

Principal's Message

Welcome to Calabasas Pre K-8 School, an Arizona Educational Foundation A+ School!

On behalf of the staff, I would like to welcome new and returning students to a new school year at Calabasas Pre K-8 School. Our goal is to have every student succeed, and we encourage you to stay committed and take pride in your own education. Come prepared, attend all classes regularly and promptly, and keep a positive attitude.

The teachers and staff at Calabasas set high academic and behavior expectations for all of our students. We celebrate our successes as we challenge and enrich each student. When we all work together, our students have the best opportunity to reach their full potentials. We know our students are our future and we strive to "Educate Everyone Every Day"!

Together we can make a difference in the lives of our students at Calabasas Pre K-8!

Calabasas Pre K-8

John Fanning
Principal
375-8603

Manuel Carrillo
Assistant Principal
375-8602

Rebekah Cabrera
Assistant Principal
375-8505

Elsa Zepeda
Admin. Secretary
375-8601

Alejandra Padilla
Front office Clerk
375-8600

Susie Fanning / Lillian Cooper
Attendance Clerk
375-8604

Claudia Tolano
Counselor (Middle School)
375-8611

Diane Chamberlain
Counselor (Elementary)
375-8608

In order to maintain a safe school environment, we encourage you to contact Calabasas Middle School whenever you have a concern or safety issue which you want to bring to the attention of the administration. You do not have to leave your name. For district concerns call extension 8260.

This handbook will help you organize and become acquainted with policies and procedures at Calabasas Middle School. We urge you to read the handbook with your parents. Within the first few days of school, students will be asked to sign a form stating that they understand the student handbook.

Equal Educational and Employment Opportunity

It is the policy of the [SCVUSD#35](#) to maintain a nondiscriminatory learning environment and to ensure that students are free from discrimination in any District program or activity on the basis of race, color, ethnicity, national origin, gender, religion or disability.

1. The District affirms its intent to comply with all federal and state law relating to the prevention of discrimination.
2. Lack of English language skills shall not be a barrier to admission and participation in District programs.
3. With respect to Title IX issues (gender-based discrimination), the Special Education Director is the District's Title IX officer. If you have questions that cannot be answered at your school, please contact the Special Education Director at 520-375-8289
4. With respect to Title VI issues (race, color, ethnicity or national-origin based discrimination), please contact the Special Education Director at 520-375-8289
5. Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 provide protections against discrimination on the basis of a disability. If you have questions, please contact the please contact the Special Education Director at 520-375-8289 located 1374 W. Frontage Road Rio Rico, AZ 85648 (520) 375-8283
6. Any student who knowingly makes false accusations of discrimination may be subject to disciplinary action.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct record(s) which they believe to be inaccurate or misleading. If the school decides not to amend the record(s), the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record(s) setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School Officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

**SANTA CRUZ VALLEY UNIFIED SCHOOL
DISTRICT
SPECIAL EDUCATION DEPARTMENT**

Information for Parents

Arizona law requires that school districts inform all parents of the district's written policies and procedures for identifying and serving students with disabilities and their families. For information regarding any of the following topics, or any other questions or concerns regarding special education programs, please contact:

Dr. Melisa Lunderville
Special Education Programs
(520)375-8289
MLunderville@santacruz.k12.az.us

COPIES OF WRITTEN POLICIES ARE AVAILABLE FOR:

- CHILD IDENTIFICATION – referral process for children birth through 21 years, including those enrolled in private schools and home school within the district residence boundaries. Requirements for completion of screening procedures within 45 days of enrollment or notification of parent or staff concern
- EVALUATION AND RE-EVALUATION procedures for students suspected of or identified with a disability
- Procedures for DEVELOPMENT, REVIEW AND REVISION OF INDIVIDUAL EDUCATION PLANS for students identified with disabilities
- Policies to ensure that services are delivered in the LEAST RESTRICTIVE ENVIRONMENT
- Procedures to ensure that parents of/and students with disabilities are provided with information regarding their PROCEDURAL SAFEGUARDS required by federal law and state statute, including dispute resolution procedures
- The operation of PRESCHOOL PROGRAMS FOR STUDENTS WITH DISABILITIES, including the smooth and effective transition from early intervention (birth to 3 years) programs to public school programs for students identified with disabilities
- Procedures for PUBLIC PARTICIPATION IN THE ADOPTION OF SPECIAL EDUCATION POLICIES
- Procedures for SUSPENSION/EXPULSION of students with disabilities
- Procedures for access to special education services for students in PRIVATE SCHOOLS OR HOME SCHOOL within district boundaries

2016-2017
Calabasas School Pre K-8 / DISTRICT CALENDAR

1 st Quarter Days	44	
2 nd Quarter Days	44	
3 rd Quarter Days	45	Total: 180
4th Quarter Days	47	

Aug. 4	All Teachers Report to School
Aug. 8	First Day of School For Students
Sept. 5	Labor Day - (No School)
Oct. 7	End of First Quarter - (Early Release) 44 days
Oct. 10	Columbus Day
Oct. 11-14	Fall Break - (No School)
Oct. 17	First Day Back for Students
Oct. 20	K-12 parent Conference- Early Release
Oct. 21	K-12 Parent Conference- No Classes
Nov. 11	Veteran's Day - (No School)
Nov. 24-25	Thanksgiving Vacation - (No School)
Dec. 21	End of 2nd Quarter - (Early Release)
Dec.22- Jan. 4	Winter Vacation - (No School)
Jan. 5	First Day of School For Students After Winter Break
Jan. 16	Martin Luther King Jr. Observance - (No School)
Feb. 9	Parent Teacher Conferences - (Early Release)
Feb. 10	Parent Teacher Conferences - (Early Release)
Feb. 20	President's Day - (No School)
Mar. 10	End of 3 rd Quarter - (Early Release)
Mar. 13-17	Spring Break - (No School)
Mar. 20	First Day back from Spring Break
Apr. 14	No Classes
Apr. 17	Spring Holiday & No Classes
May 25	Last Day of School for students - (Early Release)
May 25	Middle School Transition/RRHS Graduation
May 25	Last Day of classes K-12 Early Release

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SECTION I SCHOOL PROCEDURES GENERAL INFORMATION

ABSENCE PROCEDURES

Regular attendance is essential to school success. Arizona State Law states that 18 or more absences during the school year may result in the child being retained. **Parents/guardians must report their child's absence before 9:00 a.m. by calling 375-8670.** If they fail to do so, our attendance clerk will contact them. This is district procedure for the protection and safety of the students. All long-term absences must be **pre-approved** by the school principal in order for it to be an excused absence. The administration strongly discourages parents from taking vacations during school time. If it is absolutely necessary, please call the principal or send in a written notice ahead of time for approval of excused long-term absences.

If a student is absent for 10 or more consecutive days without an excuse, the student will be dropped from our school records. In order to re-enter the student, his/her parents must meet with the principal to determine re-entry status. The parents of students exhibiting excessive absences (10 or more cumulative days) will be contacted by Calabasas Pre K-8 administration. If there is no change in the attendance of that student, he/she will be referred to the County Attorney's office.

Make-up work- Students are responsible for asking teachers for make-up work for excused absences that are less than three days. If a student has been absent three days or more, a request for homework can be phoned into the office. Teachers will turn in the make-up work at the end of the school day for parents to pick up. **PLEASE DO NOT CALL IN FOR MAKE-UP WORK FOR ONE OR TWO DAY ABSENCES.** After an excused absence or absence due to a school sponsored event, it is the **student's responsibility** to obtain the missed or make-up work from his/her teachers. Students may have as many days to make up the work as the number of days he/she was absent **PLUS 1 DAY.**

ACADEMIC ELIGIBILITY

To be eligible for participation in extra-curricular activities students must be in good standing with all other aspects of school (i.e. No outstanding fines, lost or damaged equipment, etc.) and also be academically eligible. Students with Fs in a class or classes are to attend the after-school program instead of attending practice. Students with Ds in a class or classes are to attend the first half of the after-school Program. They may then join practice or be allowed to play in game(s) at their coach's discretion. The grade for each subject will be calculated on Friday of each week, based upon grades through the end of the day on Thursday, by averaging all grades in that class from the beginning of each nine-week period. This period of ineligibility will begin on the following Sunday for a period of seven days. If a student is ineligible three times during a season that student will be removed from the team.

ADVANCED CLASSES

Our Advanced Class program is planned to meet the diverse Math and/or Language Arts needs of our 7th and 8th grade students. Placement in the Advanced Classes is done in the late spring through an application and testing process. These advanced classes are not on a weighted grading scale system. This program is designed for students who are highly motivated and who take responsibility for their personal goals and learning. Students registering after the beginning of the school year may request placement via testing.

AFTER SCHOOL ACTIVITIES

Only students that are involved in after school activities such as sports, tutoring, clubs, band, or after school detention, are allowed to stay on campus after school hours. Unsupervised students are not to be on school grounds.

BUS TRANSPORTATION

Bus transportation is provided by the district as a convenience and privilege to students. All regulations of the school apply while students are being transported in school vehicles per Board policy EEAC. Specific school bus rules are posted in each school bus that apply to all riders. The bus driver has the authority to take whatever steps necessary to insure the safety and well being of all passengers. The following consequences will be taken if a student misbehaves on the bus:

1st offense: The driver will hold a conference with the student to attempt to correct the behavior.

2nd offense: A written notice will be sent to the school site and a conference will be held with a school administrator. The student may be suspended from riding the bus. The parents will receive notification by phone, in person, or by mail.

3rd offense: A written notice will be sent to the school site and a conference will be held with a school administrator. The student will be suspended from riding the bus for a specific amount of time up to the remainder of the semester, depending on the infraction. The parents will receive notification by phone, in person, or by mail.

Serious safety issues may result in an automatic jump to 3rd offense status.

Students will not be allowed to ride busses other than their normal morning and afternoon bus. If you have any problems or concerns please contact Transportation Department at 761-2164.

CAFETERIA

Students will have 40 minutes each day to eat lunch. Students will have the option of purchasing items through the snack bar. All student breakfasts and lunches will be free of charge during the 2016-17 school year. Contact the Food Service Director if you have questions or concerns about lunch policies.

CHILD CUSTODY

The natural parent(s) of the student is considered the legal guardian under the Family Educational Rights and Privacy Act (FERPA). In the event of a divorce, the parent who has obtained sole custody of the child has the responsibility to provide the school with evidence of the court injunction, in writing, to show legal guardianship. Students, and/or school records, will not be released to any other person, unless an officer of the law or a representative from Child Protective Services has provided the school with a signed form according to Board Policy JGE(1).

CONDUCT

Students are responsible for their own successes or failures, making choices day-by-day and hour-by-hour. A student develops positive self-esteem by making appropriate choices and accepting responsibility for poor ones. A violation of the code of conduct (see Section II) is handled through regular classroom procedures, and/or use of a referral form, which is sent to the Assistant Principal's office. Consequences for major offenses are outlined in Section

II - Discipline Procedures of the student handbook. The Santa Cruz Valley Unified School District #35 Governing Board approved the use of trained dogs to perform canine searches for contraband on campus (JIH, JIH-R). Such searches may be performed randomly and without any specific suspicion. For the purposes of these policies, contraband includes but is not limited to: drugs, medication, alcohol, vapor-releasing substances, weapons, explosives, and ammunition.

General Guidelines at Calabasas Pre K-8 School include:

- **BE ON TIME TO CLASS**
- **BE PREPARED WITH APPROPRIATE MATERIALS AND ASSIGNMENTS**
- **RESPECT THE RIGHTS AND PROPERTY OF SELF AND OTHERS**
- **TAKE RESPONSIBILITY FOR WHAT YOU DO AND SAY**
- **REMEMBER SAFETY FIRST-NO RUNNING AND HANDS OFF OTHERS**
- **USE HEALTHY HABITS - GOOD HYGIENE, NO GUM, NO EATING IN THE CLASSROOMS, NO INAPPROPRIATE LANGUAGE, AND NO PUT-DOWNS.**

Committing a major offense will generate a referral to the Assistant Principal or Principal, which may result in detention, suspension, or referral to Success Academy, short or long term out of school suspension, shortened day of instruction, or expulsion.

Calabasas Pre K-8 School promotes and implements the “**Character Counts!**” philosophy. **Character Counts!** Is based on the Six Pillars of Character. These include **Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.**

Students and their families will have the opportunity to participate in various assemblies throughout the year. Appropriate conduct is an essential part of a successful assembly. An audience member does his or her part to make a performance a success by:

- being present and quiet during the performance to create a positive atmosphere for the performers who can be easily distracted.
- staying seated before and during the performance, except during the intermission.
- turning off all electronic equipment. (cell phones, beepers, etc.)
- being a good listener and showing appreciation for the performers by clapping, not by whistling or yelling.
- being attentive to children and not allowing them to run around during the performance.
- not eating or drinking during the performance.

Thank you for being a good audience member!

COUNSELING SERVICES

Counseling services are available for our students on a limited basis. Referrals are also available to community mental health agencies. Students may be referred for counseling by staff, parents or through self-referral. Confidentiality is maintained and parental permission may be required for some services.

DRESS CODE

The following dress code guidelines will be followed by all students at Calabasas Pre K-8:

- **Boys & Girls: Bottoms** – Khaki or Navy - **Tops** – Yellow or White - **Tops must have collars.**

- All shirts must be tucked in. Undershirts, Sweatshirts, and Jackets must be: Yellow, Navy, White, or Khaki
- All pants and shorts must have a belt (brown or black color) or an elastic waist band, PANTS MUST BE WORN AT THE WAIST.
- Clothes may not be more than 2 sizes larger than your body.
- Frayed clothing is not allowed.
- No hats, baseball -type caps, or other head covering is to be worn while inside school buildings or on school grounds.

No student shall wear articles of clothing, jewelry (including wallet chains) or accessories, which, in the opinion of the administration, could pose a threat to the physical well being, and safety of the students or others, or disrupt the educational process.

Dress for the 8th grade Transition Assembly: School Uniform. All shirts must be tucked in.

If students come dressed inappropriately to school, parents will be contacted to bring the correct attire. If the parents cannot be contacted, the students will spend the day in ISS. Repeated dress violations will result in disciplinary action with the administration.

EMERGENCY ANNOUNCEMENTS

In case it is necessary to reach students or parents for emergency information in an unexpected situation, the following local television stations will broadcast the announcements as a special bulletin:

CHANNELS 4 – 9 - 11 - 13

FIELD TRIPS

In order for your child to participate, parent/guardians must sign a permission slip which includes an emergency medical authorization waiver. **Parent Permission over the telephone will no longer be accepted. Academic and social eligibility will apply for participation in these school activities.**

FORMS THAT WILL BE SENT HOME

The following list of forms will be sent home with the students during the first week of school. These forms must be signed by the parent/ guardian and returned to the school office or designated teacher.

- Understanding the Student Handbook Form
- Student Demographic Information Form
- Permission for Pick-up Updated Form
- Annual Notification to Parents

GRADING

Performance requirements:

Each teacher will establish minimum performance requirements in each of his/her courses. These may be based in part on participation and attendance. Any student who does not meet the minimum performance requirement will not pass the course.

70/30 GRADING PRACTICE:

Grades are intended to communicate a student's understanding of the standards and mastery of the concept and skills in each class. In order to have an accurate "picture" of a student's learning, Calabasas PreK-8 school has implemented the 70/30 grading practice. This practice requires that all grades in all classes to be made up of 70% assessments and 30% assignments. Assessment (test, quizzes, formatives, benchmarks) measure the learning and retention of what was taught and should carry a heavier weight.

Practice work (in class assignments, homework, extra credit) needs to be completed and turned in so that teachers can check for understanding before testing students for mastery of the requires content to be best prepared for the State and National tests (AzMerit, PARCC, etc.).

HOMEWORK:

Students should expect regularly assigned homework for each class. Students should expect an increase in homework as the classes they take become advances. For students enrolled in Cambridge courses, the expectation for homework increases substantially. In all other classes homework will not be assigned during the fall, winter and spring breaks.

HEALTH SERVICES

A registered nurse and/or a health aide are available to students during school hours. If a student should become sick or injured during school hours or have any health concerns, it is important to visit the Health Office or Wellness Center located on our campus. All medications (prescription and non-prescription) that a student needs during school hours must be brought to the Health Office. **All medications administered to students require the proper form be filled out completely by the prescribing doctor and signed by the parent or legal guardian.** These forms may be obtained in the school's health office. We appreciate the cooperation of doctors and parents in the implementation of this procedure. Please address any concerns with this matter with the school nurse or the health aide. As required by law, an updated and complete immunization record must be kept on file for each student.

HOMEBASE / SSR

Homebase consists of a 30-minute period where "Silent Sustained Reading" is implemented and mandatory for all of our students. This has been researched and proven to be very productive for all students.

HONOR ROLL

Special recognition of students who distinguish themselves academically will be given based on their grade point average each quarter. The GPA is figured by awarding points for each grade received. Students get four points for an "A", three points for a "B", two points for a "C", and one point for a "D". Students who earn all A's (GPA of 4.0) will be recognized as receiving "The Principal's Gold Honor Roll". Students who earn a GPA of 3.5 or better receive "The Blue Honor Roll" recognition. Students are honored with a certificate at the end of each quarter.

LIBRARY

A variety of books and reference materials are available in the library. Students are encouraged to use these materials as frequently as possible. Current prices for books have become very expensive. Library books may cost from \$10 to \$50. Students are expected to take responsibility for those materials when they are checked out. All unpaid fines, including damaged or lost books, will result in the following consequences: students will not be allowed to participate in any social school function, including after school sports activities and promotion activities. Student records will not be sent to other schools until all fines are paid. The library will be open from 8:00 to 3:30 p.m. daily.

MESSAGES/SPECIAL DELIVERIES

Students **may** be called out of class over the intercom system either before or at the end of the school day to come to the office for personal items and messages. Students should not be dependent on parents to bring in forgotten items. We will not call students from their regular classes unless it is an emergency, due to the distraction this causes in the educational process for all our students. **Personal messages will be given to the students during regular class times only when it is an emergency. Emergency situations will be determined by the principal. We cannot guarantee that messages received after 3:00 p.m. will be delivered to your child.**

FLORAL and BALLOON DELIVERIES ARE NOT ALLOWED AT OUR SCHOOL. THESE ITEMS ARE A DISTRACTION TO THE EDUCATIONAL PROCESS AND SHOULD NOT BE BROUGHT OR SENT TO OUR STUDENTS.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences have been scheduled for October 20-21, 2016 & February 9, 2017. First quarter report cards will be issued to parents during the October conferences. The time and place of the conferences will be announced at a later date through our monthly newsletter and/or informational flyer. During the year, if students are encountering academic and/or behavioral problems, the student and the parents must first schedule a conference to meet with the teacher(s) before requesting a meeting with the administrator. We ask you to please follow this procedure and strongly encourage parents to meet with their child's teachers as often as possible throughout the school year.

Teachers are available to speak with parents before school, during teacher planning, and after school by appointment only. Please call the school office to leave a message or schedule an appointment.

PHYSICAL EDUCATION

Physical education is designed to teach students about physical fitness and health. Students must participate to succeed. A written doctor's excuse is necessary if students cannot participate in class due to illness or injury.

PROGRESS REPORTS

Progress Reports will be sent home approximately five weeks into each grading period reporting the student's progress up to the fourth week of that quarter. Every student will receive a progress report.

PROMOTION AND TRANSITION

Eighth grade students at Calabasas will receive a certificate of promotion verifying successful achievement of academic criteria.

Criterion for attending our end of the year transition ceremony and celebration:

- Students must have fewer than eighteen (18) absences from school in order to attend the transition ceremony. Three tardies will count as one (1) day of absence.
- Two or more F's in the same content area will result in loss of transition ceremony privileges.
- Two (2) or more referrals resulting in in-school suspension (ISS) or out-of-school suspension (OSS) will result in loss of transition ceremony privileges.
- An appeal process is available, and teacher recommendations based on the above criteria will be taken into account.

The following grade scale will be used at Calabasas Pre K-8 School to determine grade point average for all students:

A-90-100 B-80-89 C-70-79 D-60- 69 F-59 And Below

REPORT CARDS

Report cards will be issued and mailed home at the end of each nine-week period. The only exception to this schedule will be at the end of the 1st quarter of school where parents will need to pick up the report cards during parent/teacher conferences. Dates on which report cards will be completed are as follows:

1st Quarter	Oct. 20 & 21, 2016
2nd Quarter	December 21, 2016
3rd Quarter	March 10, 2017
4th Quarter	May 25, 2017

SCHOOL INSURANCE

School insurance will be available to all students at a cost. If students wish to participate in sports or other extra-curricular activities they must show proof of insurance. If you are interested in school insurance for your son/daughter you may get your application in the office.

SCHOOL TIMES

Our school day begins at 7:35 with a warning bell at 7:30 a.m. Our day ends at 2:50 p.m. **We ask that you please do not drop off your children at school before 6:45 a.m. due to the lack of adult supervision at that time.**

REGULAR BELL SCHEDULE

7:35 – 8:55	1st Period
8:58 – 10:13	2nd Period
10:16 – 11:31	3rd Period
11:34 – 12:14	4th Period
12:17 – 12:57	5th Period
1:00 – 2:15	6th Period
2:18 – 2:50	7th Period

EARLY RELEASE SCHEDULE

7:35 – 8:23	1st Period
8:26 – 9:14	2nd Period
9:17– 10:05	3rd Period
10:08 – 10:56	6th Period
10:59 – 11:29	7th Period
11:32 – 12:02	4th Period
12:05 – 12:35	5th Period

SPORTS

A sports program is offered to all students in 6th, 7th and 8th grades. The programs are designed to allow maximum participation by all students. In most cases, team uniforms are provided by the school. To participate in sports you must have:

1. Written parent permission.
2. Proof of health/accident insurance
3. Yearly physical exam by a U.S. doctor or medical clinic.
4. A complete updated health questionnaire.
5. Grades which meet academic eligibility guidelines.
6. Behavior which meet eligibility guidelines.

Academic and social eligibility will apply for participation in these school activities.

STUDENT CLASS SCHEDULES

Student Placement is done through a schedule process which can be altered to best meet the educational needs of each student.

WE DISCOURAGE SCHEDULE CHANGES EXCEPT WHERE EXTREME CIRCUMSTANCES COULD AFFECT THE LEARNING PROCESS OF YOUR CHILD OR OTHER STUDENTS. CHANGES MUST HAVE PRIOR APPROVAL FROM THE PRINCIPAL.

STUDENT COUNCIL

Student Council (STUCO) provides student leadership with representation from all grade levels. In addition to acting as a liaison between students and faculty, STUCO provides many different activities and services for students and their families. They also perform charitable acts and service for the community. Special recognition and efforts are made to build school spirit and pride within the student body. Student elections take place at the end of each school year for the upcoming school year.

STUDENT GRIEVANCE PROCEDURE

Students and parents are encouraged to follow these procedures to resolve concerns that arise:

1. Contact the student's teacher to discuss the concern.
2. If the conference with the teacher does not resolve the concern, contact the building administrator.
3. If the concern cannot be resolved at the building level, contact the superintendent.
4. If the concern is still not resolved, the parent may request permission through the superintendent to address the Governing Board at its next regularly scheduled meeting.

STUDENT ID CARDS

Keeping the school secure is a priority. It is important that students are able to identify themselves when they are on campus; therefore, **each student will be issued a picture ID card and Lanyard by the school, and must wear the ID on the lanyard when on school grounds.** This ID should be carried by all students at all times while in school. In addition to providing identification for security purposes, this ID card is also intended to provide identification for the Library, Cafeteria, and will be needed for admission into extracurricular activities on campus. Students will not be able to use the Library or Cafeteria facilities unless they show their ID card. Replacements for lost ID cards can be obtained in the school office for a fee of \$5.00. Lanyards will be available for \$2.00.

STUDENTS LEAVING CAMPUS

Calabasas PreK-8 School is a closed campus. STUDENTS MAY NOT leave without parent permission. This permission must be sent to the school in writing and must state who will pick up the student and at what time. All students must sign out at the attendance office and

will only be released to people listed on the appropriate form on file, unless the principals have approved other arrangements.

SUCCESS ACADEMY

The purpose of Success Academy is to provide an alternate setting in which students exhibiting difficulties behaviorally or academically can receive their education. The goal is to teach students to make positive choices with their actions and to be responsible for finding acceptable alternatives. Offering students successes in an alternative setting alleviates further classroom problems. Students who have gone through a series of disciplinary actions to address repeated behavior problems may be assigned to Success Academy. Students are given work from the regular classroom as well as other assignments related to the disciplinary problems that they are experiencing. Students may be assigned to this alternative either for short periods of time (1-9 days) or for an extended length of time. A student may be assigned additional days in Success Academy for failure to follow all Success Academy rules.

Any student assigned to the Success Academy must adhere to the following guidelines:

- Students **must wear their school uniforms** while in attendance at Success Academy.
- Students scheduled hours are from 7:30 a.m. to 12:00 p.m.
- Students may **not** ride the 2:45 P. M. school bus, although they may ride the morning run to school. **The parents are fully responsible for the transportation of their son/daughter while they are serving in Success Academy.** If a student is more than 10 minutes late to school, that day must be made up.
- Breakfast and lunch **will** be provided to students serving Success Academy.

TARDINESS

Students arriving at school after the 7:30 a.m. bell must report to the attendance office for a pass prior to reporting to class. Being late to class can jeopardize a student's performance and also cause a disruption for the entire class. Students with 3 or more unexcused tardies may receive a disciplinary referral, which could result in after-school or lunch detention. Students who demonstrate chronic tardiness will be referred to the assistant principal for direction in solving this problem and parent contact will be made. The parents of students exhibiting excessive absences and/or tardies will be contacted by the Calabasas Pre K-8 School administration. If there is no change in attendance of that student, he/she will be referred to the County Attorney's office.

TELEPHONES

All office phones are reserved for business purposes and not for student use. Students will be allowed to use the office phone only on an emergency basis.

TEXTBOOKS

Students are responsible for their textbooks, which will be checked out to them by their classroom teacher. Students will be held responsible for paying for damaged textbooks. Textbook prices range from \$30 to \$70 a book. Calabasas PreK-8 School student debts will carry over to the next school year. The student's transcripts or records will be held back if he/she has an outstanding debt at the end of the school year.

VISITORS

We do not allow students to have visitors with them on campus (friends or family) at any time during the day or for special activities. Adult/Parent visitors must be pre-approved by the principals. We enforce this policy to minimize distractions to the educational process.

There are no exceptions.