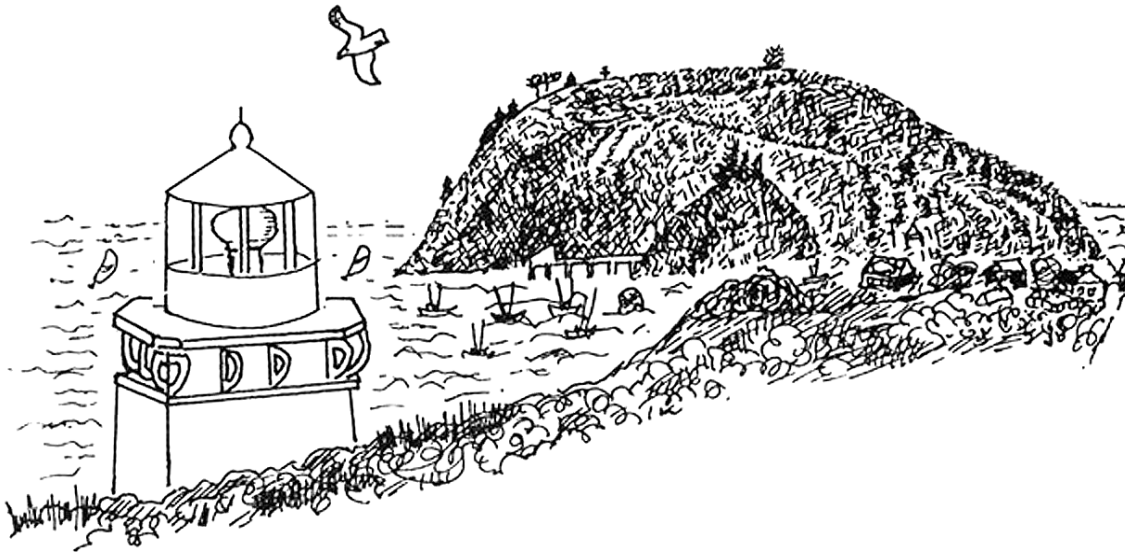


Trinidad Union School District

Trinidad, California



Trinidad School
P.O. Box 3030
Trinidad, CA 95570

(707) 677-3631
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Visit our website at
www.trinidadusd.net

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WELCOME TO TRINIDAD SCHOOL

Superintendent/Principal's Message

This handbook is designed to be a quick reference to programs, schedules, policies and general information regarding your community school. If after reading this handbook you have further questions, please do not hesitate to call or stop by my office at any time.

Trinidad School Employees and School Board Members make every effort to provide the best possible learning experience for your students. High academic standards and a strong support network for all students provide our students with ample preparation for high school and beyond.

Our District provides enrichment opportunities for all students. We are proud to feature exceptional programs in technology, visual arts, instrumental and choral music, as well as drama and athletics. Continual re-evaluation and refining of these and other programs allow school personnel to meet the unique needs and talents of each student.

We encourage your support and participation in our school. Classroom volunteers, Parent Teacher Organization, Education Foundation, attending school sponsored community events, and School Site Council are examples of community members working closely with the school to provide activities and curriculum support for our students. Your involvement in any of these programs is very much appreciated.

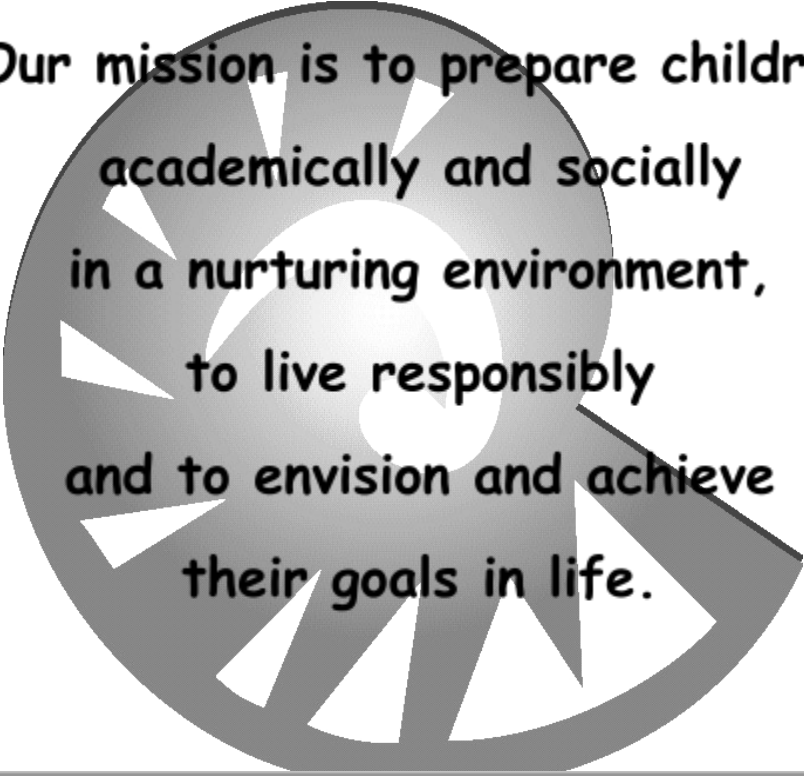
I encourage you to share your ideas regarding your student education and related activities. Together we can develop an exemplary learning community which provides a rich, positive, and memorable experience for our young people.

Sincerely,



Superintendent/Principal

Mission Statement



**Our mission is to prepare children
academically and socially
in a nurturing environment,
to live responsibly
and to envision and achieve
their goals in life.**

TRINIDAD UNION SCHOOL DISTRICT

Trinidad Union School District Staff and Board

2022-2023

BOARD OF TRUSTEES

Jan West, President (jwest@trinidadusd.net)
Susan Engelmann, Clerk (sengelmann@trinidadusd.net)
Kim Bynum (kbynum@trinidadusd.net)
Jennifer Fraser (jfraser@trinidadusd.net)
Andrew Hagen (ahagen@trinidadusd.net)

ADMINISTRATION

Alyse Nichols, Superintendent/Principal
Desiree Cather, Business Manager
Stephanie Yantzer, Administrative Assistant



TRINIDAD SCHOOL STAFF

Emilee Prince	Kindergarten/Transitional Kindergarten
Jeny Giraud	Teacher Grade 1/ Athletic Director
Annie Lindquist	Teacher Grade 2
Jennifer Renner	Teacher Grade 2
Stephanie Strasser	Teacher Grade 3
Rachel Dilthey	Teacher Grade 4
Emmet Bowman	Teacher Grade 5
Shannon Fowler	Teacher Grade 6
Margie Cunningham	Teacher Grade 7
Tyler Vack	Teacher Grade 8
Dina Wilde	Resource Specialist Teacher/Title I Teacher
Thao LeKhac	Artist-in-Residence
Jesse Jonathon	Music Director
Chazelle Owens	Librarian
Kathleen O'Bosky	Director of Technology
Adam Oliver-Johnson	Psychologist-HCOE
Kelly Cole	School Counselor
Cindi Mola	School Counselor
Janine Redwine	Speech Therapist
Colleen Kelly	Nutrition Program Director
Kathryn Armstrong	Assistant Cook
Ellen Duncan	Custodian
Bill McGoldrick	Maintenance
Denise Dolan	After School Program Director
Andrew Jones	Instructional Aide TK/K
Alanna Dolan	Instructional Aide TK/K
Katie Donnelly	Instructional Aide 1st grade
Emily Hanshaw	Instructional Aide 2 nd grade
Cameron Cather	Instructional Aide 3 rd grade
Jeri Ceperley	Instructional Aide 4 th grade
Madison Madrone	Instructional Aide 5 th grade
Maeve Pitts	Instructional Aide 6 th grade
Jekayah Means	Instructional Aide 7th grade
Emily Edmiston	Instructional Aide 8th grade
Sara Sanborn	Title I Instructional Aide
Angie Hlouocha	SCIA
Kortni Lakey	SCIA
Tristyn Locke	SCIA
Morgan Stick	After School Aide
Hailey Waters	After School Aide

SCHOOL SCHEDULES

Families are asked that their children arrive at school no earlier than 8:00 a.m., as **the school does not provide supervision prior to this time.** School begins at 8:50 for all students each day.

All students are released from school at 2:10 on Mondays and at 1:20 during conference week.

	Nutrition Break	Recess and lunch (regular days)	Dismissal
TK/K	10:00 - 10:15	11:30 - 12:10	1:20
1	10:00 - 10:15	11:35 - 12:15	2:45
2	10:00 - 10:15	11:35 - 12:15	2:45
3	10:20 - 10:35	12:05 - 12:45	2:45
4	10:20 - 10:35	12:05 - 12:45	3:05
5	10:20 - 10:35	12:05 - 12:45	3:05
6	10:40 - 10:55	12:30 - 1:15	3:05
7/8	10:40 - 10:55	12:30 - 1:15	3:05

PARENT PARTICIPATION

BOARD OF TRUSTEES

The Board of Trustees meets monthly on the second Thursday at 6:30 p.m. in the library.

The five-member governing Board of Trinidad School is elected to four-year terms. The Board's major function is to adopt policies on matters such as the budget, personnel, student welfare, curriculum, and facilities. We encourage parents to attend the Board meetings to keep informed of school affairs.

Regular meetings of the Board are open to the public and are held on the second Thursday of each month at 6:30 p.m. in the library. Special meetings, also open to the public, are held when the need arises. The agenda for regular meetings is posted at least 72 hours in advance on the school website, at the school office and the Trinidad Town Hall. Special meeting agendas are posted at least 48 hours in advance. During a regular or special Board meeting, a closed session, not open to the public, may be held for the Board to deliberate about matters such as personnel, consideration of certain student disciplinary action, salary negotiations, and certain legal matters.

If you wish to have a topic discussed at a Board meeting, you must submit your request in writing to the district office at least ten school days prior to the regular monthly meeting date. The Minutes for Board meetings are available for public review in the district office and on our website.

SCHOOL SITE COUNCIL

The School Site Council meets monthly on the second Tuesday of the month from 4-5pm with Sub Committee meetings as needed.

The School Site Council is an advisory body to the Board of Trustees mandated by the State of California to provide input on the planning, implementation, and evaluation of our special programs. Included in School Site Council duties are the annual update of the school's Single Plan for Student Achievement and the District LCAP mandated by the state of California. The School Site Council consists of parents, teachers, students, and the school principal. Parents and students are selected to the School Site Council through the electoral process. If you are interested in serving on this important council, please contact the office.

PARENT VOLUNTEERS

Your participation is valued and welcome! The effort and experience of parents and community volunteers can make all the difference in the richness of the program we are able to offer to students.

Some of the opportunities for parents include assisting in the library or classroom, assisting in the cafeteria, tutoring students, accompanying a field trip, assisting in the garden, or making a special presentation in the area of your expertise.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are scheduled during the first and third quarters and are listed on the annual school calendar. Parents are given advance notice of scheduled dates and times, and teachers will make every attempt to adjust scheduled conference times to meet parent needs. Parent-Teacher conferences are a most important part of the educational program, and if possible both parents are urged to attend. In addition, a parent-teacher meeting can be made by telephone through the office or by a note sent to school.

PARENT VOLUNTEER DRIVERS

Trinidad School loves to take students out on field trips to explore their world “up close and personal” and deepen the learning experience. Often we need to request help from parent drivers because of the cost of school bus transportation. Drivers need to register with the school office to demonstrate current license and insurance. Our county insurance service also spells out very specific guidelines for drivers. Drivers may not bring younger siblings or non-students in the car; students under 70 pounds must have a car seat or use bus transportation; and the driver must take the shortest route to and from the field trip destination, with no unscheduled stops such as family errands or treating kids to ice cream, etc.

We hope you will consider helping in this way as your help will make high-morale field trip opportunities available to students.

PARENT TEACHER ORGANIZATION

The Trinidad Parent Teacher Organization (PTO) is made up of parents, staff, and community members who together play an important role supporting school-wide activities. The PTO’s mission gives special focus to activities and resources which help build school spirit and create a high morale learning environment for students. Every parent and interested community member is invited to join the PTO.

TRINIDAD SCHOOL EDUCATION FOUNDATION

The Trinidad School Education Foundation is made up of parents and community members interested in developing financial and human resources to support program and facility development at Trinidad School. All interested individuals are encouraged to join us. For additional information please contact the district office.

BACK TO SCHOOL NIGHT

This is an opportunity for parents to spend time in the classroom meeting school staff and learning about the year's curriculum. Opportunities for parent involvement are discussed, and time is devoted to question and answer sessions. This September event is for parent education with childcare available in our After School Program classroom. Students in grades 4th – 8th are invited to join their parents for their teacher's presentation. Time is given for families to visit multiple classes.

OPEN HOUSE

Open House at Trinidad School is also known as Ocean House. Parents are invited to visit classrooms and see student work during this spring event. Trinidad School's Open House is usually scheduled to coordinate with our "Ocean Month" activities in May, giving parents an opportunity to experience MARE, our marine education curriculum.

LITERACY NIGHT

Parents and students are invited to join our primary grade teachers in a night of literacy and intervention. This is an educational opportunity for parents to learn how to better support their students reading with fun, easy, and research based literacy instruction.

LCAP COMMUNITY MEETING

The Local Control Accountability Plan (LCAP) community meeting is a yearly event presented by the principal and a forum for gathering information from the community on the direction of the school. This event highlights the success of Trinidad School as a whole and serves as a way to gather parent and community input on the best ways to support our students' education.

OTHER

Trinidad school hosts many events, including Makers night, salmon run, Halloween parade, spaghetti feed, and digital citizenship training. Please visit our website at trinidadusd.net for up to date information on upcoming events.

INSTRUCTIONAL PROGRAMS

Local, State, and Federally Funded Programs

RESOURCE SPECIALIST TEACHER

Trinidad School offers Resource Specialist Services for students from preschool through 8th grade with identified special education needs. A Resource Specialist Teacher provides services as defined on each student's Individual Educational Plan. All services are coordinated between the school psychologist, speech therapist, classroom teacher, and parents.

READING AND MATH INTERVENTION

Title I reading and math intervention services are provided school-wide by instructional aides and certificated staff. These services focus on instruction to pupils based on data gathered from state standardized tests and other local assessments. Students meet in small groups to focus on specific skills.

ECONOMIC IMPACT AID

This state-funded program provides for instructional assistance (instructional aides) for students in grades TK-8 who require additional assistance.

GIFTED AND TALENTED EDUCATION

Trinidad School offers a G.A.T.E. program for students in grades three through eight. Students are identified according to a process which examines cognitive giftedness, specific academic area giftedness, leadership, visual and performing arts talent, and creativity.

SPEECH AND LANGUAGE THERAPY

Students identified with speech, language, and/or hearing disorders may receive this service from the program specialist. Residents of Trinidad Union School District are eligible for services as of age three.

LIBRARY

Our library has extensive fiction and non-fiction collections, as well as magazines, internet connections, and leveled reading books. Our librarian assists students in doing research and in selecting books at an appropriate reading level. Overdue books must be returned or replaced at parent expense before further books may be checked out. Report cards may be withheld for students who have overdue/unpaid books.

TECHNOLOGY PROGRAM

Trinidad School has a 1:1 student to Chromebook ratio, and all classrooms have access to tablets. The school uses a variety of software to coordinate with classroom programs. A technology aide assists students in developing a wide range of technology skills per the district's technology plan.

The district makes every effort to filter inappropriate content during Internet use. Students in grades are provided with direct instruction in keyboarding as well as digital citizenship.

MUSIC PROGRAM

Trinidad School offers both choral and instrumental music instruction. Whole class choral music is available in grades TK-8, with elective choral and/or instrumental instruction generally available in grades 4-8. Students and families are financially responsible for instruments loaned by the district. Trinidad school hosts two concerts per year with additional performances during parades and special projects.

ARTIST-IN-RESIDENCE

Thanks to a collaboration of district funding and contributions from parents and community through TSEF (Trinidad School Education Foundation), Trinidad School offers arts instruction in all grades by a working artist with expertise in many visual arts media, particularly watercolor. Students develop portfolios and display artwork in the community.

COUNSELING

Individual, small group, and whole class counseling services are provided by a school counselor. School policy requires parent permission for counseling services.

STUDENT SUCCESS TEAM

This team may be assembled upon the request of parent, teacher, or administrator to assist a student in academic, emotional, or behavior development. The team is generally composed of the parent, teacher, administrator, counselor, and other school specialists determined to have expertise relevant to the child's education.

PBIS - Positive Behavior Intervention Supports

The school has also adopted the PBIS model to support the teaching of positive behaviors, restorative practices, and schoolwide expectations. The driving force behind this model is to phrase our school wide expectations in a positive manner rather than a corrective one. An example of this type of statement would be, "we expect all students to walk in the hallways" rather than stating, "don't run in the hallways." The core elements of this philosophy are Respect, Responsibility, and Safety.

AFTER SCHOOL EDUCATION and SAFETY PROGRAM

"Dragon's Lair" child care is available beginning at 1:20 each day on a sliding pay scale depending upon the number of hours of usage. Our After School staff members care for children until 6:00 p.m., lead academic, enrichment and sports activities, and provide snacks and supper for all students.

OCEAN STUDIES

Trinidad School's Marine Activities, Resources & Education (MARE) curriculum, designed by the Lawrence Hall of Science, provides an in-depth study of the marine environment. Each grade level studies a distinct unit:

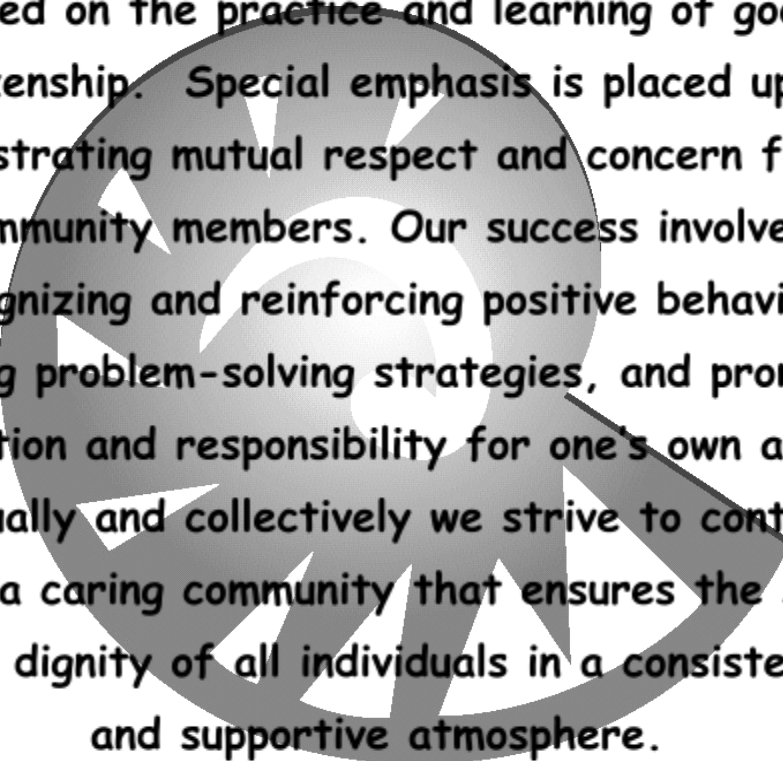
- Kindergarten – Ponds
- First Grade – Sandy Shores
- Second Grade – Rocky Shores
- Third Grade – Wetlands
- Fourth Grade – Kelp Forests
- Fifth Grade – Open Ocean
- Sixth Grade – Islands
- Seventh Grade – Coral Seas
- Eighth Grade – Polar Seas

Through art, expert presenters, field trips to the beach or the nearby HSU Marine Lab, and hands-on activities such as raising steelhead in the classroom, students gain expertise in the biological processes associated with the ocean, as well as an appreciation for the wealth and fragility of marine resources.



PHILOSOPHY STATEMENT

Preparing children for success academically and socially in a nurturing and enriching environment.



The success of the Trinidad School community is based on the practice and learning of good citizenship. Special emphasis is placed upon demonstrating mutual respect and concern for all community members. Our success involves recognizing and reinforcing positive behavior, teaching problem-solving strategies, and promoting cooperation and responsibility for one's own actions. Individually and collectively we strive to contribute toward a caring community that ensures the safety and dignity of all individuals in a consistent and supportive atmosphere.

TRINIDAD UNION SCHOOL DISTRICT

ATTENDANCE INFORMATION

Instruction begins immediately upon the bell at the beginning of each school day. When students are absent or tardy they miss valuable learning time.

EXCUSED ABSENCES

California Education Code and Board policy recognize only the following as acceptable excused absences:

- Illness
- Medical/dental appointment
- Funeral of immediate family member
- Quarantine

ABSENCES FOR PERSONAL REASONS

When one of these special family needs occur, please make arrangements with the office or the classroom teacher ahead of time:

- Family emergency
- Court appearance
- Religious holiday
- Necessary family business

EXCLUSION FROM SCHOOL

State law requires that children are excluded from school for the following reasons:

- Contagious health problems
- Lack of immunization

UNEXCUSED ABSENCES

Any absence that is not excused as defined above will be recorded as unexcused. Such absences may result in a determination of truancy for the student. Most importantly, such absences cause students to miss both new lessons and the valuable repetition of acquired skills. Over time this erodes the child's academic foundation and confidence.

TRUANCY

Any student who is absent from school unexcused for more than three (3) days in a given year is legally truant. A truancy notice may be sent to notify you of the problem. Consequences can include:

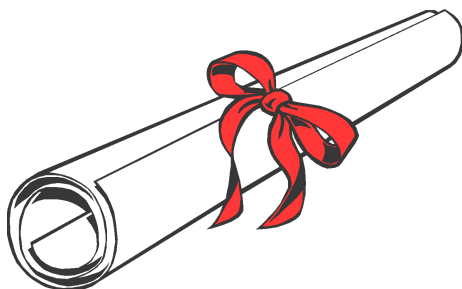
- Parent conference
- Mandated student attendance in after school tutoring
- Referral to School Attendance Review Board
- District Attorney or Probation referral

INDEPENDENT STUDY CONTRACTS

When family needs require that a student miss five or more days of school, an independent study contract may be obtained. Students complete assignments under parent supervision, turning them in to the teacher for assessment upon return to school.

It takes time to create a packet of schoolwork for a student. Please inform your classroom teacher **at least two full weeks in advance** so that a contract can be drawn up.

Long-term Independent Study Contracts (over four weeks) are not encouraged. Please contact the school office to apply for such a contract.



**Please make good daily attendance and no tardies
a family resolution!**

RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

- You have a right to be yourself at school.
- You have a right to be respected and treated with kindness at school.
- You have a right to share your ideas and feelings if it does not take away the rights of others.
- You have a right to be safe at school.
- You have a right to a productive educational environment at school.

STUDENT RESPONSIBILITIES

- Come to school every school day unless you are sick or excused.
- Come to school on time and ready to learn.
- Cooperate with staff and with all school rules and regulations.
- Behave in a manner which does not interfere with the rights of others.
- Complete assigned work on time and as neatly and accurately as possible.

PARENT RESPONSIBILITIES

- Be sure your child attends school regularly and on time.
- Instill in your child a desire to learn.
- Instill in your child a positive sense of self esteem.
- Help your child to develop accountability for his or her actions.
- Know and support the rules which guide your child at school.
- Monitor your child's homework and stay informed on his or her progress.

TEACHER RESPONSIBILITIES

- Provide high quality classroom instruction in all assigned areas designed to reach students of all learning modes and abilities.
- Clearly communicate to students and parents the limits which define a productive learning environment.
- Assist in the development and school-wide enforcement of school rules.
- Communicate regularly with students, parents, and administration regarding the academic and behavior needs of students

ADMINISTRATOR RESPONSIBILITIES

- Establish school rules and processes which conform to District discipline policy, ensuring a safe educational environment free from disruption for all students.
- Fairly and consistently enforce state and federal law, together with all district policies.
- Assist students, parents, and staff in seeking positive remedies for conflict and behavior management.
- Assist students, parents, and staff in creating a highly productive educational environment.

STUDENT RECOGNITION

POSITIVE REINFORCEMENT

Teachers, administrators, and classified staff make every effort to regularly thank students for acts of kindness and good decisions. This consistent positive reinforcement, both at school and at home, is an important key to developing strong character and high self-esteem.

CLASSROOM RECOGNITION

In the course of regular daily instruction, teachers attempt to reward students for academic growth, good character, and student effort in the arts, technology, and other school wide programs.

PBIS AWARDS

Students who exhibit exemplary character traits are awarded Dragon Tickets throughout the month by school staff. The card states the positive character trait exhibited and the student recipient becomes part of our monthly Assembly. Students who have earned a Dragon Ticket are entered into a drawing at the assembly and recognized for their demonstration of safe, respectful, and/or responsible behavior.

CIVIC CLUB AWARD

The Trinidad Civic Club provides a monthly award for a student nominated for exemplary civic responsibility. The award is presented at the monthly Assembly and is accompanied by a gift certificate good for books at a local bookstore.

EXTRA/CO-CURRICULAR ACTIVITY AWARDS

Special awards for participation in sports and other classroom or after school activities are presented at the monthly school-wide Character Assembly.

HONOR ROLL

On a triennial basis, students are recognized for academic excellence through an “Honor Roll” for grades 5-8, determined by Grade Point Average:

- Honors: GPA of 3.0 – 3.49
- High Honors: GPA of 3.5 – 3.99
- Principal’s List: GPA of 4.0 or higher

GENERAL INFORMATION

CLASS SIZE REDUCTION PROGRAM

The district is currently participating in the California Class Size Reduction Program where possible in Kindergarten through third grade. Participating classes must average 24 students or fewer. Please note that due to variations in enrollment, this may not be available in all classes, may be for only half the school day, or may change mid-year.

SAFETY AND EMERGENCY PROCEDURES

Student safety is the highest priority in our district. Emergency drills (fire, earthquake, and lock-down) are held monthly to familiarize staff and students with emergency procedures. Students also attend an annual bus evacuation drill.

In the event that students are dismissed due to emergency or weather conditions, students may only be released to persons listed on the child's emergency card, and only upon notification to the teacher. Please understand this is in the best interests of the safety of your child. You may update your student's emergency contact information in the first month of school by contacting the front office.

VISITING CAMPUS

Parents are welcome and encouraged to visit the school. Please arrange an appointment to speak with an administrator or teacher, or to visit a classroom. Be sure to check in at the office before any visitation and wear your visitor's badge.

REPORT CARDS

All students will receive report cards three times per year. Report cards are given to parents at the first and second trimester parent-teacher conferences; the final report card is sent home with the student on the last day of school.

LOST AND FOUND

The school maintains a Lost and Found where misplaced items (usually clothing) are kept until claimed. Please label your child's personal items for easy identification and return. Twice per year unmarked/unclaimed items are given to charity.

MEDICATIONS

The following requirements must be met **for both prescription and non-prescription medications**:

- Must be in the original container with the prescription label stating the student's name, type of drug, dosage, doctor's name, and prescription date.
- In accordance with California Education Code Section 49423, both the parent or guardian's written permission and the physician's signature are required for medications to be administered.
- Medicines must be stored in the office at all times (refrigeration is available upon request).

WHAT NOT TO BRING TO SCHOOL

School staff cannot be responsible for valuables which students bring to school. Large sums of money, electronic devices, and gaming devices are not allowed on campus. Students using dangerous or nuisance items such as laser pointers, pagers, beepers, cell phones, firecrackers, squirt guns, water balloons, or gum will have them confiscated by staff with appropriate disciplinary action taken.

- Items such as pocket knives or imitation firearms may result in suspension or expulsion.
- So that recess supplies and facilities are used safely and fairly, students may not bring their own balls from home.
- Toys, dolls, trading cards, stuffed animals, and similar items may only be brought for limited periods with teacher permission, but are to be left in the classroom at recess time.
- Common sense and consideration are the best guides in determining whether or not to bring an item to school.

CELL PHONES

If your child chooses to have a cell phone on campus, they are expected to check it in with their teacher in their homeroom at the beginning of the day. Their cell phone will be checked back out to them at the end of the day and throughout the day at the teacher's discretion. At no time should students have cell phones in common areas including the playground, cafeteria, or bathroom.

Upon the first violation (if a student is found to have their cell phone out of their homeroom or in use without teacher permission) the device will be brought to the office and a phone call home will be made. Upon the second violation, the device will be brought to the office and the student will then be required to check their cell phone in to the office at the beginning of each school day for the remainder of the year.

It is our intention to teach our students about digital citizenship and appropriate use. If you need to contact your child throughout the school day please call the front office and we will be happy to facilitate that conversation and communication.

HOMEWORK

Homework is defined as school-related assignments by a teacher, or through mutual agreement of the student and teacher, which will require time and effort outside of the regular classroom for successful completion.

The Governing Board considers homework to be an important part of the instructional program, because when it is properly implemented students will:

1. Develop regular study habits and the self-discipline basic to effective study and the ability to work independently.
2. Gain more information or reinforce concepts and curriculum covered in the classroom.
3. Have more opportunity to develop a personalized, creative approach to projects and other school work, which may be shared to the benefit of other students.
4. Learn to organize and budget their time more effectively.
5. Come into contact with out-of-school learning resources.

In addition to items 1-5, some specific guidelines regarding homework are the following:

- Reading homework at all grade levels is encouraged, with an emphasis from content reading through recreational reading.
- Generally, students in grades K-3 may expect an average of four assignments per week, of twenty minutes extent for the average student. Also, some prescriptive work may be assigned as needed.
- Students in grades 4-5 may expect four assignments per week, averaging thirty minutes in length for the average student.
- Students in grades 6-8 may expect several assignments per night averaging one to two hours in length for the average student.

Please consult your child's classroom teacher if you have additional questions.

PARENTAL CONCERNS

The teacher is the key person in the educational program of each child. Individual parental concerns should be first brought to the attention of the teacher so that there is an opportunity to answer questions and resolve misunderstandings.

When educational matters are not resolved in discussions with the child's teacher, it is the principal's responsibility to seek a solution in consultation with the teacher and parent. At this point, complaints must be submitted in writing (please see District Policies - Uniform Complaint Procedure).

SPORTS PARTICIPATION

The objective of Trinidad School's after school sports program is to encourage each interested student to develop their physical skills relevant to the particular sport and fitness; (2) to develop the necessary discipline and confidence necessary to set goals and work toward them; and (3) to learn through experience how to collaborate with others in working toward and achieving shared goals.

In a typical year, Trinidad provides girls basketball and volleyball, boys basketball, track, and cross country teams. For more information on our sports programs, refer to the athletics handbook.

CLASSROOM DISCIPLINE PLAN

Fair and Consistent with lots of Love and Logic

POSITIVE REINFORCEMENT

High self-esteem leads to good decision making. That is why effective classroom discipline begins with constant positive reinforcement for each student. Teachers and staff look for every opportunity to reward each child with praise for effort and positive actions, as well as for academic, athletic and artistic abilities. Along with regular positive reinforcement, the classroom community strives to bolster positive traits of character.

Sometimes errors happen, because kids make mistakes just like adults do. This becomes an opportunity for the child to learn and grow; it is never handled with anger or spite, but as a time for learning, reflection and taking responsibility.

LOVE AND LOGIC

At Trinidad School, the classroom discipline plan is founded on the principles of “Love and Logic,” an approach to raising children that provides loving support while at the same time expecting kids to be respectful and responsible for their own actions. The Love and Logic philosophy has many tools for educators and parents to promote healthy parent/student and teacher/student relationships as well as a culture of positive school wide discipline.

Love and Logic begins with the understanding that, when dealing with discipline, parents and educators should "lock in our empathy, love, and understanding" prior to telling kids what the consequences of their actions will be. Our goal is to help children develop an internal voice which helps them make good decisions – their own voice of empathy, consideration and understanding which guides them as they move into greater and greater independence, maturity and responsibility.

When poor choices are made, fair and consistent consequences are employed. Oftentimes, the following guidelines are used in supporting students with correcting their behavior and learning from their mistakes. In line with Restorative Practices, Trinidad School seeks to support students with identifying the harm that has occurred as a result of their action/inaction and engage the student in identifying what needs to be done to restore or repair that harm.

1. 1st offense – warning
2. 2nd offense - time-out student conference with teacher / playground aide
3. Repeats – lost recess(es) and written reflection on offense
4. Repeats or more serious offense (hurting another person, insubordination) – conference with Principal and phone call or email to parent
5. Regular concerns – Student Success Team meeting with parent, teacher and Principal

For more severe instances of misbehavior the following may occur

1. Teachers and administrative staff will follow guidelines contained in school discipline policies.
2. This may include Suspension/Expulsion procedures.

To support all of our students Trinidad School will utilize the resources of the entire district to support student learning and restoration of mistakes.

THE STUDENT SUPPORT TEAM

As adults we are a team working together to support each student with Love and Logic and to help him or her make positive decisions and build the habits and understanding which creates a great future. But all team members must present a consistent message or the student will be confused.

School staff and parents must always remind themselves that discipline consequences are always given in the spirit of helping the child – with Love and Logic, never with frustration or anger. An error in judgment by a student creates an opportunity to teach the child how to make decisions which make his or life better and richer in the future.

A temporary loss of privileges, which at first may seem negative, actually benefits the child and makes it less likely that the error will happen again. But for this to work in the child's best interest, the child must be receiving a consistent message from all of his/her adult models. Then character growth can be swift and clear, without confusion. But sometimes there are different perspectives, and communication between parent and teacher is critical to success. Don't hesitate to call your teacher for an appointment when you have a concern.

BULLYING

At Trinidad School, we take bullying seriously. We use the PBIS program and other curricula to help our students develop positive character, to develop friendship skills, and to learn what to do about bullying. Children learn that bullying is hurtful and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. It's not okay here or anywhere.

Bullying may consist of hitting, teasing, taunting, spreading rumors and gossip, stealing, or excluding someone from a group. It is carried out with the intent to harm someone and is often a repeated activity. However, it can also be a one-time event. Bullying always involves a power imbalance. The person bullying has more power due to such factors as age, size, strength, support of friends, or access to resources (things like toys and other belongings), and uses this power in a deliberate way.

Students can bully others in different ways, both use face-to-face and behind-the-back. Some may use easy to observe methods such as hitting, fighting, and threatening. Others may engage in behind-the-back methods that are harder to observe. These behaviors include getting peers to exclude others and spreading rumors and gossip.

Because bullying jeopardizes safety and potentially creates both short and long-term problems for all children involved, we take it very seriously at Trinidad School. It is important to know that bullying IS NOT just a normal part of growing up. Conflict is normal, but bullying is not.

Often children don't tell adults (parents, teachers, school staff) that they are being bullied because they think they won't be helped, they are afraid the bullying will get worse, they think they should be able to solve their own problems, or they don't even realize they are being bullied.

IF YOU THINK YOUR CHILD IS BEING BULLIED

- Listen to them and explain that people who bully are trying to get certain reactions (make the child feel angry, sad, jealous...) and that they need to respond assertively with “Stop! That’s bullying!”
- Assure your child that they are not to blame
- Advise your child to report bullying incidents to an adult at school or parent
- Contact your student’s teacher as soon as possible

BEHAVIOR EXPECTATIONS

Respect, Responsibility, Safety

Trinidad Dragons Are:	RESPONSIBLE	SAFE	RESPECTFUL
<u>CLASSROOM</u>	☐ Be present/On time ☐ Actively engaged ☐ *SSLANT ☐ Be prepared ☐ Use materials as intended ☐ Take care of your own needs	☐ Safe in your seat ☐ Keep your body to yourself ☐ Keep feet on the floor ☐ Ask permission before leaving ☐ Walk ☐ Focus on your own behaviors ☐ Use materials and tools as intended ☐ Make sure your teacher always knows where you are	☐ Use inside voice ☐ Ask for what you need ☐ Clean up after yourself ☐ Be kind ☐ One person speaks at a time ☐ Listen respectfully to others ☐ Use manners

<u>HALLWAYS</u>	☐ Walk in single file ☐ Wait patiently ☐ Arrive to class on time ☐ Use a quiet voice	☐ Hands and body to self ☐ Stay in line and keep up with your group ☐ Walk at all times ☐ Face forward ☐ Walk on right side of hallway	☐ Use a quiet voice ☐ Be kind toward others ☐ Follow staff directions ☐ Say "hi" or greet others ☐ Not touch things that don't belong to you
<u>CAFETERIA</u>	☐ Use your time to eat ☐ Safe in your seat ☐ Clean up after yourself ☐ Eat your own food ☐ Stay seated ☐ Line up when asked	☐ Walk ☐ Wait patiently ☐ Stay in one place ☐ Report problems to an adult	☐ Speak quietly ☐ Wait in line patiently ☐ Use manners ☐ Be kind ☐ Only eat your own food
<u>PLAYGROUND/RECESS</u>	☐ Think before you respond ☐ Accept responsibility ☐ Own your own mistakes ☐ Be honest ☐ Solve Problems outside the game ☐ Use equipment properly and in the right area ☐ Line up when the whistle blows ☐ Put equipment away	☐ Stay within the boundaries ☐ Use equipment properly ☐ Freeze at the bell ☐ Walk at the whistle ☐ Ask adults to help ☐ Play by the rules ☐ Say STOP if you need to	☐ Be kind ☐ Be a good sport and encourage others ☐ Be fair ☐ Listen to yard duty directions ☐ Share and include others ☐ Clean up after yourself

	RESPONSIBLE	SAFE	RESPECTFUL
<u>LIBRARY</u>	☐ Use quiet voices ☐ Use manners ☐ Return book on time ☐ Take care of books ☐ Only use computer for intended use	☐ Handle books with care ☐ Replace books to their proper spot ☐ Walk ☐ Sit quietly after book checkout ☐ Push in your chair ☐ Calm bodies	☐ Come in quietly and use a quiet voice ☐ Make sure books are where they belong ☐ Use manners and be kind ☐ Ask for help

<u>BATHROOMS</u>	☐ HUSH, RUSH, FLUSH, WASH! ☐ Use bathroom for your grade ☐ Get your business done quickly ☐ Leave when done (not a hangout area) ☐ Help keep the bathroom clean ☐ Report problems to an adult immediately ☐ Wash your hands and clean up afterward ☐ Use during breaks/after classes	☐ Walk ☐ Tell an adult if something isn't working ☐ Clean up any spills ☐ Wash your hands with soap	☐ Use a quiet voice ☐ Clean up after yourself ☐ Flush toilet ☐ Respect personal space and privacy ☐ Knock before you enter
<u>OFFICE</u>	☐ Wait your turn ☐ Be kind ☐ Ask to use the phone	☐ Open office door slowly ☐ Walk in office	☐ Use quiet voices ☐ Use manners ☐ Say what you need
<u>ASSEMBLIES</u>	☐ Enter quietly ☐ Eyes on speaker ☐ Applaud at appropriate times ☐ Hats/hoods off	☐ Walk when entering and exiting ☐ Stay seated unless told otherwise	☐ Use quiet voices ☐ Sit on bottom ☐ Use manners ☐ Actively engage *SSLANT
<u>BUS AND FIELD TRIPS</u>	☐ Know where you're supposed to go after school ☐ Be kind ☐ *SSLANT	☐ Collect your belongings before leaving ☐ Stay with the group and in sight of an adult ☐ Use an inside voice	☐ Greet bus driver and adult in charge ☐ Actively engage *SSLANT ☐ Use a quiet voice
<u>USE OF TECHNOLOGY</u>	☐ Use two hands to hold technology ☐ Plug in device when finished ☐ Only view school appropriate materials ☐ Follow Technology Use Agreement ☐ Use at appropriate time	☐ Keep equipment on the table or desk. ☐ Walk with your device ☐ Do not eat or drink while using device ☐ Keep your password private	☐ Use during designated times ☐ Return computers when directed ☐ Follow internet agreement use
<u>Teacher:</u>	Date(s) Reviewed:		

*SSLANT: Smile, Sit up straight, Listen, Answer and ask questions, Nod your head knowingly, Track the speaker

DRESS CODE

Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.

Appropriate shoes must be worn at all times.

Hats, caps, and other head coverings shall not be worn indoors.

Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

Students wearing clothing that demonstrates a divergence from the school's dress code will be discreetly informed by their classroom teacher or may be referred to the principal. Every effort will be made to protect the sensitivity of the student.

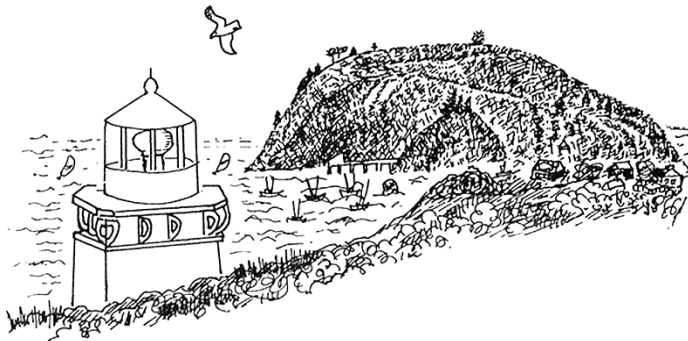
SCHOOLWIDE DISCIPLINARY CONSEQUENCES

Each school year, the pupils in the Trinidad Union School District are informed of the rules and regulations established by the administration and the Board of Trustees through expectation stations and classroom instruction. However sometimes errors of judgment happen, and some form of disciplinary action is taken.

The disciplinary action taken will be appropriate to the rule(s) violated, the individual circumstances of the incident(s), and the number of behavior referrals that student has had. The teachers and administration will be responsible for the carrying out of appropriate disciplinary action in accord with District policy and the California Education Code.

The following are the main disciplinary consequences utilized by school district personnel:

1. Communication to parents
2. Counseling, formal and informal, with pupil(s)
3. Detention (*loss of recess or other free time*)
4. Loss of school privileges (*sports, assemblies, special events*)
5. Conference with parents/pupils
6. Teacher initiated disciplinary action
7. Community Service
8. In-school suspension (*remain at school*)
9. Suspension from school
10. Payment for damaged or lost school property
11. Placement on Independent Study or Minimum Day Schedule
12. Referral to School Attendance Review Board
13. Expulsion



DISTRICT POLICIES

The following gives **brief excerpts** from a series of significant District policies. Please contact the office for more information.

NON-DISCRIMINATION POLICY (B.P. 5145.3)

“District programs and activities shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin, and physical or mental disability, age or sexual orientation.

“The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias, and stereotyping in instruction, guidance, and supervision.”

SEXUAL HARASSMENT POLICY (B.P. 5145.7)

“The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy.”

USE OR POSSESSION OF ALCOHOL, DRUGS, OR TOBACCO (B.P. 5114.250)

“A student may be suspended or expelled for the possession, use, sale, or being under the influence of any controlled substance listed in Division 10 of the Health and Safety Code, tobacco products, an alcoholic beverage, or an intoxicant of any kind.” (See Suspension / Expulsion Policy 5114.250 below).

EXTRA-CURRICULAR ACTIVITIES (B.P. 5123.400)

“The Governing Board recognizes that extra-curricular and co-curricular activities enrich the educational and social development and experiences of students. The District shall encourage and support student participation in extra/co-curricular activities without compromising the integrity and purpose of the educational program.

No student shall be prohibited from participating in extra/co-curricular activities because of an inability to pay fees.

To encourage and support academic excellence, the Board requires students to earn a minimum 2.0 or “C” grade point average on a 4.0 scale in order to participate in extra/co-curricular activities.

The Superintendent may revoke a student’s eligibility for participation in extra/co-curricular activities when a student’s poor citizenship is serious enough to warrant loss of this privilege.

During participation in extra/co-curricular activities, students are expected to conform to all

school rules, regulations, and consequences. This includes both during, or going to or coming from, a school-sponsored or school-related activity.

STUDENT USE OF TECHNOLOGY

(excerpt from Chromebook Policy adopted 10/2018)

Trinidad School District is supplying students with a Chromebook device. This device is property of the Trinidad Union School District. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

Any student who transfers out of Trinidad school will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

SUSPENSION / EXPULSION POLICY (B.P. 5114.250)

A student may be suspended or expelled for any of the acts listed in the California Education Code (Sections 48900-48915 inclusive) "if the act is related to a school activity or school attendance..., including but not limited to the following circumstances:

- A. While on school grounds.
- B. While going to or from school.
- C. During lunch period, whether on or off the school campus.
- D. During, or going to or coming from, a school-sponsored/school/related activity."

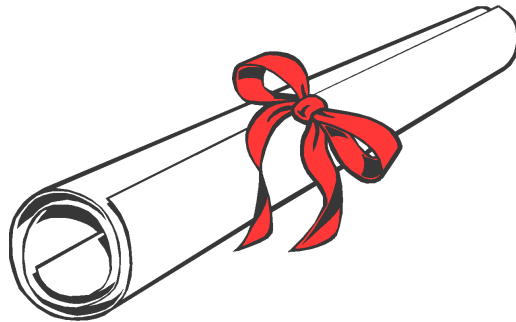
A student may be suspended or recommended for expulsion if the principal "determines that the pupil has:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Willfully used force or violence upon the person of another, except in self-defense.
- c. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- d. Unlawfully possessed, used, sold, or been under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- 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 or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- k. Disrupted school activities or otherwise willfully defied 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....
- n. Committed or attempted to commit a sexual assault [as defined in the Penal Code].
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness....
- p. Possessed or used any electronic signaling device...without the prior consent of the principal or the principal's designee.
- q. Committed sexual harassment as defined in the Education Code Section 212.5.
- r. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in subdivision (e) of Education Code Section 33032.5.
- s. Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils....
- t. Making terroristic threats, as defined, against school officials or school property, or both.”

Note: District policy provides for procedures, timelines, appeals process, and proper notification of parent or guardian in the event of a determination that the student has committed any of the above infractions. Some specific acts, as defined by the Education Code, may require the notification of law enforcement authorities. Please contact the office for more information.

Trinidad Union School District's Suspension / Expulsion Policy is consistent with California state law and the Humboldt County Office of Education policy.



UNIFORM COMPLAINT PROCEDURE (B.P. 1312.3)

General Information (Paraphrased from B.P. 1312.3)

The Governing Board recognizes that the District has a primary responsibility for making sure that it complies with state and federal laws and regulations governing educational programs. The District shall investigate and seek to resolve complaints at the local level. The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with state and federal law in the following programs:

- Consolidated categorical programs
- Child nutrition programs
- Special education programs
- Allegations of unlawful discrimination on the basis of ethnicity, religion, sex, color, race, ancestry, national origin, and physical or mental disability, age, or sexual orientation.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts.

Notifications

The Superintendent shall meet District notification requirements including the annual dissemination of complaint procedures, the identity of the District Compliance Officer, local civil law remedies, appeal and review procedures, and timelines for filing a discrimination complaint.

Compliance Officer

The Board designates the District Superintendent to receive and investigate complaints and ensure District compliance with law.

Procedures

The following procedures shall be used to address all complaints which allege that the District has violated federal or state laws or regulations governing educational programs.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of non-compliance. If a complainant is unable to put a complaint into writing due to conditions of illiteracy or other handicaps, District staff shall help him/her to file the complaint. Complaints alleging unlawful discrimination must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

Step 2: Mediation

Within three days of receiving the complaint, the Superintendent shall informally discuss with the complainant the possibility of using mediation. If all parties agree to mediation, the Superintendent shall make all arrangements for this process. The use of mediation shall not extend the District's timelines for investigating and resolving the complaint, unless the complainant agrees in writing to such an extension.

If mediation does not resolve the problem within the parameters of law, the compliance officer (District superintendent) shall proceed with his/her investigation.

Note: **See list of mediation services at the end of this section.**

Step 3: Investigation of Complaint

The Superintendent shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. At this meeting the complaint may be repeated orally, representatives of the District and complainant may present evidence, and witnesses may be presented and questioned.

Step 4: Response

Within 45, but no later than 60, calendar days of receiving the complaint, the Superintendent shall prepare and send to the complainant a written report of the District's investigation and decision. If the complainant is dissatisfied with the decision, he/she may within five calendar days, file his/her complaint in writing with the Board of Trustees. The Board may consider the matter at its next Board meeting or at a special meeting convened within 60 days of receiving the written complaint. The Board may decide not to hear the complaint, in which case the Superintendent's decision is final.

Step 5: Final Written Decision

The report shall be written in English and, whenever feasible, in the language of the complainant. The report shall include: (1) The findings and disposition of the complaint, together with any corrective actions taken; (2) the rationale for the above disposition; (3) notice of the complainant's right to appeal the decision to the California Department of Education, and the procedures to be followed for initiating such an appeal; and (4) a detailed statement of all specific issues brought up during the investigation and the extent to which these issues were resolved.

Appeals to the California Department of Education

If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the District's decision. When appealing to the Department of Education, the complainant must specify the reason(s) for appealing the District's decision, and must include a copy of the locally filed complaint together with a copy of the District's decision.

Civil Law Remedies

A complainant may pursue civil law remedies outside the district's complaint procedures. Such remedies may be pursued through local, state, or federal agencies, or private/public interest

attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

An individual who alleges that he/she is the victim of discrimination may not seek civil remedies until 60 days have elapsed since the filing of an appeal to the California Department of Education. This does not apply to injunctive relief, and is applicable only if the district has in a timely manner apprised the complainant of his/her right to file a complaint.

WILLIAMS COMPLAINT NOTIFICATION (B.P. 1312.4 and 1312.5)

Pursuant to Education Code Section 35186 you are hereby notified that:

1. There should be sufficient textbooks and instructional materials.
2. School facilities must be clean, safe and maintained in good repair.
3. There should be no teacher vacancies or mis-assignments.
4. A complaint form may be obtained at the school office, district office, or downloaded from the school's website at: http://humboldt.k12.ca.us/trinidad_sd

OTHER COMPLAINT PROCEDURES

District policies also address instructional material content, proper credentialing of teachers, currency of instructional materials, conditions of facilities, objection to dissection, and general complaints against District staff. Please see the office for information.

LOCAL MEDIATION SERVICES

Humboldt Mediation Services
517 3rd St, Eureka, CA 95501
445-2505

Zwerdling Mediation Services
123 F St. Eureka, CA 95501
445-9628

Also See "Yellow Pages"