

***Parent/Student Handbook
2009-2010 School Year***



Home of the Falcons

Shadow Hills Intermediate School

37315 60th Street East

Palmdale, CA 93552

Phone (661) 533-7400 Fax (661) 533-7445

Mr. Suresh Bajnath, Principal

Mrs. Linda Jaramillo, Assistant Principal

Ms Kerry Barnett, Assistant Principal

TABLE OF CONTENTS

<input checked="" type="checkbox"/>	Welcome.....	3
<input checked="" type="checkbox"/>	Vision Statement.....	4
<input checked="" type="checkbox"/>	Supplementary Programs and Services.....	5
<input checked="" type="checkbox"/>	Home/School Communications.....	6
<input checked="" type="checkbox"/>	School Business	6
<input checked="" type="checkbox"/>	Release of Students During School Hours	7
<input checked="" type="checkbox"/>	GPA Requirements, Promotion, Year End Activities.....	8
<input checked="" type="checkbox"/>	Discipline Programs.....	9
<input checked="" type="checkbox"/>	Attendance	12
<input checked="" type="checkbox"/>	Uniform Policy.....	13
<input checked="" type="checkbox"/>	Dress Code.....	15
<input checked="" type="checkbox"/>	Parent Support	17
<input checked="" type="checkbox"/>	Health	18
<input checked="" type="checkbox"/>	Nutrition	19
<input checked="" type="checkbox"/>	Required Parent Notifications.....	19

MESSAGE

Welcome to Shadow Hills Intermediate School. We hope that your child will have a positive experience in our school.

*Intermediate school is a crucial transition for you and your child. The days when your child had mainly one teacher are over. **Students in seventh and eighth grades take up to six classes, each with a different teacher.** The way each student deals with the changes he/she encounters in the intermediate school is personal and unique. For some students, the academic and social adjustment is a smooth ride, while for others it may be a bumpy ride.*

*This student/parent handbook provides you with information about our school and its programs. This information is intended to help you learn about our instructional program and support services. **We encourage you to review this handbook with your child and keep it for future reference.** The contents of this handbook will be updated regularly. We hope that it is useful and meaningful to you and your child.*

*Your child's education is our number one priority. In order for us to do our very best for your child, we must have him/her in school each day and on time. Attendance problems hinder progress. Even if you get the missed assignments for your child to do at home, it is not the same as your child being in class and participating. When they **MISS SCHOOL ...THEY MISS OUT!***

We look forward to working with you and your child. Again, please feel free to call if you have questions or need additional information at any time between the hours of 7:00 a.m. and 3:30 p.m. at 533-7400.

This year the school hours will be:

Regular Schedule 7:18 a.m. – 1:25 p.m.

Minimum Day 7:18 a.m. – 11:18 a.m.

Sincerely,

*Suresh Bajnath
Principal*

Shadow Hills Intermediate School

Palmdale School District VISION STATEMENT

*Palmdale School District ...
a place dedicated to each of our children, devoted to our whole community,
defined by our ideals, and providing the finest elementary education in the
Antelope Valley.*

MISSION STATEMENT

*To provide each of our children with a rigorous academic education, a safe
learning environment, and the knowledge, skills and attitudes necessary for
success.*

CORE VALUES

1. **EXCELLENCE:** *We will only accept excellence in our pursuit of student achievement.*
2. **ACCOUNTABILITY:** *We are responsible for unleashing the unlimited potential for each student, recognizing that we each play a critical role in his or her success and we are obligated to aspire to be our best as we pursue excellence in student achievement.*
3. **DIVERSITY:** *We embrace and celebrate the diversity in our community, valuing our cultural richness, multiple perspectives, and the varied contributions we all make to advance student achievement.*
4. **INTEGRITY:** *We treat each member of our whole community with dignity and respect, valuing relationships based on honesty and compassion, as we work collectively to advance student achievement.*
5. **COMMUNITY:** *We will be productive, honorable members of our community, advancing the interest of student achievement, civic pride and active participation in our democratic process.*
6. **TRANSPARENCY:** *We are dedicated to open and honest communication as we make all decisions impacting student achievement. We value input from our community as it relates to our pursuit of educational excellence.*

Supplementary Programs and Services

Abolish Chronic Truancy Program

Palmdale school District participates in the Abolish Chronic Truancy (ACT) Program, a partnership between the District's Attorney and schools that focuses on assisting families in complying with school attendance laws and increasing in-seat attendance of children.

Associated Student Body/Leadership Organization

The Shadow Hills Intermediate School Leadership organization referred to as Associated Student Body (ASB) will consist of 7th and 8th grade students. The students in ASB will be responsible for approving the raising of funds, expenditures, and special activities and developing a more positive atmosphere for students and faculty contributing to an improved school climate.

AVID - Advancement Via Individual Determination

AVID is an elective college-preparatory program that prepares students to attend a four-year college upon high school graduation.

California GEAR-UP (Gaining Early Awareness and Readiness for Undergraduate Programs)

Shadow Hills Intermediate School is involved in this federal program designed to increase the college-going rate of low-income students. California GEAR-Up supports middle schools to enhance their organizational capacity to prepare ALL students for success in high school and post secondary education.

California Junior Scholarship Federation

The purpose of the California Jr. Scholarship Federation, a statewide organization/honor society of over 600 chapters, is to foster high standards of scholarship, service and citizenship on the part of students.

English Language Learners (ELL)

Shadow Hills has an English Learners School Site Plan now available in the school office.

We seek to develop fluency in English, reinforce positive self-concepts, provide equal opportunity for academic achievement and promote cross-cultural understanding.

Gifted and Talented Education (GATE)

Shadow Hills will accommodate its identified GATE students and high achieving students in the following way for the 2009 - 2010 school year. We will attempt to cluster GATE students and high achieving students in Language Arts, Social Studies, Math and Science classes.

Special Education (Section 56030)

Special Education Services are available to school-age children with identified disabilities. These services include part-time instruction for students who need limited assistance from special education and full and part-time special day class services, as well as speech or adaptive physical education services. Student eligibility for these services is determined by an Individualized Education Planning (IEP) team in compliance with existing state and federal laws.

Supplemental School Counseling Program

Palmdale School District is a participant in a supplemental school counseling program provided by AB 1802 and SB 1131. These laws provide funds to increase counseling services to students in grades 7 – 12.. Students in grade 7 who are deemed to be at the far below basic level in English language arts or mathematics pursuant to the California Standards Test administered in grade 6 are provided with a list of coursework and experience necessary to assist them to successfully transition to high school and to meet all graduation requirements.

Title I

Title I provides services from federal money for identified students. These services are in addition to the basic program supplied to all students by the Palmdale School District.

Home/School Communications

Assignment Book/Planner

Each Shadow Hills student will be issued a student assignment book at the beginning of the school year that is to become a part of the student's regular use. This is for recording assignments (both classwork and homework) daily in the four core academic subjects: language arts, mathematics, social studies, and science.

A student who is without an assignment book may be subject to disciplinary action, as it is part of a student's classroom materials. If a student loses or defaces his/her assignment book, a replacement may be purchased in the office for \$5.00 (five dollars).

Progress Reports

These reports are mailed to you at mid-trimester for first, second and third trimesters. Each progress report will indicate an academic grade and a citizenship (behavior/responsibility) grade for each subject area. The progress report should indicate if your child is in danger of failing or if he/she needs to improve his/her citizenship grade. The progress report merely reports how your child is doing halfway through the trimester in each class

Low GPA Notification – (Below a 2.0 GPA)

At the conclusion of 1st and 2nd trimester an assembly will be held to notify all low performing students of how to calculate grade point average and to receive information on how to be a more successful student. **Students will be required to sign a letter stating they understand they are at risk of retention.**

Report Cards

Report cards are sent home approximately two weeks after the end of each trimester. The report cards reflect the academic and citizenship grades your child earned for the trimester. Grades from each report card will become a part of each student's permanent cumulative file.

Back-to-School Night and Open House

Shadow Hills will offer after-hours opportunities for you and your child to learn more about the school, the academic programs, and the staff members through our annual Back-to-School Night and Open House. Back-to-School Night for the 2009-2010 school year will be September 16. Open House will be June 2.

Parent Conferences

Shadow Hills' teachers are available at various times to meet with parents. You are always welcome to call an individual teacher or group of teachers to set up an appointment for a conference.

Accountability Report Card

We provide this school report card to give our community an assessment of our school and its programs. The Accountability Report Card is updated in May each year and is available to you in the school office or on the Palmdale School District web site. (The 2008-2009 Accountability Report Card will be available during the 2009-2010 school year).

Intra-District Transfer Agreement

Requests for intra-district transfer of students will follow the open enrollment regulations as set forth by the Palmdale School District.

School Business

School/Class Interruptions

In order to maximize our students' learning experience throughout the day, we will only interrupt a class in case of an emergency. If you are leaving something for your child (for example, homework, books, lunch, a message, etc.), we will keep it in the office until the end of the period, at which time we will contact the teacher and make the appropriate arrangements.

***Food items must meet the Wellness Policy of the Palmdale School District.**

Release of Students During School Hours

Parents or guardians wanting their child released during school hours **must** do so through the office. The person checking the student out must sign the release form in the office. Students will **only** be released to the parent(s) or emergency contacts indicated on the student's emergency card. In emergency situations when a parent needs a child released to someone other than the persons indicated on the emergency card, the parent must do the following:

1. Send a written request, signed by the requesting parent, with the person who is picking up the child. The request needs to be signed by the parent who registered the child for verification purposes.
2. Provide the name and description of the person you are authorizing to pick up your child. (The person must show proper identification.)

Any student release that leaves the student's welfare in question shall be handled at the discretion of the site administrator or designee.

Closed Campus

The Palmdale School District requires Shadow Hills Intermediate School and other district schools to maintain a closed campus for the safety and protection of all children. Access to the school will be available only through the main office. Students must stay on the school grounds from the time they arrive until dismissal, unless they are signed out through the office by a parent or another adult listed on the emergency card.

School/Class Visitation Policy

Parents are encouraged to visit the school to discuss their children's progress with the teacher. To minimize potential interruptions to learning, we ask that the following guidelines

1. Schedule the visit ahead of time with the teacher
2. Time and length of stay will be at the discretion of the teacher
3. Sign in and out on the Visitor Log in the school office
4. Please leave siblings or other small children at home
5. Avoid engaging students in conversation, unless invited to do so by the teacher

Student Body Identification Cards (Student I.D.)

Each Shadow Hills Intermediate School student will need a student photo I.D. Card and lanyard. The initial I.D. card/lanyard is given free of charge. There will be a \$5.00 fee for replacement I.D. cards/lanyards if lost. Students are to wear lanyards with I.D. cards at all times while attending school or at any school-sponsored events. **Failure to carry the I.D. card may result in disciplinary action.**

Student Phone Calls

Students will be permitted to make phone calls from school only in case of an emergency. The emergency situation must be conveyed to an administrator before removing a student from class to accept or make a phone call. **Reminder: Student cell phones are turned off and put away during school hours. Students using electronic devices during school will receive demerits and have their item confiscated for parent pickup. (Ed Code 48901.5)**

Bus Transportation

Students who receive bus transportation must ride the bus from and to their residence only. **Students ARE NOT ALLOWED** to ride an alternate bus to visit a friend after school.

Crosswalk/Sidewalk Safety

We strongly recommend to all of our students to always use the sidewalks and crosswalks. All students must obey all traffic laws and the directives of our crossing guards.

PROMOTION or YEAR-END ACTIVITIES

Students failing to achieve the requirements below must participate in school remediation classes and pass a standards based exit exam to be promoted

- Students who fail to earn a **2.0 GPA on their 1st trimester progress report** card will be required to participate in academic intervention classes during and after school.
- Students who fail to earn a **2.0 GPA on their 1st trimester report** card will be required to participate in academic intervention classes during and after school.
- Students who fail to earn a **2.0 GPA on their 2nd trimester report** card will be required to participate in academic intervention classes during and after school.
- Students who fail to earn a **cumulative 2.0 GPA on their 2nd trimester report card** will be required to participate in academic intervention classes during and after school.
- Students who fail to earn a **cumulative 2.0 GPA after their 3rd trimester progress report** will be required to participate in academic intervention classes during and after school **as well as pass a standards based exit exam.**
- The **exit exam** will be offered on three different **Saturdays; May 15, May 29, and June 12.** A student may take the exam all three time if necessary.
- Only 8th grade students with a **cumulative 2.0 GPA two weeks before the end of 3rd trimester** may **participate in the promotional ceremony.**
- 8th grade students who **fail to earn a cumulative GPA of 2.0** but **successfully pass the exit exam** will be **awarded a certificate of promotion** but **cannot participate in the end of the year promotional ceremony.**
- **"Students not passing the exit exam and not having a cumulative 2.0 GPA will be retained."**
- Students with **outstanding library and/or text books, school materials, cafeteria charges, or fundraiser monies** will be **excluded from the promotional ceremony.**
- Students who **disrupt promotion ceremony rehearsal** may be **excluded** from participating.
- Requirements for participation in 8th grade promotional activities (ie. Magic Mountain and school dance) will be determined by individual school principals.

DISCIPLINE PROGRAMS

B.E.S.T. Behavior (Building Effective Schools Together)

This philosophy facilitates the academic achievement and healthy social development of all students in a safe environment conducive to learning. Students are encouraged to be Safe, Respectful, and Responsible.

Bus Conduct

Students who misbehave on the bus and receive a bus ticket and/or suspension of bus-riding privileges will also receive demerits in their discipline file at Shadow Hills. If a student has his/her bus privileges suspended or terminated, he/she may not ride the bus for any reason during that time.

Civility at Schools (EC 32210)

Any person who willfully disturbs a public school or a public meeting is guilty of a misdemeanor, and may be punished by a fine of not more than \$500. Palmdale School District Civility Policy is available upon request.

Due Process

Students have the right of due process, which is the right to be heard and to tell their side of the story. Students will be given the opportunity to complete an incident report (*victim/accused, witness, in fear of*) at any time. In all cases, students will be informed of the charges against them.

Gum chewing

The amount of property damage due to gum chewing has resulted in prohibiting gum chewing on campus. Campus beautification projects will be the consequence for infraction of this rule.

Hate Violence (EC section 48900.3)

In addition to the reasons specified in Sections 48900 and 48900.2, a pupil in any one of grades 4 to 12 inclusive, may be suspended from school or recommended for expulsion if the Superintendent or the Principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 330.3.5.

Property Damage (EC section 48904)

Parents or guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. The school may further withhold the grades, diploma, and transcript of the pupil until restitution is paid.

Response to Disciplinary Actions (EC section 49072)

Parents may include in their child's school record a written response concerning reference to disciplinary action taken by school district personnel.

Restricted Citizenship

Students who meet the following behavior and attendance criteria each trimester will be eligible for all athletics (both as a participant and as a spectator), dances, and achievers trips and fundraising. Students will be informed in writing by site administration when they are ineligible for the above school activities. Restricted Citizenship status will be reviewed by the site Administrator each trimester.

Restricted Citizenship is the result of any of the following:

1. More than 3 days of formal out of school suspensions during any trimester.
2. 1st Trimester – 21 demerits
2nd Trimester – 21 demerits
3rd Trimester – 21 demerits
3. Any student who accumulates 63 demerits or more will be restricted from all school activities including promotion ceremony, from the date in which the 63rd demerit occurs.
4. 10 or more tardies/absences during a single trimester.

Sexual Harassment (EC section 48900.2)

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the Superintendent or the Principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

Student Conduct (5 CCR section 300, EC section 44807)

Pupils shall conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

Student Rights

All students have rights which are guaranteed to them under the law. However, students must recognize that the protection of their rights can never go so far as to deny the rights of others. The safety, well-being and learning atmosphere of our schools is of the highest priority and will be maintained.

Terrorist Threats against School Officials or School Property, Both (EC section 48900.7)

A pupil may be suspended from school or recommended for expulsion if the Superintendent or the Principal of the school in which the pupil is enrolled determines that the pupil has made terrorist threats against school officials or school property, or both.

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

Threat and Intimidation (EC section 48900.4)

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 – 12 inclusive, may be suspended from school or recommended for expulsion if the Superintendent or the Principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

Warnings

A student is verbally warned regarding inappropriate behavior. The teacher seeks a verbal agreement from the student that the inappropriate behavior will end. When all classroom discipline interventions have been implemented and misbehavior continues, one or more of the following may be implemented.

Removal from the classroom may result in one or more of the following:

- Lunch detention/campus beautification
- After school detention
- In-school suspension
- Off-campus suspension (sent home)

Each removal from the classroom earns the student 3 demerit points, lowering the student's citizenship grade. Administrators follow guidelines for suspension based on the California Education Code.

SUSPENSIONS

All suspensions are from the office and assigned by an administrator. Administrators follow guidelines for suspension based on the California Education Code. A suspended student may be required to wait in the office until released from school. *All fights may result in an at-home suspension for all parties' involved and possible citation from Sheriff's Deputy.* Students who commit offenses that are extremely serious in nature may have their cases recommended for review by the expulsion committee of the Palmdale School District.

California Education Code 48900

As per Education Code 48900, parents and students are hereby notified that in the schools of the Palmdale School District, a student may be suspended or be recommended for expulsion from school if the principal determines that the student, while on school grounds or during a school related activity off grounds, or while going to or coming from school, has committed any one of the following offenses:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to

this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aidor and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) School property includes, but is not limited to, electronic files and databases.

The district is required to expel from school for a period of not less than one year a student who is determined to have possessed a firearm, brandished a knife at another person, committed sexual assault or battery, or sold a controlled substance while at school. In addition, any student who commits one of the aforementioned violations will be referred to the criminal justice or juvenile delinquency system.

Suspension shall be imposed when other means of correction fail to bring about proper conduct. However, a student may be suspended for any of the above reasons upon a first offense, if the principal determines that the student committed any offenses "A" through "R", or that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. The Board of Education may order a student expelled for first time violations of offenses "A" through "R" if other means of correction are not feasible or have repeatedly failed to bring about proper conduct or that, due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the pupil or others.

Attendance

The state attendance laws require full-time attendance and punctuality of every student between six and eighteen years of age. The parents and the school have the responsibility to enforce these laws. A student should not be absent without the knowledge and consent of the parent or guardian.

Please call the school's attendance office or send a written note if your child is absent. (533-7400)

Tardiness

- It is extremely important that students be in their seats and ready to work at 7:18 in the morning.
- If a student is late for school, he/she MUST check in with the office before going to class.
- Students can receive 3 demerits for each time they are tardy to school or to classes.
- Upon the 5th tardy to school, the student may be required to attend lunch detention, after school detention or a Saturday School. Any student who is frequently absent or tardy from school without a valid excuse may be reported to the School Attendance Review Board and may have to participate in the ACT (Abolish Chronic Truancy) program.

Definition of Truancy (E.C. 48260) is as follows: *"Any pupil subject to compulsory full-time education who is absent from school without valid excuse more than three (3) days or tardy or absent in excess of 30 minutes on each of more than three (3) days in one school year is a truancy and shall be reported to the attendance supervisor or to the superintendent of the school district".*

Excused Absences

Students receive an excused absence when they are absent from school for the following reasons and have verifying documents:

- Death in the immediate family (mother, father or siblings)
- Illness or injury to the student, visiting a doctor, or if in the hospital for treatment.
- The pupil is on independent study and has completed a contract in accordance with independent study policies.
- Appearance in court.
- Observation of a holiday or ceremony of his/her religion.

Students who plan to be absent for an extended period of time (5 or more days), for reasons other than those listed above, should be placed on short-term **independent study** at the parent's request. The school requires a week's notice for the provision of short-term independent study. When all requirements of the signed independent study contract are met, absences will be excused. **Contact the school office for details.**

Unexcused Absences

Unexcused absences are those which do not come under any of the definitions of excused absences. Students who have unexcused absences may be cited by the Sheriff Deputy. Saturday School may be offered for make-up attendance days.

SHADOW HILLS UNIFORM POLICY
2009-10
REVISED 7-1-09

Shadow Hills Intermediate School, with the endorsement of the School Site Council and the English Learners Advisory Committee, has a Uniform Policy in full effect in the 2009-10 school year.

REASONS FOR THE UNIFORM POLICY:

The Uniform Policy will help maintain a safe and orderly school environment, eliminate unnecessary distractions on campus, and identify our students coming to and from school. Appropriate dress and grooming contribute to a productive learning environment. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

Education Code 35183:

- allows for a school site to control the school environment to facilitate and maintain an effective learning environment and to keep the focus of the classroom on learning and not on personal safety;
- allows for the adoption of a school-wide uniform policy as a reasonable way to provide some protection for students from being associated with gangs;
- allows a school site to prohibit gang-related apparel because it threatens the health and safety of the school environment;
- allows for a school uniform to create a together feeling, greater school pride, and better behavior in and out of class;
- allows teachers and students to concentrate more on teaching and learning and not spend much of their time learning the subtleties of gang regalia; and
- allows for a uniform policy that would minimize the concealment of weapons, including firearms and knives, in clothing, such as jumpsuits and overcoats, and by carrying large bags.

UNIFORM REQUIREMENTS

Shadow Hills Uniform Policy consists of the following:

Long Pants/Capris

- must be of the following plain, solid color: **black**;
- must fit properly at the crotch and not "sagging" or no more than 2" larger than the student's natural waist;
- must stay up without the use of a belt or suspenders, must not drag on the ground, and cannot be rolled up;
- must not have any rubber bands, drawstrings, or other binding devices; and
- must have an even-sewn bottom hem and sewn seams; and may not be frayed, slit or cut open at the bottom.

Short Pants

- must be of the following plain, solid color: **black**;
- must fit properly at the crotch and not "sagging" or no more than 2" larger than the student's natural waist;
- must stay up without the use of a belt or suspenders;
- must not be tight (preventing the student from easily sliding the fingers between the bottom of the garment and the thigh);
- must not exceed 2" below the knee and the length must reach the end of the middle finger when the hand is laid flat against the thigh;
- must not have any rubber bands, drawstrings, or other binding devices; and
- must have an even-sewn bottom hem and sewn seams; and may not be frayed, slit or cut open at the bottom.

Skirts

- must be of the following plain, solid color: **black**;
- must not be tight (preventing the student from easily sliding the fingers between the bottom of the garment and the thigh);
- the length must reach the end of the middle finger when the hand is laid flat against the thigh; and
- must have an even-sewn bottom hem and sewn seams; and may not be frayed, slit or cut open at the bottom.

Shirts/Blouses

- must be of the following plain, solid colors: **gray or white**;

- must be oxford-style and buttoned or polo-style with collars; may be long-sleeved or short-sleeved without any rolling-up;
- must fit properly (short-sleeve should not extend below the elbow and long sleeve should not extend below the wrist); and
- must be completely tucked in at all times while on campus and coming to/from school and not “blousing” out over the top of the pants, shorts, or skirts.

Sweatshirts/Hooded Sweatshirts/Jackets

- must be of the following plain, solid colors: **black or gray**;
- must fit properly over acceptable shirts (the sleeve may not extend below the wrist, sleeves may not be rolled up, and the length may not extend below the hip); and
- the hood should not be worn inside the building, classrooms or hallways.

Footwear

- Shoes must be worn at all times while on campus or on the bus during a school sponsored activity.
- Socks shall not cover the calf when worn in combination with shorts extending below the knee.
- Sandals may be considered shoes provided that they have a strap over the foot and around the heel.
- “House slippers” (commonly corduroy, fabric or without heel straps) are not considered shoes.
- Shoes or platform shoes (including the soles) shall not have heels higher than 2”.

Jewelry and Accessories

- Only earrings, finger rings and simple necklaces are permitted.
- Jewelry may not dangle or protrude more than .25” beyond the body.
- Openings on earrings shall not be larger than the diameter of a standard #2 pencil.
- Body jewelry, nose jewelry and other body piercing implements are prohibited.
- Hair nets, curlers, metal clips, colored rubber bands, and styling implements not designed to stay in the hair are prohibited.

General

- Logos, images, lettering and writing on all clothing (except for Shadow Hills-affiliated types) are prohibited.
- Pajama tops/bottoms, clothing worn inside out or backwards, and creases not permanently pressed are prohibited.
- Hats, caps, nylon headwear, skull caps, bandanas and other headwear are prohibited.
- Belts must be plain, threaded through belt loops, tucked in, and shall not dangle.
- Undergarments shall not be visible and inappropriate body exposure is unacceptable.
- Shorts shall not be worn over long pants.
- “Mohawk” haircuts or other type hairstyles are prohibited.
- P.E. uniforms may not be worn in classes other than physical education.

-Parents may choose to opt out. Parents who decide to opt out must meet with the Principal.

-Shadow Hills can provide resources to obtain the uniform to families in need.

-Those who opt out of the uniform policy are still subject to the standards of the dress code policy; offenders shall be subject to appropriate disciplinary action.

-The administration of Shadow Hills Intermediate School reserves the right to change or amend the Uniform Policy as it sees fit to help maintain a healthy, safe and orderly school environment.

Compliance Measures

- A. If necessary, disciplinary action may be taken to encourage compliance with the policy. The intent of the policy is not to inhibit or prohibit any student not in uniform from receiving the education to which he/she is entitled. Therefore, no student shall be suspended from class or from school, expelled from school, or receive a lowered academic grade as a result of not complying with the policy.
- B. Shadow Hills will encourage compliance with the uniform policy through positive reinforcement and recognition both in the classroom and school-wide. Shadow Hills will communicate frequently with parents to ensure that expectations, rationale, and benefits are fully understood by the student and his or her family.
- C. Prior to initiating any disciplinary action toward a student for failure to comply with the uniform policy, contact will be made with the parent in order to work collaboratively to bring about the desired result.
- D. A progressive discipline approach will be employed by the school staff so as to encourage full and consistent compliance with the least amount of disciplinary action.

Progressive Discipline Plan.

Students who do not conform to the uniform policy could face one or more of the following penalties: Warning, conference with administrator, phone call home, change of clothes, lunch detention, after School detention, Saturday School, in school suspension, or at home suspension.

- E. No disciplinary action will be taken toward students who are non-compliant when a student's parent or guardian has secured exemption from the Uniform Policy. Those who opt out of the Uniform Policy are still subject to the standards and consequences of the Dress Code Policy.

Additional Information

If a parent/guardian desires to exempt his/her child from the Uniform Policy, the following procedures must be met:

- Obtain an Application for Exemption from Uniform Policy (request by mail or pick up in person from the school office; fax is unacceptable.)
- Complete the application in full and submit it to the Principal/designee.
- Contact the secretary to schedule an appointment to meet with the Principal.
- Meet with the Principal to discuss the Uniform Policy and the reasons for the exemption request. This will facilitate open home/school communication and verify the validity of the application.
- Applications for exemption must be submitted for approval within 5 business days of registration.
- Students opted out of the Uniform Policy are still subject to the standards and consequences of the Dress Code Policy.
- Any student who is opted out of the Uniform Policy will be required to wear proper identification at all times on campus. If the identification is lost or stolen, the student is responsible for the replacement cost.

Shadow Hills is actively seeking resources (including donated clothes) in our community that will be able to provide assistance to our families. If a parent or guardian wants his/her child to wear the uniform, but needs assistance in obtaining the uniform, he/she can request an application from the office, return completed application in a sealed envelope marked "confidential" to the Principal, and make an appointment to meet with the Principal. Assistance will be granted based on need on a priority system and as it becomes available. If an application is not granted, you may opt out of the Uniform Policy.

The administration of Shadow Hills Intermediate School reserves the right to change or amend the Uniform Policy as it sees fit to help maintain a healthy, safe and orderly school environment.

SHADOW HILLS DRESS CODE 2009-10 School Year *REVISED 7-1-09*

Shadow Hills Intermediate School, with the endorsement of School Site Council, will continue with the *new* dress code in full effect for the 2009-10 school year.

General Guidelines

Students' clothing--with particular reference to logos, images, lettering, and writing--must not present a health or safety hazard or a distraction or be affiliated with street gangs which would interfere with the educational process and create an unsafe or disorderly school environment.

Clothes shall be of appropriate fit and sufficient to conceal undergarments at all times, **as defined in the Parent/Student Handbook.**

Students shall not wear clothing or other articles which:

- are obscene, sexually explicit, or satanic
- display or suggest sexually-related gestures, obscene and offensive gestures, pictures or wording
- promote violence, the use/abuse of illegal drugs, gambling, tobacco or alcohol
- represent gangs, racist groups, and/or groups on campus not officially sanctioned by the school

In order to maintain the safety of the school environment, students will be expected to tuck in their shirts or blouses at all times while on campus. Administration will consider requests for exception as needed.

Those who opt out of the uniform policy must carry their opt-out identification card at all times, must present it if requested by school personnel, and are still subject to the standards of the dress code policy; offenders shall be subject to appropriate disciplinary action.

Shirts and Blouses

Halter tops, spaghetti straps, tank tops, tube tops, see-through blouses, low-cut tops, or any shirt that exposes the midriff or the back, and

Shirts without sleeves are prohibited for safety reasons. All students shall wear tops that are at least long enough to be tucked in (as

determined by the “arms –up test”) and the length must not be longer than the wrist when the hand is laid flat against the thigh.

Shoulder straps must be at least two inches wide and cover the shoulder, and the arm openings must fit snugly around the underarm. Any clothing that is worn over a shirt that does not meet dress code must completely cover the inappropriate shirt. **Shirts must be buttoned and free of rips, tears and holes.**

Skirts, Pants, and Shorts

- Pants shall not be oversized at the waist, may not be worn below the student’s natural waistline (“sagging”), underpants shall not be visible above the pants, and slits, and/or tears above the knee are unacceptable. Pants more than two inches larger than the student’s natural waist will not be allowed. (For example, if a student’s waist is 28, he/she may wear pants no larger than a waist size of 30.)
- Overalls shall not have straps unfastened or trailing. Belts must be threaded through belt loops, tucked in and shall not dangle.
- Pants or shorts must have an even-sewn bottom hem and sewn seams. They may not be frayed, slit or cut open at the bottom.
Short or tight skirts/shorts shall not be worn. The length of shorts or skirts must reach the end of the middle finger when the hand is laid flat against the thigh.
- Tight shirts/shorts are those which prevent the student from easily sliding his/her own fingers between the bottom of the garment and his/her thigh.)
- Shorts shall not be worn over sweatpants or long pants.
- Slits, tears, or frayed clothing is unacceptable.
- Pant cuffs may not be tied, in front, with the shoestrings laced through the shoes.
- P.E. uniforms may not be worn in classes other than physical education. (*Exception: instance of dress code violation.*)

Footwear

Students are to wear shoes at all times while on campus or on the bus during a school sponsored activity. Socks shall not cover the calf when worn in combination with shorts extending below the knee. Sandals may be considered shoes provided that they have a strap over the foot and around the heel. “House slippers” (commonly corduroy, fabric or without heel straps) are not considered shoes for purposes of safety and shall not be worn. Shoes will not have heels higher than 2 inches. Platform shoes will not have heels higher than 2 inches, including the soles.

Jewelry and Accessories

Jewelry other than simple earrings, finger rings, and simple necklaces shall not be worn. (Jewelry may not dangle or protrude more than .25 inch beyond the body for safety reasons.) Body jewelry will not be permitted. Nose jewelry and other body piercing implements will not be allowed. Earrings that have “openings” in them present a potential safety hazard. ““Openings” on earrings shall not be larger than the diameter of a standard number #2 pencil.

Styling implements not designed to stay in the hair shall not be worn in the hair. Hair nets, curlers, metal clips, or colored rubber bands are unacceptable.

- Hats, caps, nylon headwear, skull caps and other headwear may not be worn by the student while on campus or on the bus.
- Hats, beanies, or hoods on sweatshirts may not be worn inside the building.
- Bandanas, belts and other accessories that commonly signify gang identification are prohibited.
- Belts, belt buckles with letters, numbers, or other designs on them shall not be worn.

In Addition

- Excessive color identification (i.e. red shirt, red pants, etc.) often worn in combination with other gang attire is prohibited.
- Creases are not allowed in clothing which is not commonly permanently pressed when worn in combination with other gang or gang-related attire. (I.e. ironed crease in tee shirts, sweat shirts, etc.)
- Clothing shall not have any gang-style writing (commonly described as Old English style). Clothing shall not have writing other than the original factory produced letters/patterns.
- Clothing, especially jackets, shall not have any names other than legal, verifiable personal names.
- Flight jackets are not permitted when worn with combat boots.
- Students shall not wear, carry or possess pagers, walkman players, radios, tape players, recording devices, or any other electronic equipment while on campus. The law states that cell phones are permitted, but must be turned off and out of sight while on school grounds. Cell phones must be off and out of sight while on school grounds. When worn, carried, or possessed at school, these items can be disruptive to the educational process and could negatively affect the safety of all individuals on campus. (Parents will be asked to come to Shadow Hills to pick these items up after they have been confiscated.) Shadow Hills is not responsible for these items if they are lost or stolen.
- Personal graffiti written on the body will not be permitted.
- Hair shall be of natural hair color only, this includes hair extensions.
- “Mohawk” haircuts or other type hairstyles that are a distractions to the educational process, (teaching and learning), are not allowed.
- Backpacks, notebooks and school papers should be free of gang writing or graffiti. Schoolwork written in gang-style writing (for example, Old English) will not be accepted.
- Pajama tops/bottoms are not appropriate for school and shall not be worn on campus or on the bus.
- Clothing worn inside out or backwards is not permitted.
- Clothes may not be adorned by rubber bands or elastic straps (i.e. on pant legs).
- Sunglasses without doctor’s written notice are not allowed.

Dress Code Penalties

Students who do not conform to the dress code will face the following penalties:

Students who do not conform to the uniform policy could face one or more of the following penalties:

Warning, conference with administrator, phone call home, change of clothes, lunch detention, after School detention, Saturday School, in school suspension, or at home suspension.

Appropriate dress and grooming contribute to a productive learning environment. Therefore, parents/guardians are strongly encouraged to exercise reasonable judgment in the selection and purchase of the appropriate clothing for their children to wear to school.

Students are required to give proper attention to personal cleanliness and to wear clothes that are suitable for school and for the school activities in which they participate.

Students and parents/guardians have been informed about dress and grooming standards at the beginning of the school year and will be informed if these standards are revised.

A student who violates the standards of dress and grooming shall be subject to appropriate disciplinary action.

The administration of Shadow Hills Intermediate School reserves the right to change or amend the dress code as it sees fit to help maintain a healthy, safe and orderly school environment.

PARENT SUPPORT

English Learner Advisory Council (ELAC)

The ELAC reviews and advises on the following school matters: development of a detailed master plan for ELL education, development of schools’ need assessment, administration of annual language census and ways to make parents aware of the importance of regular school attendance.

District English Learner Advisory Council (DELAC)

Whenever fifty-one or more English learners are enrolled in a district, the district will establish a functioning District English Learners Advisory Council (DELAC) to oversee programs and services for English Learners.

Parent Teacher Association (PTSA)

Shadow Hills urges you to become an active member and reap some of the rewards of our PTSA. Notices and newsletters will be sent home periodically to keep you informed of its activities. All funds collected through the PTSA come directly back to the school to be used for cultural programs, field trips, drug awareness, and classroom materials.

School Site Council (SSC)

SSC is an advisory board to Shadow Hill Intermediate which consists of teachers, classified employees, the school principal or administrative designee and parents. They review school curriculum and site needs and make recommendations for improving the educational program at Shadow Hills.

Superintendent's Advisory Council (SAC)

Members assist the superintendent in strengthening communication and establishing liaison between schools and the community they serve.

Volunteers

Shadow Hills Intermediate is a student centered school. We encourage parents to become involved with the school by volunteering as a classroom aide, becoming an active member of PTA, ELAC or SSC, helping in the library or office or just communicating with your child's teacher. Please contact the school office or your child's teacher if you are interested in being a volunteer at school. Volunteers are required to be fingerprinted and have TB clearance.

Health Services

Health services provide students with counseling and guidance concerning individual health needs, promotes good health habits, aids in the control of contagious diseases through re-admissions, exclusions and immunizations, care for injured persons or those who become ill at school, and maintains necessary health records and serves as a resource for health instruction.

If your child becomes ill at school, he/she is required to inform the teacher or supervising adult, who will then refer the child to the Health Office to be treated. The illness/injury must be documented, according to ED. Code; therefore, it is imperative that the child follow this procedure.

Health Services Include:

- First aid to treat injuries or medical conditions.
- Vision Screening
- Hearing Screening
- Scoliosis Screening
- Referrals to Community Medical, Dental, Vision and Immunization Services

Prescribed Medication for Pupils

Any student who is required to take medication prescribed by a physician during the school day must be helped to do so by the school nurse or another authorized school employee.

The Education Code, state law and Shadow Hills requires:

- A written statement from the physician telling the purpose and name of the medication, the method of taking, the amount and the time schedule for administering the medication.
- A written statement from the parent or guardian asking that the school give this assistance. This statement is used for all medications, including cough drops, throat lozenges, aspirin, allergy and cold tablets.
- The medication must be administered from and kept in the Health Office at all times.

Nutrition

Breakfast: Served daily beginning at 6:50 A.M. and closing at 7:15 A.M. daily.
Lunch: Served daily 2 different periods as per student schedule.

Free breakfast and lunch will be available to all students who qualify. To apply for a free or reduced price lunch, parents must complete an application for each student annually. This application should be completed upon initial enrollment and at the beginning of each school year.

Available on the PSD website: the Wellness Policy, Board Policy, Healthy Snack List, menu for the school year, breakfast and lunch prices are. Just click on the Child Nutrition Department link.

Required Notifications to Parents

The following information is submitted in compliance with the California Education code and is paraphrased for your convenience. Requests for further explanations may be obtained from your school principal or the Office of Pupil Personnel Services.

Emergency Information (Section 49408)

Parents are required to update emergency information including the parent's home, business addresses and telephone numbers. They must also provide the name, address and telephone number of a relative or friend authorized to care for the pupil in an emergency if the parent cannot be reached.

Directory Information (Section 49073)

Student's name, address, telephone number, date and place of birth, participation in officially recognized sports, date of attendance, awards received and the most recent previous public or private school attended may be released to the following person or agencies: representatives of the news media, parent organizations serving the school from which the information is requested, employees of law enforcement, and employees of public social service agencies in the course of their official duties. No information shall be released when a parent has notified the school district that such information shall not be released.

Handicapped Pupils (Rehabilitation Act of 1973, Section 504)

The district shall not discriminate on the basis of sex, handicap, race, color, natural origin or lack of English skills. The district shall provide reasonable accommodations for handicapped pupils.

Medical Services Information (Section 46010)

The law requires notification to pupil's grade 7 to 12, and parents and guardians of all pupils enrolled in the district, that school authorities may excuse any pupil from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. It has been determined that students in this district shall not be dismissed for confidential medical purposes without parental knowledge or consent.

Physical Examinations (Section 49451)

Parents may file a written statement annually with the school principal stating that they will not consent to routine physical examination of their child, and the child will then be exempt from such examinations. Students believed to be suffering from a recognized contagious or infectious disease may, however, be excluded from school attendance until the school authorities are satisfied that any contagious or infectious disease does not exist.

Religious Instruction (Section 46014)

Permissive absence for religious exercises or instruction may be granted for Board approved exercises or instruction.

Response to Disciplinary Actions (Section 49072)

Parents may include in their child's school record a written response concerning any reference to disciplinary action taken by school district personnel.

Review of Pupil Records (Section 49063)

The district retains records as required and deemed necessary. You have the right to inspect and review any and all records, files, and data related to your child. They are available for review at any time during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or records maintained by the school, please inform the principal or an assistant principal.

When a student moves to a new district, records will be forwarded upon request of the new school district as per board policy. At the time of transfer, the parent may review, receive a copy (at a reasonable fee) and/or challenge the records.

Residency Based on Parent or Guardian Employment (Section 48204)

The law requires that parents and guardians shall be advised of employment-based school attendance options for elementary pupils.

Sex Discrimination (Title IX, '72)

The district is committed to providing equal opportunity for both sexes in educational programs and activities. Complaints alleging non-compliance should be directed to the school principal and/or the Director of Pupil Personnel Services.

Sexual Harassment (Section 212.6)

Sexual harassment of or by any employee or student shall not be tolerated. The Governing Board considers sexual harassment to be a major offense, which can result in disciplinary action for the offending employee or suspension and/or expulsion of students.

Temporary Disability (Section 48207)

When a parent or legal guardian notifies the district that he/she has a child with a temporary disability residing in a hospital or a residential health care facility located within the boundaries of the district, the district is required to make arrangements for providing individual instruction.

Vision and Hearing Screening (Section 49455, 49452)

Vision and hearing screening tests will be given to pupils in grades 8. Parents may sign a waiver exempting their child from these examinations if they so desire.

District-Wide Policies

Wellness Policy

The Federal Child Nutrition and Women, Infants and Children (WIC) Reauthorization Act of 2004 (Note in 42 USC 1751) mandates that any district participating in a federal nutrition program adopt a policy on student wellness that, at a minimum, includes goals for nutrition education, physical activity and other school-based activities that are designed to promote student wellness in a manner that the district determines is appropriate. As a result of this mandate, the PSD has adopted a Wellness Policy. Parents and staff are encouraged to set the example of healthy eating habits to our students.

Maintenance of Schools

The Palmdale School District maintenance staff frequently uses pesticides and/or herbicides to assist in maintaining schools. The Healthy Schools Act of 2000 was signed into law in September 2000 and requires that all schools provide parents or guardians of students with annual written notification of expected pesticide use on school sites. The notification will identify the active ingredient or ingredients in each pesticide product and will include the Internet address (<http://www.schoolipm.info/>) for further information on pesticides and their alternatives. Annual notifications begin September 4, 2007.

Weapons-Free Schools

The Palmdale School District Board maintains a zero-tolerance policy and believes classrooms must be safe for students and staff. Students may be expelled for bringing a gun, knife or anything that can be used as a weapon to school. Students in grades Kindergarten through 4th grade possessing, exhibiting or threatening others with a weapon may be suspended or expelled, while students in grades 5th through 8th shall be suspended and subject to the expulsion process, pursuant to AR 5144.1.

Uniform Complaint Procedures

The Palmdale School District recognizes that we have the responsibility for ensuring that we comply with officially adopted Board Policies and state and federal laws and regulations governing educational programs. The Uniform Complaint Procedures may be used for complaints or non-compliance involving the following educational programs and complaints alleging violations of the following non-discrimination protections:

- Instructional materials
- Facilities
- Teacher vacancy and/or misassignment

General Complaint Policy

The Governing Board believes that all parent complaints and concerns can be resolved by meeting with site personnel. If not, the following procedure should be used:

- Make an appointment to discuss the problem with the appropriate site staff member
- In the unlikely event that your concern is not resolved, an appointment should be made with the school principal
- If you are not satisfied after meeting with site administration, a complaint form can be secured from the principal and turned in to the Superintendent's Office

Bullying/Harassment

The site principal of each school has the responsibility of developing and maintaining student behavior and conduct guidelines. Board policy on "Bullying/Harassment" sets a standard to promote "safe and secure schools". It defines the obligation to promote "mutual respect and safe and harmonious relations". The District believes that students have a right to attend a school that is free of abuse and harassment. Any gestures, comments, threats or actions, either written, verbal or physical; causing or threatening to cause or likely to cause bodily harm or personal degradation, will not be tolerated on any district property or at any school activity, on or off campus. Students found in violation of this policy will be subject to suspension and/or expulsion or other disciplinary methods deemed appropriate by the administration.

Homework

Pursuant to Board Policy AR6154, homework is a teacher-planned learning activity which takes place largely outside of a student's regular school hours. As such, homework should reinforce classroom learning and expand on a student's school experiences. Homework assignments are to be specific and related to classroom objectives. The amount of homework assigned, its complexity and scope, and even the grading of homework should be related to the needs and abilities of the individual students.

- Kindergarten and first grade students may be given homework at least two (2) nights a week for 10-15 minutes, except on Friday or before a holiday.
- Second through eighth grade students may receive homework four (4) nights a week, Monday through Thursday, except before a holiday.

Students may be given long-term assignments. These assignments may include science projects, preparation of an oral presentation or research paper. Assignments may make it necessary for students to work on weekends and holidays. Such commitment should be voluntary on the part of the student. Students and teachers should have a clear understanding of the purposes and procedures for successfully completing long-term homework assignments.

Homework shall not be given for disciplinary measures. However, unfinished class work may be assigned as homework when a student has failed to complete assignments due to poor work habits (not because he/she is a slow worker or learner). A contract shall be established with parent and student in such cases. Students may be excused from homework, if a note is received from the parent. Homework assignments should not require use of specialized materials at home, such as encyclopedias, unless the school lends such materials to the students.

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. (Education Code 48205)

Retention

Students, who fail to satisfy grade level standards as established in Board Policy, may be retained. Notice of retention shall be sent to targeted students at the 3rd trimester report card. A teacher's decision to promote or retain a child may be appealed consistent with Board Policy, administrative regulation, and law.

Miscellaneous

Emergency Disaster Procedures/ Drills

In the continued interest of student safety, the Governing Board believes it important that students, parents and staff be aware of, and practice, appropriate emergency and disaster procedures. Palmdale District Schools conduct monthly emergency and /or disaster drills in order to familiarize students, parents and staff with proper procedures. Emergency plans and maps are displayed in each classroom, as well as the proper classroom evacuation route. Each teacher has an emergency bag with disaster supplies to be used should a disaster occur. In the event of a disaster, standard response and student release procedures will be used.

Students will not be released to any adult without picture identification and verification of the current emergency card.

Lock Down Procedures

This action is taken when the threat of danger, violence or gunfire is identified and/or site administration is directed by law enforcement that it is necessary to prevent perpetrator(s) from entering occupied areas. During Lock Down, students are to remain in the classrooms or designated locations at all time. This procedure is to be implemented in full during a drill or an actual event. If inside, teachers or staff will lock the doors and close any shades or blinds if it appears safe to do so. Students and staff will implement duck-and-cover procedures when necessary. If standing outside, students will proceed to their classrooms if no danger is present. If not, teachers or staff will direct students into the closest classrooms or school buildings (e.g., auditorium, library, cafeteria, and gymnasium). Teachers and students will remain in the classroom or secured area until further instructions are given by the Principal or law enforcement. The front entrance will be locked and no visitors, other than appropriate law enforcement or emergency personnel with proper identification, will be allowed on campus during lockdown.