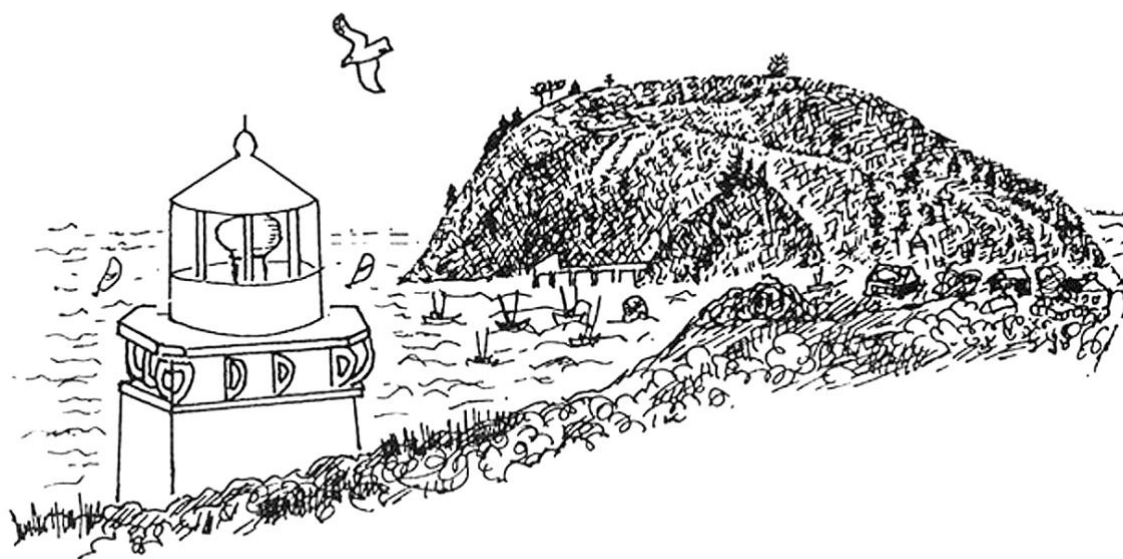


Trinidad Union School District

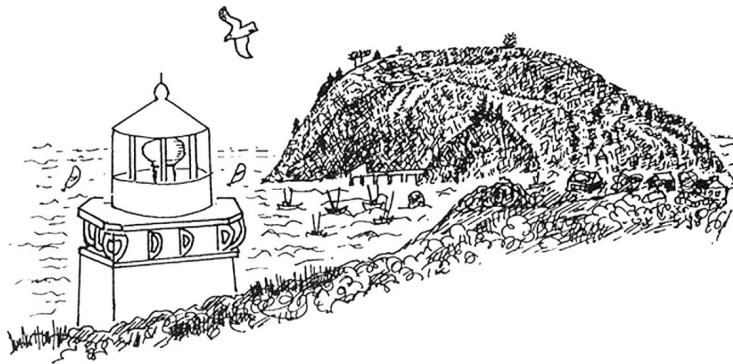
Trinidad, California



HANDBOOK FOR STUDENTS AND PARENTS

Trinidad Union School District
A CALIFORNIA DISTINGUISHED SCHOOL
Superintendent-Matt Malkus

HANDBOOK FOR STUDENTS AND PARENTS



Trinidad School
P.O. Box 3030
Trinidad, CA 95570

(707) 677-3631
FAX (707) 677-0954

Visit our website at:
http://www.humboldt.k12.ca.us/trinidad_sd

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WELCOME TO TRINIDAD SCHOOL

Superintendent/Principal's Message

This handbook is designed to be a quick reference to programs, schedules, policies and general information regarding your community school. If after reading this handbook you have further questions, please do not hesitate to call or stop by my office at any time.

Trinidad School staff and Board of Education make every effort to provide the best possible learning experience for your children. High academic standards, together with a strong support network for all students, assure that our students have ample preparation for high school and the challenges ahead.

The District provides enrichment opportunities for all students. We are proud to feature exceptional programs in technology, visual arts, instrumental and choral music, as well as drama. Continual re-evaluation and refining of these and other programs allow school personnel to meet the unique needs and talents of each of our students.

We encourage your support and participation in our school. Classroom volunteers, Parent Teacher Organization, and School Site Council are examples of community members working closely with the school to provide activities and curriculum support for our students. Your involvement in any of these programs is more than welcome.

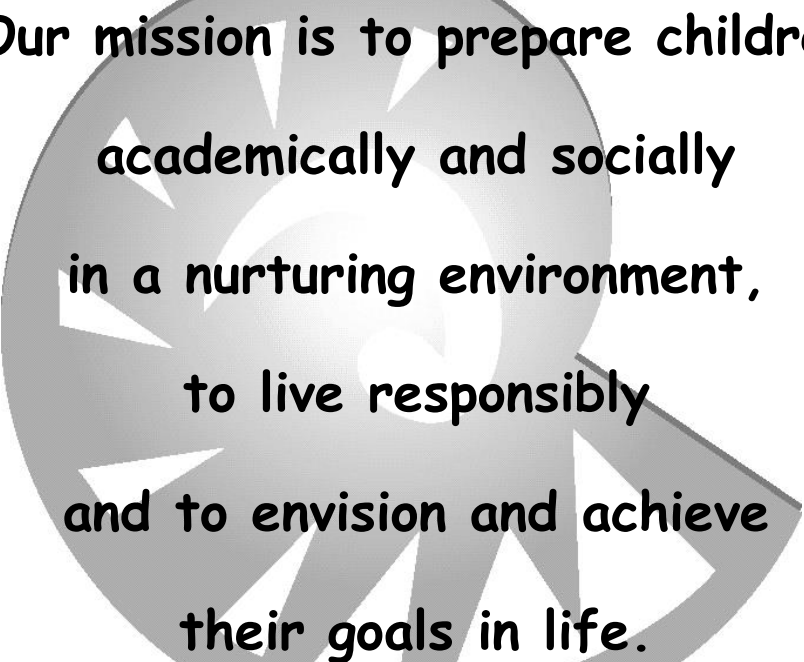
I hope you will share with me suggestions and concerns regarding your children's education. Together we can develop an exemplary learning community which provides a rich, positive, and memorable experience for our young people.

Sincerely,

A handwritten signature in black ink that reads "Matt Malkus". The signature is written in a cursive, slightly slanted style.

Matt Malkus, Superintendent/Principal

MISSION STATEMENT



**Our mission is to prepare children
academically and socially
in a nurturing environment,
to live responsibly
and to envision and achieve
their goals in life.**

TRINIDAD UNION SCHOOL DISTRICT

Trinidad Union School District

2017-2018

Board of Trustees (Term expiration date follows)

Lou McGill (2018) 215 Quarry Rd., Trinidad, CA 95570
Rose Adams, President (2018) 301 Stagecoach Road Trinidad, CA 95570
Todd Dixon (2018) 575 N Westhaven Drive, Trinidad, CA 95570
Jessica Eisner, (2020) 2349 Scenic Dr., Trinidad, CA 95570
Jan West (2020) 470 Trinity Street, Trinidad, CA 95570

Administration

Matt Malkus, Superintendent/Principal
Desiree Cather, Business Manager
Lesli Legg, Administrative Assistant



TRINIDAD SCHOOL STAFF

Jody Swan	Transitional Kindergarten
Emilee Prince	Kindergarten
Jeny Giraud	Teacher Grade 1
Annie Lindquist	Teacher Grade 2
Stephanie Strasser	Teacher Grade 3
Rachel Dilthey	Teacher Grade 4
Emmet Bowman	Teacher Grade 5
Jason Lovitt	Teacher Grade 6
Margie Cunningham	Teacher Grade 7
Tyler Vack	Teacher Grade 8
Dave Stratton	Resource Specialist Teacher/Title I Teacher
Thao LeKhac	Artist-in-Residence
Jesse Jonathon	Music Director
Barbara May	Reading Specialist
Alex Bowman	Psychologist-HCOE
Kelly Cole	Counselor
Angela Cotherman	Speech Therapist
Colleen Kelly	Nutrition Program Director
Kortni Lakey	Assistant Cook
Callie Duncan	Assistant Cook
Ellen Duncan	Custodian
Patrick Cunningham	Maintenance
Denise Dolan	After School Program Director
Toni Pitre'	Instructional Aide 3 rd grade/Athletic Dir.
Vickie Dobrec	Instructional Aide 6 th grade/After School Program Aide
Alex Stick	Instructional Aide 4 th grade
Deanna Perkins	Instructional Aide 7 th grade/After School Program Aide
Cameron Cather	Title I Instructional Aide
Stephanie Yantzer-Midence	Instructional Aide 5 th grade
Lynn Crow	Instructional Aide Kindergarten
Devon VanDamm	Instructional Aide 1 st grade
Chazelle Owens	Instructional Aide-SCIA 2 nd grade
Neil Bost	Instructional Aide 8 th grade
Jamie Sutter	After School Program Aide
Toni Loera	Instructional Aide-SCIA 3 rd
Heather Whitmarsh	Instructional Aide 2 nd grade

SCHOOL SCHEDULES

Families are asked that their children arrive at school no earlier than 8:00 a.m., as the school does not provide supervision prior to this time. Listed below are the following schedules: Instructional Day, Minimum Day, Collaboration Days, Recess, Lunch, and Bus.

Instructional Day

Transitional Kindergarten

Teacher Work Day Begins	8:40 a.m.
Student Instruction Begins	8:50 a.m.
Lunch	11:40 - 12:20 p.m.
Student Dismissal	12:45 p.m.

Kindergarten

Teacher Work Day Begins	8:40 a.m.
Student Instruction Begins	8:50 a.m.
Lunch	11:40 - 12:20 p.m.
Student Dismissal	12:45 p.m.

Grades 1-3

Teacher Work Day Begins	8:40 a.m.
Student Instruction Begins	8:50 a.m.
Recess	10:10 - 10:30 a.m.
Student Instruction Time	10:30 - 11:50 a.m.
Lunch / Recess	11:50 - 12:30 p.m.
Student Instruction Time	12:30 - 2:40 p.m.
Student Dismissal	2:45 p.m.

Grades 4-8

Teacher Work Day Begins	8:40 a.m.
Student Instruction Begins	8:50 a.m.
Recess	10:30 - 10:50 a.m.
Student Instruction Time	10:50 - 12:15 p.m.
Lunch / Recess	12:15 - 1:00 p.m.
Student Instruction Time	1:00 - 3:25 p.m.
Student Dismissal	3:25 p.m.

SCHOOL SCHEDULES (continued)

Minimum Day Schedule (during conference weeks)

Kindergarten	Same schedule as above	8:50 - 12:45 p.m.
Grades 1-8	Early dismissal	8:50 - 1:20 p.m.

Collaboration Day Schedule (Weekly, on every Monday)

Kindergarten	Same schedule as above	8:50 - 12:45 p.m.
Grades 1-3	Early Dismissal	8:50 - 2:10 p.m.
Grades 4-8	Early dismissal	8:50 - 2:10 p.m.

Recess/Snack Schedule

Grades 1-3	10:10 - 10:30 a.m.
Grades 4-8	10:30 - 10.55 a.m.

Lunch Schedule (includes Recess)

Kindergarten	11:40 - 12:20 p.m.
Grades 1-3	11:50 - 12:30 p.m.
Grades 4-8	12:15 - 1:00 p.m.

Bus Schedule

Grades K-8	Bus departure:	3:30 p.m.
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(TK-3 students may attend the afterschool program until bus departure)

Note: The District does not offer a morning bus run.

After School Program Schedule

TK/Kindergarten	12:45-6:00p.m.
Grades 1-3	2:45-6:00p.m.
Grades 4-8	3:25-6:00p.m.

For all grade levels, Teacher work day ends at 3:40 p.m.

PARENT PARTICIPATION

BOARD OF TRUSTEE Meetings (Monthly, *second Thursday, 6:30 p.m.*)

The five-member governing Board of Trinidad School is elected to four-year terms. The Board's major function is to adopt policies on matters such as the budget, personnel, student welfare, curriculum, and facilities. We encourage parents to attend the Board meetings to keep informed of school affairs.

Regular meetings of the Board are open to the public and are held on the second Thursday of each month at 7:00 p.m. in the library. Special meetings, also open to the public, are held when the need arises. The agenda for regular meetings is posted at least 72 hours in advance at the school office and the Trinidad Post Office. Special meeting agendas are posted at least 48 hours in advance. During a regular or special Board meeting, a closed session, not open to the public, may be held for the Board to deliberate about matters such as personnel, consideration of certain student disciplinary action, salary negotiations, and certain legal matters.

If you wish to have a topic discussed at a Board meeting, you must submit your request in writing to the district office at least ten school days prior to the regular monthly meeting date. The Minutes for Board meetings are available for public review in the district office.

SCHOOL SITE COUNCIL (Monthly Mtg.'s *second Wednesday of the month 4-5pm with Sub Committee mtgs. as needed*)

The SSC is an advisory body to the Board of Trustees mandated by the State of California to provide input on the planning, implementation, and evaluation of our special programs. Included in SSC duties are the annual update of the school's Single Plan for Student Achievement and the District LCAP mandated by the state of California. The SSC consists of parents, teachers and the school principal. Parents are selected to the SSC through the electoral process. If you are interested in serving on this important council, please contact the office.

PARENT VOLUNTEERS

Your participation is valued and welcome! The effort and experience of parents and community volunteers can make all the difference in the richness of the program we are able to offer to students. Some of the opportunities for parents include: Assist in library or classroom, tutor students, accompany a field trip, assist in the garden, or make a special presentation in the area of your expertise.

PARENT PARTICIPATION (continued)

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are scheduled during the first and third quarters and are listed in the school calendar. Parents are given advance notice of scheduled dates and times, and teachers will make every attempt to adjust scheduled conference times to meet parent needs. Parent-Teacher conferences are a most important part of the educational program, and if possible both parents are urged to attend. In addition, a parent-teacher meeting can be made by telephone through the office or by a note sent to school.

PARENT VOLUNTEER DRIVERS

Trinidad School loves to take students out on field trips to explore their world "up close and personal" and deepen the learning experience. Often we need to request help from parent drivers because of the cost of school bus transportation. Drivers need to register with the school office to demonstrate current license and insurance. Our county insurance service also spells out very specific guidelines for drivers: Drivers may not bring younger siblings or non-students in the car; students under 70 pounds must have a car seat or use bus transportation; and the driver must take the shortest route to and from the field trip destination, with no unscheduled stops such as family errands or treating kids to ice cream, etc.).

We hope you will consider helping in this way as your help will make high-morale field trip opportunities available to students.

PARENT-TEACHER ORGANIZATION

The Trinidad PTO is made up of parents, staff, and community members who together play an important role supporting school-wide activities. The PTO's mission gives special focus to activities and resources which help build school spirit and create a high morale learning environment for students. Every parent and interested community member is invited to join the PTO.

Go Trinidad School Dragons!

PARENT PARTICIPATION (continued)

TRINIDAD SCHOOL EDUCATION FOUNDATION

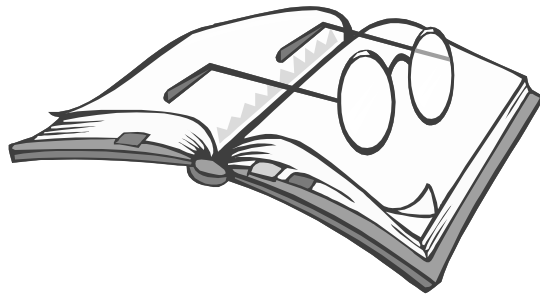
The Trinidad Foundation is made up of parents and community members interested in developing financial and human resources to support program and facility development at Trinidad School. All interested individuals are encouraged to join us. For additional information please contact the district office.

BACK TO SCHOOL NIGHT

This is an opportunity for parents to spend time in the classroom meeting staff and learning about the year's curriculum. Opportunities for parent involvement are discussed, and time is devoted to question and answer sessions. This September event is for parent education with childcare available in our After School Program classroom.

OPEN HOUSE (Also Known As 'Ocean House')

Parents are invited to visit classrooms and see student work during this spring event. Trinidad School's Open House is usually scheduled to coordinate with our "Ocean Month" activities, giving parents an opportunity to experience MARE, our marine education curriculum.



INSTRUCTIONAL PROGRAMS

Local, State, and Federally Funded Programs

RESOURCE SPECIALIST TEACHER

Trinidad School offers 40 percent time Resource Specialist Services for pupils with identified special education needs of three year olds through 8th graders. A Resource Specialist Teacher provides services as defined on each student's Individual Educational Plan. All services are coordinated between the school psychologist, speech therapist, classroom teacher, and parents.

TITLE I

Title I services in math and language arts are provided School-wide by instructional aides and certificated Staff. These services focus on instruction to pupils based on data gathered from state standardized tests and other local assessments.

ECONOMIC IMPACT AID

This state-funded program provides for instructional assistance (instructional aides) for students in grades K-8 who require additional assistance.

SCHOOL IMPROVEMENT PROGRAM

SIP is state-funded program that benefits students in grades K-8 by providing for additional classroom instructional aides and materials.

GIFTED AND TALENTED EDUCATION

Trinidad School offers a G.A.T.E. program for students in grades three through eight. Students are identified according to a process which examines cognitive giftedness, specific academic area giftedness, leadership, visual and performing arts talent, and creativity.

READING DISCOVERY

This is an early-intervention reading program which serves first grade students as a priority when referred by the classroom teacher on the basis of reading assessments.

INSTRUCTIONAL PROGRAMS (continued)

SPEECH AND LANGUAGE THERAPY

Students identified with speech, language, and/or hearing disorders may receive this service from the program specialist. Residents of Trinidad Union School District are eligible for services as of age three.

LIBRARY

Our library has extensive fiction and non-fiction collections, as well as magazines, internet connections, and leveled reading books. Our librarian assists students in doing research and in selecting books at an appropriate reading level. Overdue books must be returned or replaced at parent expense before further books may be checked out. Report cards may be withheld for students who have books overdue/unpaid.

TECHNOLOGY PROGRAM

The school maintains a PC lab with "high-speed" Internet, laptop carts, Chromebooks, and Tablets (both Apple and Android), and a variety of software to coordinate with classroom programs. Some classrooms also have multiple computer stations. A technology aide assists students in developing a wide range of technology skills per the district's technology plan. The district makes every effort to filter inappropriate content during Internet use.

MUSIC PROGRAM

Trinidad School offers both choral and instrumental music instruction. Whole class choral music is available in grades K-4, with elective choral and/or instrumental instruction generally available in grades 4-8. Students and families are financially responsible for instruments loaned by the district.

ARTIST-IN-RESIDENCE

Thanks to a collaboration of district funding together with contributions from parents and community through TSEF (Trinidad School Education Foundation), Trinidad School offers arts instruction in all grades by a working artist with expertise in many visual arts media, particularly watercolor. Students develop portfolios and display artwork in the community.

COUNSELING

Individual, small group, and whole class counseling services are provided by a school counselor. School policy requires parent permission for counseling services.

INSTRUCTIONAL PROGRAMS (continued)

STUDENT SUCCESS TEAM

This team may be assembled upon the request of parent, teacher, or administrator to assist a student in academic, emotional, or behavior development. The team is generally composed of the parent, teacher, administrator, counselor, and other school specialists determined to have expertise relevant to the child's education.

CHARACTER COUNTS

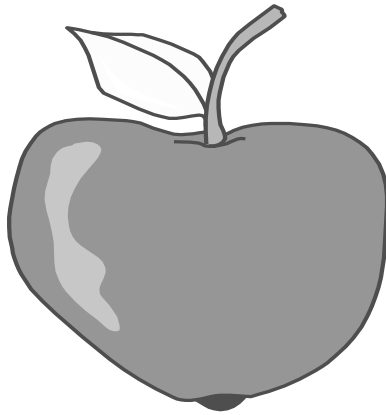
The school has adopted the "Character Counts" program as part of our discipline and character development instruction. Students learn that one's character is held up by six pillars: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Our teachers and support staff make an effort to emphasize these character pillars throughout all grades and all activities, and each month we celebrate Character Counts at a school-wide assembly.

PBIS -Positive Behavior Intervention Strategies

The school has also adopted the PBIS model to complement our Character Counts program. The driving force behind this model is to phrase our schoolwide expectations in a positive manner rather than a corrective one. An example of this type of statement would be, "we expect all students to walk in the hallways" rather than stating, "don't run in the hallways". The core elements of this philosophy are Respect, Responsibility, and Safety.

AFTER SCHOOL EDUCATION and SAFETY PROGRAM

"Dragon's Lair" child care is available beginning at 12:45 each day on a sliding pay scale depending upon the number of hours of usage. Our After School staff members care for children until 6:00 p.m., lead academic, enrichment and sports activities, and provide snacks.



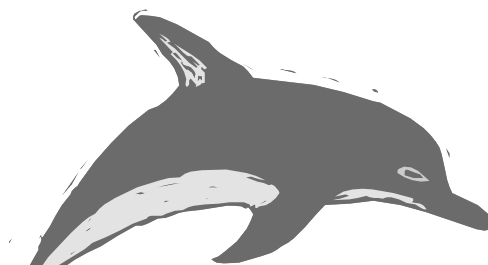
INSTRUCTIONAL PROGRAMS (continued)

OCEAN STUDIES

Trinidad School's Marine Activities, Resources & Education (MARE) curriculum, designed by the Lawrence Hall of Science, provides an in-depth study of the marine environment. Each grade level studies a distinct unit:

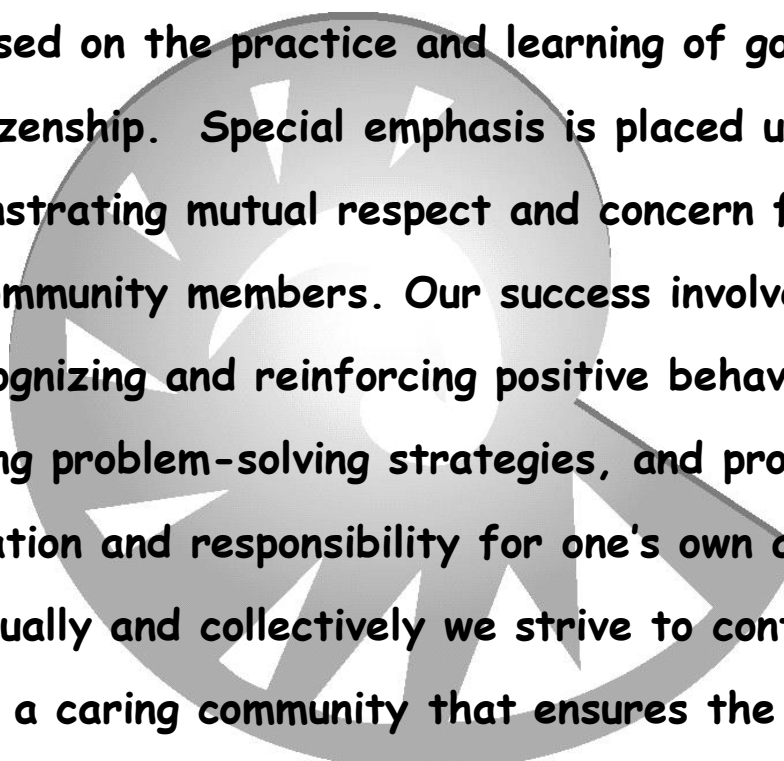
- Kindergarten - Ponds
- First Grade - Sandy Shores
- Second Grade - Rocky Shores
- Third Grade - Wetlands
- Fourth Grade - Kelp Forests
- Fifth Grade - Open Ocean
- Sixth Grade - Islands
- Seventh Grade - Coral Seas
- Eighth Grade - Polar Seas

Through art, expert presenters, field trips to the beach or the nearby HSU Marine Lab, and hands-on activities such as raising steelhead in the classroom, students gain expertise in the biological processes associated with the ocean, as well as an appreciation for the wealth and fragility of marine resources.



PHILOSOPHY STATEMENT

Preparing children for success academically and socially in a nurturing and enriching environment.



The success of the Trinidad School community is based on the practice and learning of good citizenship. Special emphasis is placed upon demonstrating mutual respect and concern for all community members. Our success involves recognizing and reinforcing positive behavior, teaching problem-solving strategies, and promoting cooperation and responsibility for one's own actions. Individually and collectively we strive to contribute toward a caring community that ensures the safety and dignity of all individuals in a consistent and supportive atmosphere.

TRINIDAD UNION SCHOOL DISTRICT

ATTENDANCE INFORMATION

Instruction begins immediately upon the bell at the beginning of each school day. When students are absent or tardy they miss valuable learning time.

EXCUSED ABSENCES

California Education Code and Board policy recognize only the following as acceptable excused absences:

- Illness
- Medical/dental appointment
- Funeral of immediate family member
- Quarantine

ABSENCES FOR PERSONAL REASONS

When one of these special family needs occur, please make arrangements with the office or the classroom teacher ahead of time:

- Family emergency
- Court appearance
- Religious holiday
- Necessary family business

EXCLUSION FROM SCHOOL

State law requires that children are excluded from school for the following reasons:

- Contagious health problems (including head lice)
- Lack of immunization

UNEXCUSED ABSENCES

Any absence that is not excused as defined above will be recorded as unexcused. Such absences may result in a determination of truancy for the student. Most importantly, such absences cause students to miss both new lessons and the valuable repetition of acquired skills. Over time this erodes the child's academic foundation and confidence.

ATTENDANCE INFORMATION (continued)

TRUANCY

Any student who is absent from school unexcused for more than three (3) days in a given year is legally truant. A truancy notice may be sent to notify you of the problem. Consequences can include:

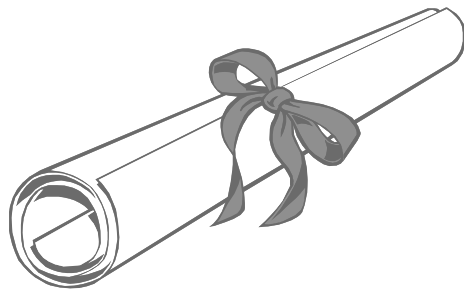
- Parent conference
- Mandated student attendance in after school tutoring
- Referral to School Attendance Review Board
- District Attorney or Probation referral

INDEPENDENT STUDY CONTRACTS

When family needs require that a student miss five or more days of school an independent study contract may be obtained. Students complete assignments under parent supervision, turning them in to the teacher for assessment upon return to school.

It takes time to create a packet of schoolwork for a student. Please inform your classroom teacher **at least two full weeks in advance** so that a contract can be drawn up.

Long-term Independent Study Contracts (over four weeks) are not encouraged. Please contact the school office to apply for such a contract.



**Please make good daily attendance and no tardies
a family resolution!**

RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

- You have a right to be yourself at school.
- You have a right to be respected and treated with kindness at school.
- You have a right to share your ideas and feelings if it does not take away the rights of others.
- You have a right to be safe at school.
- You have a right to a productive educational environment at school.

STUDENT RESPONSIBILITIES

- Come to school every school day unless you are sick or excused.
- Come to school on time and ready to learn.
- Cooperate with staff and with all school rules and regulations.
- Behave in a manner which does not interfere with the rights of others.
- Complete assigned work on time and as neatly and accurately as possible.

PARENT RESPONSIBILITIES

- Be sure your child attends school regularly and on time.
- Instill in your child a desire to learn.
- Instill in your child a positive sense of self esteem.
- Help your child to develop accountability for his or her actions.
- Know and support the rules which guide your child at school.
- Monitor your child's homework and stay informed on his or her progress.

TEACHER RESPONSIBILITIES

- Provide high quality classroom instruction in all assigned areas designed to reach students of all learning modes and abilities.
- Clearly communicate to students and parents the limits which define a productive learning environment.
- Assist in the development and school-wide enforcement of school rules.
- Communicate regularly with students, parents, and administration regarding the academic and behavior needs of students

RIGHTS AND RESPONSIBILITIES (continued)

ADMINISTRATOR RESPONSIBILITIES

- Establish school rules and processes which conform to District discipline policy, ensuring a safe educational environment free from disruption for all students.
- Fairly and consistently enforce state and federal law, together with all district policies.
- Assist students, parents, and staff in seeking positive remedies for conflict and behavior management.
- Assist students, parents, and staff in creating a highly productive educational environment.



STUDENT RECOGNITION

POSITIVE REINFORCEMENT

Teachers, administrators and classified staff make every effort to regularly thank students for acts of kindness and good decisions. This consistent positive reinforcement, both at school and at home, is an important key to developing strong character and high self-esteem.

CLASSROOM RECOGNITION

In the course of regular daily instruction, teachers attempt to reward students for academic growth, good character, and student effort in the arts, technology, and other school wide programs.

CHARACTER AWARDS

Students who exhibit exemplary character traits are awarded character cards throughout the month by school staff. The card states the positive character trait exhibited and the student recipient becomes part of our monthly "Character Assembly." Our students awarded character cards during the month, representing one of the six "pillars of character" from the Character Counts Program, are asked to stand up and be recognized by the entire school community.

CIVIC CLUB AWARD

The Trinidad Civic Club provides a monthly award for a student nominated for exemplary civic responsibility. The award is presented at the monthly "Character Assembly," and is accompanied by a gift certificate good for books at a local book store.

EXTRA/CO-CURRICULAR ACTIVITY AWARDS

Special awards for participation in sports and other classroom or after school activities are presented at the monthly school-wide "Character Assembly."

HONOR ROLL

On a triennial basis, students are recognized for academic excellence through an "Honor Roll" for grades 5-8, determined by Grade Point Average:

- Honors: GPA of 3.0 - 3.49
- High Honors: GPA of 3.5 - 3.99
- Principal's List: GPA of 4.0 or higher

GENERAL INFORMATION

CLASS SIZE REDUCTION PROGRAM

The district is currently participating in the California "Class Size Reduction Program" where possible in Kindergarten through third grade. Participating classes must average 24 students or less. However, please note that due to variations in enrollment, this may not be available in all classes, may be for only half the school day, or may change mid-year.

SAFETY AND EMERGENCY PROCEDURES

Student safety is the highest priority in our district. Emergency drills (fire, earthquake, and lock-down) are held monthly to familiarize staff and students with emergency procedures. Students also attend an annual bus evacuation drill.

In the event that students are dismissed due to emergency or weather conditions, students may only be released to persons listed on the child's emergency card, and only upon notification to the teacher. Please understand this is in the best interests of the safety of your child.

VISITING CAMPUS

Parents are welcome and encouraged to visit the school. To speak with an administrator or teacher, or to visit a classroom, please arrange an appointment. Be sure to check in at the office before any visitation.

REPORT CARDS

All students will receive report cards three times per year. Report cards are given to parents at the first and second trimester parent-teacher conferences; the final report card is sent home with the student on the last day of school.

LOST AND FOUND

The school maintains a "Lost and Found" where misplaced items (usually clothing) are kept until claimed. Please label your child's personal items for easy identification and return. Twice per year unmarked/unclaimed items are given to charity.

GENERAL INFORMATION (continued)

MEDICATIONS

The following requirements must be met for both prescription and non-prescription medications:

- Must be in original container with the prescription label stating the student's name, type of drug, dosage, doctor's name, and prescription date.
- In accordance with California Education Code Section 49423, both the parent or guardian's written permission and the physician's signature are required for medications to be administered.
- Medicines must be stored in the office at all times (refrigeration is available upon request).

WHAT NOT TO BRING TO SCHOOL

The staff cannot be responsible for valuables which students bring to school. Large sums of money, cell phones, electronic devices, and gaming devices are not allowed on campus. Students using dangerous or nuisance items such as laser pointers, pagers, beepers, cell phones, firecrackers, squirt guns, water balloons, or gum will have them confiscated by staff with appropriate disciplinary action taken.

Please note: Items such as pocket knives or imitation firearms may result in suspension or expulsion.

So that recess supplies and facilities are used safely and fairly, students may not bring their own balls from home.

Toys, dolls, trading cards, stuffed animals, and similar items may only be brought for limited periods with teacher permission, but are to be left in the classroom at recess time.

Common sense and consideration are the best guides in determining whether or not to bring an item to school.

GENERAL INFORMATION (continued)

HOMework

Homework is defined as school-related assignments by a teacher, or through mutual agreement of the student and teacher, which will require time and effort outside of the regular classroom for successful completion.

The Governing Board considers homework to be an important part of the instructional program, because when it is properly implemented students will:

1. Develop regular study habits and the self-discipline basic to effective study and the ability to work independently.
2. Gain more information or reinforce concepts and curriculum covered in the classroom.
3. Have more opportunity to develop a personalized, creative approach to projects and other school work, which may be shared to the benefit of other students.
4. Learn to organize and budget their time more effectively.
5. Come into contact with out-of-school learning resources.

In addition to items 1-5, some specific guidelines regarding homework are the following:

- Reading homework at all grade levels is encouraged, with an emphasis from content reading through recreational reading.
- Generally, students in grades K-3 may expect an average of four assignments per week, of twenty minutes extent for the average student. Also, some prescriptive work may be assigned as needed.
- Students in grades 4-5 may expect four assignments per week, averaging thirty minutes in length for the average student.
- Students in grades 6-8 may expect several assignments per night averaging one to two hours in length for the average student.

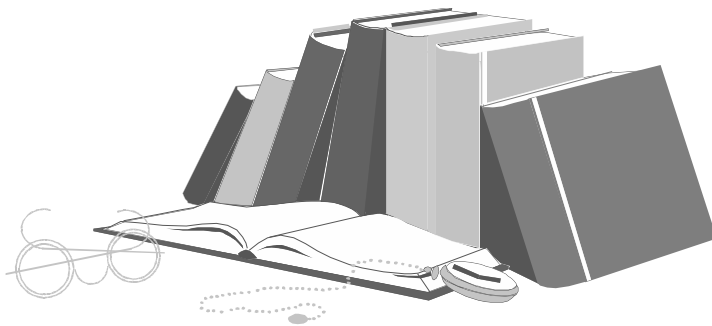
Please consult your classroom teacher if you have additional questions.

GENERAL INFORMATION (continued)

PARENTAL CONCERNS

The teacher is the key person in the educational program of each child. Individual parental concerns should be first brought to the attention of the teacher so that there is an opportunity to answer questions and resolve misunderstandings.

When educational matters are not resolved in discussions with the child's teacher, it is the principal's responsibility to seek a solution in consultation with the teacher and parent. At this point, complaints must be submitted in writing (please see District Policies - Uniform Complaint Procedure).



SPORTS TEAM PARTICIPATION

Sports Participation

The objective for Trinidad School's after school sports program is to encourage each interested student to: (1) Develop his or her physical skills relevant to the particular sport and to general sports participation and fitness; (2) to develop the necessary discipline and confidence necessary to set goals and work toward them; and (3) to learn through experience how to collaborate with others in working toward and achieving shared goals.

Sports in a School Setting

When participating in a school sports team, all stakeholders - students, parents and coaches - need to remember that this is still a school setting. School behavior standards are still in place both during practice and games, as well as in any setting in which participants represent Trinidad School.

Sport Teams Offered

Per federal Title IX requirements, Trinidad School offers an equal number of after school sport teams for girls and boys as follows: Girls grade 6-8 volleyball, girls grade 6-8 basketball, boys grade 5-6 basketball and boys grade 7-8 basketball.

Grades, Behavior & Eligibility

Participating students must do the following in order to be eligible; complete an annual "Pre-participation Physical Evaluation" by a qualified health care provider (JPA form 24) as well as, achieve a grade point average of 2.0 ("C" or better) during the prior trimester AND must maintain good academic standing during the season per weekly communication between the coach and the classroom teacher. Grades/Eligibility will be evaluated on a Tues through Tues cycle to give students the weekend to make-up work. Student athletes must maintain a GPA of 2.0 or higher and have no failing grades in order to participate on any school sports teams. Students who are behind in their work (i.e. zeros in the grade book due to late work) must attend HOMEWORK CLUB before attending practices. Students not in good academic standing **may not** participate in actual Games until eligibility has been achieved.

Frequent office referrals, in-school or out-of-school suspensions also disqualify students from attending both games and practices. Students may not practice or participate in a game on any day during which they didn't attend the regular school day.

We ask students, parents and coaches to remember that meeting academic and behavior responsibilities is a valuable life lesson for young people.

Recruitment & Selection of Coaches

Prior to each team's season an announcement will be posted at school asking for letters of interest. Interested Coaches must write a letter of request to be considered for a coach position. Please ask at the office for further details.

SPORTS TEAM PARTICIPATION (continued)

Practice Attendance

Good attendance at games and practices is directly related to personal growth in athletics and to team goals. Excused absences are acceptable in retaining team eligibility, but may result in lowered playing time. This is because players learn not just ball skills, but also specific plays to run during games. If the player has not learned the plays, whether because of excused or unexcused absences, then he or she won't know how to run the play during games. That would hurt other players by making it impossible for them to effectively run plays they have practiced, and that's not fair to those who attended every day. Please try to schedule medical appointments or other activities at times which do not conflict with practice.

League and Tournament Play

Trinidad School participates in competitive sports program leagues. This is not the same as a parks and recreation team where participation is everything. Though participation is very important, part of the purpose of competitive leagues for young people is to give them the opportunity to learn what it means to be on a competitive team, improve skills and earn playing time.

Playing Time

Playing time is often an emotional issue for parents, and we ask parents to try to understand playing time from a coach's perspective. In competitive sports team leagues there are no promises to student athletes regarding playing time. Some athletes will play more than others, though the coach will make every effort to give all players game time, some games more than others.

Coaches usually play their strongest players during close games and "play the bench" in games where young athletes have the greatest opportunity for success. Coaches are urged to give each player playing time in all league games, but ultimately playing time decisions must be at the discretion of the coach. Due to shorter game length, playing time is not guaranteed in tournaments.

Playing time is based upon level of skill, work ethic during practices, cooperation, sportsmanship, and attendance. A student who is present at every practice, works hard, and unfailingly cooperates with the coach and teammates deserves and receives more playing time than a student who has missed practices, disrupts practice, or has a poor work ethic. Please help your child understand that team participation is an important part of school, and that behavior and effort will pay off in the team experience just as in the classroom and in future life.

Audience Behavior Expectations

Whether we are at a home game or an away game, Trinidad School's fans represent the community. People form impressions of what our school and community are like based on our actions. It is appropriate to cheer for your team and let our players know what a good job they are doing. It is not appropriate to boo or yell negative comments at opposing coaches, team members or referees.

Sportsmanship

Student athletes should come to each game and practice with a commitment to good sportsmanship just as they bring a commitment to athletic excellence. Please be respectful and considerate, play fair, and make an effort to find the positive in the play of both your own teammates and members of the opposing team.

Transportation

Transportation to after school events is provided by volunteer parent drivers. Drivers should register their license and proof of insurance with the school office. Please do not stop to do errands or provide treats to the students on the way to or from games as this would jeopardize student safety and school liability insurance.

Parent Concerns

There may be times during the season when you or your child have questions or concerns. If so, please speak with the coach as soon as possible. Find a time when the coach is not engaged with players during practice or games, and/or speak by phone. If you need further assistance, speak with the athletic director.

Sports Program Survey

At the end of each team's season students and parents will have an opportunity to participate in a survey of the team experience. These surveys are used by the administration and coaches to improve team experience in the following seasons. We value your feedback, and hope that you will participate in this opportunity.

CLASSROOM DISCIPLINE PLAN

Fair and Consistent with lots of Love and Logic

THE KEY - POSITIVE REINFORCEMENT:

High self-esteem breeds good decision making. That is why effective classroom discipline all begins with constant positive reinforcement for each student. Teachers and staff look for every opportunity to reward each child with praise for effort and positive actions, as well as for academic, athletic and artistic abilities. Along with regular positive reinforcement, the classroom community strives to bolster positive traits of character through our school-wide character building program "Character Counts."

But sometimes errors happen, because kids make mistakes just like adults do. This becomes an opportunity for the child to learn and grow; it is never handled with anger or spite, but as a time for learning, reflection and taking responsibility.

LOVE AND LOGIC:

At Trinidad School the classroom discipline plan is founded in the principles of "Love and Logic," an approach to raising children that provides loving support while at the same time expecting kids to be respectful and responsible for their own actions. The Love and Logic philosophy has many tools for educators and parents to promote healthy parent/student and teacher/student relationships as well as a culture of positive school wide discipline.

Love and Logic begins with the understanding that, when dealing with discipline, parents and educators should "lock in our empathy, love, and understanding" prior to telling kids what the consequences of their actions will be. Our goal is to help children develop an internal voice which helps them make good decisions - their own voice of empathy, consideration and understanding which guides them as they move into greater and greater independence, maturity and responsibility.

CLASSROOM DISCIPLINE PLAN (continued)

WHEN POOR CHOICES ARE MADE, FAIR AND CONSISTENT CONSEQUENCES ARE:

1. 1st offense - warning
2. 2nd offense - time-out student conference with teacher / playground aide
3. Repeats - lost recess(es) and written reflection on offense
4. Repeats or more serious offense (hurting another person, insubordination) - conference with Principal and phone call or email to parent
5. Regular concerns - Student Success Team meeting with parent, teacher and Principal

CONSEQUENCES FOR SEVERE OR CONSISTENT MISBEHAVIOR:

1. Teachers and administrative staff will follow guidelines contained in school discipline policies.
2. This may include Suspension/Expulsion procedures.

THE STUDENT'S SUPPORT TEAM:

As adults we are a team working together to support each student with Love and Logic and to help him or her make positive decisions and build the habits and understanding which creates a great future. But all team members must present a consistent message or the student will be confused.

School staff and parents must always remind themselves that discipline consequences are always given in the spirit of helping the child - with Love and Logic, never with frustration or anger. An error in judgment by a student creates an opportunity to teach the child how to make decisions which make his or life better and richer in the future.

A temporary loss of privileges, which at first may seem negative, actually benefits the child and makes it less likely that the error will happen again. But for this to work in the child's best interest, the child must be receiving a consistent message from all of his/her adult models. Then character growth can be swift and clear, without confusion. But sometimes there are different perspectives, and communication between parent and teacher is critical to success. Don't hesitate to call your teacher for an appointment when you have a concern.

CHARACTER COUNTS!

Trinidad School has joined thousands of other schools nationwide in adopting the Character Counts! Program for character development in all grades.

The Character Counts! approach to character education doesn't exclude anyone. That's why we base our school program and materials on six ethical values that everyone can agree on — values that are not political, religious, or culturally biased. Teachers and staff use the points below to help young people understand the Six Pillars, and to build these concepts over time in ways which build good character, productive life choices, positive relationships and personal confidence.

The Character Counts! Six Pillars of Character

Trustworthiness - Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country

Respect - Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

Responsibility - Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

Fairness - Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

Caring - Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship - Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

We're asking parents to join school staff in using the Six Pillars of Character common language in order to help promote these shared values. Working together as a team, we can help students build a strong ethical foundation, enriching their lives throughout the future.

TRINIDAD SCHOOL TAKES BULLYING SERIOUSLY

At Trinidad School, we use the "Character Counts" program and other curricula to help our students develop positive character, to develop friendship skills, and to learn what to do about bullying. Children learn that bullying is hurtful and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. It's not okay here or anywhere.

Bullying may consist of hitting, teasing, taunting, spreading rumors and gossip, stealing, or excluding someone from a group. It is carried out with the intent to harm someone and is often a repeated activity. However, it can also be a one-time event. Bullying always involves a power imbalance. The person bullying has more power due to such factors as age, size, strength, support of friends, or access to resources (things like toys and other belongings), and uses this power in a deliberate way.

Boys and girls tend to bully others in different ways, though they may both use face-to-face and behind-the-back methods. Boys are more likely to use methods such as hitting, fighting, and threatening. These face-to-face behaviors are easy to observe. Girls often bully using physical and verbal attacks, but they also engage in behind-the-back methods that are harder to observe. These behaviors include getting peers to exclude others and spreading rumors and gossip.

Because bullying jeopardizes children's safety and potentially creates both short and long-term problems for all children involved, we take it very seriously at Trinidad School. It is important to know that bullying IS NOT just a normal part of growing up. Conflict is normal, but bullying is not.

Often children don't tell adults (parents, teachers, school staff) that they are being bullied because they think they won't be helped, they are afraid the bullying will get worse, they think they should be able to solve their own problems, or they don't even realize they are being bullied.

IF YOU THINK YOUR CHILD IS BEING BULLIED...

- Listen to him/her and explain that people who bully are trying to get certain reactions (make the child feel angry, sad, jealous...) and that they need to respond assertively with "Stop! That's bullying!"
- Assure your child that he or she is not to blame
- Advise your child to report bullying incidents to an adult at school or parent
- Contact your student's teacher as soon as possible

BEHAVIOR POLICIES- Respect, Responsibility, Safety

Trustworthiness ~ Respect ~ Responsibility

Fairness ~ Caring ~ Citizenship

DRESS CODE

It is the intent of the dress code to permit students to dress according to fashion while, at the same time, restrict extremes and indecency in grooming which will distract from the main purpose of the educational program.

Students wearing revealing clothing will be asked to cover up or call home for more appropriate clothes.

Students wearing inappropriate logos on shirts, sweatshirts, or jackets referring to alcohol, tobacco, profanity, or other unacceptable topics will be asked to remove or cover the logos immediately.

Students will wear hats with the bill forward and remove hats when inside the buildings.

CORRIDOR RULES: Students will:

- Walk in the hallways and corridors
- Use an "inside voice"
- Staff permission must be given to be in the corridors even during recesses.

CAFETERIA RULES: Students will:

- Walk quietly in the cafeteria
- Sit where adult on duty instructs you
- Keep hands and feet to yourself
- Wait politely to be served
- Please do not share food with others
- Clean your own area
- Wait to be excused by the adult on duty

BEHAVIOR POLICIES (continued)

RIDING THE BUS

Riding the bus is a privilege granted to those who follow these simple guidelines. In general:

Be safe. Everyone who rides the bus has the right to a safe and comfortable trip. Do not allow your behavior to intrude upon the rights of others.

Be responsible. Take the time to learn and understand what is required of you on the bus.

Be respectful. Anything you do that distracts the driver's attention puts you and your fellow passengers at risk. When your driver asks you to do something, understand that he/she has good reasons for doing so.

Please note: The privilege of riding the bus may be suspended due to disorderly conduct or refusal to submit to the authority of the driver.

1. **First Offense** - Warning to the student or (driver's discretion) a bus ticket sent home with the student denying transportation, until the bus ticket is returned to the driver with the parent signature.
2. **Second Offense** - Notify the parent of three (3) consecutive school days' denial or transportation privileges. The notice should state the date the student can resume riding the bus.
3. **Third Offense** - Notify the parent of a ten (10) consecutive days' denial of transportation privileges and the date the student can resume riding the bus.
4. **Fourth Offense** - Notify the parent that the suspensions are not working and transportation privileges are denied for the remainder of the school semester (if the school semester is very close to over, then denial for the rest of the year).

BEHAVIOR POLICIES (continued)

PLAYGROUND RULES- Respect, Responsibility, Safety

Trustworthiness ~ Respect ~ Responsibility

Fairness ~ Caring ~ Citizenship

Playground rules are designed to provide for the safety, security, learning, and enjoyment of all members of the school community. Ideally, the principles of the Character Counts! Program should help guide students to safe, fair and respectful play during recess times, but it helps to have clear and specific rules.

GENERAL: Students will:

1. Respect and obey all supervising staff members.
2. Act in a safe and respectful manner to everyone at all times.
3. Be courteous and avoid interrupting on-going activities. Students are welcome to ask to join in ongoing activities.
4. Keep hands to themselves and avoid physical horseplay of any kind.
5. Eat all snacks/lunches in the cafeteria. It is not safe or sanitary to have food on the playground. Gum is not allowed at school.
6. Use balls and play games only where specified by playground staff.
7. Ask permission to leave playground for any purpose during recess.
8. Return to campus only after 6:00 p.m. unless enrolled in the After School Program.
9. Cooperate with consequences and restrictions as directed by staff.

PLAYGROUND/RECESS BOUNDARIES: Students will:

1. Stay out of classrooms unless a staff member is present.
2. Stay away from the primary bathroom hallway, Salmonberry quad, and the bleachers on the upper field unless permission is granted.
3. Stay out of interior hallways unless permission is granted.
4. Remain only in areas which are under the direct supervision of playground aids and teachers.
5. Adhere to other boundaries as directed by school personnel.
6. Respectfully return to class immediately at the bell or whistle.

PLAYGROUND RULES (continued)

USE OF PLAY/FITNESS EQUIPMENT: Students will:

1. Obey directions regarding direction of travel on all equipment.
2. Use only school-provided balls and equipment.
3. Swing safely by having two hands on the chains, and no "bailing out." Students may not push one another on the swings.
4. Avoid climbing up the slide; go down the slide feet first only.
5. When using any part of the playground equipment, wait your turn, and go only one at a time.
6. Standing on bars or on top of any part of the apparatus is not a safe way to use our equipment.
7. Use only balls designated for kicking in kicking games such as kickball or soccer.
8. Avoid tackling or excessive physical actions toward others. Please keep your body to yourself.
9. Be fair in all games and in the sharing of recess equipment.
10. Run or walk on the track safely; children may not lie down or interfere with others using the fitness track.
11. Our basic rule is that all equipment is designed for a specific or intended use. The safest way to use our equipment is to use it as it was designed or as it was intended to be used.



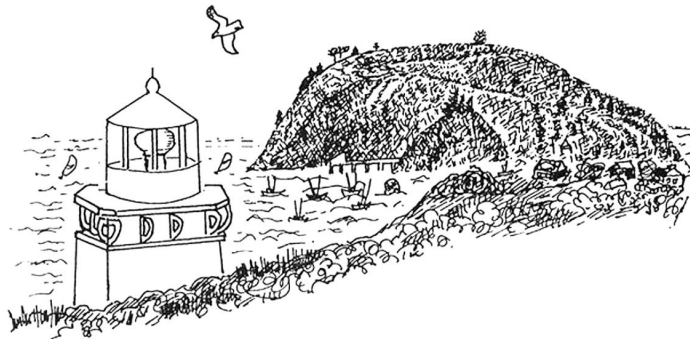
SCHOOLWIDE DISCIPLINARY CONSEQUENCES

Each school year the pupils in the Trinidad Union School District are informed of the rules and regulations established by the administration and the Board of Trustees. But sometimes errors of judgment happen, and some form of disciplinary action is taken.

The disciplinary action taken will be appropriate to the rule(s) violated, the individual circumstances of the incident(s), and the number of behavior referrals that student has had. The teachers and administration will be responsible for the carrying out of appropriate disciplinary action in accord with District policy and the California Education Code.

The following are the main disciplinary consequences utilized by school district personnel:

1. Communication to parents
2. Counseling, formal and informal, with pupil(s)
3. Detention (*loss of recess or other free time*)
4. Loss of school privileges (*sports, assemblies, special events*)
5. Conference with parents/pupils
6. Teacher initiated disciplinary action
7. Community Service
8. In-school suspension (*remain at school*)
9. Suspension from school
10. Payment for damaged or lost school property
11. Placement on Independent Study or Minimum Day Schedule
12. Referral to School Attendance Review Board
13. Expulsion



DISTRICT POLICIES

The following gives **brief excerpts** from a series of significant District policies. Please contact the office for more information.

NON-DISCRIMINATION POLICY (B.P. 5145.3)

"District programs and activities shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin, and physical or mental disability, age or sexual orientation.

"The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias, and stereotyping in instruction, guidance, and supervision."

SEXUAL HARASSMENT POLICY (B.P. 5145.7)

"The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy."

USE OR POSSESSION OF ALCOHOL, DRUGS, OR TOBACCO (B.P. 5114.250)

"A student may be suspended or expelled for the possession, use, sale, or being under the influence of any controlled substance listed in Division 10 of the Health and Safety Code, tobacco products, an alcoholic beverage, or an intoxicant of any kind." (See Suspension / Expulsion Policy 5114.250 below).

EXTRA-CURRICULAR ACTIVITIES (B.P. 5123.400)

"The Governing Board recognizes that extra-curricular and co-curricular activities enrich the educational and social development and experiences of students. The District shall encourage and support student participation in extra/co-curricular activities without compromising the integrity and purpose of the educational program."

DISTRICT POLICIES (continued)

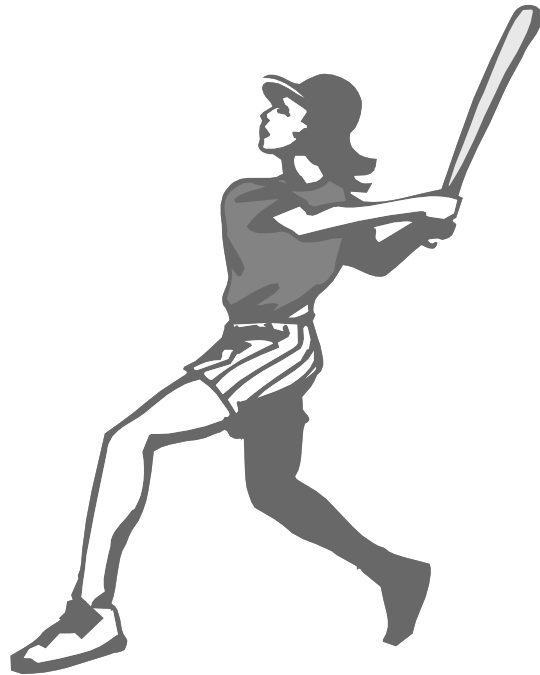
Extra-Curricular Activities (continued)

No student shall be prohibited from participating in extra/co-curricular activities because of an inability to pay fees.

To encourage and support academic excellence, the Board requires students to earn a minimum 2.0 or "C" grade point average on a 4.0 scale in order to participate in extra/co-curricular activities.

The Superintendent may revoke a student's eligibility for participation in extra/co-curricular activities when a student's poor citizenship is serious enough to warrant loss of this privilege.

During participation in extra/co-curricular activities, students are expected to conform to all school rules, regulations, and consequences. This includes both during, or going to or coming from, a school-sponsored or school-related activity.



Please also see the section on Sports Team Participation

DISTRICT POLICIES (continued)

STUDENT USE OF TECHNOLOGY (B.P. 6163.400)

The Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Network/Internet access is now available to all students and staff in the district. The district strongly believes in the educational value of such electronic access and recognizes the potential to support its curriculum, enhance staff and student learning, facilitate resource sharing, innovation, and communication.

The district will make efforts to protect users from any misuses or abuses as a result of their experiences with the Internet. Inappropriate and/or illegal interaction with/on the Internet is strictly prohibited.

The Board intends that the Internet and other on-line resources provided by the district be used to support the instructional program and further student learning.

The Superintendent or designee shall establish regulations governing student access to technology that are age appropriate. These regulations shall prohibit access to harmful matter on the Internet which may be obscene or pornographic and preclude other misuses of the system. In addition, these regulations shall establish the fact that users have no expectation of privacy and that district staff may monitor or examine all system activities to ensure proper use of the system.

Students who fail to abide by district rules shall be subject to disciplinary action, revocation of the user account and legal action as appropriate.

Because the Internet contains an unregulated collection of resources, the district cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Therefore, before using the district's on-line resources, each student and his/her parent/guardian shall sign and return a copy of the district Network and Internet Regulations Signature Form to the site.

Staff shall supervise students while using on-line services and may ask instructional aides to assist in this supervision.

Trinidad School Bring Your Own Device Policy and Contract

Definition of "Device"

For purposes of BYOD, "Device" means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, laptops, tablets, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Internet

Only the internet gateway provided by the school may be accessed while on campus. Personal internet connective devices such as but not limited to cell phones/cell network adapters are not permitted to be used to access outside internet sources at any time unless given special permission by staff.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. Trinidad School is not liable for any device stolen or damages on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

B.Y.O.D. Student Agreement

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Additionally:

- Student takes full responsibility for his or her device(s) and keeps it in the classroom at all times. The school is not responsible for the security of the laptop.

- Must be turned off while on school campuses and while riding school buses.
- May not be used in class without teacher or staff consent.
- May not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- May not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours unless part of a staff sanctioned activity such as yearbook, etc.
- Student accesses only files on the computer or internet sites which are relevant to the classroom curriculum. Games are not permitted during instructional time.
- Student complies with teachers' request to shutdown the device or close the screen.
- Student acknowledges that the school's network filters will be applied to one's connection to the internet and will not attempt to bypass them.
- Student understands that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the Trinidad policy and will result in disciplinary actions.
- Student realizes that processing or accessing information on school property related to "hacking," altering, or bypassing network security policies is in violation of the Trinidad policy and will result in disciplinary actions.

- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- Student understands that all personal devices must be used only inside a classroom unless given permission from staff.
- Student realizes that printing from personal devices will not be possible at school.
- Devices are charged prior to bringing it to school and runs off its own battery while at school.
- Parents and guardians are not permitted to call or text their children during school hours. Students must communicate to family members through the school phone system unless granted permission to use device from school staff.

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and will result in my device being relocated to the principal's office until my parent/guardian may pick it up. Further violations may result in the loss of my network and/or device privileges as well as other disciplinary action.

Student Name, Signature, and Date

Parent/Guardian Signature and Date

DISTRICT POLICIES (continued)

SUSPENSION / EXPULSION POLICY (B.P. 5114.250)

A student may be suspended or expelled for any of the acts listed in the California Education Code (Sections 48900-48915 inclusive) "if the act is related to a school activity or school attendance..., including but not limited to the following circumstances:

- a. While on school grounds.
- b. While going to or from school.
- c. During lunch period, whether on or off the school campus.
- d. During, or going to or coming from, a school-sponsored/school/related activity."

A student may be suspended or recommended for expulsion if the principal "determines that the pupil has:

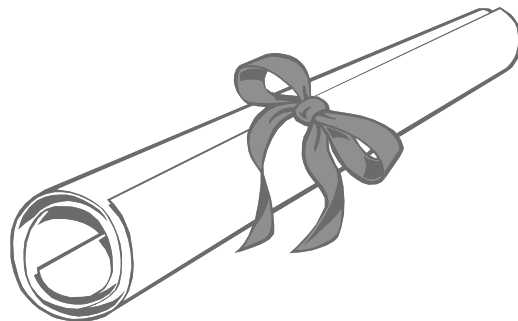
- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Willfully used force or violence upon the person of another, except in self-defense.
- c. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- d. Unlawfully possessed, used, sold, or been under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- k. Disrupted school activities or otherwise willfully defied valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm....

SUSPENSION / EXPULSION POLICY (continued)

- n. Committed or attempted to commit a sexual assault [as defined in the Penal Code].
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness....
- p. Possessed or used any electronic signaling device...without the prior consent of the principal or the principal's designee.
- q. Committed sexual harassment as defined in the Education Code Section 212.5.
- r. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in subdivision (e) of Education Code Section 33032.5.
- s. Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils....
- t. Making terroristic threats, as defined, against school officials or school property, or both."

Note: District policy provides for procedures, timelines, appeals process, and proper notification of parent or guardian in the event of a determination that the student has committed any of the above infractions. Some specific acts, as defined by the Education Code, may require the notification of law enforcement authorities. Please contact the office for more information.

Trinidad Union School District's Suspension / Expulsion Policy is consistent with California state law and the Humboldt County Office of Education policy.



DISTRICT POLICIES (continued)

UNIFORM COMPLAINT PROCEDURE (B.P. 1312.3)

General Information (Paraphrased from B.P. 1312.3)

The Governing Board recognizes that the District has a primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs. The District shall investigate and seek to resolve complaints at the local level. The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with state and federal law in the following programs:

- Consolidated categorical programs
- Child nutrition programs
- Special education programs
- Allegations of unlawful discrimination on the basis of ethnicity, religion, sex, color, race, ancestry, national origin, and physical or mental disability, age, or sexual orientation.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts.

Notifications

The Superintendent shall meet District notification requirements including the annual dissemination of complaint procedures, the identity of the District Compliance Officer, local civil law remedies, appeal and review procedures, and timelines for filing a discrimination complaint.

Compliance Officer

The Board designates the District Superintendent to receive and investigate complaints and ensure District compliance with law.

DISTRICT POLICIES (continued)

UNIFORM COMPLAINT PROCEDURE (continued)

Procedures

The following procedures shall be used to address all complaints which allege that the District has violated federal or state laws or regulations governing educational programs.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of non-compliance. If a complainant is unable to put a complaint into writing due to conditions of illiteracy or other handicaps, District staff shall help him/her to file the complaint. Complaints alleging unlawful discrimination must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

Step 2: Mediation

Within three days of receiving the complaint, the Superintendent shall informally discuss with the complainant the possibility of using mediation. If all parties agree to mediation, the Superintendent shall make all arrangement for this process. The use of mediation shall not extend the District's timelines for investigating and resolving the complaint, unless the complainant agrees in writing to such an extension.

If mediation does not resolve the problem within the parameters of law, the compliance officer (District superintendent) shall proceed with his/her investigation.

Note: See list of mediation services at the end of this section.

Step 3: Investigation of Complaint

The Superintendent shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. At this meeting the complaint may be repeated orally, representatives of the District and complainant may present evidence, and witnesses may be presented and questioned.

DISTRICT POLICIES (continued)

UNIFORM COMPLAINT PROCEDURE (continued)

Step 4: Response

Within 45, but no later than 60, calendar days of receiving the complaint, the Superintendent shall prepare and send to the complainant a written report of the District's investigation and decision. If the complainant is dissatisfied with the decision, he/she may within five calendar days, file his/her complaint in writing with the Board of Trustees. The Board may consider the matter at its next Board meeting or at a special meeting convened within 60 days of receiving the written complaint. The Board may decide not to hear the complaint, in which case the Superintendent's decision is final.

Step 5: Final Written Decision

The report shall be written in English and, whenever feasible, in the language of the complainant. The report shall include: (1) The findings and disposition of the complaint, together with any corrective actions taken; (2) the rationale for the above disposition; (3) notice of the complainant's right to appeal the decision to the California Department of Education, and the procedures to be followed for initiating such an appeal; and (4) a detailed statement of all specific issues brought up during the investigation and the extent to which these issues were resolved.

Appeals to the California Department of Education

If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the District's decision. When appealing to the Department of Education, the complainant must specify the reason(s) for appealing the District's decision, and must include a copy of the locally filed complaint together with a copy of the District's decision.

Civil Law Remedies

A complainant may pursue civil law remedies outside the district's complaint procedures. Such remedies may be pursued through local, state, or federal agencies, or private/public interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

DISTRICT POLICIES (continued)

UNIFORM COMPLAINT PROCEDURE (continued)

Civil Law Remedies (continued)

An individual who alleges that he/she is the victim of discrimination may not seek civil remedies until 60 days have elapsed since the filing of an appeal to the California Department of Education. This does not apply to injunctive relief, and is applicable only if the district has in a timely manner apprised the complainant of his/her right to file a complaint.

WILLIAMS COMPLAINT NOTIFICATION (B.P. 1312.4 and 1312.5)

Pursuant to Education Code Section 35186 you are hereby notified that:

1. There should be sufficient textbooks and instructional materials.
2. School facilities must be clean, safe and maintained in good repair.
3. There should be not teacher vacancies or mis-assignments.
4. A complaint form may be obtained at the school office, district office, or downloaded from the school's website at:
http://humboldt.k12.ca.us/trinidad_sd

OTHER COMPLAINT PROCEDURES

District policies also address instructional material content, proper credentialing of teachers, currency of instructional materials, conditions of facilities, objection to dissection, and general complaints against District staff. Please see the office for information.

LOCAL MEDIATION SERVICES

Humboldt Mediation Services
517 3rd St, Eureka, CA 95501
445-2505

Zwerdling Mediation Services
123 F St. Eureka, CA 95501
445-9628

Also See "Yellow Pages"

Trinidad School Dragons

