of a school official. **At no time should medication be kept in the classroom with your child. It must be brought into the office for safekeeping.**

Students who, during the school day, are required to take medication prescribed by a physician, may be assisted by the school nurse or secretary. We must follow the California Education Code (49423), which requires that parents or guardian fill out a School Medication Authorization form and obtain your physician's signature. These forms are available in the office.

FOOD ALLERGIES

If your child has a food allergy, you are required to complete a "Medical statement to request special meals and/or accommodations" and have your family physician sign it. This form is available in the school office.

IMMUNIZATIONS

Evidence of immunity to Measles (Rubeola and Rubella), Diphtheria, Pertussis (Whooping Cough), and Tetanus and Polio is a mandated state requirement for admission to school in California. New students must have proof and dates of immunizations before registering.

Kindergarten students and students entering 7th grade must have completed a set of three immunizations for Hepatitis B for school entry.

As of July 1, 2001, all students entering Kindergarten must present documentation of varicella (chickenpox) immunization or history of chickenpox disease.

As of July 2011, all students entering 7th grade must have the Tdap (whooping cough) booster. You will need to show proof of the vaccine to the school secretary. You can call for an appointment with the Public Health clinic at (530) 225-5591.

MOVING

If you plan to move or transfer your child/children, please notify the school in advance so a transfer of records and new address can be recorded.

P.E. PARTICIPATION

All students will participate in regular school P.E. (Physical Education) classes unless they have a note from their parents stating the reason why they are unable to take P.E. and the teacher has this note prior to class starting. After three days, a doctor's note will be required if a student is unable to participate in P.E.

LOST AND FOUND

The "Lost and Found" is located in the center hallway in the main building. Parents are encouraged to put names on clothing and other belongings of the students. They are also encouraged to check for lost articles as soon as possible. The school cannot be responsible for any lost belongings. Items left in lost and found will be donated throughout the year.

ASSEMBLIES

Assemblies are held at various times during the school year. The cooperation of all students is necessary for the success of these assemblies. During this time there should always be silence out of respect for the speaker or performer. Booming, foot stomping, whistling, and like behavior are not acceptable.

USE OF MULTI-PURPOSE ROOM

Students are to be in and around the multi-purpose room only under the supervision of a teacher and when required for a scheduled activity.

PARENT VOLUNTEERS

Parents, grandparents, and community members are encouraged to help in the classrooms and the after school program. Please check in with the office before going to a classroom. We appreciate whatever time you can spare. Feel free to contact the teachers, after school program, or the office for more information.

PICKING STUDENTS UP FROM THE OFFICE

Parents who call the office and request their child wait in the office to be picked up during the school day are requested to be at the school promptly and to come into the office to sign their child out. This procedure eliminates having students picked up by unauthorized adults, and it allows the school to keep a record of who picks up the children.

If you do tell your child to wait for you to pick him/her up after school, please be prompt. Otherwise, they will need to attend the after school program.

CHANGES IN STUDENTS' TRANSPORTATION

Many children wish to go to a friend's house after school and these arrangements **MUST** be made prior to the child reaching school and accompanied with a note from the parents. **STUDENTS ARE NOT ALLOWED TO USE THE SCHOOL PHONE TO CALL HOME AND MAKE THESE ARRANGEMENTS.**

CELL PHONES

Students may be in possession of their cell phone, but it may not be used during the school day unless there is an emergency. Cell phones should be kept in the student's backpack. If cell phone is being used during school hours, staff may take phone to be kept in the office.

BICYCLES, SKATEBOARDS, ROLLERBLADES, AND SCOOTERS

Bike riders must obey the traffic laws and conduct themselves in a safe and orderly manner. Bikes are to be parked in the area provided for them in the north parking lot. **BIKES ARE NEVER ALLOWED ON THE LAWNS OR SIDEWALKS OF THE SCHOOL CAMPUS.**

If a student rides a bicycle to school, it must be locked up. The school assumes no responsibility for the condition or loss of student bicycles.

NO SKATEBOARDS, ROLLERBLADES OR SCOOTERS ALLOWED ON THE SCHOOL CAMPUS.

GUM CHEWING

Gum chewing is not allowed. Food of any type will be eaten in the cafeteria or in designated areas at the proper time.

SMOKE FREE CAMPUS

Igo-Ono School is a smoke-free campus. Smoking, vaping and all other use of tobacco, or products containing tobacco or nicotine, are prohibited on school grounds. Marijuana use is also prohibited.

VISITS TO OTHER CLASSROOMS

Students may visit other classrooms **ONLY** with the permission of their teacher and the teacher of the class they are going to visit.

RECESS AND NOON PERIOD

Students are requested to go outside and stay outside during the designated noon period and recesses, weather permitting. Notes will be required from parents if a student is unable to go outside for recess due to health and safety reasons.

PETS

Pets are not allowed on the school grounds. The school cannot take the responsibility of animals attacking a child on the school grounds. If children bring a pet to school, permission must be given by the teacher and the principal before the animal is brought to school. If permission is granted, parents will have to provide transportation for the animal to and from school. Animals are not allowed on the school bus. Safety of all the students is a major concern of the school.

FIELD TRIPS

As part of the regular classroom curriculum, during school hours, students may occasionally participate in field trips. Transportation will be by school bus under the supervision of teachers and assistants. **Students must have written permission to attend field trips—permission slips are given to the students in advance.** Arrangements will be made for students without written permission slips to be supervised in another classroom or the office during the missed field trip.

AFTER SCHOOL PROGRAM

Our after school program, Project SHARE, is a collaboration between Shasta County Office of Education and our school district. The program runs from dismissal to 6:00 pm, Monday through Friday. **The program also runs on minimum days.** The program goals are:

- *Provide a safe and fun place for students during after school hours
- *Provide academic enrichment activities that increase student achievement
- *Provide homework assistance
- *Offer recreational activities including art, science, and sports

AFTER SCHOOL SPORTS PROGRAM

Igo-Ono competes with schools of a similar size in basketball, volleyball, soccer and softball. Coaches for each sport will be sending home a schedule of dates and times for games and practices with team members. **PLEASE ARRANGE TO PICK UP STUDENTS FROM PRACTICES AND GAMES PROMPTLY.**

California Education Code requires that all students who wish to participate in school athletics have medical insurance in case of injury. No student will be allowed to participate in practices or games without proof of insurance. Low cost student insurance is available through the school if parents need it. Students must maintain a 2.0 ("C") grade average to participate in after-school sports. All students who want to participate in sports must have a written permission slip turned in before tryouts.

Transportation to athletic events will be the parents' responsibility. Parents who transport students other than their own children must show proof of insurance. A minimum of \$100,000 in liability and \$50,000 in property damage insurance is required. Parent drivers who drive other students must also provide a DMV driving record, called an "H6", easily obtainable from the DMV. We always need parent drivers during sports seasons. Proof of insurance and DMV checks protect students and the drivers.

STUDENT BEHAVIOR

It is expected that the students of the district will be known for their good behavior and study habits. It is expected that the school staff will require good behavior of the pupils within the classrooms and elsewhere on the school campus. Schools exist in order for students to obtain an education, and the rights of the majority of students who recognize this fact will be protected from any individuals who disregard it.

All students have the following duties and responsibilities:

1. To pursue the required course of study in a diligent manner; that is:
 - a. Listen attentively to teachers and to other students
 - b. Complete assigned work on time
 - c. Be regular and punctual in attendance
 - d. Show willingness to work towards constant self-improvement
2. To respect the property of others, including the school, at all times.
3. To acknowledge respectfully the authority of school personnel.
4. To display proper conduct to and from school, on the school grounds, on school buses, and at school-related activities wherever held.

5. To comply with the rules and regulations of the district.

The principal shall institute a positive behavior program to assure that proper climate is maintained, and develop and inform parents of a plan for due process hearings should a student or his parent request one.

The following are among the disciplines which may be used:

- a. Isolation - within the class, in other than the regular classroom, or on the schoolyard.
- b. Physical restraint - in order to stop a pupil from hurting other people.
- c. Detention - at school during the school day to make up time lost or wasted and/or work not done.
- d. Loss of privileges - These could include participation in recess, sports, drama, musical events, field trips, or bus transportation.
- e. Special tasks - assigned to help rectify a problem created by a pupil's bad behavior.
- f. Transfer - to other classrooms or schools.
- g. Suspension from school - as a temporary denial of the privilege of attending school.
- h. Expulsion - a long-term denial of the privilege of attending school.

The following acts committed while under the jurisdiction of the school shall constitute good cause for suspension and/or expulsion but good cause is not limited to these offenses:

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- a. (2) Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code 11053 et seq., an alcoholic beverage, or an intoxicant of any kind.

- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053 et seq., 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.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stole or attempted to steal school property or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, vaping devices, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. (1) 48915(c)(4) Committed a sexual battery as defined in subdivision (n) of Section 48900. 48900(n)...committed a sexual battery as defined in Section 243.4 of the Penal Code.
- n. (2) Committed sexual harassment as defined in Section 212.5.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

BUS TRANSPORTATION RULES

Bus riding is a privilege and not a right, which the State of California and the Board of Trustees extends to students needing the service, and this service is regulated by rules, which must be obeyed. Students may be denied the privilege if their conduct causes difficulty for the bus driver or other students. Parents will be notified if this action is necessary. Cooperation between parents and the school is very important in ensuring the safety of all who ride the bus.

PLEASE REVIEW THE FOLLOWING RULES WITH YOUR CHILD:

1. Students will conduct themselves at bus stops as they do on the school grounds. This means that they do not litter the ground, ruin shrubbery in the area, annoy other waiting students, throw objects of any type, or in any manner make a nuisance of themselves.
2. Students are to be at the loading point when the bus arrives. They should line up in an orderly manner far enough away from the curb or side of the road to be in no danger from passing traffic or in danger of being struck by the school bus when it makes its scheduled stop. There will be no shoving or scuffling while waiting for the bus or waiting to load the bus.
3. When waiting to board the bus, wait until the bus is stopped, then walk toward the bus from a position a few feet ahead of where it is stopped.
4. Students are to take their seats promptly after boarding the bus in an orderly and quiet manner and put on their seatbelt.
5. Students are to take, or change to, any seat assigned to them by the driver.
6. No student shall leave his seat while the bus is in motion, nor shall he/she speak to the driver while the bus is in motion except in cases of emergency.
7. No pupil shall leave his/her seat or stand up when the bus driver leaves the bus for a red light stop. Students will wait quietly in their seats for the bus driver to return to the bus.
8. No fighting, loud or obscene language, or unusual noises are ever allowed on the bus.
9. Eating or drinking is not permitted on the school bus.
10. Students will not open or close windows or emergency doors except when specifically requested to do so by the bus driver.

11. Paper or any other type of debris is not to be thrown on the floor of the bus.
12. Heads and arms **must** be kept inside the bus at all times.
13. No object of any kind is to be thrown from the bus, and students are not to shout or make offensive remarks to pedestrians or motorists.
14. The aisle of the bus must be kept clear of books, lunches, feet, etc.
15. Your bus driver is responsible for safe transportation to and from school. The need for **all** students to cooperate in observing the rules and to do as the bus driver directs is essential.

In cases of extreme violations, the bus driver may bring the student to the Principal, and the student can lose the privilege of riding the bus without prior notification. Parents will be notified at once if their child has been suspended from the bus.

Human Trafficking Resources

The Commercial Sexual Exploitation of Children(CSEC)

<https://www.shastacapcc.org/commercial-sexual-exploitation-of-children>

Northern California Anti-Trafficking

<http://www.ncatcoalition.com/>

City of Redding, Report Human Trafficking

<https://www.cityofredding.org/departments/police-department/report-it/report-human-trafficking>

IGO-ONO-PLATINA SCHOOL DISTRICT AVAILABLE LANGUAGE PROGRAM AND LANGUAGE ACQUISITION PROGRAM

Igo-Ono-Platina School District offers the following language and language acquisition program for student enrollment.

- Structured English Immersion (SEI) Program: A language acquisition program for English learners in which SEI is an English language acquisition process for students in which nearly all classroom instruction is in English but with the curriculum and presentation designed for students who are acquiring the English language. All EL students will be placed in an SEI program, unless the EL student is enrolled in an alternate program such as a Dual Language Immersion (DLI) program. The goal of

SEI is to develop English language proficiency and provide access to the core curriculum through English using Specially Designed Academic Instruction for English (SDAIE) strategies and English Language Development (ELD). *Education Code (EC)* sections 305(a)(2) and 306(c)(3).

How to Enroll Your Child in a Language Acquisition Program:

By state mandate, we are required to offer, at a minimum, a Structured English Immersion (SEI) program option (*EC* Section 305[a][2]). *Your child will be placed in a structured English Immersion program.*

How to Request the Establishment of a New Program at a School:

Parents/Guardians may choose a language acquisition program that best suits their child. Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible. (20 U.S.C. Section 6312[e][3][A][viii][III]); *EC* Section 310[a])

Although schools have an obligation to serve all EL students, parents or guardians of English learners have a right to decline or opt their children out of a school's EL program or out of particular EL services within an EL program. If parents or guardians opt their children out of a school's EL program or specific EL services, the children retain their status as English learners. The school remains obligated to take the affirmative steps required by Title VI of the Civil Rights Act of 1964 and the appropriate actions required by the Equal Education Opportunity Act of 1974 to provide EL students access to its educational programs (20 U.S.C. sections 1703[f], 6312[e][3][A][viii]).

Parent and Community Engagement

Parents may provide input regarding language and language acquisition programs in the LEA or to be considered in the LEA during the development of the Local Control and Accountability Plan (*EC* Section 52062.) If interested in a different program from those listed above, please contact Please see above, or call The Redding School District Office to ask about the process.

About Language Acquisition Programs and Language Programs

| Program Type | Characteristics |
|--|---|
| Language Acquisition Program (English Learners) | <p>The California Code of Regulations section 11309 requires that any language acquisition program provided by a school, district, or county shall:</p> <ul style="list-style-type: none"> · Be designed using evidence-based research and include both Designated and Integrated English Language Development; · Be allocated sufficient resources by the local educational agency (LEA) to be effectively implemented, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent and community engagement to support the proposed program goals; and · Within a reasonable period of time, lead to: <ul style="list-style-type: none"> Grade-level proficiency in English, and, when the program model includes instruction in another language, proficiency in that other language; and Achievement of the state-adopted academic content standards in English, and, when the program model includes instruction in another language, achievement of the state-adopted academic content standards in that other language. |
| Language Program (non-English Learners) | <ul style="list-style-type: none"> · Language programs offer students who are not English learners opportunities to be instructed in languages other than English · May lead to proficiency in languages other than English |

MIDDLE SCHOOL GRADUATION REQUIREMENTS

In order to be eligible for a diploma at the end of eighth grade, a student must meet the following requirements:

1. During the eighth grade year, achieve at least a 1.0 grade point average the first semester or first and second trimesters and a 2.0 grade point average the second semester or third trimester with no "F" grades the second semester or third trimester.
2. Students who do not meet the above criteria must complete one of the following to receive a diploma.
 - a. If a class is failed, a credit recovery opportunity will be arranged at the school and must be completed with a passing grade.
 - b. If more than one class is failed, then multiple credit recovery opportunities must be arranged and completed with a passing grade.

In order to be eligible to participate in the graduation ceremony and activities, the student must:

1. Satisfy the requirements in (1) above.
2. Be present 90% of the time (162 days).
3. Demonstrate good behavior in accordance with school rules.

Parent/Guardian Notification

1. When a student's work falls below a "C-" in any class by or after the middle of a reporting period, the teacher will notify the parents/guardians in writing.
2. A letter will be sent to the parents/guardians of each eighth grade student who is not meeting promotion standards at the end of the reporting period.

Appeals of this regulation may be made to the principal when special circumstances exist.

BOARD POLICY

Bullying is unwanted, aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and involves repetition or potential repetition of a deliberate act.

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. Physical bullying that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures
2. Verbal bullying that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
3. Social/relational bullying that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public
4. Cyberbullying, such as sending demeaning or hateful text messages or emails, sending rumors by email or by posting on social networking sites, or posting embarrassing photos, videos, web site, or fake profiles

(Board Policy 5131)

Dear Parent:

It is the responsibility of the parents to read and understand the Conduct Code and make sure their child is aware of the rules and consequences of breaking those rules, and to cooperate with the school in maintaining and encouraging proper standards of behavior for their children.

I HAVE READ THE STUDENT/PARENT HANDBOOK AND WILL SUPPORT AND ABIDE BY IT.

(Please have all children attending Igo-Ono School sign below:)

| STUDENT | GRADE |
|---------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Parent's Signature

Date

**PLEASE SIGN, TEAR OUT, AND RETURN THIS PAGE TO THE
SCHOOL OFFICE!**