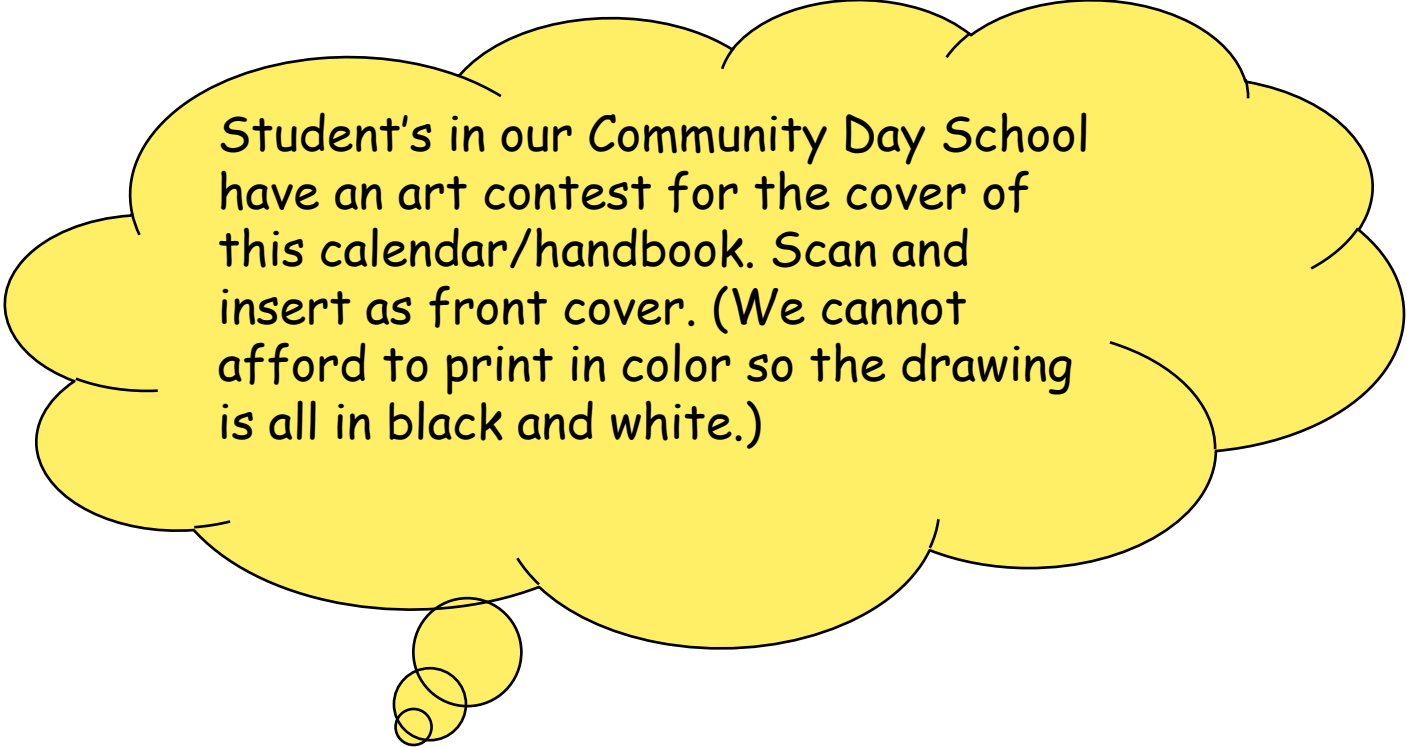


Community Day School 2007-08 School Handbook & Calendar



Students in our Community Day School have an art contest for the cover of this calendar/handbook. Scan and insert as front cover. (We cannot afford to print in color so the drawing is all in black and white.)

Mission Statement

Our purpose is to develop life-long learners by providing quality standards based education through a caring staff, supportive families, and an involved community. We strive to create an environment that promotes self-esteem, develops a sense of responsibility, and nurtures respect for others, thereby providing the basis for participation in a democratic society.

Cover Design: Student Name, Community Day School, 7th Grade

Community Day School Student and Parent Handbook/Calendar

Introduction:

Community Day School affords an alternative educational option for at-risk students. Students enter through the School District Student Attendance Review Board (S.A.R.B.). Students a normal length of stay is two trimesters/three quarters.

The State of California is currently developing policies to regulate Community Day Schools. This handbook is a living document subject to change and revision in order to meet both local and state requirements.

The criteria for exiting the School District Community Day School Program will be determined for each student on an individual basis following a guideline established by the consortium or school district (In rural areas a Community Day School is commonly created to serve more than one school district which is why you will occasionally use the word consortium in this document). When a student reaches level 5 on the level system, the Community Day School staff, in partnership with the child's parent, will decide when each student has met their placement goals in order to exit the program. The student must demonstrate cooperative, socially acceptable behavior, as well as a willingness to learn, to be considered for re-enrollment to their home school.

Students may take different amounts of time to ready themselves for the return to their home schools. Some may be ready in one semester/trimester, whereas others may require an extended period to make the transition. The amount of time a student takes to progress through the program depends on the individual choices the student makes.

You will find the criteria for exiting Community Day School on page 4 of this calendar. Please review it with your child occasionally and encourage him/her to work toward their personal goals.

Please remember, your child's behavior choices are what brought them to CDS and it is their behavior choices that will move them back to their home school. You, the parent, sent your child to school every day with the wish that probably sounded a bit like this, "Have a great day at school today.." Well, it is now their turn to figure out what to do right and how to be successful - without guidance and our perseverance. Thank you,

The Community Day School Handbook & Calendar

In this Student Handbook and Calendar you will find valuable information regarding the school programs, procedures and activities that apply to your child.

Please take time to review the information in both the Handbook and Calendar and be sure to note and discuss with your child the information that applies to your child each month.

If you have any questions, concerns or ideas to improve or enhance the educational environment, please do not hesitate to contact the Community Day School Office at 223-4070 ext 335 (Ms Myers) or 336 (Mr. Cain).

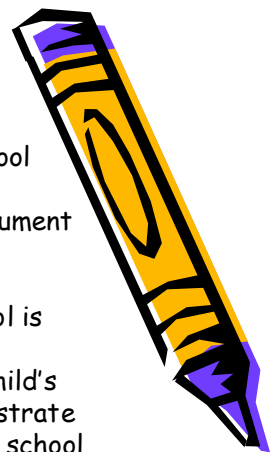
District Priorities

Positive Relations & Communication: Parents will participate as partners in the education of their children and receive timely communication about their children's academic and social progress.

Student Achievement: All students will reach high standards, attaining proficiency or advanced in all coarse subject areas.

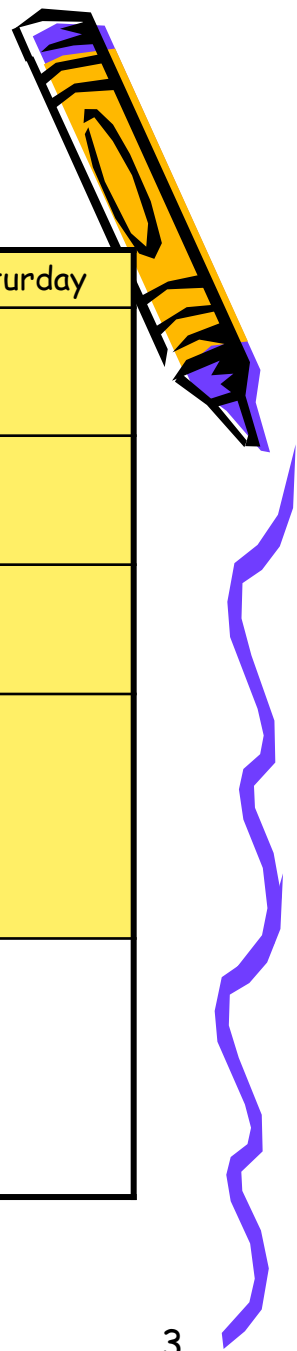
Alternative learning: Every student will have the opportunity to excel in an enriched and challenging curriculum.

Staff Development: All staff members will receive ongoing training to increase student achievement, work on district priorities, become highly qualified and grow personally and professionally.

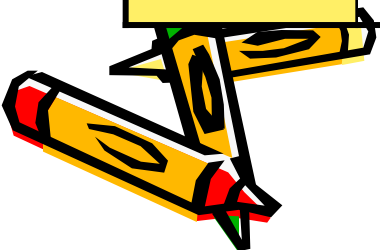


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SallyJaneCain@yahoo.com

August 2006



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|------------------------|-------------------------------|---|---------------------------------------|--------|----------|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 First Day Of School | 21 | 22 Back To School Night Community Day School 6:00-7:00 pm | 23 | 24 | 25 |
| 26 | 27 | 28 Back To School Night K-3rd | 29 Back To School Night 4 th -5 th | 30 Back to School Night Middle School | 31 | |



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Please plan to pick your child up at 2:08 on the following dates:

07-08 Minimum days are not observed.

October 1

November 5

November 9, 13, 14, 15, 16

December 3, 21

February 4

March 3

April 7

May 5

June 5

Minimum Requirements for Transitioning Back to Regular Education

- Minimum completion of a minimum of one semester/trimester placement.
- Successfully maintained Level 5 of the Level System for a minimum of 15 days - Attaining Level 5 does not automatically imply that the student will be exited at the semester or quarter. Some students are considered to be long term placement in the CDS Alternative Educational setting or may not feel that they are ready to exit. No student will be forced to exit before all members of the Student Study Team are in agreement that the student is prepared for success.
- Maintain 2.0 GPA - NO D or F Grades in any subject (even if the GPA averages to a 2.0)
- Complete homework consistently
- Student Study Team meeting where a success plan is developed prior to exiting.
- Students who are not exited from CDS at the end of the academic school year will return to CDS the following year.
- Student and parents must sign and agree with exit Behavior Contract.

Bus

For the safety of all students, students will only be let off at their regular bus stop. If a student is intending to ride a different bus or depart at a different stop, they must have prior approval with a note signed by the parent/guardian. Students with a note are to inform the Secretary in the **morning** that they are riding a different bus. Do not wait until the end of the day. Students will not be permitted to call to get permission to ride a different bus or go home with a friend.

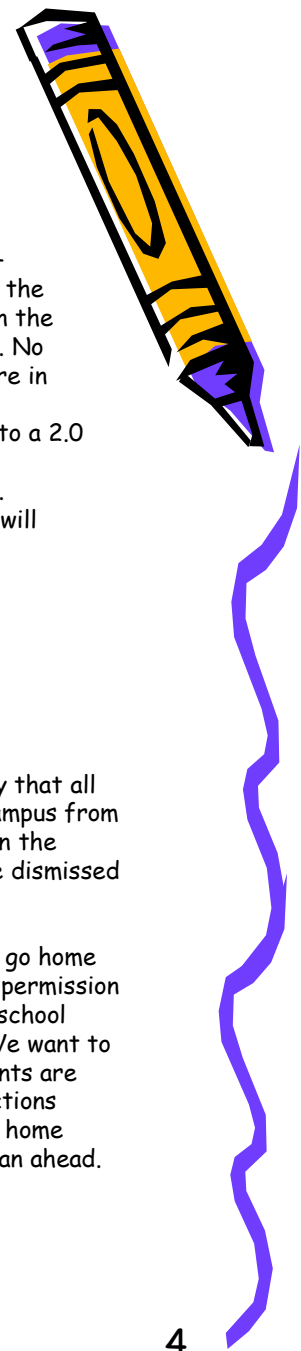
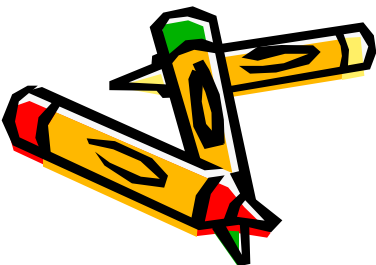
All students need to be aware of and follow these simple rules:

- Remain seated and facing the front of the bus
- No eating, drinking or chewing gum.
- No glass or toys allowed on the bus
- Stand in line quietly and remain orderly when getting on or off the bus.
- Always follow the directions of the bus driver

Closed Campus

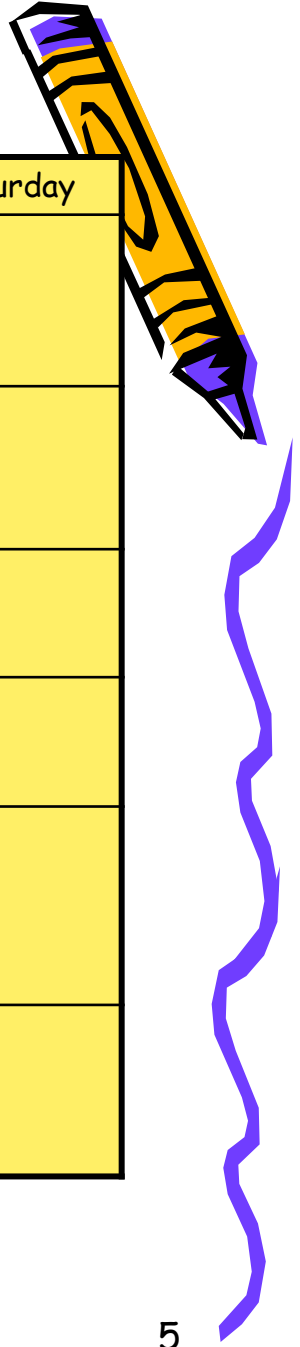
It is district policy that all students remain on campus from the time they arrive in the morning until they are dismissed in the afternoon.

If a student wants to go home with another student permission slips must be sent to school from **both parents**. We want to be certain that students are following parent directions about coming directly home from school. Please plan ahead. Thank you

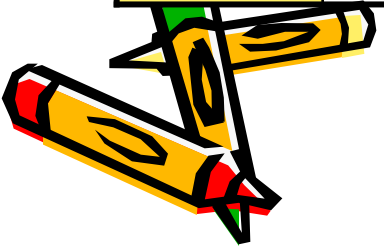


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September 2006



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---------------------|---------|-----------|---|--------|----------|
| | | | | | | 1 |
| 2 | 3 Labor Day Holiday | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 SARB | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 Community Day School Monthly Parent Visits 10:00-11:00 | 28 | 29 |
| 30 | 31 | | | | | |



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Important Contact Numbers & Email Address

Elementary/Community Day School Office

Phone:

Fax:

6-8 Teacher -

K-6 Teacher/Principal -

School Principal -

Superintendent -

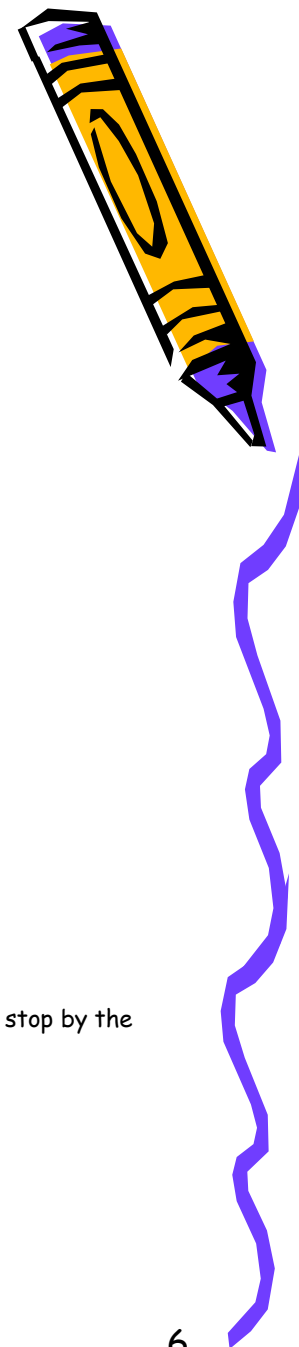
Assistant to the Superintendent -

Transportation -

Food Services -

Maintenance -

Board Members and Contact Information



Williams Act

Pursuant to California Education Code section 35186, you are hereby notified that:

1. There should be sufficient textbooks and/or instructional materials. That means each pupil, including English Learners, must have a textbook or instructional materials, or both, to use in the class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair.
3. A complaint form may be obtained at the school office, district office or downloaded from the school's website at http://www.shastacoe.org/schools/districts/_asp. You may also download a copy of the California Department of Education complaint form from the following Website: <http://www.cde.ca.gov/re/cp/ue/index.asp>.

Megan's Law

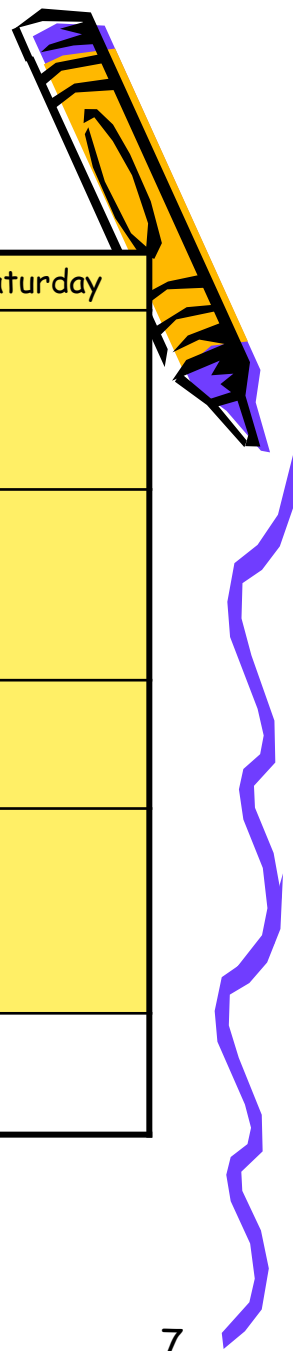
Megan's Law enables the public to obtain information about sex offenders. If you would like a pamphlet on Megan's Law, please stop by the school office. If you require additional information, please contact:

Redding Police: (530) 225-4200 Anderson Police (530) 378-6600 Shasta County Sheriff (530) 245-6540



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October 2006



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|---------|-----------|---|---|----------|
| | 1 No Minimum Day: Please provide transportation home at 2:08 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 End of 1 st Quarter Grades 6-8 | 13 |
| 14 | 15 | 16 | 17 SARB | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 Community Day School Monthly Parent Visits 10:00-11:00 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |



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Community Day School Student and Parent Handbook/Calendar

Highlights of Table of Contents - Please read each section

September: Introduction, District Priorities
October: Contact Info, Megan's Law, William's Act
November: Table of Contents, Character Ed, Schedule
December: Transition, Bus, Phone, Pick-up Days
January: Homework, Grading, Promotion, Curriculum
February: Level System
March: Exit Criteria, Uniform Complain Procedure, Liability
April: Daily Progress Reports
May: Cafeteria, Student Information
June: Textbooks, Student Rights and more
Additional Pages: Dress Code, Attendance, Tardies, Student Records, Sexual Harassment, Candy, Gum, Bicycles

| Character Education | |
|---------------------|--|
| Theme | Classroom Definition |
| Cooperation | Be a good team player and do your best to get along with others. |
| Responsible | Think out choices so you make smart decisions. |
| Respect | Be polite and considerate to everyone. |
| Caring | Never use your hands or words to hurt others. |
| Fairness | Treat others the way you want to be treated |
| Trustworthy | Follow rules even when a grown-up is not around. |
| Patience | Learn that not all things will happen as soon as you'd like. |
| Optimistic | Believe in yourself and your abilities |
| Courage | Do what's right, even if others make fun of you. |

Arrival & Dismissal (Regular and Minimum Day Schedules)

Students should not arrive at school before 7:30 a.m. School begins promptly at 7:38 a.m. Students are to walk directly to their assigned classroom upon arrival. No playing is allowed on campus without being directly supervised by School District Community Day School staff.

Upon dismissal, students are to board buses directly. Parents who transport students should arrive promptly at 2:08 p.m. and pick students up in the classrooms. Students who walk are to wait in the classroom until the busses have left the school grounds

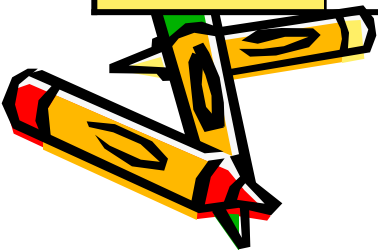
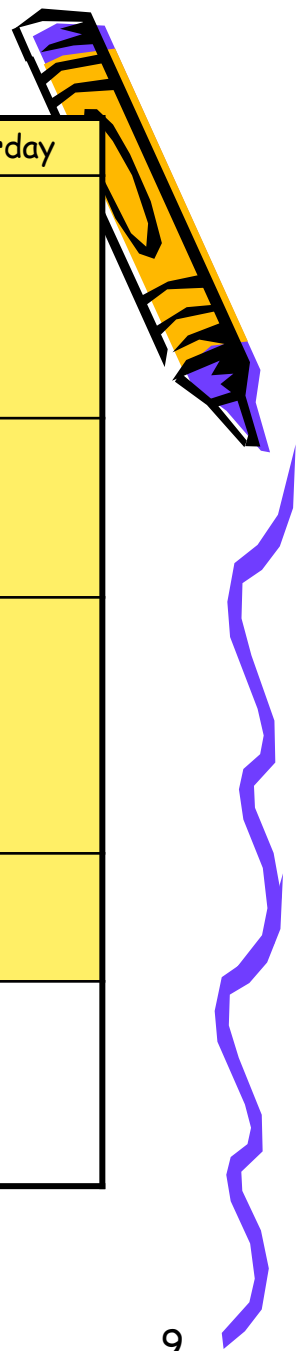
Students who violate bus policies and procedures may lose their privilege to ride the bus. In such cases parents/guardians are expected to transport students promptly. Please do not block the bussing area. It is best to park in a parking space and walk in to pick up your child. Children are not allowed to wait outside the classroom and look for parents. We provide telephone access for students who may need to call parents.

By California State Education Code, Community Day School does not observe any minimum days. It is requested that you check the calendar and mark those days ahead of time. If you have special needs regarding transportation on Minimum Days, please contact the CDS staff prior to the minimum day so transportation can be worked out.

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November 2006

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|---|---|---|--|----------|
| | | | | 1 | 2 No Minimum Day: Please provide transportation home at 2:08 END of 1 st TRIMESTER K-5 | 3 |
| 4 | 5 No Minimum Day: Please provide transportation home at 2:08 | 6 | 7 | 8 | 9 No Minimum Day: Please provide transportation home at 2:08 | 10 |
| 11 | 12 Veteran's Day NO School | 13 No Minimum Day: Please provide transportation home at 2:08 | 14 No Minimum Day: Please provide transportation home at 2:08 SARB | 15 No Minimum Day: Please provide transportation home at 2:08 | 16 | 17 |
| 18 | 19 | 20 Thanksgiving Holiday! | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 Community Day School Monthly Parent Visits 10:00-11:00 | 30 | |



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Level System

The level system is a framework for the discipline program. Each teacher adapts the level system and privileges for the individual student, depending on the student's age and specific needs. The way the system is used for a second grader may vary from the way it is implemented for an older student. The system provides increasing rewards and responsibilities for students as they progress to higher levels. The goal of the system is to watch the students become more aware of their own behavior, start to monitor themselves, and progress to level 5 in order to potentially transition back to regular education. The rewards and responsibilities themselves are designed to resemble the rewards and responsibilities our students will be given in regular education.

Features of the System:

1. Motivated students can move through the entire system in only 50 days before the process of transition back to regular education is addressed.
2. **All suspensions result in placement at the first day of the next lower level. (example 5.25 to 4.1)**
3. If a student is absent they do not advance to the next level.
4. Daily Progress Reports must be returned/signed daily or student does not progress to next day on level system.
5. Serious offenses may result in moving down one level. Students who do not advance three of the past five school days will move back one level.
6. Unexcused tardies are considered truant

Level 1 (Close Supervision) - 3 Days

Students must exhibit a willingness to cooperate and follow school rules.

A student at Level 1 has demonstrated unacceptable behaviors in the Community Day School classroom.

These behaviors often include defiance of authority, classroom disruption, or other illegal behaviors listed in California Education Code 48900.

Level 1 student's are given the privilege of academic work and must remain in their seats except for bathroom breaks and physical education classes.

Level 2 (Entry Level) - 10 Days

3 consecutive days of not making their day on the DPR causes the student to drop to the Level 1.

Privileges are allowed at staff discretion.

Level 3 - 15 Days

3 consecutive days of not making their day on the DPR causes the student to drop to Level 2.

Increased privileges are a part of this level.

Level 4 - 25 Days

Three consecutive days of not making their day on DPR causes the student to drop to Level 3.

Most available privileges are allowed at this level.

Level 5 (Preparing for Transitioning)

After completing 10 days in level 5 a parent/teacher/principal meeting will be convened to discuss transitioning procedures. Please see transition information and exiting contract for further information.

The teaching staff will closely monitor behavior to ensure a successful transition to general education.

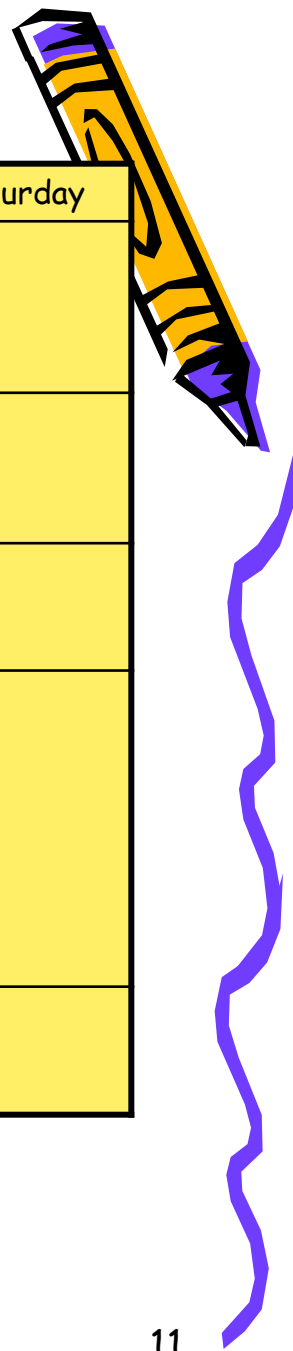
The amount of time each student will be required to remain at Level 5 will be determined on an individual basis.

Three consecutive days of not making their day on the DPR will drop the student to Level 4.

Level 5 students enjoy more responsibility and freedom than all other students.

Transition Note: If a student is placed in Community Day School as a result of a school expulsion, the transition and level system will determine the students reentry to his/her regular school of attendance after completing the mandatory one semester placement. The student will remain in community day school for the semester of expulsion.

December 2006



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|---------|------------|----------|--|----------|
| | | | | | | 1 |
| 2 | 3 No Minimum Day: Please provide transportation home at 2:08 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 SARB | 20 | 21 No Minimum Day: Please provide transportation home at 2:08 End of 2 nd Quarter Grades 6-8 | 22 |
| 23/30 | 24/31 Holiday Winter Break No School Dec.24-Jan.7 | 25 | 26 | 27 | 28 | 29 |



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Exit Criteria for Community Day School

Minimum Requirements for Transitioning Back to Regular Education

- Minimum completion of a minimum of one semester/trimester placement.
- Successfully maintained Level 5 of the Level System for a minimum of 15 days - *Attaining Level 5 does not automatically imply that the student will be exited at the semester or quarter. Some students are considered to be long term placement in the CDS Alternative Educational setting or may not feel that they are ready to exit. No student will be forced to exit before all members of the Student Study Team are in agreement that the student is prepared for success.*
- Maintain 2.0 GPA - NO D or F Grades - Even if the GPA averages to a 2.0; all grades must be "C" or higher
- Complete homework consistently
- Student Study Team meeting where a success plan is developed prior to exiting.
- Students who are not exited from CDS at the end of the academic school year will return to CDS the following year.
- Student and parents must sign and agree with exit Behavior Contract.

Uniform Complaint Procedure

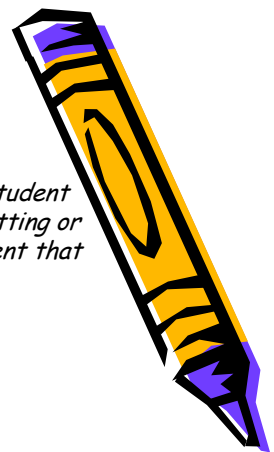
The School District has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs. Any complaints alleging unlawful discrimination or failure to comply with state or federal laws in adult education, consolidated categorical aid programs, migrant education, child care and development programs, child nutrition programs, vocational education and special education programs will be reviewed and mediated or investigated. The complainant will have the opportunity to provide relevant information during the investigation. A written report will be given to the complainant within 60 days of receipt of a complaint. Complaints alleging discrimination must be filed within six months from the alleged occurrence or when knowledge was first obtained. Complainants may also pursue civil law remedies such as mediation centers including the Shasta County Office of Education; public/private interest attorney; injunctions and/or restraining orders.

The district follows Uniform Complaint Procedures established in Board Policy 1312. Complaints should be directed to the district compliance officer, Frank Adelman. If dissatisfied with the district's resolution of a complaint, the complainant has the right to appeal to the California Department of Education within 15 days after the district's report is issued.

Annual Adjustment to Liability of Parent or Guardian for willful pupil misconduct

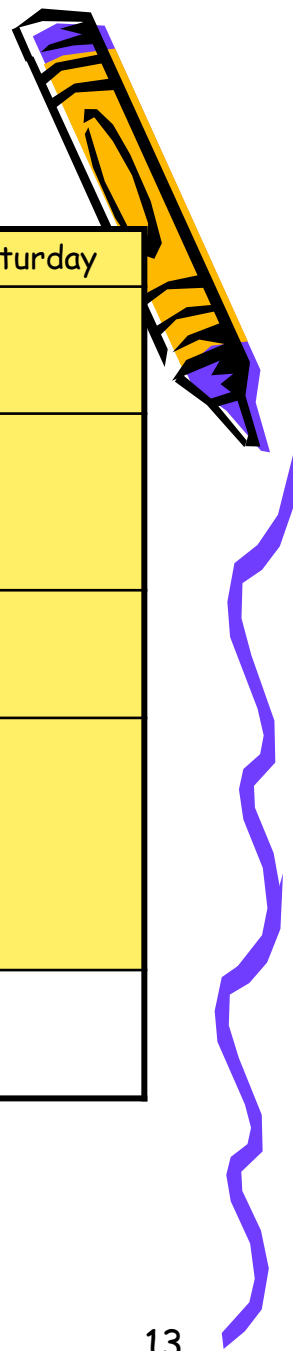
Education code section 48904

(a) (1) provides that the parent or guardian of a minor is liable for all damages caused by the willful misconduct of the minor that results in the injury or death of any pupil, school district or private school employee, or school volunteer. The parent or guardian is also liable for damages to real or personal property belonging to the school district or private school, or personal property belonging to a school employee, resulting from the willful misconduct of the minor. The liability of the parent or guardian is limited to \$10,000 (adjusted annually for inflation) paid pursuant to *Government Code Section 53069.5. Section 53059.5* allows local agencies to offer to pay a reward for information leading to the identification and apprehension of any person who willfully damages or destroys property, or whose willful misconduct results in injury or death to any person.



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January 2008



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------|---|---------------------------|------------------------|---|---------------------|---------------|
| | Holiday | ¹ Winter Break | ² No School | ³ Dec. 24 | ⁴ Jan. 7 | ⁵ |
| ⁶ | ⁷ Teacher Staff Development Day...No Students | ⁸ | ⁹ | ¹⁰ | ¹¹ | ¹² |
| ¹³ | ¹⁴ | ¹⁵ | ¹⁶ SARB | ¹⁷ | ¹⁸ | ¹⁹ |
| ²⁰ | ²¹ Martin Luther King Day No School | ²² | ²³ | ²⁴ Community DaySchool Monthly Parent Visits 10:00-11:00 | ²⁵ | ²⁶ |
| ²⁷ | ²⁸ | ²⁹ | ³⁰ | ³¹ | | |



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Homework

Homework is a requirement every day. In addition to any regular homework assigned, students are expected to read 20 minutes every day. It is the student's responsibility to complete homework. The quality of completed homework can greatly affect the student's grades. The only legitimate reason for missing an assignment is illness or serious personal circumstance. The teacher will determine when missed work must be turned in and the exact work that can be made up. If students refuse to cooperate and complete work in class on a consistent basis a referral to SARB will be made. If your child refuses to complete homework please write a note to the teacher on their Daily Progress Report. We want to support you in your efforts at home.

When a student does not return their homework they will be required to sit out of play time to complete the work. They will also be required to attend academic enrichment opportunities where they may complete these missing assignments. As per Board Policy AR5121 we will not assign "D" or "F" grades, therefore we must provide the opportunity for students to complete their education.

The purpose of homework is to reinforce and extend what your child has learned at school and to teach them responsibility. It is only successful when parents enthusiastically support the teachers' homework policy.

Retention and Promotion

Students are expected to progress through each grade level within one school year. To accomplish this, instruction needs to be differentiated (modified, paced differently, presented in different manners (visually, orally, using body language, etc) to accommodate the variety of ways that children learn and include strategies for addressing academic deficiencies whenever needed. CDS teachers are trained and skilled in application of differentiated instructional methodologies.

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement. The decision about students shall be based on consistently applied criteria for standards-based academic performance. Students should be placed where a reasonable prognosis of success and growth can be expected. BP5330

Grading

100%-90% - A

89%-80% - B

79%-70% - C

69% - Under - I - Incomplete - To be redone

Students that do not receive a trimester/quarter letter grade of "A", "B", or "C" will receive an "I" (Incomplete) on their report card. They will have an opportunity to clear the "I" to a "P" (Pass) through successfully passing a competency exam. Earning a "P" is equivalent to a letter grade of "D" and a Grade Point Average (GPA) of 1 Point

Curriculum

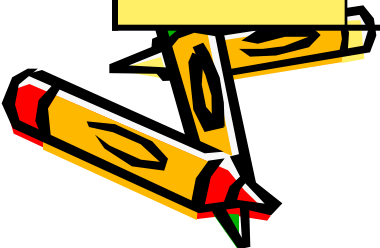
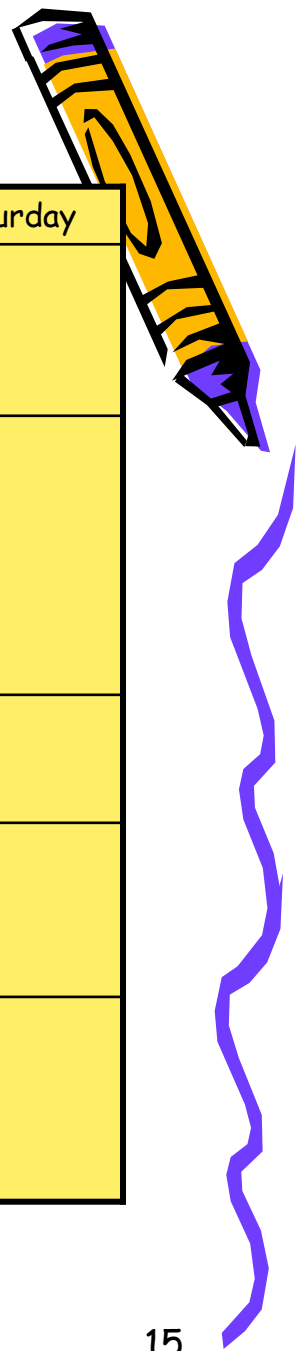
All curriculum taught in Community Day School is aligned to the California State Content Standards and has been adopted by your local school board.



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February 2007

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|---------|-----------|---|--------|----------|
| | | | | 1 | 2 | 3 |
| 4 | 5 No Minimum Day: Please provide transportation home at 2:08 Board Meeting School Library 6:00 p.m. | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 Lincoln's B'Day No School | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 President's Day No School | 20 | 21 SARB | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 Community DaySchool Monthly Parent Visits 10:00-11:00 | 30 | 31 |



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Textbooks

Textbooks are issued to students through library check out. Students are not to write in texts. Students assume responsibility for all textbooks issued to them and must pay for any and all losses and damages.

Change of Address and Telephone

When you move, or your number is changed, please notify the office immediately. This information is vital to emergency situations.

Lost and Found

All large articles of clothing found in the building, on the playground or on the bus will be placed in the Lost and Found in the library. Small items should be turned in to the office. Lost articles may be picked up before and after school. All items not claimed at the end of each quarter will be given to a local charity.

Treatment of Injuries/Medications

Injuries incurred while a student is in school are given first aid treatment by a teacher, office personnel or nurse. Any injury incurred when a student is not in school should be cared for at home or by your family doctor.

Medications such as aspirin are NOT available for students. Students who require medication during the school day must have parents contact the school secretary to pick up a form which must be filled out by the family doctor. The form and medication should then be returned to the office personnel who will administer the medication according to the doctor's instructions. Parents may come to school at any time to administer medication to their child.

Physical Education

All students must participate in Physical Education. The only exceptions are those students who have recently been ill and have an excuse from the parents. For more than three days absence from P.E., a student must have a doctor's excuse, except for certain chronic conditions, such as asthma, or for skin conditions, such as poison oak, ringworm or severe athlete's foot. Without a doctor's statement, excuses for more than three days will be at the discretion of the principal or nurse. Appropriate tennis shoes with laces and arch support are to be worn for P.E. Platforms, boots and sandals are not allowed.

Student Rights and Responsibilities

As a student, you have a right to learn in as pleasant an atmosphere as possible. It is up to each one of you to help make each day a good day. You are an important part of Community Day School. Take pride in your school and help to make it the best school in Shasta County!

You can help by following these basic guidelines:

1. Always be courteous and respectful to other students, and adults.
2. Take care of all school property including books, desks, and other materials.
3. Attend school regularly and be on time for classes.
4. Do your best to complete all of your school assignments.
5. Ask your teacher for help when you do not understand a lesson or have a problem.
6. Follow the school rules for the classroom, cafeteria, and playground.

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March 2007

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|---------|-----------|--|---|----------|
| | | | | 1 | 2 End of 2 nd Trimester Grades K-5 | 3 |
| 4 | 5 No Minimum Day: Please provide transportation home at 2:08 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 Board Meeting School Library 6:00 p.m. | 13 | 14 | 15 | 16 End of Third Quarter Grades 6-8 | 17 |
| 18 | 19 | 20 | 21 SARB | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 Community DaySchool Monthly Parent Visits 10:00-11:00 | 30 | 31 |

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After School Activities

Community Day School students do not participate in any extra curricular activities, or after school daycare on campus.

Cafeteria

We have a hot lunch program at Community Day School. Our cafeteria personnel bake regularly and they include fresh fruits and veggies as much as possible. As an added incentive, our lunch prices remain among the lowest in Shasta County.

Milk \$ per day Student Lunches, Regular \$ Reduced \$ per day

Cafeteria charges are not permitted. However, a student without a lunch, for whatever reason, will be provided a serving of milk and a nutritious sandwich by the cafeteria manager. This service is provided on a short term basis only. You are encouraged to buy as many lunches at one time as you wish. The lunch prices are determined by the Board of Trustees. Parents will be notified immediately if there are any changes in lunch/milk prices.

Student Bills

Students will be billed for any of the following items: Lost library books, lunch charges, lost textbooks, materials for special projects, and willful or reckless destruction of school property, or damage to anything which belongs to another person.

Student Insurance

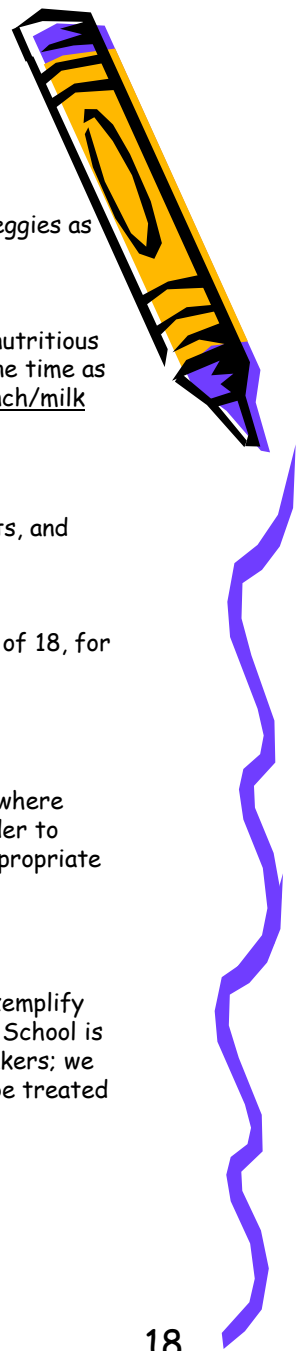
The district does not provide student insurance. However, there is a free or low cost insurance available for students under the age of 18, for more information please visit their web site at www.dhs.ca.gov/mcs/medicalhome/HFapp.htm.

Community Day School Discipline Plan Philosophy

We believe that our students and staff will be able to work to their full potential if you school is a safe, attractive, and clean place where students are responsible for their own behavior, where people care for and respect each other, and a sense of community exists. In order to assure that this atmosphere is maintained, we have adopted a school discipline plan that recognizes and rewards those students with appropriate behavior.

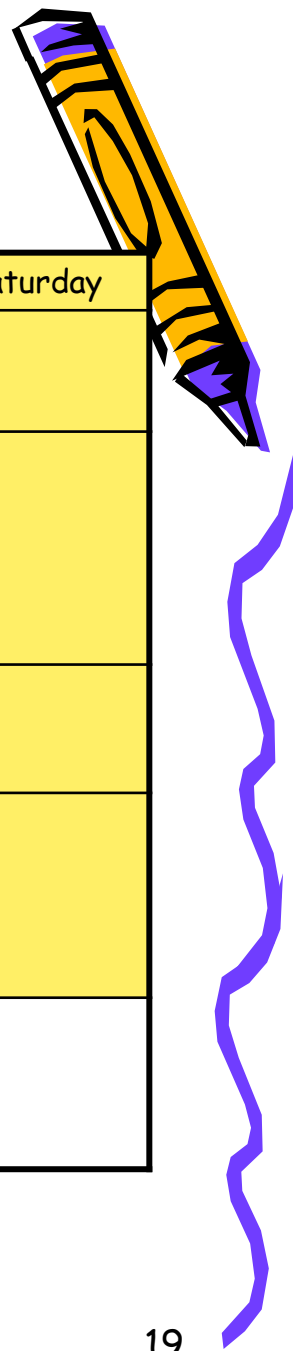
Staff Implementation

The most critical factor to remember is that each adult on campus must serve as a positive role model for our students. We must exemplify the standards and behaviors that we expect. Another critical factor in achieving the type of campus environment that we envision for School is consistency in the supervision of students, both in the classroom and out of the classroom. While we are not always perfect decision makers; we must make every effort to be aware of the students and be as fair with our judgments as is possible, while expecting that we will also be treated with respect and hopefully, caring. We are a student-centered school and our rules must be serving and not self-serving.



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April 2007



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|---|--|-----------|---|--------|----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Spring Break - Kids Come Back April 11 | | | | | | |
| 8 | 9. Board Meeting School Library 6:00 p.m. Staff Development Day No Students | 10 Teacher Staff Development Day - Kids come back tomorrow | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 SARB | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 Community Day School Monthly Parent Visits 10:00-11:00 | 27 | 28 |
| 29 | 30 | | | | | |



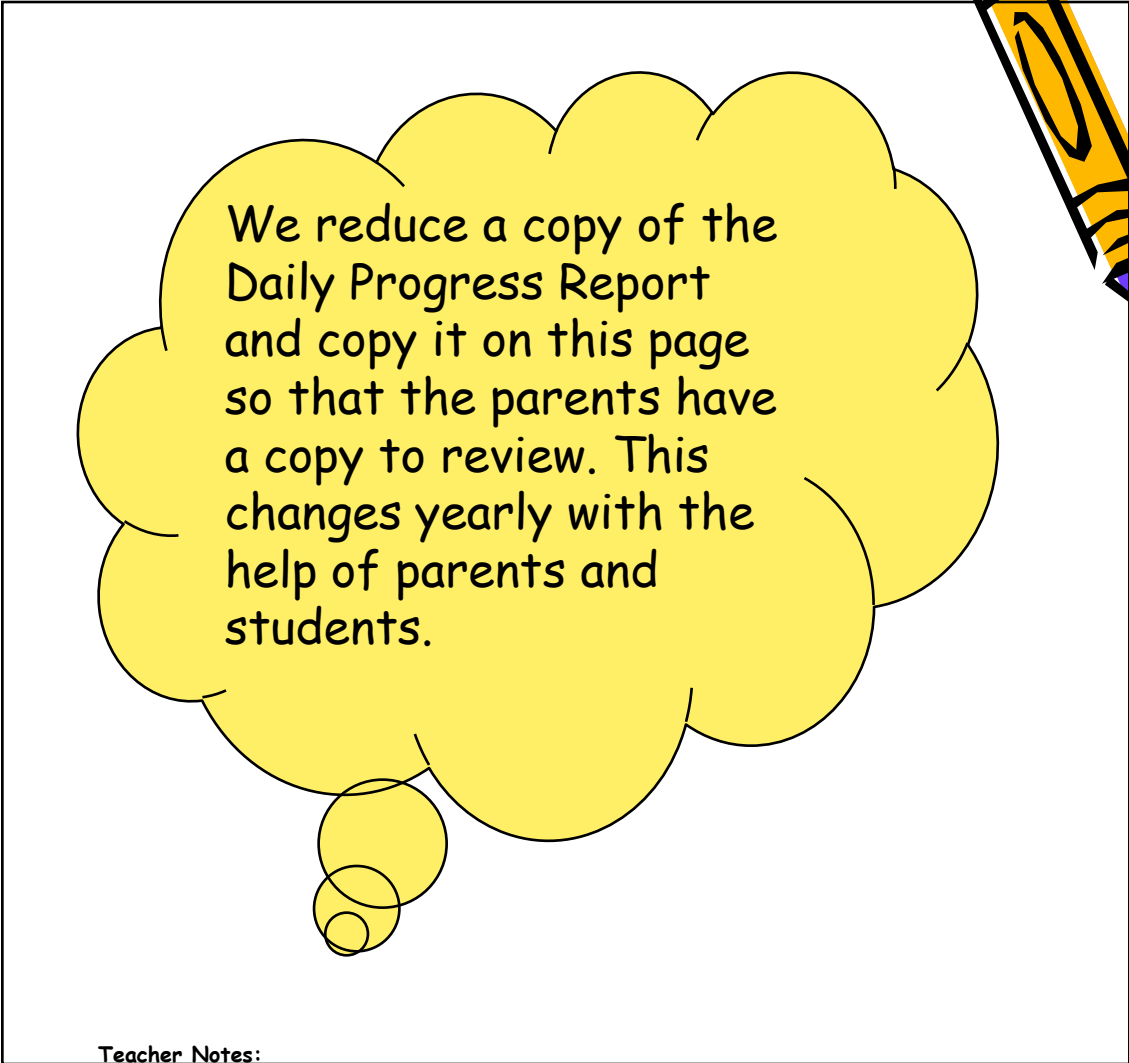
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Daily Progress Report

Daily Progress Reports (DPR) are sent home daily. (See Sample in the Appendix of this document). The DPR is designed to inform parents/guardians of their child's activities, both academic and behavioral, on that particular day. The DPR must be signed by the parent/guardian and returned to the teacher the following morning. The reason we require the parent/guardian signature is so that we are assured the note went home and was given to you. Please do not withhold your signature from the DPR as it is essential for the teachers to know that you are aware of the previous day's behavior. If the DPR is not signed we will send a copy of it home again and your child will begin the day with a negative mark or may not progress on the level system. We appreciate your cooperation.

Please read the DPR carefully for all homework assignments. As a student begins transition back to their home school we will discuss the use of daily calendars and the student recording their own homework.

Some teachers choose to use a colorful piece of paper for students to write their homework on. We do not recommend the use of this calendar as the spaces are not large enough to write all the work detail.



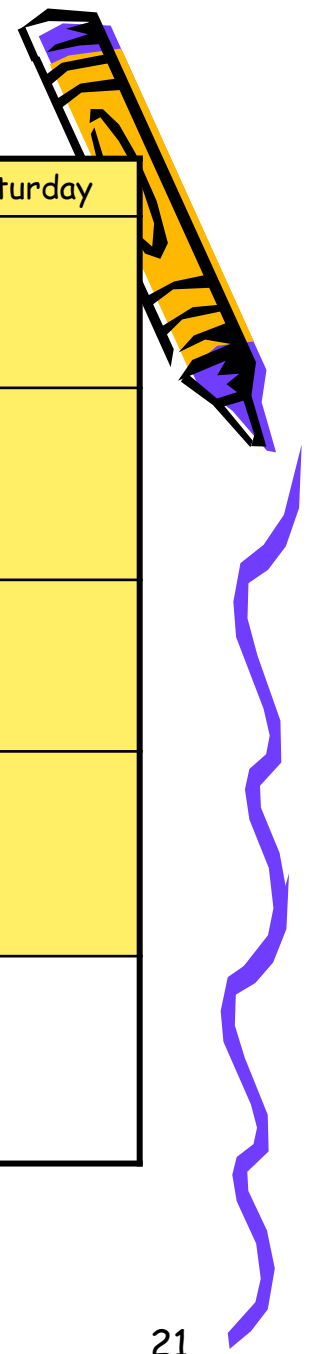
We reduce a copy of the Daily Progress Report and copy it on this page so that the parents have a copy to review. This changes yearly with the help of parents and students.

Teacher Notes:
Parent Signature and Comments:



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May 2007



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|---------|-----------|--|--------|----------|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 No Minimum Day: Please provide transportation home at 2:08 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 Board Meeting School Library 6:00 p.m. | 15 | 16 SARB | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 Community DaySchool Monthly Parent Visits 10:00-11:00 | 25 | 26 |
| 27 | 28 Memorial Day No School | 29 | 30 | | | |



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Sexual Harassment

The Governing Board recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. To promote an environment free of sexual harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff inservice or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of sexual harassment.

The Board shall not tolerate the sexual harassment of any student by any other student or any district employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action. The Board encourages students or staff to immediately report incidences of sexual harassment to the Superintendent or designee. The Superintendent or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

Attendance

We ask your fullest cooperation in seeing that your child attends school each day, and that she/he arrives on time. Absence and tardiness work a hardship on both pupil and teacher. According to California School Law, the only legal reason for a child to be absent from school are illness, visit to doctor or dentist, or death in the immediate family.

When a student has been absent a note must be brought from home, or a call must be made to the attendance office before the absence will be considered legal. A note for a child who has been absent should include the following information: Name of student; Date of note; Number of days absent; Actual dates absent (eg. January 13, 14, 2006); Reason for absence (please state exact reason such as "ill with cold, or dental appointment"); Signature of parent or guardian.

If your child is absent please call the school office before 8:00 a.m.. If we have not heard from you before 8:00 and cannot reach you the sheriff may be contacted to do a wellness check on your child to be sure everything is alright. I suggest you call..

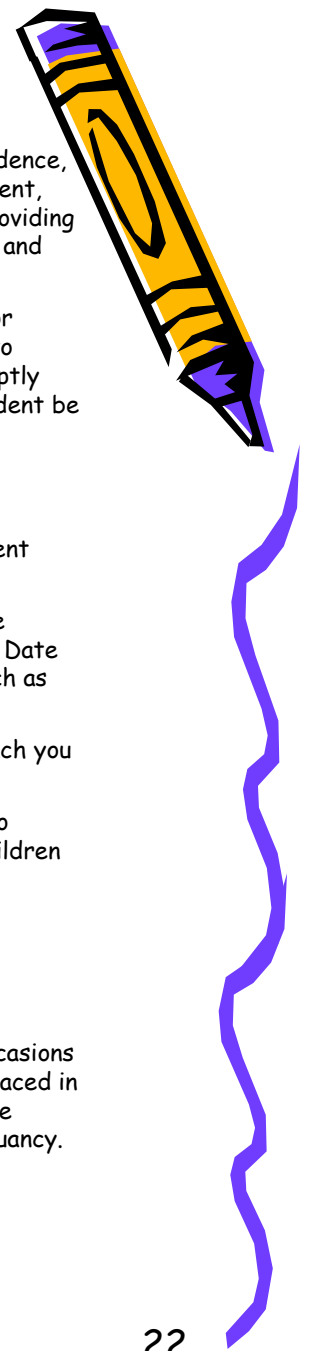
We urge you to examine your child each morning before sending her/him to school. Children with colds should be kept at home to insure fast recovery and negate the spreading of germs. The school will phone the parents or emergency number before sending children home. If student's do not finish their homework please send it in so we can help with it at school.

Tardiness

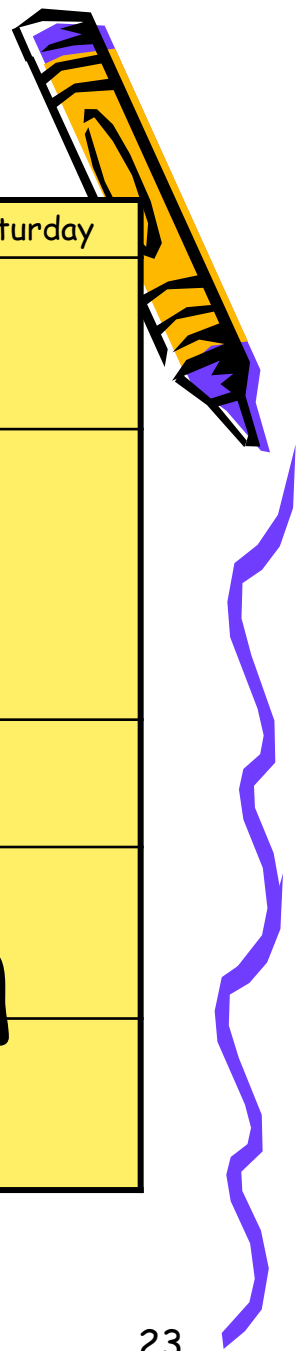
If you arrive at school after 7:40 a.m., report to the attendance office.

Truancy

Truancy is the failure to attend school all or part of the day without a valid excuse. Students who have been truant on three occasions are considered habitual truants by law, and may be referred to the County School Attendance Review Board. Students currently placed in Community Day School may be referred to a Court and Community School if truant. Frequent unexcused tardies are considered as a truancy. Leaving the school grounds without permission from school officials is also considered a truancy. This includes before school, after school and noon.

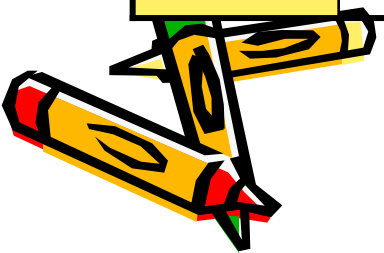


June 2007



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|---------|-----------|---|----------------------------|----------|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 Last Day Of School No Minimum Day: Please provide transportation home at 2:08 | 8 - Teacher work day | 9 |
| 10 | 11 Board Meeting School Library 6:00 p.m. | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

Summer Vacation



Bicycles

Bicycles are to be operated strictly in accordance with city or county ordinances. All students riding bikes to school must wear protective head gear (helmets) in accordance with the law. Any Community Day School student not wearing a helmet will be prohibited from riding their bicycle home until he/she has an appropriate helmet. Bicycles are to be kept in the Community Day School area as per teacher request. Some school principals allow students to bring bicycles to school and ride them for fun as a reward. Please obey all rules if this occurs. Sometimes a student has some physical disability and is allowed to ride bikes at school.

Candy and Gum

Chewing gum, candy, sunflower seeds, etc., are not allowed at school. After school detention or campus clean up will be assigned to those students who choose to break this rule.

Dangerous Articles

Knives (switch blade, hunting, Swiss army, etc.) matches, lighters or firearms of any type (including BB guns) are not permitted on school premises. Community Day School operates with a zero tolerance philosophy regarding all dangerous articles including drugs, alcohol and tobacco. A pre-expulsion hearing will be scheduled for those students violating this rule.

Items From Home

Electronic devices of any type are not to be brought to school without written permission from a teacher or administrator. The school will not be responsible for items brought from home by students.

Student Dress

It is important for students to come to school dressed appropriately to participate in all school activities without causing a distraction or potential for injury. **To meet these objectives we request the following guidelines be observed.** Due to rapid changes in society, it may become necessary to modify the dress code or personal property code to include additional items at the judgment of the administration.

1. Feet must be covered and shoes must be appropriate for active participation in P.E. Students wearing sandals must bring appropriate shoes for P.E. Flip Flops are not allowed at school and all sandals must have a strap on the back.
2. Halter tops, tank tops, mesh shirts, sheer blouses, spaghetti straps and half shirts are not appropriate for school.
3. Midriffs must be completely covered at all times (P.E. and sitting) (Boys and Girls)
4. Clothing with inappropriate logos, sayings or pictures (i.e., liquor, tobacco, sexual implications) are not to be worn at school.
5. Pants must not sag and must stay up with a belt. If pants sag while student is wearing a belt: 1st offense parents will be called and expected to bring appropriate clothing to school. 2nd offense student is sent home - suspended for defiance.
6. Shorts are allowed providing they are an appropriate fingertip length and style for school.
7. Hats may be worn, bill forward and outside only. They may not have inappropriate logos or personal writing other than the student's name.
8. Students are discouraged from coloring their hair unnatural colors, i.e. green, blue, pink, etc.
9. For student safety, only pierced ears with earrings appropriate for P.E. are acceptable. Jewelry in other pierced body parts is not acceptable. Pierced parts of the body (i.e., eyebrows, tongue, nose, navel) may not have jewelry attached during the school day/school sponsored activities because of potential safety issues. No studs, spikes or stud jewelry of any kind.

IF THERE IS A QUESTION AS TO WHETHER ARTICLES OF CLOTHING OR DRESS ARE APPROPRIATE, ASK THE PRINCIPAL BEFORE IT IS WORN TO SCHOOL.

Parent Rights and Access to Transfer of Pupil Records

While the following sections notify parents of legal rights and District requirements, the school principal is always accessible to parents. At your convenience she will review and interpret your child's permanent records for you. Please call 223-4070 for an appointment.

Access to Pupil Records

"Parents of currently enrolled or former pupils have an absolute right to access to any and all pupil records related to these children which are maintained by school districts or private schools. The editing or withholding of any such records, except as (specifically) provided for by law...is prohibited." (Section 49069)

The school district must notify parents annually of their rights of access and of related information described and required in Section 49063. The school may, but need not, allow access to persons for whom the pupil's parent has given written permission to release the records (Section 49075). A pupil who is 16 years of age or older or has completed the 10th grade also has a right to access to those records which are relevant to his or her legitimate educational interests (Sections 49076 (a) (6)). Some closely related Education Code and regulatory requirements are as follows:

| Section | Subject |
|---------------------------------|--|
| 49061 | Definition of "parent", "pupil record", and "access". Etc. |
| 49065 | Reasonable charge for transcript of the record. |
| 49070/71 | Challenging contents of records. |
| 49072 | Right to include a response in the record. |
| 49073 | Release of directory information |
| 35301 | Information of a personal nature disclosed by a pupil during counseling. |
| Sections 431, 435, 436, Title 5 | California Administrative Code Procedure for and Access to Records and Challenges. |

Transfer of Records

"Whenever a pupil transfers from one school district to another or to a private school, or transfers from a private school to a school district within the state, the pupil's permanent record or a copy thereof shall be transferred by the former district or private school upon request from the district or private school where the pupil intends to enroll. Any school district requesting such a transfer of a record shall notify the parent of his right to receive a copy..." (Section 49068)

Section 48904 (b) allows a school to withhold certain pupils' records upon the following condition: "Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the district or private school authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages..."

Under this section, the grades, diploma and transcripts are withheld from the pupil - not from a requesting school district or private school. In view of the mandate in section 49068 to transfer records upon request, a school district or private school cannot refuse to transfer the requested records because the pupil has caused damage to the school or owes the school money for materials or fines for unreturned books, etc. (64 Opinions, California Attorney General 867; regulation Section 438, Title 5, California Administrative Code.)

Closely related legal requirements are found in Sections 430-438 of Title 5, California Administrative Code concerning the varieties of pupil's records, =their maintenance, procedures for transfer, and their retention and destruction.

Any questions concerning pupil records should be directed to the school secretary.

