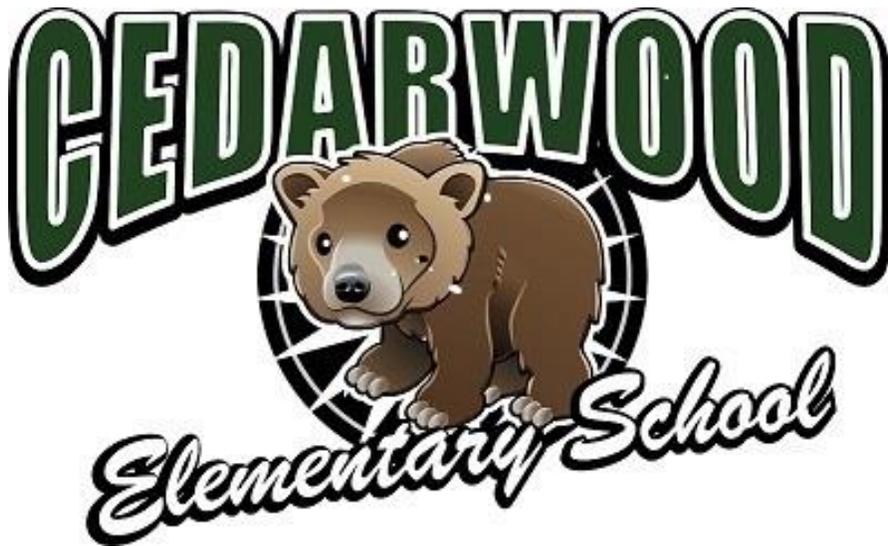


# FAMILY HANDBOOK

*Where Students, Staff, Learning, and Relationships Connect*

2017-2018



*Lori Kerns, Principal*

*6400 Columbine Rd.  
Magalia, CA 95954*

*(530) 873-3785 ♦ Office*

<http://cedarwood.pusdk12.org/>

Name \_\_\_\_\_

Teacher \_\_\_\_\_

Grade \_\_\_\_\_

# Table of Contents

	Page
Welcome Letter .....	3
Arrival and Dismissal .....	4
Walking Students .....	4
Bike Students .....	4
Car Students .....	4
Attendance .....	4
Absences .....	5
Tardies .....	5
Leaving & Returning During School Hours .....	5
Classroom Interruptions .....	5
School Schedule .....	6
Emergency Disaster Preparedness .....	6
Emergency Cards .....	6
Field Trips .....	6
Library .....	6
Computer Lab .....	7
Lost & Found .....	7
Cafeteria .....	7
Snacks .....	7
Home School Communication .....	7
Parent/Teacher Conferences .....	7
Report Cards .....	8
PTO .....	8
Parent Volunteers & Room Parents .....	8
School Site Council (SSC) .....	8
Injuries/Illness/Medication .....	8
Cell Phones .....	9
Birthdays & Treats .....	9
Birthday Books .....	9
Homework Policy .....	9
After School Program .....	9
Dress Policy .....	9
Cedarwood Universal Expectations .....	9
Virtues of the Week .....	10
Suspension and Expulsion .....	10
Suggestions, Concerns and Comments .....	11

## *Principal's Message*



Dear Cedarwood Families,

Once again I am delighted to welcome you to Cedarwood Elementary School. From the moment you step onto our campus, you will know that it is a special place for students and families. We have approximately 270 children, 14 of the finest teachers and 20 incredible support personnel. You will find our staff eager and capable of providing your child with excellent programs of instruction and a warm, caring environment in which to grow. Together with our parents/partners in education, we have high expectations for our students in academics and citizenship. Students learn through an integrated curriculum in which language arts, mathematics, history/social studies, science, physical education, art and music develop together through units that support the California State Standards and the PUSD Goals.

All our students in 4<sup>th</sup> and 5<sup>th</sup> grade classes have 1:1 access to Chrome books. Our 3<sup>rd</sup> grade students are 2:1 and all other classes have a bundle of Chrome books to do small group and individual work. We're working towards integrating technology into our instructional program on a daily basis so it becomes a "way of life," rather than an isolated tool. All students also have access to visit the Library on a weekly basis. We also are fortunate to have the expertise of a Visual and Performing Arts (VAPA) specialist who teaches music and art to all 3<sup>rd</sup> - 5<sup>th</sup> grade students. We recognize that a successful school experience is enhanced by the shared responsibility between home and school. Parents are their child's first teacher and what parents do with their children at home has a powerful influence on their performance at school. Our goal is to work closely with our students and parents to ensure the best possible education to meet the needs of our diverse and talented students. We look forward to your active participation in school and school related activities. There are many opportunities during the school year for you to enjoy school programs, to involve yourself in the classrooms, and to work in partnership with your child's teacher and the Cedarwood Family.

We welcome you and look forward to another outstanding school year!

Sincerely,

*Ms. Kerns*

# Family Handbook

## CEDARWOOD ELEMENTARY

### Arrival and Dismissal

Cedarwood students are expected to come directly to school and to go home by the safest possible route. On their way to and from school, including on the bus, students are to conduct themselves courteously and obey all school and traffic rules.

### Arriving at School

The bell rings at 8:00 am for students in grades TK-5. **Students should not arrive before 7:30 am.** Supervision will be available at 7:30 am for those students who will be eating breakfast. The playground is supervised from 7:50 am – 8:00 am. When the 8:00 am bell rings, after “freezing,” students are to proceed, by walking, to their classrooms. The teachers will greet their students and escort them into class. **Students arriving after 8:05 am are considered tardy and should come directly to the office for a tardy slip.** **If a child arrives after 8:30 am the parent needs to accompany the student to the office to check him/her in to school.**

### Dismissal from School

When the teacher dismisses the students at the end of the school day, they are to go directly home, to their designated transportation area, or to ASP. If it is necessary for your student to have after school supervision, Cedarwood operates an excellent After School Program. (See the After School Program section.) Students should not go to another student’s home without making arrangements **prior** to coming to school. If you want your child to go home with a friend, or change their bus stop, **please send a note** to your child’s teacher. If a child is not picked up in a timely manner (10 minutes after dismissal) every effort will be made to contact you or those persons listed on the emergency card. If you are late in picking up your child, please pick them up from the front of the school. **Remember, there is no extended supervision provided for your child after school, so every attempt to be on time at dismissal is appreciated.**

### Walking Students

If students arrive or leave school by walking, they should walk with other students, cross the street only at the pedestrian crosswalks, and go directly to and from school. Please adhere to all traffic and pedestrian laws. **The safety of all our students is of utmost concern to us.** In order to ease traffic congestion on Columbine Rd., we are requesting that students and parents, who need to cross north and south, to and from the parking lots, use the pedestrian crosswalk directly in front of the school.

### Bike Students



Only students in grades 3-5 may ride their bicycles to school. We suggest that all bicycles be in safe condition, be licensed and registered by the Butte County Sheriff Dept. **Use of a helmet is a state law.**

Students must walk their bicycles at all times while on school grounds, on sidewalks surrounding the perimeter of the school, and when crossing any street. Bicycles must be parked in our student bike rack located just north of the cafeteria in front of the school. **Bicycles must be locked at all times.** Students are to provide their own locks. Skateboards, roller skates/blades, “wheelies” (the skates in the sneakers type) and scooters are not permissible forms of transportation to school.

### Car Students

Many parents may choose to drive their child to and from school. Please help us to prevent any accidents during these busy traffic times. When dropping your child off in the mornings, you may use the curb lane drop-off. Pull as far along the **YELLOW CURB LOADING ZONE ONLY** as possible, before stopping. **Do not get out of your car or leave your car unattended.** This will help prevent back up traffic. Thank you for NOT entering or driving through the bus lane. Again, for the safety of all students, please use pedestrian crosswalks to cross the street.



### Attendance

Good attendance is essential for your child’s success in school. Parents can help promote good attendance by only scheduling home activities, trips and family vacations to coincide with non-student school days. Also thank you in advance for doing your best to schedule doctor and dentist visits either at the beginning or the end of the day.

Average Daily Attendance (ADA) is counted only for students who are in actual attendance. There are no “valid” excused absences for school funding purposes. If a child is not in school, for whatever reason, the district loses the financial funding for that day for that student (approx. \$40 per day per child). The state has determined that CHRONIC absences and tardies are 10% of the actual time in school. We will continue to monitor excessive “excused/illness” and unexcused absences, just as we have done in the past. Of course, your child’s educational success is our

goal, and it is difficult to achieve if your child is not in school on a regular basis.

**Please call the school to speak with our Attendance Clerk or send a note with your child the day of his/her return.** Mrs. Peppas does her best to phone each family each day a child is absent. We appreciate your continued interest and involvement in your child's education. Being at school everyday is the best way to maximize your child's learning experience.

If an **unavoidable** absence of FIVE DAYS OR MORE will occur, **let your child's teacher or the office know at least three days in advance** so arrangements for an Independent Study assignment contract can be made. The paperwork will be signed in the office.



It is our expectation that students come to school on time each day prepared for learning. That means they are physically and emotionally "safe." That also means they have had an adequate breakfast, are appropriately dressed, well rested and their homework is completed.

### Absences

If it becomes necessary for your child to be absent from school, please do the following:

1. Call our school office at any time (24/7) and leave a message on the attendance answering machine, (873-3785) or call that number during school hours to speak directly to the Attendance Clerk.
2. When your child returns to school, if you did not telephone the office or speak directly to the Attendance Clerk, we **must** receive a note signed by a parent or guardian stating the reason for the absence. This note is a legal verification of your child's absence and is required by the State of California for all absences.

Parents will receive written notices after each increment of five absences or tardies. You are encouraged to follow the recommendations of the letter. Excessive absences or tardies may result in a referral to the principal, nurse, or the Student Attendance Review Board (SARB). In addition, excessive absences and/or tardies may result in an Intradistrict transfer request to be revoked or denied. Chronic absence is any amount of absences in excess of 10% for the number of school days. Being identified as having "chronic absenteeism" is a serious situation and harmful to the educational success of the student.

### Tardiness

**The morning bell rings at 8:00 am. Your child is considered tardy if he/she is not inside the classroom ready for instruction at 8:05 AM.** First thing in the morning, all teachers submit attendance electronically along with the lunch count. If a student is late, it is necessary to stop by the front office and pick up a tardy admittance slip. **Repeated tardiness will be referred to the principal for consultation with the student and parent.** If your child is habitually

tardy, you will be receiving a letter that is generated from the District office of attendance and welfare. Please read carefully and adhere to the recommendations and suggestions.

Being tardy is disruptive to the educational process of each classroom. Your child misses out on some of the most important information that could set the pace for the entire day. While we understand that once in awhile, unpreventable circumstances occur that might cause a student to be late, habitual tardiness sets a negative pattern that subjects your child to a lose-lose situation.

### Leaving and Returning During School Hours

For your child's protection, the following procedures are mandatory:

1. Parents, who need to take their child out of school for appointments, medical/dental, etc., must physically sign them out in the school office.
2. If a student needs to be checked out, he/she will be released only to the parent, adult relative, or adult friend, whose name appears on the child's emergency card.
3. If a child is returning to school from an outside appointment, he/she must first check in at the office before going to the classroom. Please make sure you physically accompany your child into the office if they are more than 30 minutes late.

Again, while we realize some necessary appointments are unavoidable during school hours, your support in scheduling non-urgent appointments after school is appreciated. ***It is extremely disruptive to your child, the entire class and the teacher to continuously pull your child from school before the regular dismissal time.***

### Classroom Interruptions



Teaching and learning are our highest priorities. Therefore, we do our best to keep classroom interruptions to the barest minimum.

**Please do NOT go directly to a classroom when entering campus.** Check into the front office first. We will be happy to assist you. Items (such as forgotten lunches, backpacks, homework, etc.) may be left in the office with your child's name clearly marked on the outside. While we realize that emergencies do happen, we will be happy to assist you in communicating with your child; HOWEVER, your cooperation when sharing end of the day plans with your child in the morning is appreciated. Again, we want to protect and ensure that quality learning and teaching time is provided for all students and teachers and every time the phone rings for the office to share personal plans with a student, teaching and learning is interrupted.

## Regular School Schedule

The regular school schedule will be followed on all school days except early release Wednesdays and the five minimum days. Parents will be given advanced notice and reminders of school minimum days, holidays and vacation.

TK/K, 1 <sup>st</sup> – 3 <sup>rd</sup>	8:05 am - 2:10 pm
4 <sup>th</sup> & 5 <sup>th</sup> grades	8:05 am - 2:15 pm

**Every WEDNESDAY is an early release day for Staff Professional Learning Communities and teacher articulation. Grades TK/K-3<sup>rd</sup> are dismissed at 1:25 pm and 4<sup>th</sup> & 5<sup>th</sup> grades are dismissed at 1:30 pm.**

Office hours 7:30 AM–4:00 PM

## Minimum Days

Minimum days are approved by our School Board for site and district wide Professional Development. Dismissal times for minimum days will be at 11:55 am for the entire school. The minimum days for the 2017-2018 school year are:

9-14-17    10-27-17    01-18-18    3-1-18    6-8-18

Reminders of these activities and dismissal times will be sent home in a timely fashion.

## Clean Campus



Cedarwood Elementary prides itself on maintaining a clean, well-kept campus. We ask everyone to assist in doing his or her part in keeping our campus clean, trash and graffiti free. Please help our school by reporting any incidents of vandalism or graffiti to a teacher, the principal, the custodian, school office personnel, or the Butte County Sheriff.

## Emergency Disaster Preparedness



Cedarwood Elementary maintains a current comprehensive disaster plan that will be implemented in the case of a major emergency. In the event of a disaster occurring during school hours, all students remain at school until a parent or authorized person arrives to pick up the child. **In all incidences, students will ONLY be released to someone listed on the emergency card.**

Each month, staff and students participate in an evacuation fire drill. At the first sign of an earthquake, teachers will issue the “**Drop, Cover, and Hold**” command. Students regularly practice the proper drop and evacuation procedures. Students exit the building in a quiet and orderly manner. Once lined up, either on the outer perimeter of the playground or the north parking lots, roll is taken to verify attendance. In the event of a potentially dangerous situation, such as

police action or a wild animal in the neighborhood that threatens our school, the staff will immediately proceed into a “lockdown/shelter in place” mode of keeping the students in their classrooms with the doors locked until the situation has been cleared.

During an emergency, security measures will be implemented for each student’s safety. The area east of the cafeteria doors, closest to the office is designated as the Information and Student Pick up area. Thank you for following the directions of the staff.

## Emergency Cards

At the beginning of each school year, we ask our parents to complete an updated emergency/demographic card for each student. The information on these cards is essential for the staff to have in the event of an emergency, illness, or any other needed contact. It is equally important to have additional names and phone numbers of persons, other than the parents, who may be contacted and will be responsible for your child, if you cannot be reached. If there is a change in any information during the school year, please call or send the new information to the office at your earliest convenience. Also, if there is a legal issue regarding your child, please inform the Principal or Office Manager.

## Field Trips



Field trips are planned by the classroom teachers to enhance the curriculum. Before a student may attend a field trip, he/she must have a completed and signed permission slip. **Your child will not be allowed to leave on any field trip without a signed permission form – verbal permission is not acceptable.**

Periodically parents may be asked to assist as chaperones on a field trip. If you can participate and share the experience with your child, we are certain you will find it a worthwhile experience.

Some field trips may involve a fee. While all donations are voluntary, this is one main reason we hold fundraisers.



## Cedarwood Library

All students in grades TK/K-5 have opportunities to visit the library and computer lab on a scheduled weekly basis. Our library utilizes automated check out and cataloging systems. Our library is used for story telling, research and reference, as well as being a source for borrowing books and taking AR tests. We ask that all books and materials borrowed from the library be returned on the due dates. **Students who lose or damage borrowed materials are responsible for any repair or replacement costs and will not be allowed the privilege of visiting the library or checking out additional materials until restitution is made.**

## Cedarwood Computer Lab

Our Computer Lab is a multi-use facility. Students are involved in research, word processing, developing curriculum, reinforcing concepts learned in class and creative expression. All students will be requested to sign a technology acceptable use policy which outlines expectations and appropriate behaviors while using the internet for educational research activities before they are allowed to access the world wide web. In addition, our 4<sup>th</sup> & 5<sup>th</sup> graders have 1:1 access to Chrome books, our 3<sup>rd</sup> graders are 1:2 access and each K-2 grade class has a bundle of Chrome Books for their daily use.



## Lunch Costs

### Lunch

\$2.75 each  
(One free meal with five pre-paid)  
\$.40 reduced price

### Breakfast

\$1.50 each (No charge for free or reduced)

Families needing assistance are encouraged to apply for reduced or free lunches and breakfasts. **Applications were sent home in August, but are also available in the front office. They must be completed annually.**

## Lost and Found



Please label your child's jackets, sweatshirts, sweaters, coats, lunch bags and boxes, and all school materials. It is so much easier to return an item of clothing that has a name inside on a tag. Items that are left and found on campus are placed in the lost and found, located on a hanging rack inside the cafeteria. Smaller items, such as money or jewelry are kept in the office. Twice a year, unclaimed items will be donated to a charitable organization.

## Snacks

You are encouraged to send a healthy snack for your child to eat mid-morning. Suggested snack items may be fruit, cut up vegetables, cheese and crackers, graham crackers or pretzels. Please avoid candy or any type or other snack items with high sugar content. Snacks may be consumed at the benches on the playground. **No food is allowed on the playground.**

## Home School Communications

The staff is committed to frequent student-parent-school communication that is essential for our working together as an educational team. Communication between school and home may be done through Peachjar flyers or School Messenger from the principal's office, newsletters, written notes, field trip and event notices, weekly reports, phone calls, emails and parent conferences. We encourage every parent to stay in close communication with his child's teacher and the school. You may leave a voice message directly to your child's teacher's voice mailbox, send a note to school for the teacher to respond, email your child's teacher or call the office and we'll relay information to the teachers' mailboxes. **Please check with your child's teacher for the most efficient and best way to communicate with him/her.** If you have a question, we are here to help with an answer. Make it a habit to ask for and go over the corrected assignments, notes and communications that come home with your child.



## SCHOOL CAFETERIA

Our school cafeteria can provide your child with a nutritional breakfast and lunch. Breakfast is served at 7:30 – 8:00 am in the cafeteria. "Second chance breakfast" or a snack is also served at the students' first morning recess. You are encouraged to complete and submit a lunch application.

Students may bring or have a hot lunch at school. If your child brings a lunch to school, please be sure the lunch pail or sack is clearly marked with your child's name and room number. In support of our PUSD Health and Wellness policy, sodas are not allowed as a regular lunchtime beverage.

Children are required to dispose of their own trash and to leave their eating area clean. The directions of the cafeteria supervisors need to be followed at all times.



## Regular Lunch Schedule

Grades TK/K & 1 <sup>st</sup>	11:25 am – 12:05 pm
Grades 2 & 3	11:40 am – 12:20 pm
Grades 4 & 5	12:10 pm – 12:50 pm



## Parent/Teacher Conferences

Conferences are encouraged and welcomed by the staff as part of the on-going commitment to continuous communication. Parent/Teacher Conferences are scheduled the first week in November and at other times as needed. Parents may request a conference at any time by contacting the school office or your child's teacher to schedule an appointment.

## Report Cards



Report Cards are a way of communicating with parents regarding their child's academic and behavioral progress. Mid-Trimester Progress Reports are issued near the middle of the trimester and communicate below grade level performance by your child as aligned to the California State Standards. If you are concerned or curious about your child's progress, we urge you to contact your child's teacher at your earliest convenience and not to wait until the fall scheduled conference periods.

## Parent Teacher Organization (PTO)

Cedarwood has an active (and much appreciated!) Parent Teacher Organization (PTO). The volunteer parents contribute many hours and dollars assisting our school program. Each year the PTO supports academic and social events for the school, students and our families. Thank you for volunteering, getting involved and supporting our PTO, which benefits Cedarwood and your child. There are many opportunities for parents to get involved on many different levels. PTO meetings are typically held on the second Thursday of each month, at 2:25 pm in the Library. Please check the school calendar or bulletin board in the front office. Everyone is always welcomed and encouraged to attend.

## Parent Volunteers

Parent volunteers are always welcome. Every school has countless jobs needing to be done and we always seem to be short on time. Therefore, parents are invited to share their time in whatever amount with our school. Please contact your child's teacher or stop by the office for specific times and ways of helping.

## Room Parents/Volunteers



Room parents arrange and organize special events for scheduled school activities and functions. If you are unable to be a room parent, you may want to volunteer from time to time in your child's classroom. Our teachers appreciate the help from parents, grandparents, family and community members. Your child will feel special that you are a part of his/her classroom. Please contact your child's teacher to arrange a time to help in the classroom. **Due to liability and the distraction factor, volunteers are asked to leave infants, preschoolers and siblings at home when working in the classroom.** All volunteers working on campus must sign in at the office.

## School Site Council

The School Site Council consists of parents, teachers, classified staff and the principal. The council meets from September to May on a monthly basis. An election was held last spring at Open House to select our new members. The role of the council is to assist in the development and assessment of the school's improvement plan and to monitor the school's categorical funding. The meetings are typically held the second Tuesday of each month at 2:30 pm in the Library. All parents are invited and encouraged to attend the meetings. Please consult the school calendar or call the office for the date and time.

## Injuries/Illness/Medication



When a child is ill or injured at school:

1. The parent is notified and asked to come for the child.
2. PUSD policy requires the Health Office to notify the parents to pick up their child from school if any of the following signs or symptoms are present:
  1. Temperature over 99.0 degrees with other signs of illness; or, temperature over 100.0 degrees without signs of illness.
  2. Diarrhea or vomiting.
  3. Cough, sore throat, headache, stomachache, or congestion *with temperature.*
  4. Asthma symptoms, unrelieved by inhaler/rest.
  5. Rash determined by health personnel to be contagious.
  6. Red, itchy eyes with discharge.
3. If the parent is unavailable, the persons designated on the emergency card are contacted. This should be a contact that is accessible to the school and can get here within a few minutes. **Please be assured that we will not release your child to anyone NOT on your child's emergency card or without your written/verbal permission.**
4. Basic first aid is given for minor injuries. Our school does not administer **any** medication without the appropriate PUSD form completed annually and signed by both the parent and the child's physician. These forms are available at our school office.

*Parents are to bring the medication in the original container, along with the completed form, filled out and signed by the doctor, to the school office. **Students are not allowed to bring any medication to school.*** This includes "over the counter" medications such as aspirin, cough drops, throat lozenges, or any other type of first aid materials.

It is a liability for a student with a broken bone who is casted or on crutches to be on the playground without specific written physician's authorization. Please talk directly to our Principal or Health Aide for more directions.



## Student Cell Phones

Students are highly discouraged from bringing cell phones to school. If you find it necessary for your child to bring a cell phone to school, please adhere to the following:

1. Cell phones are to remain “off” during school hours – that means not even on vibrate or silence.
2. Cell phones are to remain unseen during school hours. It is not necessary to take it out for any reason unless requested by a staff member.
3. Students are not to text or use a cell phone on campus from 7:30 am – 2:30 pm.
4. Please do not text or attempt to contact your child on a cell phone during school hours.

## Birthdays & Treats

If you would like to celebrate your child’s birthday, please check with your child’s teacher for specific classroom procedures and foods that are and are NOT acceptable. In order to avoid hurt feelings and embarrassment, unless all classmates are invited to a birthday party, we request that party invitations be mailed or delivered off school grounds. **Special deliveries, such as balloon bouquets, flowers, stuffed animals and wrapped presents will NOT be delivered to the classroom.** We will notify the student to pick up the item in the office after school is dismissed.



## Birthday Books

Instead of a sugary non-healthy treat to celebrate your child’s birthday, why not consider donating a **new, hardback** book to Cedarwood’s Library? Each donated book will be personalized with a birthday placard to be placed inside the cover of the book. Leave a legacy of a book, in your child’s name, in honor of his/her birthday.

## Homework

It is a Cedarwood’s expectation that our students complete meaningful homework as reading or an extension of class activities. This is an excellent vehicle for parents to observe class work and monitor student progress. Homework assignments may vary from teacher to teacher. Your child’s teacher will explain his/her homework assignments and the district policy at our annual Back-to-School Night. Your child should be provided with a quiet, comfortable place to study at home. Our staff is committed to monitoring the effectiveness of homework.



***It is a school-wide expectation that every student will read for a minimum of 20 minutes every night! Research suggests that a student’s academic success is directly tied to the amount of time he/she spends reading. Read, read, read! ☺***

## Student Agendas

In order to promote organizational skills, the Student Agenda is provided to each student in grades 4 and 5, free of charge. It is a school wide expectation that all fourth through fifth grade students write down all assignments daily. The Student Agenda should accompany the student to and from school. **Parents are required to sign as per teacher instructions.**

## Yard Duty Aides

Yard Duty Aides are an important part of our lunch and supervision program. They supervise the cafeteria and playground during recesses and eating periods. If you would be interested in being on our substitute list, please call the school office to set an appointment to speak with the principal.

## After School Program (ASP)

(530) 521-7277

The Cedarwood **After School Program (ASP)** services our students in all grades. The ASP is open from 2:15 pm to 6:00 pm, including all shortened and minimum school days. The program is designed to meet the developmental needs of the children in a safe, nurturing environment and compliments the educational program of the school.

More information regarding availability, a one-time registration fee and registration forms are available by contacting the office.



## Acceptable Dress Policy

We appreciate exercising good judgment in selecting the mode of dress. School is for learning and should not be used as a fashion platform. No spaghetti straps, halter tops, razorback tops, sandals without heel straps, shoes without back straps, shirts, pants, or shorts that expose the midriff, etc. is acceptable. Overly sized clothing that interferes with a student’s ability to participate in recess and physical education lessons is inappropriate. No make-up is allowed. Sleeveless athletic team jerseys should be worn with T-shirts underneath. Students who wear clothing with inappropriate slogans, disruptive to the educational environment, will be asked to change. Parental discretion and monitoring is appreciated.

## Universal Expectations for Student Behavior

Cedarwood Elementary uses the Positive Behavior Intervention System (PBIS) for school wide behavior expectations. We adhere to the four universal expectations of:

1. Be safe
2. Be respectful
3. Be responsible
4. Be kind



- C/D: **CONTROLLED SUBSTANCES INTOXICANTS:** Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage, or intoxicant of any kind.
- E. **ROBBERY/EXTORTION:** committed, or attempted to commit, robbery or extortion.
- F. **DESTRUCTION OF PROPERTY:** Caused or attempted to cause, damage to school or private property.
- G. **THEFT:** Stole, attempted to steal, or knowingly received stolen school or private property.
- H. **TOBACCO:** Possessed or used tobacco, or any products containing tobacco or nicotine products.
- I. **PROFANITY & OBSCENE ACTS OR VULGARITY:** Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. **DRUG PARAPHERNALIA:** Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
- K. **DISRUPTION/DEFIANCE:** Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other personnel engaged in the performance of their duties.
- L. **SEXUAL HARASSMENT**
- M. **HATE VIOLENCE**
- N. **HARASSMENT, THREATS, OR INTIMIDATION** directed against a pupil or group of pupils.

This information has explained the major disciplinary problem areas and the actions that will result for those students who cannot abide by the rules. All students are entitled to due process. This means there are certain procedures, which school officials must follow prior to taking appropriate disciplinary action. There are also procedures, which students must follow if they do not agree with the school's actions.

The school principal has the right to suspend a student for a period of up to five days. In cases of this type, there will be an informal hearing between the principal or his/her designee, the student and any other appropriate persons. If, after the hearing is completed the principal decided that a suspension is necessary, it will become effective immediately. The principal will attempt to notify parents by telephone before this action is taken and will send one copy of the suspension notice to the parents with the student and one copy by mail the next day.

The school principal has the right to recommend to the district superintendent that a student should be expelled. In cases of this type, the hearing will be conducted before the Governing Board of the Paradise Unified School District at the school district office.

It is our sincere wish that discipline referrals, consequences and disciplinary actions do not have to be imposed on any student. It is also our desire that positive rewards and reinforcement be the order of each day. We ask our parents to support our efforts to keep your child, our student, safe by following all school rules.

### Suggestions, Concerns & Comments

Please know that you are encouraged to talk with me (Ms. Kerns) either in person, by email or on the phone. I feel it's always better to be proactive instead of reactive to situations. I appreciate a "heads up" and collaborative attitude, and the opportunity to address your concerns in order to make Cedarwood the best possible school for your child to attend. Even though I would love to say I have an "open door" policy, the fact remains that many times I'm tied up and not able to drop everything for non-urgent issues. I normally respond to emails and phone calls the very day they're received. My telephone number is (530) 873-3785 extension 122 and email is [Lkerns@pusdk12.org](mailto:Lkerns@pusdk12.org).

Thank you for investing the time in reading and discussing with your child(ren) the contents of this important handbook.