

TASSAJARA HILLS ELEMENTARY SCHOOL

2018-2019 Calendar & Handbook



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SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

2018-2019 INSTRUCTIONAL CALENDAR

JULY							AUGUST							SEPTEMBER							1st and Last Day of School (Minimum Days)	
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S		
1	2	3	4	5	6	7				1	2	3	4							1		
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29		
4 Independence Day Holiday							1-8 Floating Work Day 9 New Teacher Inservice 10 TK-12 Staff Development Day 13 First Day of School (TK-12 Min. Day)							3 Labor Day Holiday								
																						
																						
OCTOBER							NOVEMBER							DECEMBER							Staff Development Day	
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S		
	1	2	3	4	5	6					1	2	3							1		
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8		
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15		
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22		
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29		
5 Floating Work Day 8-12 TK-8 Conferences 12 End of 1st Quarter (43) 31 Halloween (TK-12 Min. Day)							2 TK-12 Staff Development Day 12 Veterans Day Observed 19-23 Thanksgiving Break 22 Thanksgiving Day Holiday 21/23 Classified Holidays							17-20 Semester Finals 20 End of 1st Semester (85) 20 TK-8 Minimum Day 21-31 Winter Break 25 Christmas Day Holiday 24/26 Classified Holidays								
JANUARY							FEBRUARY							MARCH							Classified: Two in lieu days observed: 11/21/18 & 12/26/18	
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S		
		1	2	3	4	5						1	2						1	2		
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9		
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16		
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23		
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30		
1 New Year's Day Holiday 1-4 Winter Break Continued 7 Floating Work Day 21 Martin Luther King Holiday							15 TK-12 Staff Development Day 18 President's Day Holiday							13-15 TK-8 Conferences 15 End of 3rd Quarter (46) 29 TK-12 Minimum Day							Days of Instruction 180	
																					Work Days New Teachers 187	
APRIL							MAY							JUNE							Work Days Returning Teachers 186	
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S		
	1	2	3	4	5	6				1	2	3	4							1		
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8		
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15		
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29		
1-5 Spring Break 1 Classified Holiday							TBD AP Exam Window 27 Memorial Day Holiday 28-31 Final Exams 31 End of 2nd Semester (95) 31 TK-8 Minimum Day 31 Last Day of School							3 Floating Work Day 10 Summer School Begins								

Tassajara Hills Elementary School			San Ramon Vally Unified School District								2018-2019	
	Extended Kinder Slip		1 st Grade		2 nd Grade		3 rd Grade		4 th Grade		5 th Grade	
First Day of School	8:10	School Begins	8:20	School Begins	8:20	School Begins	8:20	School Begins	8:20	School Begins	8:20	School Begins
Aug 13			10:15 - 10:30	Recess	10:15 - 10:30	Recess	10:15 - 10:30	Recess	10:55 - 11:10	Recess	10:55 - 11:10	Recess
	9:40	Dismissal	12:10	Dismissal	12:10	Dismissal	12:10	Dismissal	12:10	Dismissal	12:10	Dismissal
Minimum Day Schedule	8:10	School Begins	8:20	School Begins	8:20	School Begins	8:20	School Begins	8:20	School Begins	8:20	School Begins
Aug 31, Oct 4, Oct 8-12, Oct 31, Dec 20, Mar 12-15, Mar 29, May 31			10:15 - 10:30	Recess	10:15 - 10:30	Recess	10:15 - 10:30	Recess	10:55 - 11:10	Recess	10:55 - 11:10	Recess
	10:40	Dismissal	12:10	Dismissal	12:10	Dismissal	12:10	Dismissal	12:10	Dismissal	12:10	Dismissal
Regular Day Schedule	8:10	School Begins	8:20	Early Birds	8:20	School Begins	8:20	School Begins	8:20	School Begins	8:20	School Begins
	9:10	Late Birds	9:10	Late Birds								
			10:15 - 10:30	Recess	10:15 - 10:30	Recess	10:15 - 10:30	Recess	10:55 - 11:10	Recess	10:55 - 11:10	Recess
	12:10	Early Dismissal	12:20 - 1:05	Lunch	12:20 - 1:05	Lunch	12:20 - 1:05	Lunch	12:55 - 1:40	Lunch	12:55 - 1:40	Lunch
			1:50 - 2:00	Recess	1:50 - 2:00	Recess	1:50 - 2:00	Recess				
			2:00	Early Dismissal								
	1:10	Dismissal	2:50	Late Dismissal	2:50	Dismissal	2:50	Dismissal	2:50	Dismissal	2:50	Dismissal
Adjusted Wednesday Schedule	8:10	School Begins	8:20	School Begins	8:20	School Begins	8:20	School Begins	8:20	School Begins	8:20	School Begins
			10:15 - 10:30	Recess	10:15 - 10:30	Recess	10:15 - 10:30	Recess	10:55 - 11:10	Recess	10:55 - 11:10	Recess
Assessment Days - Grades K-2 (Aug 14-24)			12:20 - 1:05	Lunch	12:20 - 1:05	Lunch	12:20 - 1:05	Lunch	12:55 - 1:40	Lunch	12:55 - 1:40	Lunch
	11:40	Dismissal	1:40	Dismissal	1:40	Dismissal	1:40	Dismissal	1:40	Dismissal	1:40	Dismissal

Lunch will be served in the MPR for Kindergarten immediately after dismissal time

A MENU OF OPPORTUNITIES AT TASSAJARA HILLS

2018-2019	FUNDRAISING	EVENTS	COMMUNITY SERVICE
Aug.	Foundation Donation PTA Membership Classroom Donations	Registration & New Family Event: 8/10/18 Kindergarten Popsicles in the Park: 8/11/18	
Sept.	Wheelchair Foundation Fundraiser 9/19-10/17/18	Family Fun Night 9/13/18 Ability Awareness Week: 9/19/18	
Oct.	Golf Tournament: 10/8/18 Run for Education: 10/14/18 School Carnival: 10/20/18 Book Fair: 10/19/18-10/26/18	Red Ribbon Week: 10/23-10/31/18	Canned Food Drive: 10/20-10/26/18
Nov.	Healthy Hawk Hustle 12/5/18	Veterans' Day Assembly: 11/7/18	
Dec.		Instrumental Music Concert: 12/12/18	Salvation Army, Light up Someone's Life 12/3/18-12/14/18
Jan.	Winter Ball: 1/26/19	First Grade Musical Performance: 1/30/19 Fifth Grade Outdoor Education: 1/15-1/18/19	
Feb.	American Heart Association Fundraiser, Jump Rope for Heart 2/11/19-2/15/19	Words Matter Week Science Night: 2/21/19 Second Grade Musical Performance: 2/27/19	
March	Foundation Auction: 3/23/19	Read Across America Day: 3/4/19 SRVUSD Band Festival: 3/13/19 Annual Auction: 3/23/18 Third Grade Musical Performance: 3/27/19	
April	Book Fair 4/22-26 Spell-a-thon	Science Expo: 4/11/19 Kindergarten Musical Performance: 4/17/19 Multi-Cultural Night: 4/25/19	
May		Musical Performances: 4th grade 5/1/19 5th grade 5/15/19 SRVUSD Strings Festival 5/8/19 4th Grade Overnight Camp: 5/20-5/21/19 Instrumental Music Concert: 5/22/19 Open House: 5/23/19 Field Day: 5/29/19 Fifth Grade Send Off: 5/30/19	School School Supplies Drive




August 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10 "Picture Yourself" Back at School 1:00-4:00 PM	11 Kinder Popsicles in the Park: Blackhawk 11:00 AM-1:00 PM
12	13 First Day of School: 12:10 PM DISMISSAL	14 Back to School Night (K & 1st) 6:30-8:00 PM	15 Back to School Night (2nd & 3rd) 6:30-8:00 PM	16 Back to School Night (4th & 5th) 6:30-8:00 PM	17	18
19	20	21	22	23 DVMS Back to School Night	24	25
26	27 K, 1st & 2nd Grade Regular Schedule Begins	28	29	30	31 MINIMUM DAY: 12:10 PM Dismissal	



September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 NO SCHOOL LABOR DAY	4	5 8:45 AM: PTA General Meeting	6	7	8
9 Rosh Hashanah Begins	10	11 7PM: Foundation Meeting Rosh Hashanah Ends	12	13	14 Family Fun Night: Movie Night	15
16	17 MAKE-UP PICTURE DAY Ability Awareness	18 Yom Kippur Begins Ability Awareness	19 Yom Kippur Ends Wheelchair Fdtn Fundraiser Begins Ability Awareness	20 Ability Awareness	21 Ability Awareness	22
23 _____	24	25	26	27	28	29 
30						



October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 8:45 AM General PTA Meeting	4 MINIMUM DAY: 12:10 PM Dismissal	5 NO SCHOOL Teacher Work Day	6
7	8 Foundation Golf Tournament Conference Week: Dismissal: K - 10:40 AM 1st-5th 12:10 PM	9 7PM: Foundation Meeting Conference Week: Dismissal: K - 10:40 AM 1st-5th 12:10 PM	10 PTA Staff Appreciation: Muffins & Coffee Conference Week: Dismissal: K - 10:40 AM 1st-5th 12:10 PM	11 Conference Week: Dismissal: K - 10:40 AM 1st-5th 12:10 PM	12 Conference Week: Dismissal: K - 10:40 AM 1st-5th 12:10 PM	13
14 Run For Education	15	16	17 Wheelchair Fdtn Fundraiser Ends	18	19	20 School Carnival Book Fair
21	22 Red Ribbon Week Canned Food Drive Book Fair	23 Red Ribbon Week Canned Food Drive Book Fair	24 Red Ribbon Week Canned Food Drive Book Fair	25 Red Ribbon Week Canned Food Drive Book Fair	26 Red Ribbon Week Canned Food Drive Book Fair	27
28	29	30	31 Halloween: K - 10:40 AM 1st-5th 12:10 PM			

OFFICE 855-7800 ATTENDANCE thattend@srvusd.net or 855-7898



November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 NO SCHOOL Staff Development Day	3
4 Daylight Savings Ends	5	6	7 8:45 AM: PTA General Meeting 9:30 AM: Veteran's Day Assembly	8	9	10
11	12 NO SCHOOL Veteran's Day Observed	13 7 PM: Foundation Meeting	14	15	16	17
18	19 Thanksgiving Break	20 Thanksgiving Break	21 Thanksgiving Break	22 THANKSGIVING Thanksgiving Break	23 Thanksgiving Break	24
25	26 Healthy Hawk Hustle Fundraising Begins	27	28	29	30	



December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 HANUKKAH Begins	3 Salvation Army: Light Up Someone's Life Begins	4	5 8:45 AM: PTA General Meeting Healthy Hawk Hustle	6	7	8
9	10 HANUKKAH Ends	11 7 PM: Foundation Meeting	12 Instrumental Music Concert 9:30 AM & 7 PM	13	14 Salvation Army: Light Up Someone's Life Ends	15
16	17	18	19 PTA Staff Appreciation: Holiday Cookies and Coffee	20 End of 1st Semester Dismissal K - 10:40 AM 1st-5th 12:10 PM	21 WINTER BREAK	22
23	24 WINTER BREAK	25 CHRISTMAS WINTER BREAK	26 KWANZAA Begins WINTER BREAK	27 WINTER BREAK	28 WINTER BREAK	29
30	31 WINTER BREAK					



January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 NEW YEAR'S DAY KWANZAA Ends WINTER BREAK	2 WINTER BREAK	3 WINTER BREAK	4 WINTER BREAK	5
6	7 NO SCHOOL Teacher Work Day	8 7PM: Foundation Meeting	9 7:30 AM: Breakfast Book Club 8:45 AM: PTA General Meeting	10	11	12
13	14	15	16	17	18	19
20	21 NO SCHOOL Martin Luther King Day	22 5th Grade Walker Creek: Leave	23 5th Grade Walker Creek	24 5th Grade Walker Creek	25 5th Grade Walker Creek: Return	26 Winter Ball
27	28	29 100 th Day of School	30 1 st Grade Musical 9:30 AM & 7 PM	31		

OFFICE 855-7800 ATTENDANCE thatattend@srvusd.net or 855-7898



February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 Groundhog Day
3	4 Words Matter Week	5 Words Matter Week	6 7:30 AM: Breakfast Book Club 8:45 AM General PTA Meeting Words Matter Week	7 Words Matter Week	8 Words Matter Week	9
10	11 AHA Jump Rope for Heart Fundraiser Begins	12 7PM: Foundation Meeting	13 PTA Staff Appreciation: Valentine's Treats and Coffee	14 Science Night AHA Jump Rope for Heart Fundraiser Ends	15 NO SCHOOL: Staff Development Day	16
17	18 NO SCHOOL: President's Day	19	20	21 Science Night	22	23
24	25	26	27 2nd Grade Musical 9:30 AM & 7 PM	28		

OFFICE 855-7800 ATTENDANCE thattend@srvusd.net or 855-7898



March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Read Across America Day	5	6 7:30 AM: Breakfast Book Club 8:45 AM PTA General Meeting	7	8	9
10 Daylight Savings Begins	11	12 7 PM: Foundation Meeting Conference Day: Dismissal: K: 10:40 AM 1st-5th: 12:10 PM	13 7 PM: SRVUSD Band Festival Conference Day: Dismissal: K: 10:40 AM 1st-5th: 12:10 PM	14 Conference Day: Dismissal: K: 10:40 AM 1st-5th: 12:10 PM	15 Conference Day: Dismissal: K: 10:40 AM 1st-5th: 12:10 PM	16
17 St. Patrick's Day	18 Spring Picture Day	19	20	21	22	23 School Auction
24 31	25	26	27 3rd Grade Musical 9:30 AM & 7 PM	28	29 MINIMUM DAY: Dismissal: K: 10:40 AM 1st-5th: 12:10 PM	30

OFFICE 855-7800 ATTENDANCE thatattend@srvusd.net or 855-7898



April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 SPRING BREAK	2 SPRING BREAK	3 SPRING BREAK	4 SPRING BREAK	5 SPRING BREAK	6
7	8	9 7 PM: Foundation Meeting	10 7:30 AM: Breakfast Book Club 8:45 AM: PTA General Meeting	11 Science Expo	12	13
14	15	16	17 Kinder Musical 9:30 AM & 7 PM	18	19 GOOD FRIDAY PASSOVER BEGINS	20
21 EASTER SUNDAY	22 BOOK FAIR	23 BOOK FAIR Professional Development: Noon Dismissal	24 BOOK FAIR	25 BOOK FAIR Multi-Cultural Night	26 BOOK FAIR	27 PASSOVER ENDS
28	29	30				



May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 8:45 AM PTA General Meeting 4th Grade Musical 9:30 AM & 7 PM	2	3	4
5	6 Staff Appreciation Week	7 Staff Appreciation Week 7 PM: Foundation Meeting	8 Staff Appreciation Week 7 PM: SRVUSD Strings Festival	9 Staff Appreciation Week	10 Staff Appreciation Week	12
12 MOTHER'S DAY	13	14	15 5th Grade Musical 9:30 AM & 7 PM	16	17	18
19	20 4th Grade Columbia Overnight: Leave	21 4th Grade Columbia Overnight: Return	22 7 PM: Instrumental Concert	23 Open House 6:30 - 8:30 PM	24	25
26	27 MEMORIAL DAY NO SCHOOL	28 5th Grade Picnic	29 Field Day & BBQ	30 8:45 AM 5th Grade Send Off	31 LAST DAY OF SCHOOL: Dismissal: K: 10:40 A 1st-5th: 12:10 PM	

OFFICE 855-7800 ATTENDANCE thattend@srvusd.net or 855-7898

POLICIES & PROCEDURES

ARRIVING TO SCHOOL

Supervision is provided 15 minutes before and after school each day. Students may be dropped off between 8:05 and 8:20. Students are provided a 15 minute recess before school. Once dropped off (@8:05 or later), students may walk to the playground. We value each minute of instructional time and students are considered tardy if not at school by 8:20. Kindergarten students start their day at 8:10 and go immediately to class when dropped off.

PICK UP PROCEDURES

Cars picking up and dropping off students must stay in the right-hand lane. Children may not cross through the flow of traffic. The crosswalk must be used when walking to a parked car. When parents are courteous and follow the procedures, the line flows quickly and smoothly. Please help keep our traffic flowing and our students safe. Students may not play on the playground after school unless accompanied by an adult. Please view the parking lot video on our school website for a thorough video demonstration of the procedures.

If you need to pick up your child during the school day, please sign the child out in the school office.

VISITORS & VOLUNTEERS

The School Board recognizes that parents are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment (Board Policy 6020). At Tassajara Hills, we welcome and encourage parents to visit and volunteer at school. To ensure a safe campus, all visitors and volunteers are required to sign in and wear a visitor/volunteer badge.

Adults who wish to volunteer on campus, drive, or chaperone on field trips need to apply through the Volunteer Management System (VMS).

There are three levels of clearance:

LEVEL 1: Classroom, on-campus school volunteers, and non-driver chaperones for field trips.

Applicants will be approved through the Sex Offender Registry. Clearance takes 48 hours.

LEVEL 2: Field Trip Drivers. The district will obtain a driving history for the last ten years from the DMV and will be notified any time there is a reportable violation or incident. Volunteers with 2 or more points will not be approved. Clearance takes up to 10 days.

LEVEL 3: Overnight Chaperones. Volunteers' fingerprints will be processed through the FBI and the Department of Justice. Clearance can take 45 days.

To start the volunteer process, go to www.srvusd.net/parents/volunteers and click on "To begin the application process, click here".

COMMUNICATION

We value a close relationship between school and home. The school website and weekly Newsflash email messages are the primary vehicles for home-school communication. Our staff regularly uses email and promptly responds to messages received by parents. If you need to get a message to your child, or a forgotten lunch, homework, or musical instrument, please drop it off in the school office. We make every effort to only interrupt classroom instruction for emergency situations.

HOMEWORK POLICY (SRVUSD Board Policy 6154)

The purpose of homework is to practice and to extend knowledge and skill. Research shows that student learning is positively affected when homework assignments are purposeful and engaging, and are appropriate in quality and quantity. Except for reading, homework at the elementary level will not be assigned over weekends, holidays, or extended school breaks.

Reading is an integral part of learning and homework. The grade level guidelines are based on the needs of the average student and include 15-20 minutes of reading per night:

- K & 1st grade: 15-30 minutes of homework per night (reading included)
- 2nd & 3rd grade: 30-45 minutes of homework per night (reading included)
- 4th & 5th grade: 45-60 minutes of homework per night (reading included)

In the primary grades (K-3), homework consists primarily of reading and a limited number of independent exercises to reinforce previously taught basic skills.

At the upper grades (4-5), homework consists of completing, practicing, preparing, or extending core academic skills and is designed to build independent study habits.

ATTENDANCE

Good school attendance is vital to the learning and achievement of all children. In addition there is a revenue loss to the District for any absence, whether it is excused or unexcused. If a student accumulates three or more days of unexcused absences, he/she is deemed "truant" according to California State Education Code. The school district notifies parents if a student has a high numbers of tardies or absences during the school year.

California law (Education Code 48205) defines school absences as either "excused" or "non-excused". Excused absences are generally unavoidable and include the following:

- Illness
- Funeral services for immediate family
- Medical/dental/eye appointments
- Observance of a holiday or ceremony of his/her religion

The law defines non-excused absences to include such events as:

- Vacations
- Oversleeping
- Visiting relatives
- Special events
- Car trouble

We also want to ensure that students who are sick stay home and rest until well. District policy is to keep a child home from school until he/she is fever free and vomit free without medication for 24 hours. Students can make up any missed work once he/she is feeling better.

Independent Study

Short-term Independent Study may be arranged for students who will be absent from school for a minimum of five (5) consecutive instructional days (Board Policy 6158). A request for Independent Study must be submitted five school days prior to the absence. Each student is allowed ONE independent study contract per school year (new district policy beginning in the 2018-19 school year).

Reporting Absences

Please call our attendance line at 855-7898 each time your child is absent from school or will be late to school for the day. Leave a message with your child's name, grade, teacher, reason for the absence, and the person reporting the absence.

<h2>SCHOOL SAFETY</h2>

POSITIVE SCHOOL CLIMATE

The staff is committed to providing an orderly, caring, and supportive environment in which all students feel safe and take pride in their school and their achievements. We value positive interpersonal relationships between staff, students and the community.

We have a variety of positive recognition programs to encourage good citizenship and character traits. In addition to classroom recognition programs, the following are school-wide programs:

ABC Good Deed Program

The ABC Good Deed program catches students being good. This program focuses on three areas: Attitude, Behavior and Cooperation. Students receive an "ABC card" and deposit into the appropriate grade level tub in the office. One winner from each grade level is chosen and announced on Wednesday mornings.

Spirit WOWs: Students participating in spirit days are awarded spirit WOW cards. These are placed in a treasure box in the lunchroom and are drawn for spirit pencils every Wednesday during the lunch period.

Student Leadership: 4th & 5th grade Leadership students attend weekly meetings before school. They participate in decisions about community projects and spirit day themes. Each student is a liaison to one classroom and makes a weekly presentation to the class about school events and announcements.

Peacemakers: Students are selected to receive training in conflict resolution skills. Peacemakers are available at recess time to assist other students who are having a conflict.

SCHOOL RULES

Our school maintains high, reasonable, standards of behavior for staff and students. Each student has a right to learn in an environment that is safe, productive, and enjoyable. Close cooperation between the home and the school is vital to maintain the high standards of behavior for our students. Our expectations for student behavior are based on three school rules:

BE SAFE, BE RESPECTFUL, BE RESPONSIBLE

We commit to creating and maintaining a safe environment. Shoes must be appropriate for running. Strapless sandals and flip-flops are not safe for school. Violent behavior, dangerous objects, and crime are not tolerated. California Education Code mandates that when other means of correction are not feasible, or have repeatedly failed to bring about proper conduct, the student may be suspended for the following infractions:

- Caused, attempted to cause, or threatened to cause physical injury to another person
- Caused or attempted to cause damage to school property or private property
- Stole or attempted to steal school property or private property
- Committed an obscene act or engaged in habitual profanity or vulgarity
- Engaged in an act of bullying
- Disrupted school activities or otherwise willfully defied the authority of school personnel

We commit to promoting language for a caring school environment. Language is expected to be respectful at all times. Adults will model the language that we want our students to use when communicating either orally or written.

We commit to promoting healthy life styles. Morning snacks should be healthy. Gum and soda do not promote this message and are therefore not allowed at school.

We commit to promoting good school work habits. Toys are not allowed at school. Playground balls brought from home are expected to be shared with others. Cell phones must be turned off during the school day. Phones which are seen or heard by adults during the school day will be taken and returned only to a parent.

We commit to promoting clothing in good taste and preparing students for behavior expectations set in middle school. Therefore, hats may not be worn in buildings. Hats with visors may be worn outside to guard from sun. Hats may not be worn backward. Undergarments may not be visible and shoulder straps should be a minimum of two fingers wide. Clothing with inappropriate or disrespectful messages is not allowed. Shorts and skirts must reach the tips of the student's fingertips when placed on the front of the thighs.

PROGRESSIVE DISCIPLINE

When a student is involved in some form of inappropriate behavior, a careful review of the incident will occur. Several factors are considered in determining appropriate consequences. The student's age, previous behavior record, and intent will be taken into consideration. The goal of any disciplinary action is to teach the student more appropriate actions to take in the future. In general, the following levels of consequences for misbehavior are progressive in nature and ultimately may lead to suspension or expulsion.

Step 1: Warning of misbehavior and reinforcement of rules and expectation

Step 2: Notification of parents; possible parent conference, referral to a Peacemaker, loss of privilege

Step 3: Notification of parents, increase in loss of privilege or partial loss of recess, possible referral to Student Study Team, SCIP counselor, or School Psychologist

Step 4: Parent conference, possible behavior contract, and increase in Step 3 loss of privileges, referral to principal

NONDISCRIMINATION/HARASSMENT/ANTI-BULLYING

School programs and activities shall be free from discrimination, including harassment and bullying with respect to a student's gender, ethnic group, race, national origin, religion, physical or mental disability, age or sexual orientation. Intimidation or harassment of any student is not tolerated. Students who harass or bully other students shall be subject to appropriate discipline, up to and including counseling and/or suspension.

Sexual Harassment

Every student at Tassajara Hills Elementary School has the right to be free from harassment. Conduct such as: making derogatory comments, jokes, graphic commentary about an individual's body, suggestive or obscene notes or invitations, sexual gestures, or inappropriate touching are not tolerated. Each complaint of sexual harassment shall be promptly investigated.

Cyber bullying

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person through the medium of electronic text, photos, or videos.

Examples of this behavior include, but are not limited to:

- Sending false, cruel, vicious messages
- Posting of a student picture without permission

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to feel safe. The online activities and technologies often used by students engaged in Cyber Bullying include, but are not limited to: email and text messaging, cell phones, social networking sites, and computers. If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students to be secure, school staff may impose consequences.

DISASTER RESPONSE PLAN

Knowing the responsibility we have to insure the safety of all Tassajara Hills students, we plan ahead as much as possible to prevent actions we may have some control over. We practice fire, earthquake, and dangerous person on campus drills so that individual actions in a real emergency become automatic and systematic. We have a school plan that staff members have reviewed. Each staff member has an assigned duty in the event of an emergency. Each classroom keeps an emergency bag stocked and available at a moment's notice.

The following are general guidelines we will follow in the event of a major emergency:

- Staff personnel will take responsibility for all students in an emergency until they are picked up by authorized adults. Students may only be released to persons listed on the child's emergency card.
- All parents or designated parties who come for students must sign them out through the student release station.
- Please do not call the school. We must keep the lines open for emergency contacts. We will use our newsflash email communication system to keep our community informed of events.
- Only emergency vehicles will be allowed to drive into the parking lot. All other vehicles will be directed elsewhere depending on the situation.
- If there is no safe spot on the school campus, everyone will be moved to another safe spot. School personnel will be responsible for overseeing the children. Evacuation of the school will not be attempted unless there is no alternative.
- Appropriate public agencies (fire, police, district office, radio/TV, etc.) will be notified.