# 2026-2027 PARENT/STUDENT HANDBOOK




# Home of the Tres Pinos Panthers!

Tres Pinos Union Elementary School
5635 Airline Highway/P.O. Box 188
Tres Pinos, California 95075
**P (831) 637-0503 / F (831) 637-9423**
***www.trespinosschool.org***

Mike Kim
*Superintendent/Principal*
***mkim@sbcoe.org***

# TABLE OF CONTENTS


| | |
|---|---|
| Principal Message…… | Page 3 |
| Mission Statement, Board of Trustees, Staff…….. | Page 4 |
| Bell Schedule, Growth Standards…… | Page 5-6 |
| Community & Parent Involvement…….. | Page 6 |
| Visitors……. | Page 6-7 |
| General Information……. | Page 7 |
| Aeries Parent Portal……. | Page 8 |
| Office Policy…… | Page 8 |
| Attendance…….. | Page 8 |
| General Absences…… | Page 8-9 |
| Unexcused Absences…….. | Page 10 |
| Tardiness & Late Arrivals…… | Page 10 |
| Independent Study…….. | Page 11 |
| Graduation Requirements…… | Page 11-12 |
| Extracurricular Activities, Physical Education…… | Page 12 |
| Playground Rules…… | Page 13 |
| Progress Reports and Trimester Dates…… | Page 13-14 |
| Demonstration Projects…… | Page 14-15 |
| Field Trips…… | Page 15 |
| Homework Policy…… | Page 15-16 |
| Promotion/Retention Policy…… | Page 16 |
| Discipline…… | Page 16-18 |
| Discipline Consequences…… | Page 18-20 |
| Bullying…….. | Page 21 |
| Dress Code…….. | Page 21-22 |
| Cell Phones…….. | Page 23 |
| Computer Policy…….. | Page 23-24 |
| Internet Policy…….. | Page 24 |
| Lunch Rules……. | Page 24-25 |
| Drop off and Pick up Rules…….. | Page 25 |
| Medical Information…… | Page 25-28 |
| Contagious Diseases…… | Page 26-27 |
| Emergency Procedures…… | Page 27 |
| Type 2 Diabetes Information…….. | Page 27-28 |
| Support Services…….. | Page 28-29 |
| Care of Buildings and Grounds…….. | Page 29-30 |
| ELOP Information | Page 30 |
| Parent Rights & Responsibilities and Technology Agreement **Requires Parent Signature**…… | Page 31 |

# A Message from the Principal



## Welcome to Tres Pinos School!

On behalf of the Tres Pinos Administration, and staff, we would personally like to welcome you to the 2026/2027 school year. The dedicated teachers, support staff and administration have made a commitment to your child's educational progress. We serve to assist each of you in making your child's education a success. We anticipate your involvement and cooperation in making this year successful for your child and are pleased that you are part of the Tres Pinos family.

This handbook has been created for you and your child as a guideline to many procedures, policies, regulations, and services. However, no attempt has been made to include all aspects of the school's procedures. Various situations arise from time to time that will be dealt with on an individual basis in accordance with school administration and district policies and practices.

We ask that you please take the time to read this handbook and discuss it with your child. This will ensure that you and your child can begin the new school year feeling confident and informed. If you have any questions, please do not hesitate to call us.

At Tres Pinos School, student learning is our primary goal. We expect all students to take responsibility for their own actions and to attend school every day so that they can benefit from the educational opportunities offered here. We expect all students in our school to excel. With the commitment and hard work of our teachers and our classified staff, and with your help and support, we know and believe every student will be successful at Tres Pinos School.

We encourage you to become actively involved in our school community.

Sincerely,

Mr. Mike Kim
Superintendent /Principal

## SCHOOL MISSION STATEMENT

It is the mission of Tres Pinos Union Elementary School, in partnership with the school community, to support and sustain a system of learning which will inspire all students to think, to learn, and to care. We will strive to instill in each student a desire for lifelong learning and offer them the opportunity to realize their highest aspirations for the good of both the individual and society.



## BOARD OF TRUSTEES

| Board Member | Telephone Number | Term Expiration |
|---|---|---|
| Edward Schmidt | (831) 628-3432 | 2026 |
| Colleen Bryan | (831) 801-6194 | 2028 |
| Kathrine Hatch | (408) 204-8265 | 2026 |
| Aida Fitzgerald | (408) 529-1321 | 2026 |
| Aaron Miller | (831) 801-4810 | 2026 |

## SCHOOL STAFF

| Name | Department | Email Address |
|---|---|---|
| Mike Kim | Superintendent /Principal | mkim@sbcoe.org |
| Bradley Brantome | 6th - 8th Grade Teacher | bbrantome@sbcoe.org |
| Jose Talevera | 3rd - 5th Grade Teacher | jtalavera@sbcoe.org |
| Camille Widman | TK - 2nd Grade Teacher | cwidman@sbcoe.org |
| Elizabeth Alvarez | Mental Health Therapist | ealvarez@sbcoe.org |
| Veronica Raffin | Secretary/Service Aid | vraffin@sbcoe.org |
| Raquel Broyer | Paraprofessional | rbroyer@sbcoe.org |
| Liliana Lopez | Paraprofessional | lilopez@sbcoe.org |

## BELL SCHEDULE

| | |
|---|---|
| School Begins | 8:00 a.m. |
| Recess | 10:00 a.m. to 10:15 a.m. |
| Lunch Recess | 11:40 a.m. to 12:15 p.m. |
| *TK Dismissal* | *12:30 p.m.* |
| End of School Day | 3:00 p.m. |
| **Thursday (Minimum Day TK-8th)** | **1:00 p.m.** |



## ACADEMIC, SOCIAL AND EMOTIONAL GROWTH

**At Tres Pinos School we believe:**

- There is more than one way to be human, to learn, and to contribute.
- Despite differences, all students are more alike than different.
- All students have value as human beings and deserve respect as worthwhile people.
- Every child matters.
- There is strength in diversity.

All children should be held to high academic standards. To ensure this, the Tres Pinos Union Elementary School academic program will be continually evaluated, revised, and enhanced to allow all children to reach their fullest potential. The California Curriculum Frameworks, the district's curriculum guidelines, and other appropriate resources as designated by the learning community will guide instruction. The instructional team will work together to build consistent strategies and programs across and between grade levels that meet the varying needs of the children. Students will develop skills, such as critical and analytical thinking, which will empower them to pursue learning independently beyond the classroom.

Students learn best in a nurturing yet challenging environment - a strength of Tres Pinos Union Elementary School. Teachers and staff members must be able to understand and respond to each child's uniqueness academically and emotionally. The school will continue to build a positive learning community while challenging students to reach high standards. To this end, the Tres Pinos Union Elementary School District is committed to maintaining small class size, providing materials, and using instructional strategies that are research based and current, ensuring appropriate access to technology, and supporting continued professional development. In the Tres Pinos Union Elementary School learning community, each member is responsible for the success of the others. Students, parents, teachers, staff members, and administration will respect each other and themselves, live

by the school's rules, work cooperatively, use self-knowledge for change, challenge themselves, and appreciate the ideas and experiences of others.

Student and staff performance will be measured and assessed in a variety of ways that are efficient, relevant, and appropriate. The most powerful use of assessment is to improve curriculum and instruction so that all children can reach high standards.

## COMMUNITY AND PARENT INVOLVEMENT

With the goal of building strong partnerships, Tres Pinos Union Elementary School's responsibilities to parents include clearly explaining what is to be learned and how children are progressing as well as assisting parents as they support children's learning at home.

Parents' responsibilities to the school include making sure children come to school every day on time and ready to learn. Parents should actively support children's learning in all parts of their lives. The school encourages parents to participate in their children's school experience by attending school events, participating in decision-making, and volunteering.

A successful educational program requires teamwork. All the stakeholders at a school must come together to ensure students succeed to the best of their abilities. The more assistance we have, the better we can do. Therefore, we encourage volunteers to assist us on a regular basis in the classrooms.

Tres Pinos Union Elementary School has traditionally enjoyed the dedicated support of the community at large. The school will continue to build that relationship by listening to community opinion, accessing community resources, answering questions, and encouraging the community to learn about the school's mission, goals, and programs. The school recognizes that it is part of a larger community with many diverse needs and that it must be responsive to these as the community continues to grow and thrive.

## VISITORS ON CAMPUS

Please keep in mind that this is a privilege, and that the safety of the students is the highest priority. Visitors are expected to follow the same rules and behavior standards that the students are subject to. Disruptive and non-compliant visitors will be asked to leave campus.

1. All visitors must check in at the school office and receive a Visitor Pass before entering the school grounds. **There will be no delivering or dropping off items to a classroom.**

2. Parents and visitors must make prior arrangements with the teacher to visit a classroom during school hours. The teacher will notify the office of the visit.

Otherwise, visitor's requests to go to the classroom will be turned down to avoid interrupting classroom instructional time.

3. All visitors must always have their pass visible.

4. Due to liability and safety issues, siblings are not allowed in classrooms or on field trips unless it is a planned family event for the school.

5. Delivery Services (i.e., Florists, Door Dash, Uber Eats, etc.) will not be allowed without prior communication to and approval of administration and all deliveries will be to the office following safety procedures.

## RULES FOR VISITORS

1. Enter and leave the classroom as quietly as possible.
2. Do not converse with the students, teacher, and/or instructional aides during the visitation.
3. Do not interfere with any school activity during the visit.

**Students from other schools are not allowed to visit during the school day unless previous arrangements have been made with the administration.**

## GENERAL INFORMATION

We operate a closed campus at Tres Pinos School during school hours. Our policy is that students must stay on school grounds from the time of arrival, even if classes have not started, until dismissal or until an adult picks them up. It is our desire to have a safe and healthy environment for our staff members, students, and those visiting our campus.

Students may NOT leave the school during the school day with anyone other than their own parent(s) or guardian(s) without written permission. Students leaving before their regular dismissal time must have written permission to do so. Students having to leave school grounds before the time of their dismissal must be signed out at the office by the person picking them up.

The school day begins with a morning bell at 8:00 a.m. Classes begin for all students at 8:05 a.m. every day of the week. TK students will be dismissed at 12:30 p.m. Parents will be informed if starting or dismissal times will be different from those stated above, such as in the case of field trips or other school activities.

Tres Pinos School is on a trimester system. Progress Reports will be given out in the middle of the Trimester to inform parents of their child's academic progress. Parent/Teacher conferences will be held towards the middle of the first trimester. A copy of the Academic Calendar is available on the school's website: www.trespinosschool.org

## AERIES PARENT PORTAL

The Aeries parent portal is available on the school app and the website. Teachers will have all assignments posted so that parents will be able to check their child's progress. If you are unable to get in the parent portal, please call the office. You can download the app from your app store on your phone, and it is free. All office communication is done through ClassDojo, the app and website, so it is important that you download the app.



## OFFICE POLICY

1. Students are not allowed in the office during class time, recess, or lunchtime.
2. The office telephone is to be used only for emergency purposes.
3. School Office Hours: 8:00 a.m. to 3:30 p.m.

## PROTOCOL FOR MEETING WITH THE PRINCIPAL

1. Conference with teacher first.
2. Call the office to make an appointment with the Principal.

## ATTENDANCE

State law requires that all students attend school for 180 days each year. A large portion of the income our school receives is based upon students attending school. We are only reimbursed for the cost of educating every child who is in attendance.

## GENERAL ABSENCES

Daily school attendance is the greatest factor to improve student achievement. For students 6-18 years old, daily school attendance is compulsory. Therefore, it is crucial to teach your child that on time school attendance is an important family value.

Always review the school calendar and plan activities and vacation during days off. Every pupil who has excused attendance shall not have grades or academic credit lost if assignments and tests can be reasonably completed.

Other attendance reports, such as truancy, still rely on excused and unexcused absences. Absences must be cleared within three school days. Unexcused absences result in a recorded truancy.

1. Notwithstanding EC 48200, a pupil shall be excused from school when the absence is:
   A. Due to his or her illness.

B. Due to quarantine under the direction of a county or city health officer.
C. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
D. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
E. For the purpose of jury duty in the manner provided by law.
F. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
G. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization. When the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
H. Participation in religious instruction or exercise in accordance with district policy.
I. For the purpose of spending time with a member of the pupil's immediately family, who is an active-duty member of the uniformed services, as defined in EC49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period to be determined at the discretion of the superintendent of the school district.
J. Confidential medical appointments without parental consent (grades 7 and 8).

2. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time; shall be given full credit. The teacher of any class from which a pupil is absent shall determine the tests and assignments, which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

3. For purpose of this section, attendance at religious retreats shall not exceed four hours per trimester

4. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

5. "Immediate family" as used in this section, has the same meaning as that set forth in Section 45194.

## UNEXCUSED ABSENCES

1. Family trips for pleasure or recreational reasons.
2. An absence without an excusable reason, even if initiated by a parent/guardian or parent representative.
3. An absence for which advanced approval was required.
4. A non-excused tardy of more than 30 minutes to a classroom.
5. An absence requiring verification from a physician, school nurse or other qualified school personnel, which was not verified as required.

When a student has accrued absences due to illness equal to ten percent of the school days, from the day of enrollment to the current day, subsequent absences must be verified by a physician, or school personnel. Absences must be cleared daily unless other arrangements are made with the school principal or designee. The principal shall implement whatever steps are lawful and appropriate to keep students in school.

Reporting excusable absences must be cleared as soon as possible as follows:

1. A written note and/or email from the parent/guardian or parent representative.
2. A conversation, with school staff and the parent/guardian or parent representative.
3. A visit to the student's home by school district personnel.
4. Any reasonable method that verifies that the student was absent for the reasons stated.
5. A physician's verification.
6. Confirmation by school staff of confidential medical appointments.

## TARDINESS AND LATE ARRIVALS

By the California Education Code definition, a student is deemed tardy if he/she arrives at school **30 minutes** after the start-of-school bell has rung. At Tres Pinos School a student is officially tardy if he/she arrives at school 30 minutes after their bell, which would be 8:30 a.m. If a student is tardy on three separate occasions, this will be considered as one day of absence for truancy purposes.

The first and last few minutes in the classroom are as important as the rest of the school day. Parents should model for their students the importance of being on time. Being on time is a practice that will benefit the student throughout his/her entire lifetime. Students who arrive after the late bell cause a disruption to classroom procedures. Arriving late means directions for the day and the introduction of some concepts are missed. Please have your children in the classroom ready for instruction by their designated start time as set forth in the school calendar and schedule for their grade. Even though being less than 30 minutes late is not tardy, late arrivals will be monitored, and letters will be sent home to the parents of students who are chronically late. Students who are found to be habitually truant will be referred to the School Attendance Review Board (SARB) for appropriate action. Parents who fail to get their children to school on time (except in case of illness or an emergency) may be guilty of an infraction of the law and subject to prosecution.

## INDEPENDENT STUDY

If a student needs to be absent for one (1) consecutive day but no more than 15 consecutive days, it is preferred to contact the school office at least **2 weeks before** your date of departure or we may not allow an Independent Study contract. Independent Study Contracts are simply a way for your child to complete appropriate academic activities during a school absence and are intendent to provide continuing and special study if students must travel during the school year. The contract is an agreement between the student and the teacher stipulating that the student will complete work that is consistent with class assignments or the unique learning opportunities that occur while he/she is traveling. Independent Study Contracts are only valid if issued **BEFORE** the child is absent for more than one (1) days.

The Independent Study contract will specify the requirements of the contract. Your child's teacher will give you materials and work needed the day before departure. To receive the appropriate credit, **the student must turn in work the day he/she returns from the absence.** If the work is not turned in on the day your child is due back, all the days they missed will be recorded as unexcused absences and may result in you and your child being called in for a Student Attendance Review Board meeting. Students cannot make up work after they return to school. Students may, however, have tests and/or projects to complete upon returning.

**If your child does not return to school on the day you indicated, the contract is null and void. A child may be absent more than 15 consecutive days and will be dropped from the school register on day 16.**



## GRADUATION

Graduation from Tres Pinos School is a privilege that is earned by each student and conferred by the Board of Trustees upon recommendation of the teacher and principal. Students must meet certain academic and behavioral standards. Students who are not recommended for graduation may not attend the graduation ceremony or will not participate in any graduation activities.

There are many awards that are given to those students at the graduation ceremony based on specific academic and athletic achievements, citizenship, efforts, and other criteria.

Some awards are voted on by the students and are based on the total experience the student has at Tres Pinos School, so being a good citizen, a team player, well behaved, and demonstrated efforts towards academics count!

## GRADUATION & CEREMONY REQUIREMENTS

Every student participating in graduation activities must have the following:

- A cumulative 2.0 GPA with no more than (2) "F"s throughout the school year.
- Any student receiving a suspension from school during the last trimester of school will lose one activity for each day of suspension. (activities such as field trips).
- Students having more than ten (10) unexcused absences, or eighteen (18) total absences may be designated ineligible for graduation activities and/or participation in the graduation ceremony. (activities such as Great America Field Trip)

## EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

Extracurricular and co-curricular activities are a privilege. The activities include, but are not limited to, sports, student council, dances, non-academic assemblies. Students must meet Academic and Behavior Eligibility requirements to participate.

### ACADEMIC ELIGIBILITY

- Eligibility will be determined at each trimester grading period and at the mid-progress reports.
- At the end of the grading period, any student who receives an "F" grade will be ineligible.
- At the mid-trimester progress report, any student with an "F" grade or below a 2.0 will be declared ineligible.
- All participating students must maintain a 2.0 GPA.

### BEHAVIORAL ELIGIBILITY

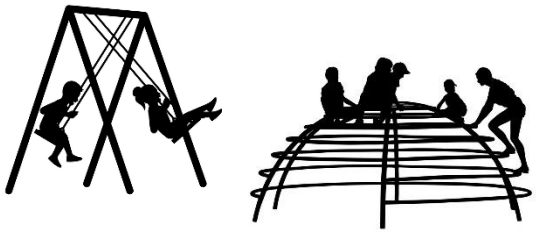
- A participating student must maintain a 90% attendance rate.
- Any student suspended from school will not participate in any activities on the day(s) of suspension.
- Student participants may not participate on the day they have been absent from school. Exceptions may be determined by the principal.

## PHYSICAL EDUCATION

Physical Education is required by State law and is an important part of the curriculum. All students are required to participate in P.E. unless they are physically ill or injured. Any student may be excused from P.E. in case of illness if the parent/guardian sends a signed and dated note to school with the student. Students excused for an extended period of time, one (1) or more days from participating in P.E. will be assigned to other related learning activities during P.E. A doctor's note will be required after five (5) days.

## PLAYGROUND SAFETY RULES

1. Students must show respect for all adults and follow directions the first time.
2. Students must stay in the area where yard duty personnel can see them.
3. Students must follow the "Hands-Off" (keep your hands and feet to yourself) rule.
4. Students may not throw balls or other objects at other students.
5. Students are not allowed to engage in games that involve throwing a ball at another student.
6. Students are not allowed to spin, jump off, or drop off any playground equipment.
7. Students are not allowed to kick or hit a ball against any of the buildings.
8. Footballs are not to be thrown or kicked on the blacktop area only on the field.



**Individual Playground Rules are posted in the classroom and discussed with students by their teacher.**

## ASSESSING STUDENT PROGRESS

The staff at Tres Pinos School will make every effort to keep parents informed of their child's progress. Parents and guardians are encouraged and welcomed to become involved in the formal education of their children by becoming active participants in the monitoring of their children's progress in school. Parents should contact the classroom teacher whenever they wish for more information or assistance with their child. A positive partnership between home and school will benefit the student, the school, and the community.

Teachers will maintain a grade book on their computer using the **Aeries system.** Parents are encouraged to check their child's grades on a regular basis using their **Aeries account.**

**Progress Reports will be sent home during the middle of the Trimester. These dates are as follows:**

| PROGRESS REPORTS | END OF THE TRIMESTER |
|---|---|
| September 25th | November 6th |
| January 15th | February 26th |
| April 23th | May 28th |

Communication between the school and the home regarding a child's progress is vital. To help facilitate this, **a mandatory parent/teacher conference will be scheduled.** However, if you are in doubt about your child's academic progress, please contact the classroom teacher and set up a conference. You can also check on your child's progress by going into the Aeries parent portal on Tres Pinos Elementary app or website.

**REPORT CARDS** are issued at the end of each trimester and will be discussed at the parent/teacher conferences. Report card grades are a summary of the student's progress for the grading period.

**HONOR ROLL** is a recognition for academic achievement and is an important part of our educational program. Students in the fourth through eighth grades who obtain A's and B's during any trimester will be placed on the Tres Pinos School Honor Roll. Students receiving all A's will be placed on the Principal's Honor Roll.

**STATE TESTING** is administered to all students in grades 3rd - 8th who are enrolled in the school on the first day of testing. Schools must test at least 95% of all students with both the language arts and mathematics Smarter Balanced Summative Assessments, also known as CAASPP. Also, students in grades 5 and 8 will take the California Science Test (CAST). These requirements apply to all students in all student subgroups.

**LOCAL TESTING** includes tests that are part of the adopted mathematics and language arts program along with the i-Ready benchmark assessments. Students are tested in the fall, winter, and spring in writing, reading and mathematics. Also, students in grades K-8 participate in the i-Ready benchmark assessments in Mathematics and Language Arts. These assessments are administered three times per year and provide information as to whether students are achieving grade level benchmarks. Each students' academic program is modified to reflect the results of the assessments.

## DEMONSTRATION PROJECTS

The goal of education is to have students move beyond paper/pencil exercises into doing things which is part of Common Core Standards. One way that students can achieve this goal is by completing long-term projects in which they solve problems through inquiry, investigations, and research. These projects should engage students in applying knowledge and skills in the same way they are used in the "Real World" outside of school. Students should be given opportunities to demonstrate their understanding and thoughtfully apply knowledge, skills, and habits of mind in a variety of contexts.

Students in grades 5 - 8 at Tres Pinos School are required to complete projects. Students will learn how to conduct research and gather background information; learn proper ways to evaluate information and paraphrase what they have learned; learn proper ways to display their information; and will make a presentation of the project to a large group. As the students mature, they will be expected to draw conclusions from their findings and to defend their conclusions using facts gathered from research. Students are encouraged to

use technology to develop their displays and to write their reports. Computer generated graphics, spreadsheets, and PowerPoint presentations are strongly encouraged for those students in the middle school grades.

The following are the grade specific focus areas for these projects:

- 5th Grade Science (intended as a year-long preparation for STEAM Fair)
- 6th Grade Science and History/Social Science
- 7th Grade Science and Creative Language Arts
- 8th Grade Science and Mathematics

## FIELD TRIPS

Field Trips are a privilege. Students are invited to attend field trips based on their behavior and academic progress. No student will be allowed to attend a field trip without the **WRITTEN** consent of the parent and/or guardian. Tres Pinos School rules for appropriate behavior as outlined in this handbook, as well as the Dress Code, are enforced for all students on field trips.

At the discretion of the teacher and administration, students who have displayed inappropriate behaviors at school may be required to have a parent/guardian accompany them in order to attend the field trip. **Siblings are not allowed to attend field trips due to liability.**

## HOMEWORK POLICY

The term homework refers to an assignment to be prepared or completed other than during regular class time. Homework assignments provide an opportunity for students to master basic skills through additional practice, to complete classroom assignments, and to improve independent study skills. Homework assignments are given for the purpose of **reviewing and reinforcing** classroom content and skill development.

- All homework assignments must be completed in a timely manner as outlined by the teacher.
- It is the student's responsibility to complete all homework assignments.
- The Aeries parent portal will be updated for missing assignments. Parents are responsible for checking their child’s progress on the parent portal to make sure missing assignments can be completed on the weekend.

Parents are an important link in a child's education. A parent’s/guardian’s role is critical in helping students accept responsibility for homework.

Showing support, enthusiasm, encouragement, and involvement can enhance a student's positive attitude toward school. Working together, parents and teachers can help children

to develop good independent study habits and encourage them to become life-long learners.

## ADMINISTRATIVE REGULATIONS

1. The student is expected to assume responsibility for the knowledge, understanding, and completion of assignments that have been thoroughly explained by the teacher.
2. Credit for assignments:
    a. Full credit will be given only to assignments completed and turned in on time.
    b. Assignments turned in late will follow the teacher's policy on late work.

## PROMOTION/RETENTION POLICY

Most students will be able to follow the school's regular program of sequential learning objectives. It is expected that the instructional staff will apply measures of achievement to provide evidence that each student has progressed far enough toward school goals and objectives. If the student successfully achieves the program's objectives, the student progresses to the next level.

If testing, diagnosis, and actual performance indicate that the student cannot follow the course of study, the teacher will refer the student to a Student Study Team. The Student Study Team will look at all areas of concern and set up interventions to help the student. If the interventions show no progress, then the decision to retain a student will be discussed in the Student Study Team meeting. If a student is being considered for retention, teachers must begin the Student Study Team process early in the school year with the principal. The responsibility for retaining a student rests with the Principal and the Student Study Team.

## DISCIPLINE

It is crucial for a school to provide a safe and orderly environment that is conducive to learning for all students. To achieve this goal, it is important to set standards defining what citizens in the school can and cannot do. Students are always expected to follow the rules in the classroom and throughout the campus. The Student Rights and Rules for Behavior guide the philosophy of discipline at Tres Pinos School.

1. **Each person has the right to an orderly environment**.
    - Everyone will walk quietly in and around the building.
    - Running will not be permitted anywhere on campus except for organized activities during P.E. or recess.
    - Use designated crossing lanes to walk across the parking lot. If a crossing guard is available, follow his or her directions.
    - Littering is not allowed, and students will clean up after themselves.
    - Yelling and loud behavior is not allowed in the buildings or lunch area.

- Students will not play in the restrooms and will not invade others' privacy.

2. **Each person has the right to be different.**
    - Students and staff will respect the uniqueness of each individual.
    - Negative remarks are not to be made regarding a person's physical appearance, ethnicity, religious affiliation, gender, language, dress, socio-economic status, academic performance, or any other personal characteristics.
    - Teasing will not be tolerated.
3. **Each person has the right to be treated with courtesy.**
    - Respect, kindness, and good manners need to be always shown toward other people.
    - Name-calling, put-downs, cutting in line, profanity, hurtful language, abusive gestures, harassment, and bullying are not permitted.
    - Exclusion of a particular student is not allowed.
4. **Each person has the right to use and own property.**
    - Personal belongings are not to be used or played with during instructional time.
    - Taking or causing damage to another person's property is not permitted.
    - Vandalism and destruction of school property is not allowed.
    - Students will help keep the restrooms neat after use.
5. **Each person has the right to be safe.**
    - Rough play, hitting, kicking, biting, tripping, pinching, choking, pushing, throwing objects, and any other forms of physical abuse are never permitted. Bullying, sexual harassment, drugs and weapons are not allowed.
    - All lunch and playground safety rules are to be followed, including appropriate use of playground equipment.

## DIRECT OFFICE REFERRALS

The following will result in a direct referral to the school office. Any staff member may make a direct referral at the time of occurrence. Direct referrals may result in one or more consequences, such as suspension or possible expulsion, depending on the nature or severity of the behavior according to Education Code 48900.

- Intimidation of or threatening other students or adults.
- Fighting, hitting, kicking, pushing, or shoving.
- Biting
- Theft/Vandalism
- Alcohol/Drugs/Tobacco - use or possession
- Vulgar Language
- Open and direct defiance/disrespect
- Unauthorized leaving the campus.

## RECOMMENDED EXPULSION

**Possession of any of the following at school, on the way to or from school, or at any school sponsored activity, may result in suspension as well as a recommendation for expulsion.**

1) Guns, (real or toy), BB Shot, air soft guns, stun guns or shocking devices.
2) Firecrackers, fireworks, or other explosive/combustible items.
3) Cigarette, other incendiary/flammable items.
4) Knives, other weapons, or weapon look-a-likes.

**Education Code 48900:**

1) Caused, attempted to cause, or threatened to cause physical injury to another person. (a)(1)
2) Willfully used force or violence upon the person of another, except in self-defense. (a)(s)
3) 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. (b)
4) 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. (c)
5) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 of Subdivision 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sole, 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.

## TRES PINOS DISCIPLINE CONSEQUENCES

| Offense | First Step | Second Step |
|---|---|---|
| Caused, attempted to cause, or threatened to cause physical injury to another person. EC 48900(a)(1) | Parent notification by teacher or principal. Other means of correction. | 1-5 days suspension, Recommendation for expulsion. |
| Willfully used force or violence upon the person of another, except in self-defense. EC 48900(a)(2) | Parent notification by teacher or principal. Other means of correction. | 1-5 days suspension, Recommendation for expulsion. |
| Possessed, sold, or otherwise furnished a firearm, knife, explosive, or their dangerous object, | Parent notification, law enforcement notification. 5 days suspension *Possible expulsion* | Recommended for expulsion |

| | | |
|---|---|---|
| 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. EC 48900(b)(m) | | |
| Unlawfully possessed, use, sole or otherwise furnished, or been under the influence of, a controlled substance. EC 48900 (c) | Parent notification, law enforcement notification.<br>5 days suspension<br>*Possible expulsion* | Recommended for expulsion |
| Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 of Division 10. EC 48900(d)(j) | Parent notification, law enforcement notification.<br>5 days suspension<br>*Possible expulsion* | Recommended for expulsion |
| Tobacco use/possession EC 48900(h)cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew packets and vape pens. | Parent notification, 1-3 days suspension | 1-5 days suspension |
| Obscene acts or engaged in habitual profanity or vulgarity. EC48900(i) | Parent notification, other means of correction. | 1-5 days suspension |
| Disrupted school activities or otherwise willfully defies the valid authority of school officials and personnel. EC48900(k)<br>**Grades K-8th grades (no suspension)** | Parent notification, other means of correction.<br><br>Grades 1-3 - parent notification and detention | 1-5 days suspension |
| Committed a sexual assault. EC48900(n) | Parent notification<br>1-2 days suspension<br>*Possible expulsion* | 1-5 days suspension<br>Recommendation for expulsion. |
| Engaged in or attempted to engage in hazing. EC48900(q) | Parent notification<br>1-2 days suspension | 1-5 days suspension |
| Engaged in act of bullying. EC48900(r) | Parent notification, 1-5 days suspension, possible | 1-5 days suspension, Recommendation for expulsion. |

| | | |
|---|---|---|
| | law enforcement notification. | |
| Engaged in bullying through electronic act. EC48900(2)(A)<br>(i) message, text, sound, video, or image<br>(ii) post on a social network Internet web site<br>(I)Posting to or creating a "burn page."<br>(II)creating impersonation of another actual pupil.<br>(III)creating a false profile of a fictitious pupil.<br>(iii)an act of cyber sexual bullying. | Parent notification<br>1-2 days in house suspension | 1-5 days home suspension |
| Sexual Harassment EC48900.2 Grades 4-8 | Parent notification, student sent home 1-5 days suspension, possible law enforcement contact. | 5 days suspension, Recommendation for Expulsion |
| Inappropriate public displays of affectionate behavior by students | Parent notification. | Parent notification, Possible suspension. |
| False fire alarm EC48900(k) | 1-2 days suspension<br>Reimbursement of costs | 1-5 days suspension<br>Reimbursement of costs |
| Failure to follow dress code. | Parents called to immediately bring appropriate attire.<br>Parent and student review dress code with administrator.<br>Student sent home. | Mandatory detention.<br>*Possible suspension* |

## HOME SUSPENSION

Students that are assigned at-home suspension must always be either at home under adult supervision and/or accompanied by a parent/guardian during normal school hours for which they are suspended. Suspended students may not participate in any district or school activities including, but not limited to, dances and athletic contests, as either a participant or a spectator. Suspended students are not allowed to be on campus during school hours or during afternoon or evening school sponsored activities.

## PROCEDURES FOR REPORTING BULLYING INCIDENTS

1. All staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the principal or designee in accordance with established procedures. Reports of bullying are to be made in writing and may be made confidentially. All such reports will be taken seriously, and a clear account of the incident is to be documented. A written record of the report, including all of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the principal or designee of the report.
2. If either the principal or designee is the alleged bully, the report should be made to the School Board President. Any other person, including a student who is either a victim of bullying or is aware of the bullying or any other concerned individual, is encouraged to report the conduct to the principal or designee.
3. There shall be no retaliation against individuals making such reports. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the students shall be subject to disciplinary action, which may include suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.
4. After receiving the report, the principal or designee will immediately undertake an investigation of the report. The investigation shall include interviewing the individual(s) who are victim(s) of the bullying and collecting whatever other information is necessary to determine the facts and the seriousness of the report. At no time will the alleged victim and perpetrator be interviewed together. A maximum of 10 school days shall be the time limit from initial filing of incidents to completion of the investigation.
5. Parents and/or guardians of each student involved in the bullying will be notified prior to the conclusion of the investigation. Notifications shall be via telephone, personal conference, and/or in writing. All notifications will be documented. The district will maintain the confidentiality of the report and any related student records to the extent required by law.
6. Support will be provided as needed for the identified victim(s). When appropriate behavioral interventions will be provided for the bully.
7. Records will be maintained on the number and types of reports made and sanctions imposed for incidents found to be in violation of the district's bullying policy.
8. Notice of this policy shall be distributed to parents, students, and staff on an annual basis.

## DRESS CODE

Tres Pinos School promotes a positive learning environment for all students. Appropriate school clothes are expected to support a positive educational climate. The school

administration and staff will determine when clothing is inappropriate or presents a negative attitude.

**Examples of Inappropriate and negative clothing:**

- Gang related apparel.
- Hats, beanies, visors, and hoods may be worn outside only. Baseball caps are allowed but visors may only be worn with the bill facing forward.
- No bandanas or hairnets are to be worn on the head at any time.
- Sunglasses cannot be worn in the classroom.
- Strapless/spaghetti straps, racer backs, see through, cut out and low-cut tops or dresses. (width of 2 fingers for tank tops).
- Clothing that reveals undergarments.
- Loose hanging or baggy pants.
- Short skirts, shorts (must be below the fingertips when arms are straight down) and midriff baring tops.
- Clothing advertising drugs and alcohol
- Tongue studs, nose and eyebrow rings or studs, pointed earrings, gages.
- High heels, steel toed shoes, and slippers are not allowed.
- Ripped or torn clothing above the knee.
- Low cut tops.
- Excessively tight clothing.
- Writing on body or clothing with a pen/marker.
- No pajama bottoms or slippers (only when specified by Spirit Days)
- Spraying or dyed colors in hair (except on crazy hair day/Halloween)
- No chains, or other items hanging from pants, shorts, skirts, or sweats.
- Belts must not be hanging down.

## ADDITIONAL INFORMATION

1) Hair should be neat, clean, and combed in a manner to not cause undue attention.
2) Any apparel, hairstyle, accessory, or jewelry, even if not specifically mentioned above, that creates a safety or health concern or tends to detract from the education process is prohibited.
3) Backpacks, binders, and folders shall be neat, clean, and free of any student writing except student's proper name which may be displayed for identification purposes.
4) No tattoos are allowed.
5) No spiked metal/plastic on anything, including bracelets, necklaces, clothes, and belts.
6) No make-up of any kind except for Middle school students 6-8th.

**When in doubt, don't wear it!**

**Students dressed inappropriately will be warned and parents will be called and asked to bring different clothing to change in. Students who violate the dress code after one warning will be sent home by the administration.**

## CELL PHONES, SMART WATCHES, ELECTRONIC SIGNALING DEVICES

The district may regulate the possession or use of any cell phone, smart watch, or electronic signaling device while pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. (EC 48901.5)

Upon arrival at school, students must turn all cell phones & communication devices (i.e., smart watches) off and place them in the designated holders in their classroom until the students are dismissed for the day. Cell phones & electronic devices are not allowed on the playground or field. Tres Pinos Union School District is not responsible for loss or theft of cell phones or electronic devices. Students violating these procedures could face disciplinary action including disciplinary referral and loss of cell phone/device privileges. Continued defiance of authority will result in loss of all school activities for one month and/or school suspension.

- **First Offense:** Confiscated phone/device. Administration will notify parents and will need to come to the school to retrieve the confiscated cell phone/device.
- **Second Offense:** Referral
- **Third Offense:** Loss of privilege of having cell phone/device on campus and referral.
- **Fourth Offense:** Lose of all activities for one (1) month and referral.

## ITEMS INAPPROPRIATE FOR SCHOOL

1) Skateboards, roller skates, roller blades, retractable roller shoes.
2) CD players, MP3, iPod players or iPad
3) Toys and trading cards.
4) Spray paint and aerosol cans.
5) Inappropriate reading material.
6) Knives, water pistols (or other items used to squirt water) are not permitted at school.
7) Baseball bats and hardballs
8) Toys

**Tres Pinos School is not responsible for lost, stolen, or broken electronic devices, toys, sports equipment, or other personal items.**

**Gum chewing is not allowed on campus, in classrooms, or on field trips at any time.**

## COMPUTER USE POLICY

**Screen savers, backgrounds, and cursors can only be changed with staff approval and should be in accordance with the school's mission statement and other similar**

**student policies.** Students must obtain permission to play educational games on school computers. Playing non-educational games during school is prohibited. Priority for computer use will be given to students completing school assignments.

**Installation of software (including downloading) is prohibited unless approved by the school staff.**

Changing the clock, date, or configuration settings are prohibited, unless approval is given by a staff member.

**Students are not permitted to use computer cameras to take photographs or video recordings without direct supervision from a faculty or staff member.** Students are not permitted to access email accounts at school without direct supervision from a faculty or staff member. The faculty or staff member may read all the student's incoming and outgoing emails.

Do not delete the work of others. In case of an accidental deletion, please inform a staff member ASAP.

Do not share usernames, passwords, links, or chats with other students unless you have permission from the teacher.

**Deliberate violation of the above policies will result in loss of computer use for a period of time determined by the principal.**

## INTERNET POLICY

The following topics are inappropriate and not allowed to access off the internet:

1) Sexual content
2) Swearing/bad language
3) Satanic/cult material
4) Anti-patriotic material
5) The use of Chat Rooms is prohibited.



Consequences for violating the policy:

- **First offense:** The student will lose his/her independent internet privileges for 2 months.
- **Second offense:** The student will lose all independent internet privileges for the remainder of the year.

**Software brought from home is not allowed.**

## LUNCH RULES

Students are expected to eat lunch in an orderly and polite manner while using quiet conversation. Any student exhibiting unruly behavior will be referred for the remainder of

their lunch recess. Students are to **walk** to the lunch tables and are expected to use common courtesies to those around them. Students are expected to always follow the rules of good citizenship. Students are also expected to follow the directions of the yard staff. Students remain seated at their designated tables until dismissed by a staff member. Students are to eat their breakfast, snack, and lunch at the tables, not on the playground area.

## DROP OFF AND PICK UP RULES



1. Please park when picking up your child, **do not stop in the middle of the driveway to pick up your child.**
2. Be aware of students entering cars in the parking lots.
3. Children must **always use the crosswalks.**
4. Do not use or block the designated handicapped parking zones unless you have the appropriate placard.
5. Students are **not to be dropped off before 7:45 a.m**. due to no supervision on campus.

## MEDICAL INFORMATION AND PROCEDURES

The state requires annual notification of Health Education, Student Services, and Student and Parent Rights. An acknowledgement of this notification, signed by the parent, must be on file at the school site. These forms will come home early in the school year.

**Immunizations**: A record of students' immunizations must be kept in the students cum folder. The school will notify the parents if the records are not up to date. Personnel from San Benito County Health Services check each students cum folder to make sure we are in compliance. California Law requires that students entering 7th grade are to be vaccinated against whooping cough. **By law, students who do not have proof of receiving a TDAP booster shot will not be able to start school or continue to attend school until proof is provided to the school.**

**Medication Administration at School**: Prescribed medication may be administered to students by school personnel with written parental consent and written instructions from a physician (Ed Code Section 49423). Education Code Section 49480 stated that the **parent is required to notify the school** if their child is on a continuing program of medication.

Students taking prescription medication with the direction of a physician must leave the medication in the office in its **original container** from the pharmacy allowing dosage information to be clearly available to the school personnel responsible for administration. **A Medication Authorization Release form is available for parents to fill out that allows the student to have medication in school. School personnel will not administer any medication that is not in its original container or does not have the form filled out and on file in the school office.** It is the student's and parent's responsibility to request the medication to be taken at the proper time and to pick up the remaining medication at the end of the school day. **All medications need to be picked up by the parent at the end of the school year.**

- Please let the office know if your child has any medical restrictions.
- **All medications (including cough drops)** must be left at the school office.
- Prescriptions are not allowed at school without a Medication Authorization Release form on file in the school office.
- No types of medications will be given out without a signed Medical Authorization Release form, this includes aspirin, Tylenol, or any generic brand of pain relief.
- **Students are not to have any type of medication in the classroom**, it needs to be brought to the office and checked in. This includes inhalers.

## PHYSICAL EXAMINATIONS

It is required by law that students provide proof of a physical examination by the first-grade year. However, a student may be exempt from physical examinations, vision testing, screening for scoliosis, and or heart tests whenever the parent files a written statement with the site administrator stating that he/she will not consent to routine physical examinations of his/her child.

Whenever there is good reason to believe the student is suffering from a recognized contagious or infectious disease, the student will be excluded from school attendance and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease no longer exists (Education Code Section 49451-48980).

**Medical or Hospital Services:** The Governing Board may provide or make available medical or hospital services for injuries to students arising from school programs or activities. However, no student shall be compelled to accept such service without the consent of a parent or guardian (Education Code Section 49472).

**Emergency Card Information:** Students will take home emergency cards at the end of the first day of school to be completed and returned promptly. The information on the card is vital to the school so that parents or other listed persons can be notified in case there should be an emergency situation at school. When listing the name and phone number of the person to be notified, in case parents cannot be reached, **PLEASE BE SURE THAT PERSON CAN DRIVE AND HAS IMMEDIATE ACCESS TO A MOTOR VEHICLE. Please be sure that we have all up-to-date emergency information concerning your address, telephone number, place of employment, and at least two local emergency numbers.**

School personnel will only release your child to a person that is listed on the emergency card. If someone other than those listed on the card will be picking up your child, please call the office or send written permission to the office.

**CONTAGIOUS DISEASES (Parent Information)**: The health of your child is of extreme importance to us. A sick child does not learn and could affect the ability of other children to learn. Tres Pinos School does not have a nurse on duty. For the child's welfare, as well as for the welfare of the other children who may be exposed to an illness, students should be kept at home with any of the following symptom's: severe sore throat, vomiting, diarrhea, temperature over 100 degrees, persistent cough, rash of unknown origin (until identified and

found non-contagious or treated with medication for no less than 24 hours under the supervision of a physician).

- **Common Cold and/or Sore Throat**
- **Chicken Pox** (Exclude from school until new blisters are forming and the old ones have dried crusts on them.
- **Fifth Disease** (School should be notified of a diagnosis)
- **Hand, foot, and mouth disease** (Exclude student from school until rash is gone)
- **Impetigo** (Exclude from school until physician's statement of treatment)
- **Lice** (Exclude from school until treated and nit free)
- **Pink eye** (Exclude from school until student is being treated)
- **Poison Oak** (Exclude from school until physician's statement of treatment)
- **Ring Worm** (Exclude from school until treatment is started)
- **Scabies** (Exclude from school until treatment has been started, at least 24 hours)
- **Scarlet Fever** (Exclude from school until physician verification of treatment is required for readmission to school)
- **Staphylococcal infection** (Exclude from school until treatment has been received from a physician)
- **Temperature over 100 degrees**
- **Vomiting, Diarrhea**
- **COVID SYMPTOMS**

**YOUR CHILD WILL BE SENT HOME FROM SCHOOL FOR THE PROTECTION OF OTHER STUDENTS AND STAFF IF HE/SHE EXHIBITS ANY OF THESE SYMPTOMS.**

## EMERGENCY PROCEDURES

- **Accidents:** Every accident in the school building, on the school grounds, or at school sponsored events must be reported immediately to the person in charge and the school authorities. An accident report will be completed by the person in charge at the time of the accident. This report will be filed in the office.
- **Fire and Earthquake Drills:** Fire and earthquake drills will be conducted monthly to prepare students and staff to deal with emergency evacuation. Absolute quiet will be demanded during these drills. Maps showing evacuation routes are posted in every building in the school. When the fire alarm sounds, teachers will direct their students to the proper exit and assembly areas. When the earthquake alert sounds, students, teachers and visitors at the school will assume the recommended emergency positions, (duck and cover).

## TYPE 2 DIABETES INFORMATION

Pursuant to California Education Code Section 49452.7, Type 2 diabetes information is for local educational agencies to provide to parents and guardians of incoming seventh grade students beginning July 1, 2010.

**Type 2 diabetes is the most common form of diabetes in adults.**

- Until a few years ago, Type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.
- According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop Type 2 diabetes in his or her lifetime.
- Warning signs include:
    - Increased hunger, even after eating.
    - Unexplained weight loss
    - Increased thirst, dry mouth, and frequent urination
    - Feeling very tired
    - Blurred vision
    - Slow healing of sores or cuts
    - Dark velvety or ridged patches of skin, especially on the back of the neck of under the arms
    - Irregular period, or periods, and/or excess facial and body hair growth in girls
    - High Blood pressure or abnormal blood fats levels.

**COVID Framework and Guidance Procedures for Schools:**

- If tested positive students are quarantined for 5 days **at home** following county protocols.
- **Students must test negative before returning to class.**
- Upon return students in grades TK-8$^{th}$ can chose to wear a face covering in the classroom.
- Students do not have to wear face coverings outside.

## SUPPORT SERVICES

**Psychological Services:** A credentialed school psychologist is available to the district on an itinerant basis. Parents and teachers alike may refer to the school psychologist for assistance with any student who is felt to have special educational needs that cannot be met through the regular school program. The functions most often performed by the school psychologist include:

- Consultations with staff and parents regarding students' academic progress.
- Program planning for special education students.
- Individual psychological testing, and
- Development of educational and/or behavior management programs

At times, it may become necessary to provide counseling to a student. If counseling become necessary, the district elicits the assistance of the San Benito County Mental Health Department.

**Resource Specialist Program:** Those students who have been formally identified as "students who learn in a different way", may be assigned to the Resource Specialist Program

(RSP). Eligibility for this program is determined by a student's exceptional needs that may prevent optimal academic achievement.

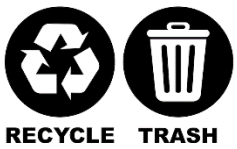
These students remain in the regular classroom the majority of the school time, but also receive special education instruction as outlined in a written Individual Education Plan (IEP). Instruction is geared to meet unique learning patterns and can be provided in an individual or small group setting.

**Speech and Language Services:** There is a Speech and Language Specialist assigned to Tres Pinos School who is employed by the San Benito County Office of Education. Services provided include screening as well as diagnostic testing for referred students. Children enrolled in Language and Speech therapy include those who may have voice difficulties, delayed language fluency, or hard-of-hearing deficiencies.

**Student Study Team:** The Student Study Team (SST), consisting of the principal, and resource specialist, and involved teachers and parents, discuss, and make plans for assessment, program development, and evaluation of students within the regular education program. Meetings are scheduled on an as needed basis. The principal will set up the meetings and the parents will be contacted as to the meeting date and time.

**Wellness Center:** The Tres Pinos Wellness Center is dedicated to helping students thrive emotionally, psychologically, and socially. Our goal is to support students as they manage stress, tackle personal and academic challenges, and create a positive school environment.
**Our Services Include:**

- **Counseling**: Short-term, school-based counseling to help with personal issues.
- **Crisis Intervention**: Immediate support for students in urgent situations.
- **Education and Awareness**: Programs to teach students about mental health and reduce stigma.
- **Student Groups**: Supportive groups where students can connect and share experiences.




## CARE OF BUILDINGS, GROUNDS, OTHER SCHOOL FACILITIES & PROPERTY

### HELP KEEP YOUR SCHOOL CLEAN!

We expect students to respect their school campus and expect them to cooperate in helping take care of school property and maintaining a clean, healthy environment with the classrooms and on school grounds. A clean campus reflects your pride in the school. Do not be a litter bug! If you spill it, wipe it up!

We expect students, school personnel, parents, and visitors to use sidewalks to get to and from school buildings. Please avoid walking in the landscaped areas.

Students are responsible for the proper care of all books, supplies, and furniture provided by the school. Students who vandalize property, break windows, or do other damage to school

property or equipment will be required to pay for repair of the damage done or to replace the item.

There is to be no writing of any kind in any textbook. Students will be charged for damage to textbooks or for the full replacement cost of textbooks that are lost or damaged to the point where they are no longer usable.

In order to keep the restrooms clean and orderly, students must conduct themselves responsibly. Restrooms are to be used during break time only, except in emergency cases and then only with the permission of the teacher.

## READ, SIGN, DETACH AND RETURN THIS PAGE ONLY

## ANNUAL NOTICE OF YOUR RIGHTS AND RESPONSIBILITIES

As required by law, this is to notify of your rights and responsibilities. Please take time to carefully review the information in this handbook.

If you have any questions regarding this information, please feel free to contact the school office.

Education Code Section 48982 requires parents or guardians to sign and return this acknowledgment. After your review, please sign and return to your child's school this acknowledgment indicating you have received and reviewed these materials.

By signing below, I am neither giving nor withholding consent for my child(ren) to participate in any program. I am merely indicating that I have received and read the handbook with notices regarding my rights relating to activities which might affect my child(ren).

_____ _____
Student Name (printed) Teacher

_____ _____
Parent/Guardian Signature Date

## STUDENT USE OF TECHNOLOGY - ACCEPTABLE USE AGREEMENT

I have read and understand the Tres Pinos Union School District Policy for Student Use of Technology. I accept responsibility for the appropriate use of district computer resources, which include all computer systems, network systems, internet web sites or other data processing equipment owned by the district, as well as remote computers, or computer systems when used to access district computer resources, as outlined in the policy. I understand that use of district computer resources in violation of the policy will result in disciplinary action and/or the cancellation or restriction of user privileges. I agree to report any use which is in violation of the policy to the appropriate administrator, or employee, as indicated in the policy.

_____ _____
Student Name (printed) Teacher

_____ _____
School Grade

_____ _____
Student Signature Date

**I have read the Tres Pinos Union School District Policy for Student Use of Technology and understand its provisions and understand the responsibility my child has for the use of District computer resources.**

_____ _____
Parent/Guardian Name (printed) Telephone

_____ _____
Parent/Guardian Signature Date