

2016/2017 PARENT/STUDENT HANDBOOK



An infographic titled 'Engaging Students' in a blue banner. It features several icons and text labels for different school activities: STEM (rocket, gears, atom), Music (guitar, palette), Middle School Electives (guitar, palette), Athletics (soccer player), Extra Curricular Activities (telescope), Fieldtrips (classroom building), One to One Tech Tablets (two tablets), and Leadership & Community Service Opportunities (lightbulb in a box).

North Cow Creek Elementary School
10619 Swede Creek Road ❖ Palo Cedro, CA ❖ 96073
(530) 549-4488 ❖ Fax: (530) 549-4490
<http://www.northcowcreek.org>

**MISSION
STATEMENT**

The mission of the North Cow Creek School community (parents, students and staff) is to develop in all students the skills to maximize and value their academic potential, social abilities, and personal fitness. Each student will demonstrate continuous progress using a variety of instructional approaches measured by both formal and informal assessments throughout the year. Students who need assistance will receive the benefits of available resources to reach their individual potential in all curricular areas. In partnership with the community, we will work to foster an environment of trust, respect and responsible citizenship.

Dear Parents and Students:

On behalf of the staff and School Board members, welcome to the 2016/2017 school year. We are excited that you are a part of the North Cow Creek School family.

There are many exciting activities and events on the horizon for this school year including some of the following:

- Expanding our focus on extra-curricular activities for our 7th and 8th grade program as well as piloting an online elective program.
- Adding more opportunities for students to participate in leadership opportunities through classroom and school jobs as well as community service opportunities for our 7th and 8th graders.
- Stronger emphasis on Science, Technology, Engineering, and Math (STEM) activities for students through computer programming and robotics.
- Piloting a language arts program for grades K-6 which has more options for student engagement, challenge, and intervention.

In addition, we will continue to work on our communication between school and home as we insure all parents have access through our mobile and online communication options, and parents of students in grades 4-8 have access to their child's academic grades in our student information system.

We hope you will get involved through our EdFoundation, by volunteering in the classroom, and being able to join us during the many extra-curricular fieldtrips and activities. Thank you for the support you give the staff and your students.

Kevin Kurtz
Superintendent/Principal

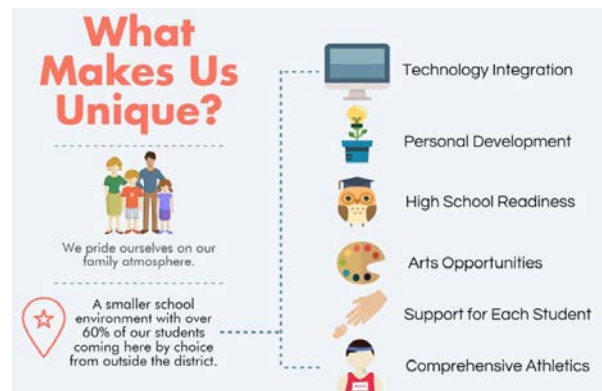


Table of Contents

Schedules	4
Personnel	4
After School Care Program	5
Arrival & Departure Procedures	5
Attendance.....	5
Back to School/Open House	6
Behavior Plan	7
Bicycles	9
Birthday Celebrations.....	9
Cell Phones	9
Child Success Team (CST).....	10
Communication/Aeries Access to Student Information	10
Confidentiality and Student Privacy.....	11
Classroom Interruptions	11
Closed Campus	11
Dress Code.....	12
Eligibility Requirements.....	13
Emergency Procedures.....	14
Fieldtrips & Extra-Curricular Activities	14
Head Lice	15
Homework and Missed Classwork	15
Independent/Travel Study	15
Insurance Information	16
Lost and Found	16
Medication	16
Messages to Students	16
Nondiscrimination/Harassment	16
Recognition Program	17
Resolving Concerns.....	18
School Meals	18
Snacks.....	18
Sports	18
Student Fees	19
Student Health and Injuries.....	19
Technology Use.....	19
Textbooks and Assigned Classroom Materials.....	19
Tobacco Free School Site.....	19
Volunteers and Visitors	20
 APPENDIX	
Extra-Curricular Contract	21 (A)
Acceptable Use Contract	26 (B)
8 th Grade Year	31 (C)

Schedules

	Grades TK, K, 1, 2, 3	Grades 4, 5, 6, 7, 8
Breakfast	7:45	7:45
Campus Opens	8:00	8:00
Class Begins	8:25	8:25
Recess	10:00 – 10:20	10:20 – 10:40
Lunch	12:00 – 12:45	12:15 – 1:00
Dismissal	2:30	3:00

Minimum Days: All students dismissed at 12:00 PM.

Personnel

We are privileged to have a very supportive, innovative, and conscientious Board of Trustees. For the 2016-2017, your elected Board includes:

Eileen Travis – President
Cindy Butler – Clerk
Jim Brimble
Kevin Butler
Allen Toney

<u>Support Staff</u>	<u>Elementary Staff</u>
Superintendent/Principal: Kevin Kurtz	Preschool: Sandra Butler
Technology Coordinator: Eric Jones	Kinder/Transitional K: Devin Podesta
Administrative Assistant: Lori Brunelli	Kindergarten: Holly Flagg
Attendance: Jeanne Pike	First Grade: Loretta Crljenica
Maintenance/Custodial: David Burnett	Second Grade: Giovanna DeGiorgio
Maintenance/Custodial: Coco Smith	Third Grade: Michael Infantino
Sp Ed/Intervention: Ilene Infantino	Fourth Grade: Greg Lawson
Instructional Tech: Christina Acosta	Fifth Grade: Cindy Willhite
Music: Katie Narf	Sixth Grade: Susan Grabek
Nurse: Margaret Sanders	
Paraprofessional: Gina Cook	<u>Middle School</u>
Paraprofessional: Melinda Simmons	ELA/Social St. Olivia Mitchell
Paraprofessional: Nancy Vaughn	Science/Math: Damon Donnelley
Paraprofessional: Kellie Chesnut	
Speech: Trish Alba	

After School Care Program

After school care is provided from 2:30 (for K-3) AND 3:00 (FOR 4-8) UNTIL 5:30 when school is in session. There is a \$3.50 per hour fee, prorated in 15 minute increments. There is a one-time \$20 fee for initial registration. Students not picked up by 5:30 will be charged a minimum \$5.00 for the first 15 minutes and for each 15 minutes the parent is late. Accounts must be prepaid. Statements will be sent on the 5th of each month showing usage and account balances. A parent, who does not utilize the program but needs care for their student due to an emergency, will be billed at \$5.00 per hour prorated in 15 minute increments.

Arrival & Departure Procedures

Drop Off: Students eating breakfast may arrive at 7:45. We stop serving breakfast at 8:15. All other students may arrive at 8:00. We have limited staff supervision prior to 8:00.

When dropping off, please drive through the drop off lane in front of the office. Please do not get out of your car. If you would like to walk your child to the playground we ask that you park in a marked stall.

Pick Up: Please wait for your child outside the school building and main campus area. Please use the right five lanes for picking up and not the drive through lane.

Early Pick Up: When picking up your child early, please come to the office to sign them out. A staff member will call your child's classroom and have them sent to the office. We ask that early pick-up be kept to a minimum and calling for student disrupts class instructional time. Excessive early pick-ups may result in a truancy report being made.

Changes in Pick Up Routine: If there is a change in who will be picking your child up, please send a note with your child in the morning. Please note that we cannot release your child to anyone not listed on the emergency card. Parents are encouraged to add multiple individuals who could possibly pick up their child to the emergency card information.



Attendance

Excused absences are given for health reasons, attendance at a funeral service for a family member, appearance in court or observation of a religious holiday or ceremony. Whenever a student needs to attend an event or activity that will take them away from school we ask that they attend for as much of the school day as possible. We also ask that every effort be made to schedule medical appointments after the school day ends.

If your child(ren) will be absent, please notify the school or send a note to school when the child returns. Absences can be reported using one of the following procedures:

1. Call the office directly at 549-4488
2. Email the school: nccs@northcowcreek.org

Tardiness/Late Arrival: Students are considered tardy to school if they are not in their classroom when the 8:30 bell rings. After 8:30, students must check in through the front office before going to their classroom.

Truancy: Students who are absent, late or early dismissals on a regular basis are considered truant. The school is required to follow the procedures outlined below in reporting truancy to parents:

Number of Unexcused Absences or Tardies ¹	Action
3	Informational truancy letter ² sent home
4	Truancy letter 2 sent home/Parent phone conference with school personnel
5	Truancy letter 3 sent home/Attendance review meeting held with the school principal, parent and student
6	Truancy letter 4 sent home/Referral made to SARB ³ and/or a Child Success Team ⁴ scheduled

² The school is required to follow a specific letter template when composing the truancy letters.

Back to School Night/Open House Night

Back to School Night

During Back to School night teachers provide parents with an overview of the school year and specific classroom policies, rules and procedures. We ask that students remain at home during this evening. There will be a Back-to-School night for kindergarten parents before school starts and for students in grades 1 – 8 after school has begun.



Parent Teacher Conferences

Near the end of the first trimester individual conferences are scheduled to discuss your child's progress. Parents will be contacted to schedule this meeting. All parents are encouraged to participate so that we can maximize the success of their child.

Throughout the year, parents are encouraged to contact their child's teacher to discuss any concerns or questions.

Open House

Open House is scheduled in the spring. Families can tour the classrooms and see many of the culminating projects and learning experiences of the students.

Behavior Plan

We use a school-wide behavior program in which staff work proactively with students using clear expectations for behavior and positive strategies where students learn respect for others, themselves and learning. Helping students achieve these goals is everyone's responsibility. The behavior program is based on the following expectations:

- **Be Safe** by choosing actions that protect others and me.
- **Be Responsible** by following through with commitments and acting in a way that supports my country, my community, my school, my family, my peers, and me.
- **Be Respectful** by choosing actions and words that convey my own values and needs while also respecting the values and needs of others.

In order to give students the tools to successfully master these three principles, we use the **Leader in Me** program which is based on Steven Covey's "Seven Habits for Highly Effective People." These seven habits include:

- **I am a proactive person** by making sure my words and actions help make North Cow Creek School a safe and positive place for everyone.
- **I begin with the end in mind** by looking for ways to be a student who makes good choices that helps us all be successful.
- **I put first things first**, by using time wisely so that my work is done and I say no to things that prevent me from being a positive and successful person.
- **I think Win-Win** by working positively with others so that we all learn and grow as individuals.
- **I seek first to understand and then to be understood** by being a good listener and by being respectful and courageous in sharing my ideas.
- **I synergize** by getting along with others and working cooperatively with others.
- **I sharpen the saw** by continuing to develop my skills and talents that will help prepare me for personal and professional success.

Students may not bring the following items to school. Any items confiscated from students will be kept and returned at the end of the day. If an item is brought again, it may be confiscated and returned to their parent only. There may be times when a teacher will give approval for certain items to be brought in conjunction with a special activity.

Aerosol Cans	Gum	Sunflower Seeds
Audio Devices	Laser Light/Pointers	Tobacco (in any form)
Balloons	Matches/Lighters	Toy Guns or Knives
Bandanas	Personal Sports Equipment	Trading Cards
Balls/Athletic Equipment	Personal Toys	Video Devices
Cameras		Wheelie Shoes
Electric Games		

(This is not a comprehensive list and other items may be prohibited by school staff)

Cyber Behaviors: A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, verbal assaults, or use of technology to create social isolation, teasing, or manipulation.

Classroom Consequences: Each teacher will develop an assertive discipline plan that includes steps that will be taken to provide consequences for misbehavior that will help a student reflect on their misbehavior; develop a desire to correct the behavior; and to communicate with the child's parents.

Playground Consequences: When a student breaks a rule on the playground the playground supervisor will time out a student for 10 minutes. If a student breaks the rule again, their teacher will be notified and the classroom discipline plan implemented.

Office Referrals: Referrals are issued to students who have passed through the classroom consequence system. In addition, students can be issued a citation from their classroom teacher, playground supervisor and/or principal for one of the following:

- **Causing Bodily Harm:** Pushing, fighting, leaving any mark, stabbing with an object)
- **Defiance:** Refusal to follow school rules or procedures, repeatedly breaking the same rules on purpose, refusal to work after administering systematic supervision.
- **Inappropriate Language:** Profanity, foul gestures, derogatory terms, etc.
- **Disrespecting school/personal property:** Writing on walls, bathroom destruction, stealing, vandalism, etc.
- **Disrespecting Others:** Put downs, spreading rumors, sarcastic tone when speaking to adults on campus, spitting, etc.
- **Harassment:** Bullying, verbally or physically intimidating, sexual comments or behaviors, etc.
- **Others:** Any other behavior not listed above that is detrimental to a positive learning environment for our students and staff.

Administrative Consequences: Consequences given for office referrals will appropriately reflect the misbehavior of the student and the number of referrals the student has received. In general, the first office visit will result in a warning, and subsequent visits will result in removal from the classroom, recess detention, or suspension.

Suspension/Dismissal: Student Disciplinary Procedures and Conduct Code - Refer to the California Penal Code and Education Code Sections 48900-48927

NCCS maintains a comprehensive set of student discipline policies. The school administration may, pursuant to the school's adopted policies, suspend students who fail to comply with these policies at any time. Students who habitually fail to comply with these policies and/or who present an immediate threat to health and safety may also be suspended and later dismissed by the school's governing board upon recommendation of the administrator. The policies will conform to applicable federal law regarding students with exceptional needs. Prior to dismissal, students will be accorded due process.

In accordance with California Education Code 48915, a student in grades 4-8 who has committed one of more of the following acts must be immediately suspended and recommended for expulsion and/or removal from NCCS. Possessing, selling or otherwise furnishing a firearm when a school employee verifies firearm possession, unless the student obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or his/her designee; brandishing a knife at another person; unlawfully selling a controlled substance; committing or attempting to commit a sexual assault or committing a sexual battery; possession of an explosive.

Bicycles, Skateboards & Scooters



Students may ride their bicycles, skateboard or scooter to school providing they wear a helmet and follow safety procedures and laws. Students are to walk these items across all streets when entering the school campus as well as at all times while on campus. The school may revoke a student's right to have these items on campus if a student does not follow these guidelines. Bicycles, skateboards and scooters must be kept at the bike rack under the school marquee and should be locked at all times. Items left unlocked are at risk of being stolen. The school is not responsible should these items be stolen or damaged.

Birthday Celebrations

Parents wishing to recognize their child's birthday at school are encouraged to utilize one of the following suggestions instead of bringing food/treats:

1. Purchase a book for the classroom library. The child's name will be placed in the book and the child will have an opportunity to share the book with their class prior to it being placed in the library.
2. Purchase a pencil or eraser for each student in the classroom.
3. If parents wish to bring a treat (cookie, etc.), we ask that they check with the teacher first. Many have specific times treats can be brought or specific requests on the types of treats.

If parents are planning a party for their child outside of school, we ask that no individual invitations be given out at school and that either the entire class is invited or invitations are mailed home.

Birthday Balloons and Flowers: These items cause a significant distraction and safety concern in the classroom. As a result, we do not allow balloons, flower arrangements, or other gift-type items.

Cell Phones

Student's bringing a cell phone to school must keep the phone in the off position and put away in their backpack once the student enters through a gate onto the main campus. Any cell phone found to be out and/or on while a student is within the main campus will be taken from the student and returned at the end of the day on the first offense; taken and returned to

the parent on the second offense. Multiple infractions will result in the cell phone needing to be checked in at the office. The school is not responsible for damaged or stolen cell phones.

Using cell phones to take pictures is not allowed at any time and will result in the student receiving a citation.

Child Success Team (CST)



Students who are experiencing difficulties with academics, attendance or behavior may be referred to the Student Success Team (SST). This group is made up of the student's teacher(s), specialists, principal, and parents. As a team, the group reviews the strengths and weaknesses of the student and develops an intervention plan to address the areas needing improvement. Parents are asked to contact their child(ren)'s teacher if they believe an SST is needed.

Communication/Aeries Access to Student Information

We work hard to provide parents with the information they need to support the learning of their child. The following forms of school communication is available:

- Website:** The website is available at www.northcowcreek.org and is the most comprehensive source for information including: district information, School Board information (including agendas and minutes), the school year calendar, the school's master calendar of events and activities, athletic schedule and location of games, as well as links to key information.
- Mobile App:** Available for both android and Apple mobile devices you can download the apps from the Goggle Store or Apple App Store. You'll find the school's master calendar of events and activities and can receive text updates.
- Phone Calls:** The school uses a phone calling system to send out brief announcements via phone and text. If you are not receiving these calls, please contact the office.
- Newsletter:** We publish the monthly school newsletter, Beaver Tales, on the last Friday of each month. The newsletter is published online. However, parents may request to receive it in print form.
- Aeries SIS:** Our student information system (SIS) is hosted by Aeries. Parents of students in grades 4-8 can receive access to this system to monitor their child's grades and attendance. Teachers work hard to update the system within 2 weeks of assignment due dates. Contact the school if you do not have access to this system.

Confidentiality and Student Privacy

Each year parents are asked to fill out a student information/emergency card listing the names and telephone numbers to be used if it is necessary to contact parents or other designated adults during the school day. Please update the card by notifying the office if the information changes. Students can only be dismissed to their parents/guardians or individuals listed on their cards. It is suggested that parents list any friend or family member on the card who could be available to pick up their child(ren).

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. School employees can only share information or educational records about students to their parents or legal guardians unless their parent provides written consent that approves the release of information. If there has been a parent separation, we cannot withhold student information from a parent unless legal documentation is on file that specifically prevents the parent from having access to this information.

Teachers are not able to distribute student directory information to parents for student birthday parties or at-home events unless receiving authorization from parents. Student's earning honors, awards, and recognition will be published in the monthly school newsletter and online. Parents who would not like their child's name listed are asked to contact the school office.

Parents also have the right to inspect and review their child(ren)'s education records and to request copies of all or parts of the record for a copy fee. The request to review and/or receive a copy of student records must be made in writing with the review taking place in the presence of a school official.

Classroom Interruptions

In an effort to enhance the continuity of classroom instruction we make every effort to minimize classroom interruptions. Parents are asked to help by:

1. Informing your child before school of any plans for after school pick-up. Send a note for the classroom teacher if the pick-up plans are different or your child will need to be picked up early.
2. Check each morning to make sure your child has their lunch or lunch money (or credits on their account) and any class materials or homework they will need.
3. Scheduling any classroom visit 24 hours in advance with the teacher. If on campus, minimize conversation with the classroom teacher, especially during class time, allowing the teacher to focus on the students and the instructional program.

Closed Campus

We have a closed campus. Once students arrive on the grounds they must remain until the end of the school day unless a parent/guardian signs them out of the office for an early dismissal. All visitors are asked to sign in at the office.

Dress Code

The dress of students has an impact on the overall school environment. As a result, we ask that students wear clothing that is comfortable, clean, in good repair, and weather appropriate. Students whose clothing does not meet the criteria or the requirements below or whose appearance is disruptive to the educational environment will be asked to call home and will be permitted to return to the classroom when the appropriate corrections are made.



1) General Provisions

- All clothing shall be neat, clean, and acceptable in appearance and shall be worn within the bounds of decency and good taste and appropriately conceal undergarments at all times.
- Any articles of clothing, including belts and jewelry, which display, advocate, denote, or advertise profanity, violence, graffiti, unlawful activity, tobacco, weapons, alcohol, drugs, lewd and sexually degrading images, or racial or ethnically offensive slogans that interfere with school work; create disorder or disrupt the educational process are not allowed.

2) Dangerous Apparel and Accessories

- Jewelry that will not break away if pulled on will not be allowed.
- Other jewelry, which could be weapon-like, will not be allowed.
- Large dangling earrings and hoop earrings are unsafe and could create a hazard to student safety. Therefore these are not allowed to be worn at school. This rule applies to both male and female students.
- Footwear must be worn at all times. Any footwear without heel straps are inappropriate for safety reasons and are not permitted on campus.
- Steel toe shoes, cleats, or spikes are not permitted unless used, with the permission from the coach or athletic director, for an athletic event.
- Un-hemmed clothing shall not be worn at school where student activity poses a danger.
- Attire which may be used as a weapon is not allowed. This includes, but is not limited to, chains, wallet chains, and items with spikes or studs.

3) Pants/Shorts/Skirts

- All pants and shorts must fit at the waist, hips, crotch, and thighs and are not to be baggy or sagging. Pants should be no longer than to the top of the shoe and above the heel.
- Undergarments must be covered at all times.
- Skirts, shorts, and skorts must be at a length where students can curl their fingers around the bottom.
- Students may not wear cut-off jeans or bike shorts.
- Capris may be worn.
- Pajamas are not permitted at school, except for specially designated days.

4) **Shirts/Blouses**

- For safety reasons and to avoid a disruption in the educational process, students must wear shirts which rest securely on the shoulder. Tops must cover the stomach area at all times. Tank tops with straps less than 1 inch in width, spaghetti straps, tube tops, halter tops, see through or off the shoulder blouses, and shirts with racer backs are unacceptable. Mesh jerseys, lace tops, and open-sided shirts are also inappropriate.
- Shirts must fit appropriately and are not to be baggy or excessively large. Students who are wearing shirts that go below the mid-pocket area may be asked to tuck them in.
- Undergarments must be covered at all times.

5) **Headwear**

- For safety reasons, including avoiding ultraviolet damage, heat related illness, etc., students are allowed to wear hats to school. All head coverings, though, must leave the face visible to staff providing supervision.
- Hats must be removed once inside school buildings.
- Hats must be worn with bill forward.
- No inappropriate writing, accessories, etc. will be allowed on hats.
- Students are allowed to wear hooded sweatshirts to school. Students will be required to have hoods down in class and during warm weather.

6) **Other dress limitations**

- Hair that is painted, colored or styled in a manner that distracts classroom learning is not permitted.
- Clothing or accessories that depict drugs, violence, nudity, sexuality, or other mature or illegal themes are not permitted.
- Gang-related clothing or symbols is not permitted

Eligibility Requirements

4-8 grade students desiring to participate in extracurricular activities, including athletics, must maintain a C or better grade in each subject, have satisfactory citizenship/behavior, and maintain a 90% attendance rate.

Students in grades K-3 must maintain a satisfactory rating in their academics, citizenship, and behavior. They must also maintain a 90% attendance rate.

To participate in an activity students must be in attendance for at least ½ the day of the event.

Appendix A is a more detailed contract of the requirements for extracurricular activities.

Emergency Procedures

The school's emergency plan identifies the specific actions for an emergency situation. Students and staff practice emergency procedures such as fire drills and classroom evacuations during the school year.

- **Evacuation:** In the event that an emergency requires evacuation prior to the end of the school day, all students, staff and visitors will be notified and will evacuate to the primary location (blacktop area) or a secondary location on campus if necessary. The principal/designee will work with the classroom teachers to account for all students, staff and visitors. All other students will be dismissed to their parents from a designated pick-up area.
- **Lock-Down:** In the event that an emergency requires students to remain in their classrooms with the classroom doors locked, the students, staff and visitors will be notified over the PA system. Students on the playground will be directed by staff on duty to line up where they will be taken to the nearest classroom or to the multipurpose room. Students already in the multipurpose room will remain in the multipurpose room. The principal, custodian and office personnel will insure doors are locked. Staff will take attendance noting student's name and their teacher so that all students can be accounted for by office personnel who will contact each classroom and location of students. When it is safe to do so, the "all clear" signal will be given and normal student activities will resume.
- **Fire Drills:** Fire drills are conducted on a regular basis. A drill begins with the fire alarm sounding and students walking with their teacher to a designated spot on the blacktop. Once all students are accounted for the "all clear" signal will be given with normal student activities resuming.
- **School Closure:** In the event that school is cancelled due to extreme weather or emergencies the principal will notify the local radio stations (KLXR 1230 AM, KHRD 103.1/93.3 FM, and KVIP 540AM/98.1FM). Parents will be notified by phone and an announcement posted on the school webpage.



Fieldtrips & Extra Curricular Activities

Fieldtrips are scheduled at the classroom teacher's discretion to supplement the classroom curriculum. Fieldtrips are considered an extracurricular activity with student attendance conditional on behavior and meeting school eligibility criteria (see Eligibility Requirements). In order to attend fieldtrip students must return a field trip permission slip signed by their parent/guardian.

Parent chaperones are encouraged and, at times required, on fieldtrips. Chaperones may be required to have a security check, including fingerprinting check, on certain fieldtrips depending on the level of supervision required.

The principal may exclude specific students from attending a fieldtrip whose presence on the trip would pose a safety or disciplinary risk to themselves or other students. (Please review the Extra Curricular Contract in Appendix A).

Head Lice

If a student is found with active, adult head lice, he/she will be sent home along with information about recommended treatment procedures. The student will be able to return to class the following day after being checked by the nurse or designee. The student may be re-examined as appropriate to ensure that re-infestation has not occurred.

Homework and Missed Classwork

Homework is designed to reinforce academic skills taught in school, give students practice in conducting research effectively, and help students develop ideas creatively, and become lifelong learners.

It is the student's job to develop regular study habits and to do most assignments independently. Staff is encouraged to use the parent/guardian as a contributing resource and to structure homework assignments so as to involve the parent/guardian without diminishing the student's sense of responsibility. 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. Parents should contact the classroom teacher if their child is struggling to complete homework in the time frame described below.



Homework Guidelines

PRIMARY STUDENTS (K, 1, 2, and 3) are expected to spend an average of 20 minutes on homework, four or five days a week. Parents/guardians are encouraged to read to their child(ren) each evening. Homework assignments in grades 1-2-3 promote the development of skills and encourage family participation.

INTERMEDIATE STUDENTS (4, 5) are expected to spend an average of 40-50 minutes on homework, four or five days a week. In grades 4-5, homework should continue to reinforce skill development and encourage family participation. Assignments should help develop good personal study habits, and may include occasional special projects.

UPPER GRADE STUDENTS (6, 7, and 8) are encouraged to spend a minimum of 60 minutes to a maximum of 90 minutes on homework, four or five days a week. Late homework in 6th grade is accepted one day late with reduced credit

Students shall be given the opportunity to make up school work missed because of an excused absence and shall receive full credit if the work is turned in according to a reasonable make-up schedule as determined by the teacher. Teachers may require a suspended student to complete any assignments and tests missed during suspension. (Ed. Code 48913) Students who miss school work because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit.

Independent/Travel Study

Students who will be out of school for five (5) or more days and for reasons other than illness may be eligible for Independent/Travel Study. Please request Independent/Travel Study from the school office at least five (5) days prior to the planned absence so that teachers can prepare the materials. A contract signed by the parent, student, teacher and administrator is required. This contract specifies the amount of work to be completed, when the work will be

returned to the teacher, and how the work will be graded. Students who complete and return the required work on the date specified in the contract will receive credit for the work with their absence counted as unexcused.

Insurance Information

The district does not provide accident medical insurance for school related injuries either on campus or while attending school-related activities/fieldtrips. Affordable insurance plans to help in the event of an accident are available through a private company not connected to the district. Information regarding this insurance is sent home during the first week of school or is available throughout the year in the school office. Purchase of this insurance is optional.

Lost and Found

All student personal items should be clearly labeled with the student's name using a permanent marker. Articles found are placed in the lost and found located outside the shed next to the cafeteria. The lost and found cart is cleaned out at the end of each trimester with items donated to charitable organizations.



Medication

School office personnel may dispense prescription medication to students as prescribed if a *Request for Medication* form has been filled out by the parent and child's physician.

Medications must be provided by the parent and have an official prescription label with the student's name on it. All medications must be kept in the office where they are locked.

Students may not keep medications with them unless specifically approved by the school principal and specifically approved by their physician.

Messages to Students

We realize there may be an occasion when a message or materials will need to be delivered to a student. Any classroom work/materials delivered during the day will be placed in the teacher's box and delivered lunches will be placed in a special lunchroom box for students to claim. Messages to students will be placed in teacher's boxes during their lunch period. It is difficult to ensure message delivery when received by the school office after the student's lunch period.

Nondiscrimination/Harassment

District programs and activities shall be free from discrimination, including harassment, with respect to ethnic group, religion, gender, color, race, national origin and physical or mental disabilities. Intimidation or harassment of any student by any employee, student or other person in the district is prohibited. Staff shall be alert to and immediately respond to student conduct that may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

The Governing Board prohibits unlawful sexual harassment of or by any student by anyone in or from the district.

1. Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. (cf. 4118 - Suspension/Disciplinary Action)
2. Prohibited sexual harassment includes, but is not limited to: Unwelcome leering, sexual flirtations, sexual comments or propositions Graphic verbal comments about an individual's body, or overly personal conversation Sexual jokes, stories, drawings, pictures or gestures Spreading sexual rumors Touching an individual's body or clothes in a sexual way Displaying sexually suggestive objects in the educational environment
3. A student who believes that he or she has been sexually harassed is encouraged to inform the harasser directly that the conduct is unwelcome and must stop. A student who has witnessed sexual harassment is encouraged to intervene on the victim's behalf and report the harassing conduct immediately.
4. Any student who believes he or she has been the victim of sexual harassment or has knowledge of conduct which may constitute sexual harassment should report the alleged acts to a teacher or administrator. The report may be verbal or written. The use of a formal reporting form is not required. If a student wants to use a form, one is available from the school office.

Recognition Program

Students are recognized at various levels for proper behavior, citizenship skills, attendance and academics using the Positive Action program. At the end of each month students will be recognized for proper behavior and citizenship. At the end of each trimester students will be recognized for attendance and academics.



Good Habit Tickets: Students can earn Good Habit Tickets for demonstrating one of the 7 Habits. Each classroom has a container where students can place their tickets. On Fridays, teachers draw out a ticket from their container and send the student down to the office where they can pull a prize from the school treasure chest.

Character Award: Each month we look at several character traits. Teachers will select one to two students who are models of this character. These students will receive a certificate at the monthly assembly and have their picture placed in the office and newsletter.

Academic Recognition (Grades 4 – 8 Only):

Each trimester students in grades 4 - 8 are recognized if they have a 3.4 GPA or greater on their trimester report card. Students will be recognized at a celebration event sponsored by the Foundation.

Attendance Award: At the end of each trimester, students will receive a special attendance certificate if they have had no more than one (2) excused or unexcused absence/tardy. Students with perfect attendance will receive a special certificate at the end of the school year.

Resolving Concerns

There may come a time when a parent has a concern regarding a decision, action, or comment of a staff member. We encourage parents to act quickly in addressing the concern as follows:

1. Classroom concerns should first be brought to the attention of your child's teacher. Please call the teacher to explain your concern. Small concerns may be addressed through a phone call; larger concerns are better addressed in a conference.
2. If the classroom concern is not satisfactorily addressed with the teacher or the concern is a school level concern, a conference may be scheduled with the parent, teacher, and school principal.

The Board of Trustees recognizes that the district is responsible for complying with applicable state and federal laws and regulations governing educational programs. As such, the district follows the Uniform Complaint Procedures when addressing complaints alleging unlawful discrimination based on age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental /physical disability in any program or activity. Specific uniform complaint policies and procedures are listed on the school's webpage or available in the school office.

School Meals

Students and adults may purchase breakfast and lunch each day. Each student has a meal account on which parents are encouraged to prepay by sending in cash in an envelope or a check. A student who runs out of money may be allowed to have one lunch charged and will be unable to purchase another lunch until the charge has been paid and additional monies placed on their account. No charging is allowed during the last month of school. A courtesy lunch consisting of a milk and one food item will be provided to students who have a delinquent account.



Snacks

Students may bring a nutritious snack to eat during the morning recess break (no candy please). Suggested snacks are: fresh fruit, vegetables, string cheese, popcorn, cheese and crackers, pretzels, granola bars, fruit roll ups, animal crackers.

Sports

The after-school sports program is available to students in fourth grade and above. To participate in athletics, students must maintain eligibility requirements and sign the extracurricular contract (in Appendix A). The program includes the following sports:

FALL

Flag Football (6-8)
Volleyball (6-8)

WINTER

Basketball (6-8)

SPRING

Softball (6-8)
Track (4-8)
Baseball (5-8)

Students Fees

The Constitution of the State of California requires that we provide a public education to you free of charge. Your right to a free education is for all school/educational activities, whether curricular or extracurricular, and whether you get a grade for the activity or class. Subject to certain exceptions, your right to a free public education means that we cannot require you or your family to purchase materials, supplies, equipment or uniforms for any school activity, nor can we require you or your family to pay security deposits for access, participation, materials, or equipment. You may be required to attend a fundraising event; however, if you are unable to raise funds for the event, you will not be prevented from participating in an educational activity.

Student Health and Injuries

A student who is ill should not be sent to school, especially if their temperature is over 100 or vomiting within the previous 25-hour period.

Please inform the school if your child seems to be developing or currently has any of the following diseases: Chicken pox, measles, scarlet fever, infectious Hepatitis A, Bacterial Meningitis, Conjunctivitis (pink eye), Impetigo, Ringworm, Scabies, or head lice. Notices informing parents of possible exposure to an infectious disease may be sent home with students, if necessary. The note will indicate the grade and class of those exposed and will include a brief description of symptoms, but will not provide the name of the infected student.

In order to insure the safety and wellness of all students we ask that students do not come to school when ill or running a temperature. While at school, parents of students who are sent to the office for illness or injury in some manner will be notified if the illness or injury is significant enough to warrant further action.

Technology Use

In order for students to utilize the various technology tools available at the school (computers, tablets, etc.) they must sign an *Acceptable Use Policy (AUP)* (see Appendix B) along with one of their parents and agree to all enclosed terms. The school maintains a “firewall” and “content filter” which is designed to minimize student’s access or accidental exposure to inappropriate online content. However, there is no device that is perfect and we cannot guarantee all inappropriate content will be filtered.

Textbooks and Assigned Classroom Materials

Students are assigned textbooks at the beginning of each school year. Each student is responsible for maintaining the condition of their textbooks or assigned classroom materials in good repair and returning the materials at the end of the school year. Students will be charged replacement costs for lost and/or damaged textbooks or classroom materials. Report cards may be held until all books and materials are returned or paid for.

Tobacco-Free School Site

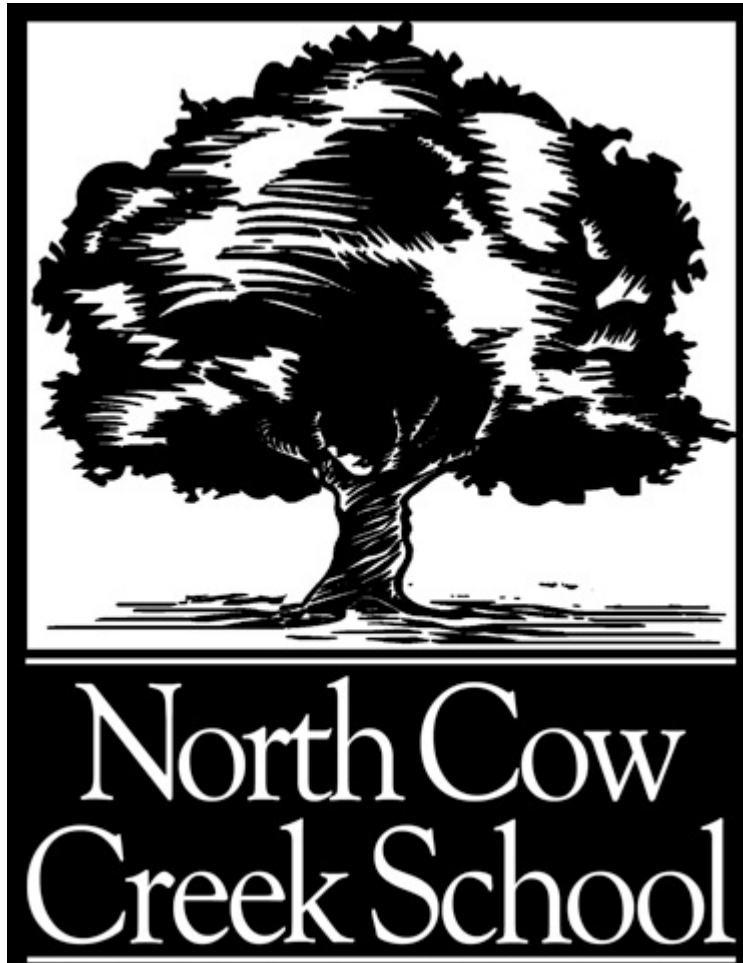
All schools and district facilities are tobacco, alcohol and drug free sites. The use of tobacco, alcohol or drug products is prohibited within any district property, facility or vehicle. This prohibition also applies to all individuals attending events on school campuses, or who are representing the district at school-sponsored activities (such as fieldtrips) that are held at locations other than district property.

Volunteers and Visitors

We encourage and welcome the involvement of parents and the community through volunteering at the school and school activities. All visitors and volunteers are required by penal code law to sign the visitor log in the office prior to entering the campus. We ask volunteers to wear a visitor identification sticker while on campus to ensure accountability and safety of everyone on campus. We also ask our volunteers to review and follow the school dress code as outlined in this handbook.

So as to ensure teachers are able to focus on their instructional program, we ask that parents/volunteers schedule their visits 24 hours in advance. If a parent is volunteering in another class or program, we ask that they do not visit their child's classroom without first checking with the office.

There are times when a volunteer may see or hear something in a classroom or on the campus regarding a student's academic progress, a discipline issue or other matter that is confidential. We ask volunteers to be aware that individual student's information is not to be discussed with anyone other than the appropriate school officials.



**(Appendix A)
Extra-Curricular
Contract**

PHILOSOPHY OF EXTRACURRICULAR PROGRAMS

All students are encouraged to achieve their fullest academic potential. While athletics and extracurricular programs provide opportunities to develop other skills and knowledge outside the classroom, students are expected to study and learn to the best of their ability in the classroom and other instructional environments. Therefore, the School Board has established academic, behavioral and attendance standards to guide students.

Your coach or teacher's primary purpose is to help you grow as a person. In order to be successful, however, you must commit toward the same goal by following the rules set forth.

We sincerely hope that you enjoy your experience and live up to these responsibilities.

CONTRACT

This contract has been designed to bring total understanding among student participants, their parents, and school personnel. We ask that all participants and parents read and sign this contract, indicating full knowledge of the rules, regulations, and commitment that participation in extracurricular programs at North Cow Creek Elementary requires.

The rules stated in this contract have been established to assure the successful operation of the extracurricular programs. These rules are set to assure fairness for all involved. The following are the Basic Rules of Behavior for all participants in the North Cow Creek Elementary Extracurricular Program.

ELIGIBILITY

Students wanting to participate in extracurricular activities must maintain a C or better grade in each subject, have satisfactory citizenship/behavior, and maintain a 90% attendance rate.

Below is clarification for monitoring and maintaining athletic eligibility.

- Upon being selected as a member of a team, the athletic director will confirm a student's eligibility.
- If a student is deemed ineligible:
 - Their teacher(s) will indicate specific requirements for the student to become eligible on the district form. During the first week of practice the student may participate in practice. Thereafter they may only participate in practice and games if they have meet eligibility requirements based on the teacher's requirements.
 - If eligibility requirements have not been met the coach will be notified and the student not permitted to participate for a minimum of one week and/or until requirements have been met. (Eligibility is only checked on Friday's of each week)

- It will be the responsibility of each ineligible student to check in with their teacher(s) during the Friday check utilizing the district eligibility form. All eligibility forms will be maintained in the school office.
- If a student is deemed eligible they may participate without any limitations. The ineligible process will be implemented for any student who becomes ineligible during the season.

BEHAVIOR & DRESS CODE

Students are expected to follow the school's behavior plan and dress code as listed in the student/parent handbook. Additional expectations for specific events (i.e. dances, etc.) may be required and will be given to students/parents in advance of the event.

CARE OF EQUIPMENT, UNIFORMS, LOCKER ROOMS (ATHLETICS)

All athletic gear is on loan to the athlete and you are personally responsible for its care and return. Lost **uniforms and equipment** must be reported to the coach or advisor immediately and if not found, you will be charged the **replacement cost** for it. It is also your responsibility to maintain a neat locker room.

TRANSPORTATION

The school has specific policies for transportation of students in private cars. This policy and appropriate forms are available in the school office.

PRACTICE/GAME ATTENDANCE

Regular attendance at all practices, games and events along with promptness is imperative. Absences will be excused for illness or other school sponsored events. Unexcused absences may result in dismissal from the team or program.

INJURIES

Be sure to report all injuries to your coach or program leader no matter how minor they may seem.

CONCUSSION & HEAD INJURIES (ATHLETICS)

The School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in "contact" or "collisions" sports. However, in order to ensure the safety of all District student-athletes, this policy will apply to all competitive athletic activities as identified by the administration.

District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Prior to each athletic season, the coaches will distribute a head injury and concussion information sheet to all parents/guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

All coaches, including volunteers, will complete training as recommended and/or provided by NHIAA, and/or other pertinent organizations.

Protocol For Return To Play

No member of a school athletic team shall participate in any athletic event or practice the same day he or she is injured if:

1. Exhibits signs, symptoms or behaviors attributable to a concussion; or
2. Has been diagnosed with a concussion.

No member of a school athletic team shall return to participate in an athletic event or training on the days after he/she experiences a concussion unless all of the following conditions have been met:

1. The student no longer exhibits signs, symptoms or behaviors consistent with a concussion, at rest or with exertion;
2. The student is asymptomatic during, or following periods of supervised exercise that is gradually intensifying; and
3. The student receives a written medical release from a licensed health care provider.

Academic Issues in Students With Concussions

In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school district staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers will be notified. Teachers should report to the school office if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school office will notify the student's parents and the school nurse. Administrators and district staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.

CONCLUSION

A primary purpose of our extracurricular programs at North Cow Creek Elementary School is to provide students with a well-rounded educational experience. Extra-curricular activities serve to extend and support the academic program. It is intended that through these programs students will build a desire to achieve excellence and strive to live a more healthful and purposeful life. Further, that they would develop a high level of respect for themselves, others, and working collaboratively with others. Through these programs it is desired that students will develop a positive self-esteem, sense of well-being, and value teamwork and learning from mistakes/failures.

Please tear off this page, sign below and return to your coach or classroom teacher. DO NOT return the entire contract; it is to be maintained by you for your records.

I acknowledge that I have read, understand, and will abide by the rules of the above North Cow Creek Elementary School Extracurricular Activities Contract.

Parent Signature _____ Date _____

Student Signature _____ Date _____

APPENDIX B

NORTH COW CREEK ELEMENTARY

Student Instructional Technology Acceptable Use and Internet Safety Policy

Technology provides a wealth of educational opportunities for staff and students. Access to these vast resources requires responsible use by each individual. It is important that you understand your rights and privileges when using the Western Placer Unified School District (NCCS) resources in this environment. This document describes the computer, network, and Internet resources made available by the school and your responsibilities and obligations in the use of these resources.

Introduction

NCCS is pleased to offer students access to district computers, communications systems¹, the Internet and an array of technology resources to promote educational excellence. Each student is responsible for their use of

technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about appropriate digital citizenship and to establish expectations when using technology.

District technology resources are provided to students to conduct research, complete assignments, and communicate with others in furthering their education. This focus does not allow the use of the network system for commercial, political, or personal entertainment purposes. Students may not offer, provide, or purchase products or services through the NCCS network system. The NCCS network system has not been established as a public access service or a public forum. Access is a privilege, not a right; as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with school standards and honor this agreement to be permitted the use of technology. Disciplinary action may be taken against students for misuse of computer, network, and information resources.

¹(Communication systems include e-mail, web sites, blogging, podcasting, forums, wikis, and/or other emerging technologies).

Use of NCCES Network

- Each student, along with a respective parent/guardian, must sign an Acceptable Use Policy (AUP) Agreement to be granted an account on the NCCES network system.
- Students will not make deliberate attempts to disrupt or harm the computer system and its hardware or destroy data by spreading computer viruses or by any other means. Use or possession of “hacking” tools are prohibited.
- Students will use their personal server storage to store only files that are educational in nature and related to course work.
- Students are expected to maintain their instructional files and media in a responsible manner, which includes backing up files at regular intervals to a memory device and deleting files at the end of the school year.
- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide their password to another person except to a school administrator or parent.

- Students will not attempt to log on or connect to the NCCS network under any identity other than their own username.
- Students will not attempt to gain unauthorized access (including hacking) to the NCCS network system or to any other computer system through the NCCS network system or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are inappropriate, even if only for the purposes of "browsing" and may result in disciplinary action.
- Students will immediately notify a teacher if they have identified a possible security problem.
- Students will use school resources (e.g. printers, cameras, etc.) only for educational purposes.
- Students are not permitted to connect any personal devices (e.g. laptops, smart phones, etc.) to any part of the NCCS network system (wireless or directly plugged) without first gaining approval from the Technology Department.
- Students will not download or upload programs or files that can be run or launched.
- Use of NCCS computers, network, and Internet services does not create any expectation of privacy.
- Students should expect routine monitoring of computer usage and Internet browsing while logged on to the NCCS network.
- Parents have the right to request to see the contents of student files.

Internet Access

- All students will have access to the Internet and World Wide Web information resources through computers connected to the network.
- NCCS actively uses filtering software hosted by the Placer County Office of Education to meet the Children's Internet Protection Act (CIPA) requirement and to prevent students from accessing graphics that are (1) obscene, (2) pornographic, or (3) harmful to minors. NCCS retains the right to block unacceptable web sites. Filtering software is not a perfect science and it may be possible for users to access inappropriate sites.
- NCCS does not guarantee network functionality or accuracy of information.
- Students will not use the NCCS network system to access inappropriate material including sites that display profane or obscene (pornography) material, advocates illegal acts, encourages the use of drugs, alcohol or tobacco, school cheating, weapons, material that advocates violence, participation in hate groups, or discrimination towards other people, or other inappropriate activities considered harmful to minors.
- If students mistakenly access inappropriate information, they should immediately minimize their screen and tell their teacher. This will protect the student against a claim that they have intentionally violated this Policy.
- The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

Use of Messaging Services²

- A filtered E-mail account may be provided to students for educational purposes and not as a public or student forum.
- Students will promptly disclose to their teacher or other school employee any message or information they receive that is inappropriate or makes them feel uncomfortable while on the web, using e-mail, chat rooms, forums or other forms of messaging services.
- E-mail, if provided, may not be used for unlawful activities, political or commercial purposes, any form of harassment or threats, sending of spam messages or chain letters to more than five people or any use that interferes with the school computing services or its employees.
- Students may not send messages with a false identity or alter forwarded mail out of context.
- Students will abide by rules of Network etiquette by not using defamatory, inaccurate, abusive, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or prejudicial language in public or private communication.

- Students will not post personal contact information about themselves or other people without parental approval. Personal contact information includes but not limited to names, home, school, parent work addresses, telephone numbers, personal photos or videos.
- Students will not repost a message that was sent to them privately without permission of the person who sent them the message.
- Students will not post or share information that could cause damage or a danger of disruption to NCCS schools or any other organization or person.
- Students are prohibited from accessing or attempting to access instant messages, chat rooms, forums, e-mail, social networking sites, or other messaging services during the instructional day unless authorized by a teacher or administrator for instructional purposes.

² (e-mail, chat, forums, blogs, social networking, instant message, SMS and other forms of messaging services)

Web Applications³

Students' use of digital media and environments to communicate and work collaboratively to support individual learning and contribute to the learning of others is a key performance indicator of 21st Century Skills. Students may interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media. In a digital environment, students will follow all established Internet safety guidelines including the following conditions:

- The use of digital media is considered an extension of your classroom. Any speech that is considered inappropriate in the classroom is also inappropriate in all digital environments. This includes but is not limited to profanity; racist, sexist or discriminatory remarks.
- Students using digital media are expected to act safely by keeping ALL personal information out of their posts.
- A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.
- Never link to web sites from your digital environment without reading the entire article to ensure it is appropriate for a school setting.
- Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat digital spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate online.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse according to the school discipline policy.

³ (e-mail, chat, forums, blogs, social networking, instant message, wikis, and other forms of collaborative software)

Cyberbullying

- NCCS expressly forbids cyberbullying. For the purposes of this policy, "cyberbullying" shall mean using messaging services² and/or other digital communication devices to bully others by:
- Sending or posting cruel messages or images;
- Threatening others;
- Excluding or attempting to exclude others from activities or organizations;
- Starting or passing on rumors about others or the school system;
- Harassing or intimidating others;
- Sending angry, rude or vulgar messages directed at a person or persons privately or to an online group;
- Sending or posting harmful, untrue or cruel statements about a person to others;
- Pretending to be someone else and sending or posting material that makes that person look

- bad or places that person in potential danger;
- Sending or posting material about a person that contains sensitive, private or embarrassing information, including forwarding private messages or images;
- Engaging in tricks to solicit embarrassing information that is then made public.
- Using camera and/or video enabled devices to bully another person or to invade another person's privacy.

Privacy, Plagiarism, Piracy and Copyright Infringement

- An image taken by any camera or video enabled device may not be published, broadcast, or transmitted to any other person, by any means, without the knowledge and consent of each person appearing in that image who had a reasonable expectation of privacy at the time the image was recorded or the person who owns the copyright in the material appearing in that image.
- Camera and/or video enabled devices may not be used in any classroom without a teacher's written permission.
- Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. Plagiarism could result in loss of grade for the assignment in addition to other consequences.
- Students will not download or install pirated software, music, video or files that infringe on copyright laws onto computers. Possession of unlicensed or pirated software is illegal.
- Students will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements.
- If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

Use of School Hardware⁴

- School hardware will not be left unattended.
- In the event of any damage to school hardware at any time while it is in the student's possession, the student agrees to inform the appropriate NCCS Technology Service Center so that repairs can be performed.

⁴(Hardware systems include laptops, digital camera/video equipment and/or other technologies).

Consequences

- In the event there is a claim that a student has violated this policy in the use of the NCCS network system, the student will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator.
- If a student is found to have violated this Policy, the consequences will be, but not limited to, warnings, usage restrictions being placed on their network account, or disciplinary action at the discretion of the site administration.
- A violation of Federal, State or local laws or ordinances may result in legal proceedings.

NORTH COW CREEK ELEMENTARY SCHOOL DISTRICT

Instructional Technology Acceptable Use and Internet Safety Policy Agreement

I understand and will abide by the Acceptable Use and Internet Safety Policy. Should I commit a violation, I understand that consequences of my actions could include suspension of computer privileges, school disciplinary action, and/or referral to law enforcement.

Student's Name (please print): _____

Student's Signature: _____ Date _____

Parent or Guardian:

As the parent or guardian of this student, I have read the Acceptable Conduct and Use Agreement. I understand that computer access is provided for educational purposes in keeping with the academic goals of the North Cow Creek School District (NCCS), and that student use for any other purpose is inappropriate. I recognize it is impossible for NCCS to restrict access to all controversial materials and I agree to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. I hereby give permission for my child to use computer resources at NCCS, including web or Internet based services provided by other companies or institutions which have been approved by NCCS for student use.

I hereby give permission for my child to use computer resources at NCCS.

Parent or Guardian's Name (please print) _____

Parent or Guardian's Signature _____ Date _____

(Appendix C) Eighth Grade Year

The 8th grade year is an exciting one with many great activities. Throughout the year our 8th grade students participate in a wide variety of academic and social skill building experiences, along with learning more about community services and contributions each person can make within the community.

Graduation Policies

All graduation events are to be **privileges** for good work and effort academically and socially. To participate, a student must have a passing composite grade (an average of the seven subjects for which grades are assigned).

Students must remain “in good standing” throughout the year to graduate from North Cow Creek. “Good standing” means that the student has:

- A 65% or better composite grade (computed as an average of the seven subjects for which grades are assigned) each trimester
- No “F” grades in any trimester
- A satisfactory discipline record free of attendance issues or suspensions for inappropriate behavior

Failure to achieve “good standing” may result in some or all of the following consequences:

- Student will not participate in one or more 8th Grade end of the year activities
- Student will not participate in graduation ceremonies.
- Student will be required by the high school he/she will attend to make up failing grades in summer school.

The 8th Grade teachers will do everything they can to assist students in improving their academic performance. Students who are in danger of failing should contact their teachers immediately if they need assistance. It should be understood that the most common cause of failing grades is a student’s failure to complete all of his/her assigned work. Completing assignments on time will, in most cases, result in students being successful.

