Carriage Elementary School

Visual & Performing Arts
Where Creativity Goes to School

Parent/Student Handbook

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Carriage is a Visual and Performing Arts Center. We believe in an environment that promotes academic growth and self-esteem while valuing individual differences. By working together we provide an atmosphere where students have an opportunity to develop to their fullest potential. We offer a wide variety of educational opportunities for your child.
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CARRIAGE DRIVE ELEMENTARY SCHOOL MISSION:

Carriage Drive Elementary, a visual and performing arts school, in partnership with families and community, will ensure all children build a strong academic foundation that empowers them to become responsible 21st century citizens through a balanced and engaging curriculum.

- We will ensure all staff is implementing effective instructional strategies in alignment with CCSS, including integration of relevant technology and 21st century skills, and analyzing data from multiple measures to increase student achievement.
- We will implement a system to ensure all students are actively engaged in both visual and performing arts.
- We will actively engage families and community to support student personal and academic achievement.

SCHOOL RULES:

1. Be safe.
2. Be respectful.
3. Be responsible.
4. Be a good communicator.

AREAS OF RESPONSIBILITY

STUDENT RESPONSIBILITY:

1. Know and follow school rules.
2. Demonstrate respect for themselves, others, property, and possessions.
3. Deliver communications to and from home and school (including absence notes).
4. Demonstrate proper conduct in classroom.
5. Maintain regular attendance.
6. Be at school on time.

PARENT RESPONSIBILITY:

1. Assure regular attendance and the prompt arrival and departure of their child.
2. Respond promptly to communications sent by the school that require a parent response.
3. Notify the school of the reason for a child's absence.
4. Attend appropriate parent meetings.
5. Help in correcting discipline problems.
6. Support the homework guidelines.
7. Help in the total school program, at school and/or at home, as their time permits.
8. Schedule vacations during regular school holidays.
9. Provide nutrition, essential to their child’s success in school.
10. Ensure that their child has adequate rest.
11. Support the dress and grooming guidelines.
12. Encourage a positive attitude toward the school.
13. Sign commitment to support the philosophy and guidelines of the school program.
14. Maintain Home-School Communication by:
   - Take a look at everything your child brings home. Respond promptly to communications sent by the school, which require a parent signature and/or response.
   - When requested by teacher, parents will promptly acknowledge receipt of homework, work or tests completed and absentee assignments.
• The absence line is 971-5325. Parents are asked to call in when their child is late or absent. If the school is not notified by 9:30 a.m., the parent will be called.
• Ask your child to tell you about school.
• Ask “how” and “why” questions.
• Give praise if possible—give hope and concern if praise is not possible.
• Be realistic in expectations.
• If your child has homework, provide a place to work and to keep school things. Homework should be a family affair.
• Set aside a time each night that the TV is off and there are as few distractions as possible.
• Share ideas!
• Help or give moral support as needed.
• Family members, during homework time, might provide a good example by reading.

SCHOOL RESPONSIBILITY:

All school staff has the responsibility of providing a teaching and learning environment that contributes to the atmosphere of respect and trust within the school community. School staff members are responsible for:
1. Teaching and modeling school rules and acceptable standards of behavior.
2. Communicating to parents/guardians student progress and other school related information.
3. Consistently reinforcing school and district rules and procedures.
4. Treating each individual and situation with respect and objectivity.

POLICY AND PROCEDURES

• ARRIVALS AND DISMISSALS
Carriage School strives to be a good neighbor. Students shall not go over any fences or throw rocks, dirt clods or equipment at or near any of our neighboring homes. On arrival, no earlier than 8:05 am, students are to walk directly to the blacktop and wait for their teacher.

Early Dismissals
It is disruptive to the learning environment when removing students early including the last few minutes of the day. We ask that you try and plan your appointments accordingly. Please do not call the office and request that your student be called from class to wait for you to pick him/her up early. Parents must come in and sign their students out before we will call them from their respective classrooms. The check out procedure is for the safety of our students. We must ensure that they are being picked up by the appropriate person before calling them to the office.

Dismissal Time
1. Students will walk directly off campus if they are to walk home.
2. Students are to walk to the South parking lot to meet private vehicles.
3. Students will report to the East (front) parking lot to meet day care vans.

Bus Riders
Bus riders shall abide by all rules presented by the teachers and drivers. Failure to obey the rules is a safety violation. Parents, drivers, and the principal are responsible for the reinforcement of appropriate behavior of students on the bus. The bus shall be considered an extension
of the school and classroom. Citations, detention and loss of bus riding privileges are all possible consequences for failing to obey bus rules. Bus riders must have a note signed by a parent/guardian to be allowed to ride a different bus, walk or leave campus with another student's parent. All notes must be verified by the office.

**Bicycle/Scooter Riders**

Bicycle/scooter riders shall abide by the rules to protect themselves and others.

1. Walk bicycles on school grounds.
2. Students are required to wear helmets as stated by CA law and follow all bike riding traffic laws.

To avoid being suspected of vandalizing or stealing parts from a bike/scooter, students should:

1. Park them in the bike rack area.
2. Lock it with a strong (U-shaped) lock - each student should have their own.
3. Leave the bike rack and do not return to it until you are dismissed for the day.
4. Do not sit on or near the bikes at any time.
5. Report anyone observed to be damaging or stealing from bike rack area.

**EMERGENCY RELEASE PROCEDURES**

In case of serious emergency requiring students to be released during school hours and it was necessary for students to leave the school grounds, district buses will be called to bus students to a safe school site. Emergency cards will used to contact parents/guardian and advise them where and when-to pick up their students.

Teachers will remain with their class. A dismissal log will be provided. All parents must sign their own children out. Parents who want to pick up neighbor children or car pool members must have a signed note from the parent allowing other children to ride home with them.

**CLASSROOM VOLUNTEERS**

All parent volunteers helping in the classrooms should arrange this with the classroom teacher in advance and **must check into** the school office upon arrival. All parents chaperoning students and/or attending field trips **must be fingerprinted** through the San Juan Unified School District. Forms must be picked up in the school office. This service is free to parent volunteers.

**FIELD TRIP BEHAVIOR EXPECTATIONS**

*Parents:* Parent chaperones on field trips can be invaluable in providing the supervision and positive reinforcement as outlined in this policy. Parents should be aware, however, that though we do value your participation, it is against district policy to allow siblings to attend field trips, so please make other arrangements for siblings if you wish to attend your student’s field trip.

All parents who are interested in being a parent driver must:

a) Have a valid CA drivers’ license  
   b) Have proof of vehicle registration  
   c) Have proof of insurance as listed on the drivers’ auto declaration page  
   d) Have one working seatbelt in their vehicle for each child to be transported  
   e) Must have fingerprint clearance from the district

*Students:* All students are expected to follow Carriage school rules and any other rules established at the destination. This includes behaving safely and appropriately on the bus and in parent chaperone’s vehicle. Students who fail to follow the rules while on a field trip may have future field trip privileges revoked.
Students who have difficulty behaving appropriately on the playground, in the classroom, or both, may have their field trip privileges revoked by the principal and/or the classroom teacher at any time.

**HEALTH SERVICES**

Every effort is made to make the school building and grounds as safe as possible for your child. In the event of a serious accident at school, every effort will be made to contact the parent or guardian. If contact cannot be made, the alternate emergency contact person(s) listed on the student's emergency card will be called. In extreme emergencies, an ambulance will be called to transport the student to a hospital.

Medications
Since a health nurse is not available at the school, we must adhere strictly to the medication procedures, which are law in the state.

Administration of Medication (Ed. Code Section 49420-49425; District policy 5141.21)

A designated school employee may administer medication during the school hours only upon written request of both the physician and parent(s) or guardian, detailing the method, amount, and time the medication is to be taken. Medication will be administered only to students whose parent and physician deem it necessary for potential life-threatening medical condition or for those who need medication administered during the school day in order to interact appropriately school.

Authorization forms for medication are available in each school office. Medications must be brought to the school office in their original container labeled with the doctor’s prescription. Parents are encouraged to ask the child's physician to prescribe long-acting medication if possible, so that medication does not need to be given at school.

Parents must understand for safety: Students are NOT allowed to transport medication to school. Parents must personally transport all medication to and from school.

School district employees are not responsible for the results of any medication should any undue reaction occur and civil action cannot be brought against them. The major responsibility for a child taking medication rests with the child and the parents.

School personnel will not dispense medication unless the above policy is strictly adhered to.

**ATTENDANCE**

All students are to attend school unless they are ill. If your child will be absent for any reason, please call the school before school starts. Please use the attendance phone to notify the office of your child's absence. The answering machine is checked several times daily. The attendance phone number is 971-5325. All absences must be cleared by a parent/guardian within 5 business days; after that time the absence becomes a truant.

**K-8 ATTENDANCE NOTIFICATION**

Positive attendance supports your student’s achievement. Every day a student misses school, he/she is at risk of falling behind academically. Not only is the missed day lost, the return day is spent catching up. Every day a student attends school is also a lesson in responsibility and commitment.

Chronic absenteeism is defined as missing 10 percent or more of the school year which is equivalent to 18 days out of a 180-day school year regardless of whether absences are excused or unexcused. Truancy refers to unexcused absences and connotes inappropriate student behavior.
Below are the District’s policies and procedures for providing notification of a student’s absences to the school. Please review and follow the reporting procedures. Please this document as directed by your student’s school.

1. REPORTING ABSENCES:
   - Student safety will always remain our number one concern, so always notify the Attendance Office 24 hour line when your child will not be at school.

2. CLEARING ABSENCES:
   - Parents must clear all absences within 5 school days.
   - To clear your child’s absence call the automated attendance number. This line is available 24 hours a day. A Parent can also send a note with their child, or email the school.
   - If you do not notify the school of your child’s absence the school will contact you to clear your child’s absence. You need to respond to the schools request/communication in order to clear your child’s absence.
   - If an absence is not cleared within 5 days it will be recorded as a cut.
   - Verification of Illness:
     San Juan Unified School District allows each parent to excuse up to 10 days without verification of illness from a medical professional or school employee. Anytime your child has a doctor’s appointment and/or documentation requiring them to stay home from school, provide this verification immediately to the attendance office when your student returns to school. These absences will be recorded as verified and will not take away from the 10 day parent excused limit.

3. LEGALLY EXCUSED ABSENCES
   - Illness
     - The District allows 10 days of ‘all day’ illness without doctor’s verification. Absences after that will be recorded as unexcused. Thus whenever you have a doctor’s verification it should be submitted.
   - Quarantine under the direction of a county
   - Medical, dental, optometry, or chiropractic services rendered
   - Attendance at funeral services for a member of immediate family
   - Jury Duty in the manner provided by law
   - Pupil is a custodian of a child who is ill or has a medical appt during school.
   - Religious holidays
   - The following may be excused by the principal with advance approval:
     - Court appearance
     - Employment interview
     - Religious retreats
     - Family emergencies

4. UNEXCUSED ABSENCES
   - Missed the bus
   - Out of town
   - Family vacation
   - Any illness other than the student’s illness
     - Accompany parent to a parent’s appointment, etc.

5. INDEPENDENT STUDY
   If a child will be out of school for five or more days for an unexcused absence (including family vacations), parents need to contact the office at least two weeks in advance of the absence to inquire about an independent study contract. However, an independent study contract is a privilege not a right.

6. CHRONIC ILLNESS
   If your student has a diagnosed chronic illness, you may receive a physician’s authorization to excuse absences for your child. The form requires the treating physician to verify the diagnosis and list symptoms that would not necessitate an office visit, but require the student to remain home from school. With this authorization, the parent sends a note when the child returns to school listing one or more of the symptoms the physician has identified. These absences will be considered doctor verified (excused).
7.  TARDY AND EARLY DISMISSAL PROCEDURES

♦ Students should arrive to school in a timely manner. Tardy or late students must stop at the office to check in.
  o Un-excused tardies over 30 minutes count toward truancy.
  o (Excused tardies=verified medical appointment, late bus, SARB, or illness).

♦ Students leaving school during the day must have a parent/guardian come to the office to sign the student out.

8. TRUANCY

♦ State law defines a truant as a student who has an unexcused absence or is more than 30 minutes tardy three or more days in one school year or a combination of unexcused absences and over 30 minute tardies.

♦ Written notices of truancy and excessive absences are required by law. Parents will receive a letter if their child has been absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year or any combination thereof. A second truancy letter will be sent if the child has two additional unexcused absences. The parent will receive a third truancy letter if a child has one additional unexcused absence, and a parent conference will be required with the school administrator to discuss the child’s absence and how the school can work with the family to ensure the child’s success in school.

9. EXCESSIVE ABSENCE NOTIFICATIONS

If a student has 5 days of excused absences that are not verified by a medical professional or school employee, the parent will receive a Child Welfare & Attendance letter reminding them they have 10 days of parent verified absences available in one school year. When 10 days of parent verified excused absences are recorded, the parent will receive a second Child Welfare & Attendance letter requiring them to provide doctor/dentist etc. verification of illness or treatment for any absence or tardy over 30 minutes. Thereafter when the student is too ill to attend school, absences without verification from a medical professional or school employee will be recorded as unexcused.

• DAMAGED/LOST TEXTBOOKS

When property of the District is lent to students, the Governing Board expects that it shall be returned in a timely manner, with no more than usual wear and tear. Students must be responsible for the proper use and care of textbooks. Any misuse of the textbooks due to carelessness or neglect may be considered a cause to charge the student a fine for the textbook.

If the property has been willfully cut, defaced or otherwise damaged, or if the student refuses to return it at the request of a District employee, the District shall afford the student his/her due process rights and subsequently may withhold the student's grades, diploma and transcripts until the student or parent/guardian has paid all damages. If the student or parent/guardian is unable to pay for the damages or return the property, the District shall provide a program of voluntary work for the student to do instead. When the work is done or the fine is paid, the student's grades, transcripts and diploma shall be released. As provided by law, the parent/guardian of a minor shall be liable for all damages caused by the minor's misconduct. In the case of stolen books, a stolen property report must be filled out and the issue discussed with the administration.

➢ Any textbooks which have been damaged or defaced beyond usable condition are to be considered destroyed and full price for the textbook will be assessed.
➢ If charges for the damaged textbook exceed 50% of the cost of the book, the book is to be considered destroyed and the full price of the textbook will be assessed.
➢ Removal of bar-code labels is PROHIBITED. The Bar-coding System provides a direct link from textbook to student. A student cannot return a book that has been issued to another student. All books returned are accredited to the student to which they were issued.
Refunds may be issued for cases in which lost or misplaced textbooks are found if the textbook is returned in usable condition and provided it is still currently in use. Textbooks that have been paid for in full by a student become the property of the student and shall not be part of the campus inventory.

**BREAKFAST/LUNCH PROGRAM**

Carriage serves hot breakfast and lunch. Milk will be available for those students bringing a bag lunch. Parents are encouraged to put money on a student’s account by making a check out to San Juan Unified School District or logging onto myschoolbucks.com for the number of meals desired. This eliminates the problem of lost or forgotten money. When a student has only 2 meals left on his/her account, a note will be sent home reminding the parent/guardian that their student’s lunch account is almost empty. In this way, the parent/guardian will know immediately when they need to purchase more meals. When a student’s account is empty, they will only be allowed one charge; after that fruit & milk will be given. The student will be allowed to phone a parent or guardian to secure money or a lunch. Under a district program, free or reduced-price lunches are available to qualified families. Forms are available at the school office or online at www.sanjuan.edu.
• **HOME/SCHOOL COMMUNICATION**

  **Contacting a Teacher**

  Teachers welcome your notes and calls. Conferences can be easily arranged. Teachers are usually available to accept phone calls before and immediately after school. All teachers have e-mail and check messages regularly. Please ask for their e-mail address. The office will take messages anytime and the teacher will return the call as soon as practical. Messages for students and teachers, taken by the office, will be delivered to the classrooms either at recess or within the last minutes of the school day. This policy will limit the number of classroom disruptions, which interrupt the students learning. Communication between teacher and parents is extremely important. Please don't hesitate to call if you have a question or concern.

  **School Communication**

  1. The teacher will inform parents of class activities when necessary.
  2. The Carriage Elementary School Bulletin will go out on Tuesdays. If you do not see anything coming home, ask your child about it.
  3. Parents will be immediately notified about their child's quality of work, behavior, academic progress, test results and assignments when necessary.
  4. Parents will be notified before their child is to receive an extra-special award at a school assembly.
  5. Parents will inform the school if the home situation is changing, difficult or there is an unusual event (i.e. divorce, death, remarriage).
  6. PTA meetings will be scheduled on a regular basis.
  7. Parent conferences will occur on a formal and informal basis by appointment.
  8. Parents are encouraged to volunteer to work at Carriage Elementary School.
  9. Classes will not be interrupted to give students or teachers messages from parents unless it is an emergency.

• **HOMEWORK POLICY**

  **Homework:** Students are expected to complete and return all homework as assigned by their teacher. The administration and certificated staff shall design homework plans and assignments so that through their homework, students can reinforce academic skills taught in school and learn how to conduct research effectively, develop ideas creatively and become life-long learners.

  Homework is the responsibility of the student. It is the student's job to develop regular study habits and to do most assignments independently.

  To be effective, homework assignments should not place an undue burden on students and families. Homework should reinforce classroom learning objectives and be related to individual student needs and abilities.

  **Makeup Work:** Students who are absent for any reason other than truancy shall be allowed to complete *all missed classroom assignments* and tests that can be reasonably provided. Upon satisfactory completion and within a reasonable time limit as determined by the teacher, the student shall receive credit. Consequences for missing and incomplete homework can result in the following:
1. Loss of privileges
2. Loss of recesses
3. Restricted school activities
4. Parent contact

**DRESS CODE**

At Carriage Elementary we expect students to come to school prepared to work and learn. Student clothing should be comfortable, practical, and appropriate for elementary school. The best general rule to follow is: clothing and grooming of the student should be such as not to draw attention to the individual. Students who dress inappropriately will be sent to the school office to call for a parent to bring them a change of clothes. If this is not possible, the student may be asked to remain off of the playground for the rest of the day.

Students should follow the guidelines below:

1. Sexually suggestive clothing is inappropriate.
2. No “sagging” - letting pants drop to a level that undergarments or the division of the buttocks can be seen.
3. Neat, clean blouses, shirts, or t-shirts must be worn. Strapless blouses, spaghetti straps, and bare midriffs are not appropriate at school. Shirts must touch the top of the pants when standing with hands raised above the head. No off-the-shoulder wear.
4. Clothing should be clean and free of rips and tears.
5. Clothing should fit appropriately so as not to show undergarments. No sheer or see-through clothing of any kind. No tops with plunging necklines or armholes. Tanks top straps must be at least 3 fingers wide. Jersey-type garments must be worn with a t-shirt underneath. No spaghetti straps.
6. Shorts and skirts must be at fingertip length.
7. No spiked accessories or chains (as jewelry, on clothing or otherwise) are allowed on campus.
8. Dangling earrings are not allowed.
9. No depiction of violence or reference to drugs, sex, alcohol or tobacco on any clothing.
10. No racial slurs on clothing.
11. Clothing which can be construed as a sexual harassment will not be tolerated.
12. No make-up of any kind is allowed.
13. Wallet and clock chains are not to be worn. Belt tips are not to hang below 3 inches.
14. Head covers (hats, caps, scarves) of any kind are not to be worn inside the school buildings.
15. No items with altered writing and/or personalized writings or drawings will be allowed.
16. State law requires that shoes must be worn at all times. Appropriate footwear must be worn in P.E. classes and for outside play times. Not having appropriate dress is not an excuse for non-participation in P.E. Shoes must have a heel strap.
17. No sunglasses are to be worn indoors.

18. Students wearing clothing associated with gangs will be asked to change and/or other appropriate action will be taken.

19. No obscene, drug/alcohol-related, or otherwise inappropriate printed or recorded material is allowed on campus. These items will be confiscated and returned only to a parent or guardian.

20. Tattoos on body are not allowed. Pen or ink drawings are also forbidden, either on clothing or on the students’ bodies. Students will be asked to wash them off and/or call home for a change of clothing.

**GENERAL SCHOOL RULES**

**RESPECT** Students shall treat all people with respect. This means that no people shall be shouted at, talked back to, ignored, disobeyed or interrupted when dealing with students or adults. If students are upset, feel unfairly treated, or have a problem, an arrangement can be made for private discussion. Public displays of temper - shouting, swearing, slamming books and doors, kicking furniture or walls - will not be tolerated. Each adult will work to treat every child with the same respect.

**HANDS OFF POLICY** Students are to keep their hands and feet off others, solving problems by using words and adult support when necessary.

**SCHOOL PROPERTY** Students shall not write on desks, books or walls. Bathroom fixtures are not to be tampered with. Students will be assigned after school time to thoroughly wash and/or sand any desk or wall defaced. Parents will be charged for any repairs necessary.

**PUBLIC PROPERTY** Every student is responsible for the condition of books and materials borrowed. Students are encouraged to cover all assigned books. Instructional materials and playground equipment will be treated with care, and not kicked over the fences. Fees will be charged for lost or damaged books and equipment.

**CLOSED CAMPUS** Students are never to leave the school grounds at any time without specific permission from the parent and the principal.

**ITEMS NOT PERMITTED** Students are not to bring gum, radios, earphones, CD players, tape recorders, trading cards/objects, sharpie markers or toys to school, or any item not specifically approved by the teacher. Any object used in a disruptive manner will be taken and held until the end of the day. The second time the object is taken, the student’s parents will have to come to school to pick up the object, or it will not be returned until the end of the trimester. School is not responsible for lost, stolen, or damaged personal items.

**SPORTSMANSHIP** Fair and reasonable behavior is expected of all students especially when playing a sport. They should conduct themselves in honest rivalry with graceful acceptance of results.

**OFFICE BEHAVIOR** Students are not to come to the office without specific permission and a pass from the teacher or yard staff. Quiet voices and manners are required when in the office.

**DANGEROUS ITEMS OR REPLICAS** Students are forbidden to bring matches, firecrackers, knives, pepper spray, tobacco, alcohol or drugs.

**PROFANITY** Swearing will be reason for detention and loss of privileges. Swearing to intimidate others is reason for suspension.
MESSENGERS If students have information that affects the safety of other students/staff, they are to report it immediately to the nearest adult. Students who withhold this information from staff or spread negative messages/rumors about students to other students will accept responsibility for their choices.

CELL PHONES Current state law allows students to bring cell phones to school, with parental permission, for use during an emergency. District policy permits the use of cell phones for emergencies only. For non-emergency situations, cell phone use is not allowed on school campus during school hours. Students who have cell phones for emergency purposes must keep them turned off and in backpacks while on school campus. Cell phones are not to be used to call parents, friends, or relatives while on campus or in place of school phones except for extreme emergencies (life threatening situations where the school does not have other means of communication) or when directed by a school official. So that the learning environment will not be compromised, the following consequences are in place to maintain the educational setting:

a) First time phone violation will result in the phone being taken by the teacher for the remainder of the day. It will be returned to the student at the end of the school day.

b) Second time phone violation will result in the phone being taken by the teacher. The parent must come to the school and retrieve the phone.

c) Third time phone violation could result in the student being suspended from school for one day following the incident.

CARRIAGE BEHAVIOR POLICY

The Carriage Behavior Policy is based on mutual respect and a positive environment. Students have the right to learn and teachers have the right to teach in a safe environment that is free of disruption. The goal of our policy is to develop students’ responsibility for their actions.

Students have the right to know what is expected of them and what is considered to be appropriate behavior. All families and staff members will receive a copy of the school handbook containing school rules before the end of the second week of school in the fall. School rules will be reviewed and discussed with students regularly in each classroom. Parents and staff will act as appropriate role models. By the end of the second week of school in the fall, students will be expected to know the school rules and procedures.

The following will not be allowed:
1. Running in the halls
2. Abusive or obscene language or abusive behavior
3. Spitting or obscene gestures or disruptive noises
4. Fighting, teasing, wrestling or chasing games
5. Gum chewing
6. Roller skates, rollerblades, toys, electronic games, radios, and portable music devices are not allowed
7. Playing in unsupervised areas
8. Leaving school grounds without permission
9. Destruction of school or personal property such as:
   A) Writing on walls, sharpie markers
   B) Littering
   C) Improper care of textbooks, furniture, and equipment
10. Drinking of alcoholic beverages, smoking, or use and/or possession of drugs
11. Dangerous objects, such as guns, knives or any object that might be considered dangerous.
Classroom
1. Classrooms are to be considered by students as a place of business.
2. Students shall be on time for class daily. Teachers may require students to make up time for unexcused tardies.
3. Students are not allowed to be in classroom unless an adult is present.
4. Students are not to be out of the classroom without specific permission of the teacher and a pass.
5. Outside disagreements taking place on the playground are not to be carried into the classroom. The teacher must not be interrupted while teaching unless there is an emergency.
6. Students shall complete all work as assigned. Homework shall be turned in on time. Assigned work is indeed an order by the teacher and shall be well organized, legible, completed with approved headings. All work not in on time shall be made up.

Bathrooms
1. Students are to use restrooms and get drinks of water during recess, if possible.
2. No loitering inside or outside bathrooms. Students are to get in and out of the bathroom without playing or waiting for another student(s).
3. No paper towels are to be thrown on the walls, stuffed in toilets or taken outside of bathrooms.
4. Students are not to write on any surface in the school bathrooms.

Playground
1. Students should not bring any playground equipment from home, unless approved by the teacher. If approved, all items will be shared with students.
2. No kicking balls over the fence
3. No blocking games
4. No throwing balls at students with harmful intentions
5. No climbing fences or trees
6. Drinking fountain behind backstop is not to be a "hangout"
7. Jumping, standing on benches not permitted
8. Bark is not to be thrown
9. No tag or chasing games are allowed in the bark area
10. No standing on bars; no sitting on bars higher than 4 feet
11. One person at a time going in one direction on the bars
12. Do not climb walls or fences to retrieve balls from Mesa Verde High School or the street
13. All equipment on or brought to the playground is to be shared
14. Forbidden activities: throwing inappropriate objects, chicken fighting on the bars, crack the whip, tackle football and play fighting/wrestling or any other unsafe play.
15. Students are not to call to passing vehicles, people, or throw objects over the fence.
16. Students should understand that the play equipment in the bark area is to be used as it was intended.
17. Jumping off the equipment or any other unsafe play may result in serious injury.
18. No food or drink bottles are allowed on the playground.

Cafeteria
1. The cafeteria shall be considered a safe, healthy and organized place of eating and conversation.
   a. No throwing/tossing/sharing food
   b. No running or sliding when entering or exiting
   c. No outside voices
2. When the whistle is blown signaling the end of lunch recess, students are to stop playing and report to the line-up area.
3. Students are to line up with their class in alphabetical order.
4. Loitering in bathroom areas, sitting on benches or continuing to play will result in recess detention.
5. Students shall enter and exit in a quiet and orderly fashion.
6. Playground equipment is to be kept in a holding area as determined by yard staff.
7. No “cutting” in the lunch line, students should line up in alphabetical order.
8. While eating students shall:
   a) Use quiet conversational tones
   b) Remain seated until dismissed by supervisor
   c) Not throw or play with food or utensils at any time
   d) Respond positively to directions from adults working in the lunch room
   e) Clean the table and floor area of their space before being excused
   f) Dispose of all leftover food, plastic and paper items and stack trays properly on the tray cart
   g) Take no food or candy from the cafeteria
   h) Use the appropriate exits and walk in the hallway
   i) When dismissed from cafeteria, students are to go directly to the yard or classroom - no loitering in the halls

**Students not following the cafeteria rules will be reminded of expectation. Students who repeat inappropriate behavior will be sent to a quiet table for the remainder of the lunch period.**

**Online Bullying**

Exciting new technologies provide students with direct access to family members, friends, new ideas, art, education, global connections, AND they offer an overabundance of opportunities for intimidation, bullying, harassment and abuse.

A cyber bully is “Anyone who repeatedly misuses technology to harass, intimidate, or terrorize another person. Usually such bullying takes the form of inappropriate and hurtful e-mails, instant messages, text messages, or website posts involving threats or rumors. Often the author is disguised as someone else (Franek 2004)”. Disguised or not, cyber bulling can often be tracked and the bullies exposed. As in other bullying and harassment incidents, serious consequences can result for those who choose to initiate or participate in these activities.

While SJUSD schools have very strict rules for web access, those rules and the school staff who enforce them do not arrive at home in student’s backpacks. Therefore, it is up to parents to protect children from online stalking, bullying and other harassment at home.

**Tips for Parents**

- Educate yourselves.
- Review the Internet rules at your child’s school.
- Encourage your children to talk with you about any negative messages they receive.
- Talk with your children about your family values and your expectations for using technology.

**Resources:**

http://www.cyberbullying.ca/
http://www.stopcyberbullying.org
PLANS FOR TEACHING APPROPRIATE BEHAVIOR

Carriage School Behavior Policy is based on mutual respect and a positive environment. Students have the right to learn and teachers have the right to teach in a safe environment that is free from disruptions. The goal of our philosophy is to develop students’ responsibility for their actions. Carriage uses a school-wide Positive Behavior Plan that is based on the following basic rules:

1. Be Safe
2. Be Respectful
3. Be Responsible
4. Be a Good Communicator

Students will be recognized in the classrooms, at assemblies, and with good marks in “Social Skills” on report cards when they accept these responsibilities as good citizens. Every staff member will be reinforcing positive behavior in all students at Carriage, as well as in their own classrooms. We like to look toward the positive when teaching appropriate behavior.

To improve the behavior of students who continually choose to disobey school and class rules and procedures, a plan of consequences will be enforced as outlined below. Areas of concern such as fighting, willful disobedience, provoking or participating in unsafe behaviors, disrespect, and unsafe use of equipment, tardiness, and disruptive behavior will result in the following actions:

1. Reminders/ warnings
2. Time out
3. Loss of privilege or detention
4. Parent contact
5. Student and Principal conference
6. Teacher, parent, student, and principal conference
7. Student behavior contract
8. Suspension/Expulsion

If the incident falls under reasons for suspension/expulsion, actions will follow the San Juan Unified School District Causes for Suspension/Expulsion.

SUSPENSION AND EXPULSION

A pupil may be suspended or expelled for acts which are enumerated in the section above and related to school activity or attendance which occur at any time, including but not limited to: (1) while on school grounds; (2) while going to or coming from school; (3) during the lunch period, whether on or off campus; or (4) during, or while going to or coming from, a school-sponsored activity; i.e. school-sponsored afternoon and night events. Suspension means a removal of a student from ongoing instruction for adjustment purposes. It also means that the student is not to attend or participate in school activities for the duration of the suspension. Parents are required to respond to a conference regarding a suspension before the suspended student is returned to class. Suspensions are recorded on the student’s daily attendance and a copy of the suspension report is filed in the student’s cum file.

Expulsion means removal of a student from the supervision and control or the general supervision of school personnel. A student who is expelled shall not attend any school or alternative instructional program within the San Juan Unified School District for duration of the expulsion. Students are recommended for expulsion from the San Juan Unified School District when any of the acts listed under suspension involve a continuing danger to the physical safety of the student or others, or involve a threat to disrupting the educational process.
The K-12 Pupil Behavior Guidelines are designed to allow school administration to assess incidents on an individual basis, and to issue pupil discipline that is age appropriate and based on a progressive discipline model.

California Education Code section 48900.5(a) states, “Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil’s presence causes a danger to persons.”

School site administrators may use discretion when warranted to provide other means of correction to suspension and/or expulsion.

<table>
<thead>
<tr>
<th>Education Code</th>
<th>Other Means of Correction</th>
<th>May Suspend</th>
<th>May Recommend Expulsion</th>
<th>Contact Safe Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>48900(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
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<tr>
<td>Threats</td>
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<tr>
<td>Fight</td>
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<tr>
<td>48900(a)(2) Willfully used force or violence upon the person of another, except in self-defense. (Reference: 48915(a)(2)(A) and 48915(a)(1)(E))</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>48900(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal. (Reference: 48915(a)(1)(B), 48915(c)(1), 48915(c)(2), and 48915(c)(3))</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>48900(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
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<tr>
<td>Under the influence</td>
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<tr>
<td>Possession</td>
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<tr>
<td>Furnishing</td>
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<tr>
<td>Sale (Reference: 48915(a)(1)(C), and 48915(c)(3))</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>48900(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
</tr>
<tr>
<td>Education Code</td>
<td>Other Means of Correction</td>
<td>May Suspend</td>
<td>May Recommend Expulsion</td>
<td>Contact Safe Schools</td>
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<tr>
<td>48900(e) Committed or attempted to commit robbery or extortion</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
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<tr>
<td>(Reference 48915(a)(1)(D))</td>
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<tr>
<td>48900(f) Caused or attempted to cause damage to school property or private property</td>
<td>May be considered</td>
<td>Yes</td>
<td>No</td>
<td>Optional</td>
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<tr>
<td>Minimal damage</td>
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<tr>
<td>Extensive damage</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>48900(g) Stole or attempted to steal school property or private property</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
</tr>
<tr>
<td>48900(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigarettes, clove cigarettes, smokeless tobacco, snuff, chew packets, and nasal tobacco. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.</td>
<td>May be considered</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>48900(i) Committed an obscene act or engaged in habitual profanity or vulgarity</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
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<tr>
<td>Obscene act</td>
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<tr>
<td>Habitual Profanity</td>
<td>May be considered</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>48900(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.</td>
<td>May be considered</td>
<td>Yes</td>
<td>No</td>
<td>Optional</td>
</tr>
<tr>
<td>48900(k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties; (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.</td>
<td>Must be considered</td>
<td>Yes</td>
<td>In-school suspension for K-3</td>
<td>No</td>
</tr>
<tr>
<td>48900(l) Knowingly received stolen school property or private property.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
</tr>
<tr>
<td>48900(m) Possessed an imitation firearm. As used in this section, &quot;imitation firearm&quot; means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
</tr>
<tr>
<td>48900(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 284, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code. (Reference 48915(c)(4))</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>48900(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
</tr>
<tr>
<td>48900(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>Education Code</td>
<td>Other Means of Correction</td>
<td>May Suspend</td>
<td>May Recommend Expulsion</td>
<td>Contact Safe Schools</td>
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<tr>
<td>48500(a)</td>
<td>Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school- sanctioned events.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48500(b)</td>
<td>Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act. ** New Law – 48500.9 regarding victims - See Below</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48500.2</td>
<td>A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion. However, in this section, subject to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48500.3</td>
<td>In addition to the reasons specified in Section 48500, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purpose of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48500.4</td>
<td>In addition to the reasons set forth in Sections 48500 and 48500.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (a) of Section 253.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48500.5</td>
<td>In addition to the grounds specified in Sections 48500 and 48500.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting classroom, creating substantial disorder, and invading the rights of other school personnel or pupils by creating an intimidating or hostile educational environment.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48500.6</td>
<td>In addition to the reasons specified in Sections 48500, 48500.2, and 48500.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terrorist threats against school officials or school property, or both.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48515(a)(1)(B)</td>
<td>Possession of any knife or other dangerous object of no reasonable use to the pupil.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
School District Responsibilities

A pupil shall not be disciplined, suspended, or recommended for expulsion unless the superintendent, a designee or the principal of the school in which the pupil is enrolled determines the pupil has violated one or more parts of the California Education Code. A pupil may be disciplined, suspended or expelled for acts enumerated in the California Education Code that are related to school activity or school attendance occurring at any district school or within any other school district, including, but not limited to, any of the following: while on school grounds; while going to or coming from school; during the lunch period whether on or off campus; during, while going to or coming from a school-sponsored activity.

Student Responsibilities

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teacher(s) of the schools - California Education Code section 48908.

Parent/Guardian Home Interventions - When Pupil Is Suspended

Please make the home suspension a teachable moment for your student. Consider the following strategies: Request homework and missed assignments for the period of suspension (it may take teachers a day or two to put this work together for you). Make sure the pupil completes any missed assignments. During the suspension, try to make this time as boring as possible so they won't want to be on suspension again. Provide adult supervision on the day(s) of suspension. Limit or restrict access to television, phone, internet, video games, and friends. Help the pupil think of other ways they could have dealt with the situation. Pupils are less likely to get into trouble when they are involved in positive activities. Find something the pupil likes and get them involved (sports, arts, youth groups, drama, etc.). Connect with community resources to help the pupil - see www.211Sacramento.org or ask a school counselor/administrator. The goal of suspension is for the pupil to learn from their mistakes and not repeat them.
Definitions

Suspension: is the removal of a pupil from the classroom for disciplinary reasons for a defined period of time. A principal or designee may suspend a pupil for up to five days. A suspension may be extended under certain conditions. Pupils placed on home suspension are not permitted on or near the school campus, nor are they allowed to participate in any school activities during suspension.

Expulsion: as ordered by the Board of Education, is the removal of a pupil from all schools in the San Juan Unified School District for violating California Education Code. The expulsion is for a defined period of time not to exceed one calendar year.

Brandishing: is to wave a weapon menacingly.

Assault: is an unlawful attempt, coupled with present ability, to commit a violent injury on the person of another.

Battery: is any willful and unlawful use of force or violence upon the person of another.

Serious bodily injury: means a serious impairment of physical condition, including, but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement.

Self-defense: to establish the defense, the person must be free from fault or provocation; must have no means of escape or retreat; and there must be an impending peril.

Terroristic threat: shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Bullying: any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Education Code section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a reasonable pupil or pupil in fear of harm to that pupil’s or those pupils’ person or property.
- Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

Electronic act: the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

1. A message, text, sound, or image.
2. A post on a social network Internet Web site including, but not limited to:
   a) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in the definition of bullying.
   b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in the definition of bullying. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed that the pupil was or is the pupil who was impersonated.
   c) Creating a false profile for the purpose of having one or more of the effects listed in the definition of bullying. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile. Notwithstanding an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet. "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

**Section 48900.9

The superintendent of a school district or the principal of a school may refer a victim of, witness to, or other pupil affected by, an act of bullying, as defined in paragraph (1) of subdivision (r) of Section 48900, committed on or after January 1, 2015, to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling, as appropriate.
CARRIAGE PARENT/STUDENT AGREEMENT

The community vision for Carriage Elementary is for students, parents and staff to work cooperatively in a safe and caring environment where all students can learn, be successful and prepare themselves to contribute to a changing world.

To accomplish this, parents, teachers and students need to work together. We ask that you do this by completing and signing the part of the agreement that belongs to you and return it to your child’s teacher.

Attendance:
I have read these procedures and understand it is my responsibility to meet the attendance and notification requirements.

Students Trips to Mesa Verde High School:
I understand that my child may be taken to Mesa Verde High School for the purpose of plays, production practice, PE, etc. These trips would be part of Carriage curriculum and students would be under certificated supervision. The information I provided on my child’s emergency card would apply to these events.

Release of Student work:
It is the policy of San Juan Unified School District to not release student work without express written permission from parent/guardians or students if over the age of 18. In an effort to promote the visual and performing arts, San Juan Unified School District has partnered with outside organizations to display, distribute, and potentially sell student artwork and audio and/or video recordings of student performances. Student work chosen as part of this partnership may be posted on the Internet including Web sites of outside organizations, displayed in local business and other public venues, and/or presented at public meetings.

By signing this permission form, you acknowledge receipt of this notice and consent to the use of your student’s work in promoting the visual and performing arts.

School:
I have read and discussed the Carriage Elementary School Handbook with my child. I agree with the Carriage Elementary Philosophy and Behavior Code and am willing to accept all responsibilities as written. I understand if my child/children fails to fulfill their commitment to the school and programs, and no agreeable arrangements can be made, it is possible that my child may be transferred to another school within the San Juan Unified School District.

Return this page to your child’s teacher promptly. Thank you.

___________________________________________________
Child's Name

___________________________________________________        ____________
Teacher                Room #

___________________________________________________
Student Signature

___________________________________________________          ____________
Parent Signature                 Date