

NUESTRO ELEMENTARY SCHOOL  
3934 Broadway Road  
Live Oak, CA 95953  
(530) 822-5100

Parent/Student Handbook  
2023-2024  
(Revised June, 2023)



**Nuestro Elementary School District  
Governing Board of Trustees**

<u>Member</u>	<u>Term Expires</u>
Mrs. Amber Brown	2024
Mrs. Emily Morton	2026
Mrs. Bethany Schmidl	2026

All meetings held by the Governing Board of the Nuestro Elementary School District are open to the public.

Regular board meetings are generally held the 3<sup>rd</sup> Tuesday of each month, at 6:00 p.m. Public notice is posted at least 72 hours prior to the meetings.

As a public meeting, the Nuestro Elementary School District Governing Board extends a cordial welcome to all members of the Nuestro community to attend.

Should you care to leave a message for one of the members of the governing board, please call the school office and we will gladly pass on your message.

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**Nuestro Elementary School District Mission Statement**

Empowering students to become successful leaders in the 21st century.

**Nuestro Elementary School District Vision**

Our vision is to inspire the whole-child, in a nurturing environment, with a rigorous, innovative educational experience while maintaining high-standards and promote life-long learners in a global society.

# Nuestro Elementary School

## Employees

Dr. Baljinder Dhillon – baldhillon@sutter.k12.ca.us	Superintendent/Principal
Amanda Pauls – amandapa@sutter.k12.ca.us	Multiple Subjects Teacher (TK/ Kindergarten)
Stefanie Wedin- stefaniew@sutter.k12.ca.us	Multiple Subjects Teacher (1 <sup>st</sup> Grade)
Liz Micheli – lizm@nuestroschool.org	Multiple Subjects Teacher (2 <sup>nd</sup> Grade)
Caroline Meyers – carolinem@sutter.k12.ca.us	Multiple Subjects Teacher (3 <sup>rd</sup> Grade)
Terri Brady – terrib@sutter.k12.ca.us	Multiple Subjects Teacher (4 <sup>th</sup> Grade)
Jeanette Torok – jtorok@sutter.k12.ca.us	Multiple Subjects Teacher (5 <sup>th</sup> Grade)
Brian Coleman – brianco@sutter.k12.ca.us	Multiple Subjects Teacher (Homeroom 6 <sup>th</sup> Grade)
Jeanna Winters – jeannaw@sutter.k12.ca.us	Multiple Subjects Teacher (Homeroom 7 <sup>th</sup> Grade)
Connie Robinson – crobinson@sutter.k12.ca.us	Multiple Subjects Teacher (Homeroom 8 <sup>th</sup> Grade)
Jennifer Decker – jenniferd@sutter.k12.ca.us	Administrative Assistant
Stephanie Hunt – stephanieh@sutter.k12.ca.us	Food Service Specialist
Polly Vahniwal - kulberv@sutter.k12.ca.us	After School Program Supervisor/Instructional Aide
Alejandra Betancourt – alejandrab@sutter.k12.ca.us	Instructional Aide/Yard Supervisor
Saher Shamim – sahers@sutter.k12.ca.us	Instructional Aide/Yard Supervisor
Cindy Bohmann – cindyb@sutter.k12.ca.us	Library/Student Services/Night Custodian
Lori Lindblad - lorit@sutter.k12.ca.us	Administrative Secretary
Angel Heredia – juanh@sutter.k12.ca.us	Custodian/Maintenance
Michael Sproul – michael@sutter.k12.ca.us	Data Technician/Technology Support
Christina Jones- christinaj@sutter.k12.ca.us	Resource Center Teacher
April Rickett – aprilr@sutter.k12.ca.us	Resource Center Aide
Samual Zamarron – samuelz@sutter.k12.ca.us	PE Aide
Rajvir Johal - rajvirj@sutter.k12.ca.us	Psychologist
Laura Ontiveros – laurao@sutter.k12.ca.us	Speech Therapist
Patricia Sandoval – patricias@sutter.k12.ca.us	Counselor

**\*\*\*IMPORTANT NOTICE\*\*\***

Item number 1 of the NUESTRO ELEMENTARY SCHOOL DISTRICT AGREEMENT FOR SCHOOL ATTENDANCE states that “Attendance may be revoked if a parent does not support the programs of the District and will not cooperate with the teacher of the student and the administration of the school. Any complaints of staff shall be directed to the superintendent and not to other staff or parents.” It is very important to understand that failing to follow the printed rules as well as verbal directions from school employees is a failure to cooperate with the teacher of the student and administration of the school. Supporting the programs of the district also includes actions such as, but not limited to, paying bills on time, signing student reading logs and planners as requested, and ensuring your child completes homework and projects to be worked on at home.

## **Parking Lot Rules**

These rules are in place to keep our children safe. We appreciate your being especially careful and cautious while operating a vehicle on school grounds. Please drop-off and pick-up children as safely and efficiently as possible. Drive slowly at all times, being careful to watch for children and other pedestrians. Please be courteous and circle around if traffic is backing up behind you. Nuestro Elementary School employees are on duty in the parking lot to ensure the safety of everyone. Please follow their directions.

Because of the potential for serious harm to others, no vehicle can be left running on campus without a licensed driver sitting in the driver's seat.

Please do not park or get out of your vehicle if it is in the pick-up lanes during the times set forth below. Parking for an extended amount of time or getting out of your vehicle during the times below will create an unsafe environment for our students and staff. If staff asks you to circle around, do so immediately so we can keep traffic flowing smoothly.

**NO PARKING OR GETTING OUT OF YOUR VEHICLE IS ALLOWED IN THE DROP-OFF/PICK-UP LANES DURING THE FOLLOWING TIMES:**

Regular Days: 7:30am to 7:55am and 2:25pm to 2:40pm

Minimum Days: 7:30am to 7:55am and 12:10pm to 12:25pm

Early Release Days: 7:30am to 7:55am and 1:30pm to 1:45pm

If you must park or get out of your vehicle for any reason during the times listed above, park in a parking space.

Bikes are to be locked in the bicycle area during school hours and should be walked while on campus. All students must wear helmets when riding bikes.

Only use the marked entrance and exits. DO NOT drive across gravel areas in front of the school. That creates a safety hazard.

## **BUS & VEHICLE RULES**

The riding of the Sutter Union High School Bus is a privilege allowed to the students of our district by the high school. Violation of the bus & vehicle rules may result in a student's bus or vehicle riding privilege being revoked. Violation may also result in disciplinary action which may include in the immediate revocation of an interdistrict agreement.

1. Keep off of the road or street at all times while waiting for the bus or vehicle.
2. Line up in single file and remain standing until the bus or vehicle has come to a full stop before trying to board.
3. Get a seat as quickly as possible and remain seated.
4. Keep hands and head inside the bus or vehicle at all times after entering.
5. No loud talking or unnecessary commotion. It may divert the driver's attention and result in an accident.
6. Do not throw anything out of the windows. Littering is against the law.
8. Help look after the safety and comfort of smaller children.
9. Riders are under the supervision of the driver and are expected to do as he/she instructs.
10. Remain seated until the bus or vehicle comes to a complete stop before standing up to get out.
11. Unload quietly and quickly from the front of the bus first.

THE ABOVE RULES AND REGULATIONS WILL APPLY TO ANY TRIP UNDER SCHOOL SPONSORSHIP.

## **VISITORS**

Due to security concerns, school districts require all schools use some type of visitor identification. The protocol for visitors at Nuestro is as follows:

1. Everyone other than a paid employee who is on duty is considered a visitor.
2. Visitors are required to report directly to the school office before going anywhere else on campus.
3. All visitors are required to sign in at the office and wear a school visitor's badge.
4. No visitors are to proceed onto campus without first signing in and putting on a visitor's badge.
5. Visitors may only go to the areas that they indicate when they sign in.
6. All visitors are to return to the office and sign out before they leave the school.

### **FIELD TRIPS AND OTHER SCHOOL ACTIVITIES (STUDENTS)**

To participate in a school sponsored field trip or an after-school game/activity, students must turn in all required paperwork by the deadline. This includes permission forms with parent/guardian signatures. A student may not be allowed to participate in a field trip or other activity if he or she has engaged in behavior that causes the teacher or administration to believe the student should not attend the field trip or activity.

### **FIELD TRIPS AND OTHER SCHOOL ACTIVITIES (PARENTS/GUARDIANS, CHAPERONES, AND COACHES)**

We encourage parents and guardians to participate in school activities, including field trips. For the protection of our children, anyone who wishes to chaperone or participate in a field trip or other school sponsored activity with our students must be cleared through our background check, complete the volunteer packet, and turn in any necessary paperwork by the deadline. No one will be allowed to drive on school functions unless they submit the required documentation for driving on a school sponsored activity and complete the volunteer packet. Also, volunteers and teachers must be able to provide full attention to the supervision of the children placed in their care. Therefore, you cannot bring other children (including siblings) on the field trips or activities.

While we understand that taking the time to complete the volunteer packet or required documentation for driving on a school sponsored activity may inconvenience someone, we are responsible for the children placed in our care, and we will not make exceptions to these rules. Please do not ask teachers or the administration to make exceptions.

### **BREAKFAST/LUNCH PROGRAM**

All students at Nuestro Elementary will have access to free breakfast and lunch during the 2022-23 school year.

### **INDEPENDENT STUDY**

Parents/Guardians must make all requests at least two weeks in advance.

Parent must fill out and sign an independent study contract.

Upon the student's return, all work must be attached to the contract and given to the teacher.

Students must be out a minimum of five days to be on independent study. Please make sure your child completes all work as assigned. If a student does not complete the assigned work, he or she will be marked absent for the days, which would most likely create a truancy issue for the child and parent.

### **WHOOPING COUGH BOOSTER (Tdap) SB614.**

Under state law, All students going into 7<sup>th</sup> and 8<sup>th</sup> grades must have proof of having had the Tdap booster shot before starting school.

### **INVITATIONS (INCLUDING BIRTHDAYS)**

No invitations are to be distributed to classmates at school unless they are given to all students in that particular classroom. This includes distribution in the parking lot.

### **CLASSROOM PARTIES (INCLUDING BIRTHDAYS)**

Because of state laws governing the type of food served at public schools, and the need to ensure student safety, the following is in effect:

1. One party per month to celebrate all birthdays for that month.
2. Check in advance with your child's teacher to make sure you do not bring an item that may cause an allergic reaction in a student. No items that could cause an allergic reaction are allowed.
3. Drinks are to contain mostly fruit juice. Low-fat milk may be served. No carbonated drinks may be served.
4. No baked goods from home are allowed.
5. Only healthy foods may be served.

## **ALLERGIES**

If your child has any food allergies, please notify the office and your child's teacher(s) in writing.

## **NUESTRO'S AUTOMATED TELEPHONE SYSTEM**

In an effort to keep you fully informed, we will be making automated phone calls. Normally, these announcements will be made between 5:30pm and 8:00pm. In case of emergencies, the office will place a message to all parents through the automated phone system.

## **PINK EYE**

Due to the very contagious nature of pink eye, you will receive a phone call in the event that we suspect your child may have pink eye. Your child may not return to school without a note from your doctor.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

To keep our learning environment free from unnecessary disruptions, and for the safety/privacy of other students, cell phones and electronic devices are to be turned off and put away while students are on campus or involved in any school function. Parents who wish to contact their children during the school day should call the office. Any phones or electronic devices (CD players, IPODs, MP3 players, cameras, video cameras, video games, electronic toys, etc.) that are not turned off and kept put away (unseen and unheard) while students are on campus will be confiscated. Confiscated items will require parent/guardian pick-up on the first offense. Discipline associated with a failure to follow this school rule will be handled as a serious safety issue if the device is capable of taking pictures or making a recording. Failing to follow this rule is also a failure to cooperate with the teacher and/or administration of the school.

Students are allowed to have electronic devices such as electronic book readers that do not have the capability of taking pictures or making recordings. Please note that the school will not be responsible for ANY cell phones, electronic devices, other electronic devices, or prohibited items that are lost or stolen. We appreciate your understanding and helping us maintain a safe and secure learning environment for all of our children.

## **HEAD LICE**

To prevent the spread of head lice infestations, school employees shall report all suspected cases of head lice to the school nurse or administrator as soon as possible. The nurse, administrator, or administrator's designee shall examine the student and any siblings of affected students or members of the same household. If nits or lice are found, the student shall be excluded from attendance and parents/guardians informed about recommended treatment procedures and sources of further information. If there are two or more students affected in any class, all students in the class shall be examined, and information about head lice shall be sent home to all parents/guardians of those students. Staff shall maintain the privacy of students identified as having head lice and excluded from attendance. Excluded students may return to school when (1) they bring a note from the parent/guardian verifying treatment, and (2) re-examination by the nurse, administrator, or administrator's designee shows that all nits and lice have been removed.

## **ATTENDANCE**

Everyone understands that students need to be in school every day to receive the best possible education. Absenteeism is very costly. It causes long-term problems for students, schools, and our community. *California's Compulsory Attendance Law* requires every person between the ages of 6 and 18 years of age to attend school full time every day, unless the student has been legally exempted or has graduated from high school. **California's Attendance Law** requires parents/guardians to verify all student absences.

According to the *Nuestro Elementary School District Agreement for School Attendance*, the student will have no more than two (2) unexcused absences in any one trimester. **If there are more than two unexcused**

**absences in any one trimester, it may cause immediate revocation of this Agreement. The Interdistrict Attendance Agreement may also be revoked if a student has excessive tardiness (averaging more than one per week).**

The questions and answers below further explain Nuestro's protocol for attendance:

### **What must I do if my child is going to be absent from school?**

- A. Call the office no later than 8:20am, so we know your child is safe. If you are leaving a message, leave your child's name, the reason for the absence, the date of the absence, and your name.
- B. Then verify your child's absence by sending a note to the school within 3 days of the student's return to school. This verification must include:
  - 1. The student's full name.
  - 2. The date(s) of absence.
  - 3. The specific reason for the absence.
  - 4. The name and relationship of the person providing the information.
  - 5. The date when the verification was made.

**Any absences, after failing to follow this procedure, will be considered unexcused.**

Below are some frequently asked questions about attendance:

### **What is considered an Excused Absence?**

By law [EC § 48205], excused absences are: illness [fever 100° or more, your child must be fever free for twenty-four hours before returning to school], persistent runny nose with yellow-green mucous discharge, rashes [unless there is a note from your physician stating that your child is not contagious], vomiting [if your child is sent home vomiting he/she needs to be vomit-free for twenty-four hours before returning to school], diarrhea [if your child is sent home from school with diarrhea he/she needs to be diarrhea free for twenty four hours before returning to school], medical/dental appointments [doctor's note required for verification], death in the family, specific religious reasons, required appearance in court, and exclusion from school for contagious disease.

### **What if my child's absences do not fall under any of the Excused Absences categories?**

State law [EC § 48260-48273] is very specific about these types of absences. A student who is absent from school without a valid excuse will be marked "unexcused" for the day. These types of absences are also called "Truancies".

### **What about coming in late (tardy) or leaving early for an appointment?**

According to State Law [EC § 48260-48273], a student that is absent from school in excess of 30 minutes during a school day is also considered "truant".

### **What is the process for a child with more than 3 unexcused absences/truancies?**

The California legislature responded to the role irregular attendance and poor behavior play in lost learning, school dropout, and juvenile delinquency with a number of laws written in the early 1970s. In 1974, School Attendance Review Boards (SARBs) were introduced in California Education Code [EC] Sections 48320–48325, as a part of a system of interventions intended to make maximum use of school district and community resources to reengage students, improve graduation rates, and divert minors away from the justice system.



Nuestro Elementary School District is required to follow the SARB process. This means that you will begin receiving letters from the school upon the 3rd (third) truancy. If your child continues to be truant, you will need to meet with the Superintendent/Principal. Additional instances of truancy will result in a referral to the *School Attendance Review Board* and possible referral to the District Attorney for prosecution.

**What can I do if my child needs to be out of school for a length of time?**

If your child must go out of town for five or more days, you may request that your child is signed up for an Independent Study Agreement. Please note that teachers need at least two weeks’ notice in order to prepare materials without interrupting their instructional time.

**Why is attendance such a big issue?**

*Regular* attendance is vital to student’s success in school. The student, who is frequently absent, misses social interaction and direct instruction from his/her teachers even though written work can be made up. Any day or hour absent is a missed learning opportunity. Attendance is a key predictor of dropouts. Dropouts create economic loss and jeopardize future work force since only 31% of dropouts keep a job more than a year. Also schools lose funding for each absence, regardless of the reason; including illness or excused absences.

**What about homework? If my child is absent, can I request homework to be sent home?**

Students are given the opportunity to make-up schoolwork missed due to illness or a valid excused absence upon their return. As a general policy, a student is allowed one (1) day to complete make-up work for each day of excused absence from school.

**DISCIPLINE**

Nuestro Elementary School desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. To achieve this, The District provides staff with opportunities for training on classroom management and discipline strategies.

High expectations for student behavior, effective classroom management, and parent/guardian involvement can minimize student misconduct. A continually disruptive student may be assigned to alternative programs or removed from school. Students on interdistrict agreements may have their agreements revoked. Also, if a child is involved in a fight or is causing ongoing disruption, the parent(s)/guardian(s) may be required to spend one full day at school with the child.

A teacher may also restrict a student’s recess time when he or she believes that this action is the most effective way to bring about improved behavior, subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee’s supervision during the period of restriction.
3. Teachers shall inform the Superintendent/Principal of any recess restrictions they impose.

The following table provides a guideline for consequences that may be given for different problem areas. However, it is important to note that Education Code provides maximum corrections and allows the Superintendent/Principal to use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior. Notwithstanding minimum and maximum corrections provided as a general guide below, the minimum and maximum corrections will be those allowed by current Educational Code. (see 48900 et seq.)

<b>PROBLEM AREAS</b>	<b>MINIMUM CORRECTION</b>	<b>MAXIMUM CORRECTION</b>
<b>ARSON</b> (Fire damage or attempt to damage with inflammables)	One-day suspension Parent conference Revocation of Interdistrict Agreement	Three- to five-day suspension Police notification Parent conference Restitution Expulsion
<b>ASSAULT</b> (Action with intent to do bodily harm)	Two- to three-day suspension Parent conference Revocation of Interdistrict Agreement	Five-day suspension Police notification Parent conference Expulsion
<b>BATTERY</b> (Willful and unlawful use of force or violence)	Two- to three-day suspension Parent conference Revocation of Interdistrict Agreement	Five-day suspension Police notification Parent conference Expulsion
<b>DANGEROUS OBJECTS</b> (Possession or sale of firearms, *knives, firecrackers, matches, lighters, weapons or replicas)	Possible one-day suspension Parent conference Revocation of Interdistrict Agreement	Three- to five-day suspension Police notification Parent conference Expulsion
<b>DRUGS</b> (Use or possession of marijuana, alcohol, controlled substance or look-alike)	Automatic five-day suspension Police notification Parent conference Revocation of Interdistrict Agreement	Exclusion from all school activities Expulsion from school district
<b>FIGHTING</b> (Mutual combat)	Alternative means of correction and/or possible one- to three-day suspension Parent conference Revocation of Interdistrict Agreement	Five-day suspension Parent conference Expulsion
<b>HARASSMENT</b> (Physical [habitual threats]; sexual [grades 3-8]; racial)	Alternative means of correction and/or possible one- to three-day suspension Parent conference Revocation of Interdistrict Agreement	Five-day suspension Police notification Parent conference Expulsion
<b>OBSCENE ACTS</b> (Gestures, verbal, written, drawing, physical contact)	Alternative means of correction and/or possible one- to three-day suspension Parent conference Revocation of Interdistrict Agreement	Five-day suspension Parent conference Expulsion

<b>PROFANITY</b>	Alternative means of correction other than suspension	Five-day suspension Parent conference Revocation of Interdistrict Agreement Expulsion
<b>RECEIPT OF STOLEN PROPERTY</b>	One-day suspension Parent conference Revocation of Interdistrict Agreement	Five-day suspension Police notification Parent conference Expulsion
<b>ROBBERY OR EXTORTION</b>	One-day suspension Parent conference Revocation of Interdistrict Agreement	Five-day suspension Police notification Parent conference Expulsion
<b>SMOKING OR CHEWING TOBACCO</b> (including use of electronic cigarettes or other devices that deliver a vaporized liquid)	Alternative means of correction and/or one-day suspension Revocation of Interdistrict Agreement	Five-day suspension Police notification Parent conference
<b>STEALING</b>	Alternative means of correction and/or one-day suspension Parent conference Revocation of Interdistrict Agreement	Five-day suspension Police notification Parent conference Expulsion
<b>TRESPASSING</b>	Alternative means of correction and/or one-day suspension Parent conference Revocation of Interdistrict Agreement	Five-day suspension Police notification Parent conference
<b>VANDALISM</b>	Alternative means of correction and/or one-day suspension Revocation of Interdistrict Agreement	Five-day suspension Police notification Parent conference Restitution Expulsion
<b>WILLFUL DISOBEDIENCE, DISRUPTION OF SCHOOL ACTIVITIES, OR DEFIANCE OF SCHOOL AUTHORITY</b>	Alternative means of correction and/or one-day suspension Revocation of Interdistrict Agreement	Five-day suspension Police notification Parent conference
<b>BULLYING</b> Please note that bullying includes: 1. Bullying is aggressive behavior that involves unwanted, negative actions. 2. Bullying involves a pattern of behavior repeated over time. 3. Bullying involves an imbalance of power or strength.	Alternative means of correction and/or possible one- to three-day suspension Parent conference Revocation of Interdistrict Agreement	Five-day suspension Parent conference Expulsion

According to the *Nuestro Elementary School District Agreement for School Attendance*, “The student shall cooperate with the teachers and support staff and will cause no disruption either in the classroom or outside of class. The students shall obey all school rules and have no violation that could normally result in suspension or expulsion. The agreement will automatically be revoked if a student receives two (2) suspensions in one year. (Suspension is defined as being suspended from the classroom for one or more days, either being sent home or staying in the office under the supervision of the Superintendent)”

**Possible Ways to Avoid Conflicts**

1. Talk it over – Listen
2. Walk Away
3. Say, “I’m Sorry.”
4. Do something else
5. Take turns
6. Ignore it
7. Ask for help

# NUESTRO ELEMENTARY SCHOOL DISTRICT

## **STUDENTS**

**Regulation No.: 5139**

### **Dress and Grooming**

**Board Adopted: 8/16/05**

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In cooperation with teachers, students and parents/guardians, the Superintendent/Principal shall establish school rules governing student dress and grooming which are consistent with law, Board of Trustees policy and industry regulations. The school dress code shall be regularly reviewed.

Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day.

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Flip-flops, backless shoes or backless sandals are not acceptable. **Only closed toed shoes will be allowed in the play areas and for P.E.**

2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice

3. Hats, caps and other head coverings shall not be worn indoors, except for religious purposes.

4. **Clothes shall be sufficient to conceal undergarments at all times.** See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited, as well as spaghetti straps.

5. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Aides are to report to the teacher if they think a student is dressed inappropriately, and the teacher will decide if the student sees the Principal.

Teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control.

The Superintendent/Principal, staff, students and parent/guardians may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

**1<sup>st</sup> offense – phone call**

**2<sup>nd</sup> offense – suspension**

# Nuestro Elementary School

## Board Policy #7002

### After School Program

The after school program at Nuestro School is a service to our parents. The program is run on a non-profit basis, and we make every effort to keep fees as low as possible. Only students of Nuestro Elementary School are eligible for the after school program. Students will be provided with a snack each afternoon.

### Hours

The after school program shall run from 1:35 p.m. until 5:30 p.m. Students are to be signed in immediately after they are released from school. **Please note: If a parent takes a student out of school for doctor appointments, etc., students must be in school at dismissal time to remain for the after school program.**

### Fees

Fees are established at \$2.00 per hour for the first child and \$1.50 per hour for the second child. **A five-minute leeway will be granted before signing a child out. After five minutes in the next hour, a full hour fee of \$2.00 will be charged.** Late fees shall be \$5.00 for every 15 minutes, or fraction thereof, per child after the 5:30 p.m. pick-up time. If a parent consistently fails to pick up his/her child/children by 5:30 p.m., after school program privileges may be revoked. (Consistently late means more than three times in one month). Late pick-up price shall increase to \$10.00 for every 15 minutes after the 5<sup>th</sup> tardy. This will remain in effect the remainder of the school year.

**Payments are due and payable at the time they are billed. Should no payment be received within two weeks of receiving your bill, the student(s) will be excluded from the program until all fees owed are paid.**

### Returned checks

A \$20 charge shall be made for any returned check. Any fees incurred following a returned check shall be paid within one week of notification. Parents/guardians who have had a returned check may be required to pay all future after school program bills in cash.

### Behavior

Children enrolled in the After School Program are expected to follow the same standards of behavior, which are expected of them during regular school hours. Those children who are unable to follow such standards will be excluded from the program.

**Board Approved: 04-21-2020**

### **After School Program (ASP) Rules**

1. Follow all directions the first time they are given.
2. Use self-control and have respect for others. Keep hands, feet, and objects to yourself.
3. Ask permission before leaving a classroom or designated play area.
4. Use equipment properly. Sit on the slide. Jump ropes are for jumping rope only. Tetherballs should be hit with the hand or arm only. Do not sit or swing on the tetherballs. Students should use balls as they were intended to be used.
5. Stop playing when directed or signaled to do so, then follow directions.
6. No wearing hats in the buildings.
7. Cell phones shall be put away and turned off while on campus.
8. Students must not leave the After School Program until they are checked out by a parent/guardian unless other arrangements have been approved by the District and the appropriate paperwork is on file with the After School Program Supervisor.
9. For the safety of your children, parents/guardians are required to sign out their children each day from the After School Program. If you are getting your child on or about the 2:30pm dismissal time, park your car in a designated space and then go to the after school program to check out your child. Do not park in the pick-up/drop-off lanes.

### **After School Program Billing**

Each month's bill will be handed to the parent on the first Monday of the following month when they pick up their child from the ASP program. If parents do not pick up a child from the ASP on the first Monday of the month, the bill will be mailed home. Per Board Policy, payments are due and payable at the time they are billed. **Should no payment be received within two weeks of your bill being sent to you, the student(s) will be excluded from the program until all fees owed are paid or until a payment arrangement has been arranged with the Superintendent/Principal.**

### **1:35 Days**

On days when teachers are required to return for evening events such as Back-to School Night, all classes will be dismissed at the conclusion of the primary grade level's day (1:35pm). Please see the calendar for a list of 1:35 days.

### **Minimum Days**

All students will be dismissed at 12:15. Please see the calendar for a list of minimum days.

### **School Website**

The District/school's website is [nuestroschool.org](http://nuestroschool.org). Please check the website on a regular basis for current events and communication from the District/school.

### **Grading Plan**

There are three grading periods in each school year (Trimester 1, Trimester 2, and Trimester 3). Progress reports will also be sent home at about the middle of each trimester. Please check the calendar for trimester and progress report dates. Nuestro report cards take into consideration the classroom common core standards set by the State of California, We are continually working to improve our report cards to best communicate your child's progress.

Any progress notices, assignments, or notes sent home that require a parent/guardian signature must be returned with the appropriate signature within two school days.

**Grading Criteria**

Teachers at Nuestro Elementary School believe grading should be fair. Standards for assignments are clearly defined, and teachers evaluate work based on the criterion put forth in the assignment.

**Trading Cards and Collectibles**

Trading cards and other collectibles are not allowed on school grounds. The school will not be liable for loss or theft of valuables.



## **NUESTRO ELEMENTARY SCHOOL PLAYGROUND SAFETY RULES**

- 1. BE KIND AND HAVE FUN 😊**
2. Students are not permitted on the playground without adult supervision. If an adult is not on the playground, do not go on the playground.
3. Listen and respect all staff. Follow their directions the FIRST time they are given.
4. Always play safe by being careful and courteous to the people around you.
5. Always get permission to leave the playground.
6. Only play in the designated areas. If something you are using goes out of that area, ask to retrieve that item.
7. Immediately stop playing when the bell rings and put away any equipment you are using or see near you. Then walk to your line-up area.
8. No yelling or making loud noises near classes that are in session.
9. Wear proper clothing and shoes to make sure you can properly see, climb, and run in designated areas. No sandals or open-toed shoes are allowed in the bark.
10. Make sure no one is in the way when you get off of equipment.
11. Be extra careful on days when the weather is hot or wet. Do not play in the bark or on the grass when it is wet. Do not jump in puddles or play in the mud.
12. Take turns and get in line if more than one person wants to use a piece of equipment. No cutting or holding places for others is allowed.
13. Always use equipment how it is intended to be used.
14. Always ask for help when you feel unsafe.
15. No running in the bark, on the sidewalk, or on the blacktop. You may only run on the blacktop while playing basketball.
16. No destroying property of any kind or hurting our trees and plants.
17. No throwing or kicking walnuts.
18. No playing any type of tag game.
19. No playing in or beside maintenance areas.
20. No sitting or standing on tables.
21. No standing on benches.
22. Only climb on equipment if you are able to get down safely.
23. Keep your hands and feet to yourself.
24. Only one person may slide at a time. Stay on your bottom while sliding.
25. No playing in the bathrooms.
26. Throw away your trash in a garbage can.

27. No twisting on the swings or jumping off of them.
28. No hitting other people.

## Nuestro Elementary School

### STUDENT COUNCIL

#### Campaign Rules

Those who are trying for the Student Council positions must follow the following rules. Violation of any rule will result in disqualification of the candidate.

#### **POSTERS**

One banner per person will be displayed in the cafeteria. It may not be any larger than the 4ft x 4ft poster paper given out by the school. Posters must have candidate's name and position clearly displayed. No unkind or inappropriate communication is permitted. No candidate may mention another candidate by name or by implication.

Smaller posters may be taped in locations approved by Mr. Heredia using tape provided by Mr. Heredia.

Nothing else may be passed out. This will lead to the disqualification of the candidate.

#### **PRESENTATION**

1. The candidate's presentation is to last no more than three minutes.
2. The candidate's presentation must be pre-approved by Mrs. Sharma.
3. Give it your all and good luck.

Candidates **MUST** get their presentations and posters approved by Mrs. Sharma. No poster or presentation can be altered after approval.

**NUESTRO ELEMENTARY SCHOOL DISTRICT**  
**GRADUATION & END-OF-YEAR GUIDELINES**

**End-of-Year Trip**

The end-of-year trip, including all activities and location, must be approved by the Superintendent/Principal. The class will decide, by a majority vote, where they would like to go for the end-of-year trip. The destination cannot be more than 100 miles from the school. Anyone attending the end-of-year trip with the class must first be cleared through the district's volunteer & chaperone process. Anyone not meeting the conditions set forth by the District will not be allowed to attend the trip with our students. This includes showing up at the location and participating in activities with our students. Please do not ask for exceptions because these measures are in place to keep our children and staff safe.

**Graduation**

We will begin holding parent meetings in March/April to determine the specifics of graduation. Below are some general guidelines for the graduation ceremony:

**Dress:** Gowns will be worn by all graduating students. These gowns will be provided by the school and collected by the teacher after the ceremony. It is the parents' responsibility to make sure their children's gowns are wrinkle-free prior to the graduation ceremony. Anyone needing assistance with this must let the Superintendent/Principal or the 8<sup>th</sup> grade home room teacher know at least 3 days prior to graduation day. We will be happy to help! Gowns are the property of the school and must be returned to the teacher the night of the ceremony or to the school office on the day after graduation. Parents are responsible for any damage to the gowns. As with all school sponsored functions, the dress code must be followed.

**Music:** All music used during the ceremony must be chosen by the class no later than the end of April. The music must be appropriate for an elementary school graduation setting and must be approved by the 8<sup>th</sup> grade homeroom teacher and student services aide. Music containing any foul language; derogatory terms of any kind; inappropriate innuendos; or lyrics referring to alcohol, drugs, sex, suicide, killing, or any other topic that is inappropriate for an elementary school graduation ceremony will not be considered.

**Pictures:** All pictures must be appropriate and approved by the 8<sup>th</sup> grade homeroom teacher and student services aide.

**Valedictorian/Salutatorian**

1. The valedictorian will be the student with the highest GPA average for grades 6-8. If there is a tie, and only one of the students has taken advanced coursework, that student will be the valedictorian.
2. If there is no identified valedictorian using criteria in item 1, we will then look at scores in each descending grade level. If the students attended different schools, we will compare common assessments. If there is no common assessment, we will declare a tie.
3. The criteria above will also be used to determine who becomes salutatorian.
4. The valedictorian and salutatorian will be chosen approximately 3-4 weeks before the end of the school year.

**Important Pesticide Information and Notification Form**

**CAUTION - PESTICIDES ARE TOXIC CHEMICALS. STRUCTURAL PEST CONTROL OPERATORS ARE LICENSED AND REGULATED BY THE STRUCTURAL PEST CONTROL BOARD, AND APPLY PESTICIDES WHICH ARE REGISTERED AND APPROVED FOR USE BY THE CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE AND THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY. REGISTRATION IS GRANTED WHEN THE STATE FINDS THAT BASED ON EXISTING SCIENTIFIC EVIDENCE THERE ARE NO APPRECIABLE RISKS IF PROPER USE CONDITIONS ARE FOLLOWED OR THAT THE RISKS ARE OUTWEIGHED BY THE BENEFITS. THE DEGREE OF RISK DEPENDS UPON THE DEGREE OF EXPOSURE, SO EXPOSURE SHOULD BE MINIMIZED.**

IF WITHIN 24 HOURS FOLLOWING APPLICATION YOU EXPERIENCE SYMPTOMS SIMILAR TO COMMON SEASONAL ILLNESS COMPARABLE TO THE FLU, CONTACT YOUR PHYSICIAN OR POISON CONTROL CENTER 1-800-342-9293 AND YOUR PEST CONTROL OPERATOR IMMEDIATELY.

FOR FURTHER INFORMATION CONTACT ANY OF THE FOLLOWING: SOLUTION PEST SERVICES(530)671-0390 , FOR HEALTH INFORMATION, THE COUNTY HEALTH DEPT. LISTED BELOW , FOR APPLICATION INFORMATION ; THE COUNTY AGRICULTURAL COMMISSIONER, LISTED BELOW AND REGULATORY INFORMATION CONTACT THE STRUCTURAL PEST CONTROL BOARD (916)263-2533. 1418 HOWE AVE. SUITE 18, SACRAMENTO CALIF. 95825 THE FOLLOWING NUMBER PROVIDES 24-HOUR EMERGENCY PESTICIDE INFORMATION 1-800-655-7262.

THE FOLLOWING IS A LIST OF CHEMICALS THAT SOLUTION PEST SERVICES MAY USE :

ALLETHRIN, ALSYSTIN, ALUMINUM PHOSPHIDE, BAYGON, BENDIOCARB, BIENETHRIN, BORIC ACID, BRODIRACOL COMPOUNDS, BROMETHALIN, BUTOXYPOLYPROPYLENE GLYCOL, CARBARYL, CHLOROPHACINONE-LIPHADIONE COMPOUNDS, CHLOROPICRIN, CHLORPYRIFOS, CHOLECALCIFEROL, COUMAFURYL, CYPERMETHRIN, DIATECT, DIAZINON, DIBROM, DICHLORVOS, DIMLIN, DIPHACINONE, DELTRAMETHRIN DRI DIE, FENOXYCARB, FENVALARATE, FLY TBK, GENCORE, GOPHICIDE, HYDROXYCOUMARIN COMPOUNDS, INDANDIONE COMPOUNDS, LARVADEX, MALATHION, MAXFORCE, METALDEHYDE, METHYL CARBAMATE, NAPHTHALENE, N-OCTYL BICYCLOHEPTENE DICARBOXIMIDE, ORTHENE, PARADICHLOROBENZINE, PERMETHRIN, PETROLEUM DISTILLATES, PIPERINYL BUTOXIDE, PIVALYL, POLYISOBUTYLENE, PRECORE, PROLIN, PYRETHRINS, PYRID, RESMETHRIN, SAFROTIN, SECTROL, SILICA GEL, SULFANILAMIDE, SYNTHETIC PYRETHROIDS, TETRACHLOROETHYLENE, VALONE, VAPONA, WASP FREEZE, XYLENE, ZECTRAN, ZINC PHOSPHIDE. SOLUTION PEST SERVICES WILL NOT APPLY ANY CHEMICAL NOT AUTHORIZED.

**COUNTY HEALTH DEPARTMENTS**

BUTTE: 530-534-4581  
COLUSA: 530-458-5177  
GLENN: 530934-5418  
NEVADA: 530-265-1450  
PLACER: 530-823-4465  
SACRAMENTO: 916-366-2172  
SUTTER: 530-671-1140  
TEHAMA: 530-527-6824  
YOLO: 530-666-8649  
YUBA: 530-741-6240

**COUNTY AGRICULTURAL COMMISSIONER**

BUTTE: 530-534-4381  
COLUSA: 530-458-5867  
GLENN: 530-934-4651  
NEVADA: 530-273-2648  
PLACER: 916-823-4371  
SACRAMENTO: 916-366-2003  
SUTTER: 530-674-2851  
TEHAMA: 530-527-4504  
YOLO: 530-666-8141  
YUBA: 530-741-6484

**CONTACT THE SCHOOL FOR ACTUAL CHEMICALS USED. THE APPLICATION AREAS, AND DATES OF APPLICATIONS.**

For further information on chemicals you can access the information on the internet at <http://www.cdpr.ca.gov/>

To; All parents and staff ,

This letter is to advise you of the use of pesticides on school properties. The state now requires that we provide you a pesticide notice (ATTACHED).

We use an Integrated Pest Management program. IPM is a system of controlling pest populations by using mechanical, biological, physical, and chemical control measures to minimize health and environmental risks. In an IPM program the least toxic control methods are used for controlling pest and their harmful effects.

Pesticide application sites will be posted at the school 24 hrs. prior to application and will remain in place for 72 hrs. after application. ALL applications are performed after normal school hours to minimize exposure levels. A copy of all pesticides used and areas of application are on file at the school. They also have all labels and msds sheets on all chemicals used. These are public records. Should you desire more information about the pesticides used you may contact the school for copies of the pesticide label and the msds sheets, or you may find the information on the internet at <http://cdpr.ca.gov/>

If you so choose you can be notified prior to any and all applications. If you wish to be notified prior to applications please sign this form and return it to the school as soon as possible. In an emergency an application may be made prior to this notice; however you will be notified of the application.

If you desire to be notified prior to each pesticide application please fill out the form below and return it to the school.

NAME; \_\_\_\_\_

CHILDS NAME; \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER; \_\_\_\_\_

Yes I wish to be notified prior to pesticide applications.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# NUESTRO ELEMENTARY SCHOOL DISTRICT

## INSTRUCTION

Policy No.: 6174

### Education for English Language Learners – Page 1

Board Adopted: 12/6/05

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The Board of Trustees intends to provide English learners with the District's core curriculum and English Language proficiency as rapidly and effectively as possible. The program shall be based on sound instructional theory and shall be adequately supported so that English language learners can achieve results at the same, or higher academic level as their English proficient peers.

Students who are English language learners shall be educated through sheltered English immersion with pull out English language development support as needed.

To ensure that the District is using sound methods that effectively serve the needs of English language learners, the Superintendent/Principal shall annually examine program results, including reports of the students' academic achievement and their progress towards proficiency in English. The District will compile data on programs for English language learners in order to help determine program effectiveness.

The Board encourages staff to exchange information with other districts and the Sutter County Office of Education about programs, options and strategies for English language learners that succeed under various demographic conditions.

All classrooms in the District will provide at least 95% of the instruction in English. Parents and guardians may request a waiver from the sheltered immersion and/or sheltered English in accordance with the law and administrative regulation. The District has established procedures for parental exception waivers.

The Superintendent/Principal shall maintain procedures which provide for the identification, assessment and placement of English language learners and for their redesignation based on criteria and specified in the District's English Learners Master Plan. The Superintendent/Principal shall recommend program revisions as necessary to support student success.

Legal Reference:	Education Code
	300-340 English Language Education for Immigrant Children
	33308.5 CDE Guidelines Not Binding
	44253.5-
	44253.10 Certification for Bilingual-Cross-Cultural Competence
	48985 Notices to Parents in Language Other Than English
	52015 Components of School Improvement Plan
	52130-52135 Impacted Languages Act of 1984
	52160-52178 Bilingual Bicultural Act Especially:
	52164.6 Reclassification Criteria
	52169 Requirements for Establishment of Program
	52171 Evaluations of Student Progress
	52171.6 Annual Report to Legislature
	52177 Administration of Article
	52180-52186 Bilingual Teacher Training Assistance Program
	54000-54041 Programs for Disadvantaged Children
	62001-
	62005.5 Evaluation and Sunsetting of Programs

# NUESTRO ELEMENTARY SCHOOL DISTRICT

## INSTRUCTION

Policy No.: 6174

### Education for English Language Learners – Page 2

Board Adopted: 12/6/05

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Legal Reference: (cont.)

Code of Regulations, Title 5  
4320 Determination of Funding to Support Program to Overcome the  
Linguistic Difficulties of English Learners  
11300-11316 English Language Learner Education

United States Code, Title 20  
1701-1705 Equal Educational Opportunities Act

Court Decisions  
*Valeria G. v. Wilson* (July, 1998) C-98-2252-CAL  
*Teresa P. et al. v. Berkeley Unified School District et al.* (1989) 724 F.Supp. 698  
*Casteneda v. Pickard* (5<sup>th</sup> Cir. 1981) 648 F.2d 989



# NUESTRO ELEMENTARY SCHOOL DISTRICT

## INSTRUCTION

Regulation No.: 6174

### Education for English Language Learners – Page 1

Board Adopted: 12/6/05

Revised: 5/17/16

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#### Definitions

The definitions of the terms used for English Learner's Program are as follows:

“English learner” means a child who does not speak English or whose native language is not English and who is not currently able to perform ordinary classroom work in English, also known as Limited English Proficiency or LEP child.

“English language classrooms” means a classroom in which the language of instruction used by the teaching personnel is overwhelmingly the English language, and in which such teaching personnel possess a good knowledge of the English language.

1. “English language mainstream classroom” means a classroom in which the students either are native English language speakers or already have acquired reasonable fluency in English.
2. “English immersion” means an English language acquisition process for children in which nearly all classroom instruction is in English but with the curriculum and presentation designed for children who are learning the language.

#### Identification and Assessment

Upon enrollment, each student's primary language shall be determined. Within 30 days of their initial enrollment, students who are identified as having a primary language other than English shall be assessed for English proficiency in comprehension, speaking, reading, and writing. Within 90 days of initial enrollment, students identified as having limited English proficiency shall be further assessed for primary language proficiency in comprehension, speaking, reading and writing. Students in grades K-2 may be assessed only in aural comprehension and speaking. The Superintendent/Principal shall develop criteria for determining student needs on the basis of these assessments.

The Superintendent/Principal shall send a notification of the results of English proficiency assessments to all parents/guardians of students who are assessed, whether the student is designated fluent English proficient or limited English proficient. Parents/guardians also shall be notified of the results of any reassessments.

Once students have been assessed, parents/guardians shall receive information about the program and their opportunities for parental involvement. This information shall include the fact that the District will place each individual English learner student in English immersion until the child is redesignated as fluent English proficient as defined below

The District shall continue to provide additional and appropriate educational services to English learners for the purposes of overcoming language barriers until the English learners have:

1. Demonstrated English language proficiency comparable to that of the District's average native English language speakers.

# NUESTRO ELEMENTARY SCHOOL DISTRICT

## INSTRUCTION

Regulation No.: 6174

### Education for English Language Learners – Page 2

Board Adopted: 12/6/05

Revised: 5/17/16

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2. Recouped any academic deficits which may have been incurred in other areas of the core curriculum as a result of language barriers.

English language learners shall be redesignated as fluent English proficient when they are able to comprehend, speak, read, and write English well enough to receive instruction in the regular program and make academic progress at a level substantially equivalent to that of students of the same age or grade whose primary language is English. This proficiency shall be assessed by means of the following criteria:

1. Teacher evaluation of the student's English language proficiency and curriculum mastery shows that the student is at or above grade level.
2. Objective assessment that the student's English comprehension, speaking proficiency and writing skills are at or above the District grade level standards.
3. Parental opinion during a redesignation interview with parents.
4. Objective data on the student's academic performance in English that demonstrate the student is at or above the District standard.

The Superintendent/Principal shall provide subsequent monitoring and support of redesignated students.

### Advisory Committees

When appropriate the District will establish an English Learner Advisory Committee. If limited numbers of registered English Learners makes this difficult, the School Site Council and Superintendent/Principal will serve as the advisory committee.

# NUESTRO ELEMENTARY SCHOOL DISTRICT

## INSTRUCTION

Regulation No.: 6174

Education for English Language Learners – Page 3

Board Adopted: 12/6/05

Revised: 5/17/16

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**Reclassification** is the process whereby an English Learner is reclassified as a Fluent English Proficient (RFEP) student after meeting various linguistic and academic criteria set by the state and district. The Nuestro Elementary School District has developed student reclassification policy and procedures based on criteria set forth by California Department of Education (CDE) guidelines. In general, students initially identified as English Learners (ELs) are reclassified as Fluent English Proficient when they meet the following criteria:

1. Overall English proficiency level of 4 (Early Advanced) or 5 (Advanced) on the California English Language Development Test (CELDT), with subscores of 3 (Intermediate) or higher;
2. Demonstration of “basic skills” in English from an objective assessment that is also given to English proficient students of the same age
3. Teacher Evaluation; and
4. Parent Consultation.

Starting in the 2013-14 school year, the California Standards Test (CST) will no longer be administered as the state transitions to the implementation of the Smarter Balanced Assessment in 2014-15. In lieu of the CST for English Language Arts (CST-ELA), English Learners will be able to demonstrate their “basic skills” using 1) STAR READING; or 2) District Benchmark Assessments. Each of these assessments may be given multiple times during the school year. See **“Interim Reclassification Criteria by Grade Level.”**

### **English Learners with Individualized Education Programs (IEPs)**

If deemed appropriate by the IEP Team, English Learners may be assessed with an alternate assessment to the CELDT to determine English proficiency levels. If the school’s language appraisal team determines that an EL with an IEP would benefit from EL reclassification, but the student’s disability prevents him/her from meeting the above criteria, the Individualized Reclassification Protocol may be appropriate for this relatively small number of students.

All requests for EL reclassification are reviewed and approved by the Superintendent/Principal and reclassification committee if the student meets the above criteria. After a student is reclassified, his/her academic progress must be monitored for two years

# NUESTRO ELEMENTARY SCHOOL DISTRICT

## INSTRUCTION

Policy No.: 6174

### Education for English Language Learners – Page 1

Board Adopted: 12/6/05

The Board of Trustees intends to provide English learners with the District's core curriculum and English Language proficiency as rapidly and effectively as possible. The program shall be based on sound instructional theory and shall be adequately supported so that English language learners can achieve results at the same, or higher academic level as their English proficient peers.

Students who are English language learners shall be educated through sheltered English immersion with pull out English language development support as needed.

To ensure that the District is using sound methods that effectively serve the needs of English language learners, the Superintendent/Principal shall annually examine program results, including reports of the students' academic achievement and their progress towards proficiency in English. The District will compile data on programs for English language learners in order to help determine program effectiveness.

The Board encourages staff to exchange information with other districts and the Sutter County Office of Education about programs, options and strategies for English language learners that succeed under various demographic conditions.

All classrooms in the District will provide at least 95% of the instruction in English. Parents and guardians may request a waiver from the sheltered immersion and/or sheltered English in accordance with the law and administrative regulation. The District has established procedures for parental exception waivers.

The Superintendent/Principal shall maintain procedures which provide for the identification, assessment and placement of English language learners and for their redesignation based on criteria and specified in the District's English Learners Master Plan. The Superintendent/Principal shall recommend program revisions as necessary to support student success.

Legal Reference:	Education Code
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	52171.6 Annual Report to Legislature
	52177 Administration of Article
	52180-52186 Bilingual Teacher Training Assistance Program
	54000-54041 Programs for Disadvantaged Children
	62001-
	62005.5 Evaluation and Sunsetting of Programs



**STUDENTS**

**Board Adopted: 5/16/2023**

**Tobacco**

The Governing Board recognizes the serious health risks presented by tobacco use and desires to ensure that, through adoption of consistent policies, district students are made aware of those risks and, to the extent possible, protected from them. The Superintendent or designee shall establish a coordinated school health system which includes a comprehensive behavioral health education component that teaches students the knowledge, skills, and attitudes they need in order to lead healthy lives and avoid high-risk behaviors, such as tobacco use.

The Superintendent or designee shall provide prevention, intervention, and cessation education, information, activities, and/or referrals to district students and shall ensure consistent enforcement of district policies prohibiting student possession and use of tobacco products.

**Prohibition Against Tobacco Use**

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. (Education Code 48900, 48901)

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. A product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

These prohibitions do not apply to a student's possession or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the district's policy and regulation for addressing the administration of medications on campus. (Education Code 48900)

## **Prevention Instruction**

The district shall provide developmentally appropriate tobacco-use prevention instruction for students at selected grade levels from K-12 pursuant to Education Code 51202. Such instruction shall be aligned with state content standards and the state curriculum framework for health education and with any requirements of state and/or federal grant programs in which the district participates.

## **Intervention/Cessation Services**

The district may provide or refer students to counseling, intensive education, and other intervention services to assist in the cessation of tobacco use. Such intervention services shall be provided as an alternative to suspension for tobacco possession.

## **Program Planning**

The district's tobacco-use prevention and intervention program shall be based on an assessment of tobacco-use problems in district schools and the community, an examination of existing services and activities in the community, and a determination of high-risk student populations that are most in need of district services.

The Superintendent or designee shall coordinate with the local health department and county office of education in program planning and implementation. He/she may establish an advisory council including students, parents/guardians, district staff, representatives of the local health department and community organizations, law enforcement professionals, and/or others with demonstrated expertise in tobacco prevention and cessation.

The Superintendent or designee also shall coordinate the district's tobacco-use prevention and intervention program with other district efforts to reduce students' use of illegal substances and to promote student wellness.

The Superintendent or designee shall select tobacco-use prevention programs based on the model program designs identified by the California Department of Education (CDE) and may adapt the model to meet district needs. (Health and Safety Code 104420)

The Superintendent or designee shall not accept for distribution any materials or advertisements that promote the use or sale of tobacco products. He/she also shall not accept tobacco-use prevention or intervention funds or materials from the tobacco industry or from any entity which is known to have received funding from the tobacco industry.

## **Program Evaluation**

To evaluate the effectiveness of the district's program and ensure accountability, the Superintendent or designee shall biennially administer the California Healthy Kids Survey or other appropriate student survey at selected grade levels in order to assess student attitudes toward tobacco and student use of tobacco. He/she also shall annually report to the Board, and to the CDE if required, the data specified in Health and Safety Code 104450.

The results of program evaluations shall be used to refine program goals and objectives and make changes as needed to strengthen program implementation.

**Policy Reference Disclaimer:**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
17 CCR 6800-6874	<u>Child Health and Disability Prevention program; health assessments</u>
Bus. Code 22950.5	<u>Stop Tobacco Access to Kids Enforcement Act - Definitions</u>
Ed. Code 48900.5	<u>Suspension, limitation on imposition; exception</u>
Ed. Code 48901	<u>Smoking or use of tobacco prohibited</u>
Ed. Code 51202	<u>Instruction in personal and public health and safety</u>
Ed. Code 60041	<u>Instructional materials</u>
Ed. Code 8900	<u>Suspension or expulsion (grounds)</u>
H&S Code 104350-104495	<u>Tobacco-use prevention education</u>
H&S Code 104559	<u>Tobacco use prohibition</u>
H&S Code 119405	<u>Unlawful to sell or furnish electronic cigarettes to minors</u>
Pen. Code 308	<u>Minimum age for tobacco possession</u>
Federal	Description

**State****Description**

20 USC 7111-7122

Student support and academic enrichment grants

21 CFR 1140.1-1140.34

Unlawful sale of cigarettes and smokeless tobacco to minors



# 2022-23 PARENT/STUDENT HANDBOOK ACKNOWLEDGMENT FORM

I, \_\_\_\_\_, the parent/guardian(s)  
(print parent/guardian(s) name(s))

of \_\_\_\_\_, acknowledge receipt of the 2022-2023 Parent/Student  
(print student(s) name(s))  
Handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

[Dr. Baljinder Dhillon](#)

Superintendent/Principal

Nuestro Elementary School District

3934 Broadway Road,

Live Oak, CA 95953

530.822.5100