PHILOSOPHY OF
DUNSMUIR ELEMENTARY SCHOOL

Our district strives toward student excellence. "Excellence occurs when the instructional system is able to provide the individual learner with an appropriate level of challenge and a realistic opportunity to succeed on a frequent and continual basis for each instructional goal in the program."

STUDENT RIGHTS AND RESPONSIBILITIES

Students have a right and a responsibility to help maintain a positive learning environment which includes a reasonably neat and quiet place to work. Students have the right to fair and consistent treatment on our campus and in the classroom. They also have the right to attend school without fear of being harassed. Students have the right to ask for and receive additional help if needed with their school work. Students have the responsibility to come to school with all their materials and to come prepared to learn. Students who require intervention to be successful in their class work will be assigned mandatory study hall after school. Transportation home will be provided.

TEACHER RIGHTS AND RESPONSIBILITIES

Teachers have the right to expect cooperation from students and parents/guardians. They have the right to expect that parents/guardians will send students to school on time and ready to learn. Teachers have the right to expect attentive students and to be able to teach without undue interruption. Teachers have the responsibility to report to parents/guardians student progress and problems. Teachers have the responsibility to be available for additional help to students before school (7:50-8:10) and after school (2:00-3:30 grades K-3 or 2:45-3:30 grades 4-8).

PARENT/GUARDIAN RIGHTS AND RESPONSIBILITIES

Parents/guardians have the right to expect that their children will be provided a learning environment which will enable them to do their best job. Parents/guardians have the right to observe classroom learning. Parents/guardians have the right to ask questions or make suggestions. The procedure should begin with a parent-teacher conference first and, if necessary, a follow-up with the principal. Parents/guardians have the responsibility to instill in their children the importance of education and of doing their best at school. Parents/guardians have the responsibility of monitoring homework and sending their children to school rested and clean.
ARRIVAL AND DISMISSAL

Students are under the jurisdiction of the school from the time they leave home for school until the time they return home at the end of the school day. The school's standards of behavior apply to students coming to and going from school.

School begins at 8:10 for all kindergarten through eighth grade students. ANY student arriving before 7:50am will report to the cafeteria for supervision. Once a student is on the school grounds, he or she may NOT leave without written permission from their own parent/guardian. They MUST come to the office to SIGN OUT before leaving campus.

Students are required to leave the school grounds at the end of the school day unless they are involved in supervised extracurricular activities or are signed into the S.A.F.E. (after school) program.

We will be sharing bus duties with Dunsmuir High School. The high school bus will pick up all students in the morning, and the elementary school bus will deliver elementary and high school students home in the afternoon.

SCHOOL HOURS - DISMISSAL

REGULAR DAY: K-3rd 2:00pm 4th-8th 2:45pm
MINIMUM DAY: K-8 12:30pm

NEW FOR 2014/15: On regular school days, transportation will be provided at 2:15 for K-3rd students not staying in the S.A.F.E. program. All other K-8 students will board the bus at 3:30. On minimum days all K-3 students will board the bus at 12:40.

ABSENCE

School attendance is important. Students cannot learn if they are not in class. Not only are assignments missed, but absent students miss the instructions needed to complete the assignments. Students who are genuinely ill should remain home. If a student is absent, a parent/guardian should notify the school office as to the reason for the absence and to request missing assignments. Legal excuses for absences include illness, medical/dental appointments, a death in the immediate family, or religious purposes. Please make appointments for your children after school whenever possible.

If you do not call or notify the office in person of your child's absence, a note of explanation for the absence must accompany your child upon his/her return to school. All absent students must obtain an admit slip from the office before returning to the classroom.
TARDY PROCEDURES

It is equally important that children be on time for school. Instruction in core curriculum begins promptly at 8:10am. If a student arrives after 8:10am, he or she is to report to the school office for a tardy slip. The student will then take the tardy slip to his/her teacher. Upper grade students need to be sure to give their tardy slip to their homeroom teacher.

Students with three or more unexcused tardies will be assigned after school detention. Parents/guardians will be notified as to when the detention will take place and will be required to pick their child up at school at 4:00pm on the day of detention.

TRUANCY

An absence not caused by illness, medical/dental appointment, death in the immediate family, or religious purpose is a violation of California State Law and may result in disciplinary action. Every absence requires a phone call or note from a parent/guardian.

Parents/guardians of students with three unexcused absences or tardies will be contacted by the school to assist in correcting the problem. If the problem continues, the School Attendance Review Board (SARB) process will begin.

SCHOOL BOUNDARIES

Dunsmuir Elementary School has a closed campus. Once students arrive at school, they may not leave the school grounds unless they are signed out in the office by a parent/guardian.

EXTREME WEATHER DAYS

Late start or school closures will be announced on radio stations KSYC (103.9fm), Z100 (100.1fm), KWHO (102.3), JPR (91.9fm). Classes will begin at 10:00am on late start days. Bus pickup will be approximately 1½ hours later than regular school day. Please refer to your bus schedule for times and be patient as road conditions may cause delays in pickup times. School dismissal times will remain the same as a regular day.
HEALTH SERVICES

Although school attendance is of prime importance, students should remain at home when they are seriously ill. School nurse services are limited and may only be available one day per week. The nurse’s primary purpose is to conduct health screenings. No medicine, even over the counter products, may be administered to students without a physician’s statement signed by the medical provider and parent/guardian (forms are available in the school office). Medications must be brought to the school office where they will be kept in a locked cupboard. All medications dispensed at school must be in the original bottle and the instructions on the bottle must match those on the physician’s statement. For all students’ safety, communicable or extended illness, serious health problems, allergies, or disabilities must be reported to the school.

Immunization Record: All students must be in compliance with the immunizations required by the State of California. Students who are not in compliance may be excluded from attendance until all requirements are met. Parents/guardians wishing not to have their children immunized must have their medical provider complete a Personal Beliefs Exemption form before their children attend school. The form is not valid without the medical providers signature and information. The Personal Beliefs Exemption form is available in the school office and on the school website.

Injury at School: Students injured at school will be treated in the following manner:

1. An injured student may be inspected by a teacher or other staff member and kept under his/her supervision.
2. If needed, the injured student may be sent or brought to the office. If the injury requires treatment, parents/guardians will be called.
3. Parents/guardians will be contacted if the student has an injury to the back or any injury from the neck up, even if the injury is minor.
4. No child is sent home until a parent/guardian has been contacted. It is important to have emergency contacts for your children who will know how to reach you in case of an emergency.

Any injury requiring more than a band aid or ice pack will require a phone call to parents/guardians. The school cannot dispense Tylenol/Ibuprofen, cold/allergy medication, or any other form of medication without the proper paperwork signed by the child’s medical provider. Accident reports are filed on all injuries. A log book is kept in the school office.

Doctor and Dental Appointments: If appointments occur during school hours, please send a note with your child stating what time you will be signing him/her out of school. Should your child come to school late due to an appointment, he/she must get an admit slip from the school office.

Emergency Information: Please provide the school with three emergency contacts who will have permission to sign your child out from school if her/she is ill or injured and you cannot be reached. It is also important to keep the school updated if you have change phone numbers or address.
EMERGENCY AND SAFETY PROCEDURES

If the superintendent declares an emergency during school hours, all students will be required to remain at school or an alternate safe site under the direction of school personnel. Students will remain there until regular dismissal time and released only if it is considered safe. A student may be released to an adult authorized by the parent/guardian as an emergency contact.

Should an emergency occur while students are en route to school by bus, they will be brought to school or an alternate site designated by the superintendent. If the emergency occurs once students have been dismissed for the day and are on the bus, they will be delivered to their bus stops.

Emergency Drills: Fire drills are held routinely throughout the school year. Students and staff exit the buildings in an orderly manner and assemble at their designated sites away from the building where they remain until they are given clearance to return to their classroom. At least one off-campus evacuation drill will occur during the school year. Parents will be notified in advance of this drill. Regular fire drill procedures are followed by the signal to leave campus and walk to a safe site. Once students and staff are accounted for at the site, they will return to school and resume normal activities. Earthquake drills occur at least twice a year. Students duck and cover, then follow fire drill procedures for the remainder of the drill. Lockdown drills are held frequently. All buildings are on lockdown during the drill until clearance is given to return to regular activities.

The district's Emergency Action and Operations plan is available for review in the school office.

Comprehensive Safety Plan: It is the policy of the Dunsmuir Elementary School District to provide a working and learning environment free from all forms of unlawful discrimination, harassment, and endangerment. The plan includes the following required board policies which are available for review in the school office:

1. Child Abuse Reporting
2. Disaster Procedures
3. Suspension/Expulsion
4. Procedures to Notify Teachers of Dangerous Students
5. Sexual Harassment
7. Safe Ingress and Egress
8. Safe and Orderly Environment
9. Discipline
10. Conduct
SCHOOL ACTIVITIES POLICY

ATTENDANCE

In order to participate in any school activities, a student must be present the entire school day of the event, or, in the case of a Saturday event, the day preceding the event. Exceptions would include the actual time spent at a scheduled doctor/dental appointment, or attendance at a funeral.

SPECIAL NOTE: Attendance is taken each morning at 8:10am. Students will be considered absent after 8:10. Students who arrive after roll is taken must get an admit slip from the school office.

SPORTS ELIGIBILITY

All members of athletic teams and cheerleaders must maintain a "C" average with no "F's" in all classes. Eligibility will be determined every three weeks. Two "F's" in citizenship will result in the student being ineligible for sports. Students must maintain good behavior and refrain from using drugs, tobacco, or alcohol in order to participate. (See athletic code for further information). All students must be present the entire school day in order to participate in any school activity. If the event is on Saturday or Sunday, the student must be present the day preceding the event.

EXTRACURRICULAR ACTIVITIES

We believe that students learn through many different experiences such as field trips, contests, and performances. Although these activities may not always take place during school hours, school rules still apply. Students who break these rules may be excluded from extracurricular activities. Students must be in attendance for the entire school day of the event and not tardy to participate in extracurricular activities. If the event is on a Saturday or Sunday, the student must be present the day preceding the event.

Once a student receives either one at-home suspension or two in-school suspensions, that student is banned from all extracurricular activities for 14 consecutive days--excluding holidays--beginning the day of the suspension. This means no dances, athletic or spectator participation, or cheerleading.
**BEHAVIOR**

We believe that all students can behave appropriately and that children have dignity and worth. Our entire staff is committed to setting fair and firm limits so that students will be able to reach their full potential within those limits.

We also want parents/guardians and students to be aware that there exists the possibility of random searches of students, their belongings, and district properties under the control by the superintendent or designee in order to protect our students, staff, and facilities. (BP 5145.12a-e; AR 5145.12a-b)

We care about our students and how they behave. So that we may be consistent and fair with those who break the rules, we would like you to know the behavior plan which will be followed. We hope that students will be responsible for their behavior and will not need these actions. We intend to work with parents/guardians to prevent problems from developing and to eliminate them if they occur. We appreciate cooperation and support from the home. Parents/guardians can help us make behavior a mutual plan.

**CLASSROOM BEHAVIOR**

Classroom behavior will be handled by the teacher. Please go over classroom rules together to be sure parents/guardians and students understand them. Depending on the seriousness, nature and recurrence of the problem, the principal or superintendent may intervene. The Dunsmuir Elementary School District behavior and expectations are based upon Positive Behavior Intervention and Support (PBIS).

**ASSEMBLY CONDUCT**

Students will sit with their class and behave in a courteous and orderly manner during all assemblies. During the assembly, talking, walking in or out, whistling, booing, or shouting is not acceptable. Performers or presenters deserve an audience's best behavior and applause. The Positive Behavior Intervention and Support system will be followed and all behavior expectations will fall under one of three categories:

1. Be Safe
2. Be Responsible
3. Be Respectful
SCHOOL RULES

Dunsmuir Elementary School’s basic rule is that no student has the right to interfere with another student’s right to learn, to interfere with a teacher's responsibility to teach, or to disrupt the school climate.

The following are specific school rules that are important to remember:

1. Students will bring to school only those items needed for class (NOT toys or electronic devices, etc.)
2. Students will not be allowed to use vulgar language or profanity, or to make racial or purposefully unkind statements to others.
3. Students will at all times act in a manner which ensures the health and safety of others and themselves.
4. Students are not to use skates, inline skates, roller blades, skateboards, shoes with wheels, or scooters on campus at any time unless they are part of an approved school activity.
5. Students will respect the rights and property of others.
6. Students will keep their classrooms, cafeteria, and campus clean.
7. Gum chewing is not allowed. Continued defiance may result in detention.
8. Hazing and bullying are not permitted.
9. NO baseball bats are to be brought from home. If a bat is brought from home, it will be confiscated and a parent/guardian will be called to pick it up.
10. Students are not to bring laser pointers.
11. Students caught using their cell phones or other electronic devices for non-educational purposes will have the item(s) confiscated. If these items are confiscated three times, a parent/guardian will be called. At that time, the cell phone or other electronic device will be released to the parent/guardian only.
12. Body graffiti is not allowed. Students with visible writing on their body and/or face will be required to remove the writing in order to remain in class.

SERIOUS INFRACTIONS

1. Fighting or any other form of violence or intimidation will not be tolerated. You may be suspended.
2. NO fireworks, guns, knives, or anything we consider dangerous to you or others will be allowed on school grounds. They will be taken from. You will be suspended and a pre-expulsion hearing will be held.
3. Use or possession of drugs or alcohol on the school premises at any time will result in suspension, parent conference, and a report to juvenile authorities.
4. Possession of tobacco in any form or smoking on campus is not allowed. You will be suspended.
5. Disruption of school activities and willful defiance of school personnel will not be tolerated. You may be suspended.
6. Harassment/sexual harassment will not be tolerated. You may be suspended and authorities may be notified.

CONSEQUENCES

Consequences for failure to comply with school rules may include the following:

1. Warning
2. Phone call to parent/guardian from school personnel
3. Detention (supervised by a credentialed school employee)
4. In-school suspension (supervised by a credentialed school employee)
5. At-home suspension*
6. Other (i.e., compensation, community service)
7. Phone call to the Sheriff’s Department

*California Education Code #48900 lists the following reasons for suspension or expulsion from school:

"Causing, attempting to cause, or threatening to cause physical injury to another person; willful use of force or violence upon another person, except in self-defense; possessing, selling, or furnishing a firearm, knife, explosive, or other dangerous object; unlawfully possessing, using, selling, furnishing, or being under the influence of a controlled substance; unlawfully offering, arranging, or negotiating the sale of a controlled substance, alcohol, or other intoxicant; committing or attempting to commit robbery or extortion; causing or attempting to cause damage to school or private property; stealing or attempting to steal school or private property; possessing or using tobacco or nicotine products; committing an obscene act or engaging in habitual profanity or vulgarity; unlawfully possessing or offering, arranging, or negotiating to sale drug paraphernalia; disrupting school activities and willfully defying school personnel; knowingly receiving stolen school or private property; possessing a realistic imitation firearm; committing or attempting to commit sexual assault; harassing, threatening, or intimidating a pupil who is a witness in a school disciplinary proceeding; hazing; bullying, which may include use of electronic social media communications."

Once a student receives either one at-home or two in-school suspensions, that student is banned from all extracurricular activities for 14 consecutive days (excluding holidays) beginning the day of suspension. (This no dances, athletic or spectator participation, or cheerleading.)

Parents/guardians will be notified in the event of any suspension. The district administration has the final decision in all suspensions.
LIBRARY

The school library is set up for the use of the students and staff. All persons using the library are expected to treat books and other materials with care and respect, return books promptly, and make every attempt to keep lost books at a minimum.

LIBRARY RULES AND PROCEDURES

1. Enter the library quietly, keeping noise at a minimum.
2. Library books may be checked out for 10 days. **RENEW** books rather than let them become overdue.
3. Students in grades K through 3 may check out 1 book at a time.
4. Students in grades 4 through 8 may check out 2 books at a time.
5. Anyone having an overdue book may not check out another book until the overdue book is returned. If the book is lost, it **must** be paid for or replaced with a book of equal value.
6. Anyone having an overdue book at report card time **will not** receive a report card until the book is received, paid for, or replaced.
7. Resource materials **may not** be checked out by anyone. These materials **must only** be used in the library.
8. Students wishing to use the library during class time **must** be accompanied by a staff member or volunteer.

MISCELLANEOUS POLICIES

**GRADING AND PARENT/GUARDIAN CONFERENCES**

It is our policy to encourage communication to parents/guardians about students' progress. Progress reports are given three times during the school year. Report cards will be given at the completion of each trimester (usually November, March, and June). In addition, conferences are held during the first and second trimester to discuss report card grades. A conference may be scheduled at any time if a parent/guardian or teacher feels it is needed. Parents/guardians may request a statement of progress at any time during the school year. All families whose children are at risk of retention will be notified.

Parents/guardians of students in grades 4 through 8 can access their child's grades through their child's Power School account. Grades will be updated weekly. Teachers will provide you with your child's access information.
HONOR ROLL

At the end of each trimester an academic Honor Roll be announce for grades 4 through 8. To qualify for Honor Roll, a student must have a 3.0 grade point average in academic subjects. The point scale used is "A" = 4, "B" = 3, "C" = 2, "D" = 1 and "F" disqualifies a student. An average of 3.5 or better qualifies the student to receive the Superintendent's High Honor Roll award.

PROMOTION/INTERVENTION

Promotion/intervention is based upon a combination of measures including: state and local test scores, classroom grades, district competency assessment, attendance, and teacher recommendation. The school provides a variety of programs to meet the needs of students. A complete copy of the district's promotion/intervention plan is available in the school office.

DRESS CODE

All students attending school and/or school functions (i.e., dances, athletic events, concerts, field trips) are to give proper attention to personal cleanliness and neatness of dress. Students failing to do so will be sent home to be properly prepared for school.

Students must wear shoes or sandals with rubber or hard soles that are held to the wearer's foot by straps or thongs passing over the instep and around the ankle at all times for obvious safety and/or health reasons. Flip flops are not allowed and a parent/guardian will be called and asked to bring appropriate footwear for the student.

Hats of any style are to be worn only to and from school and are to be kept in a desk or locker during school hours.

The general school rules on dress are:

Students are expected to use good taste and judgment in selecting what they wear. Anything that is extreme enough to distract other students or disrupt school activities is not permitted (i.e., transparent clothing; spaghetti straps; bare midriffs or excessive show of skin; shorts, skirts, and dresses must be fingertip length; pajama bottoms; extremely baggy, low-slung pants; clothing/accessories with inappropriate slogans, symbols or language). If necessary, a parent/guardian will be called and asked to provide appropriate clothing for the student.

OTHER RESTRICTIONS MAY BE ENFORCED AT THE DISTRICT'S DISCRETION.
FREE MEAL PROGRAM

Breakfast and lunch are offered FREE to all students. A Household Income Data Collection form must be completed by each family as required by the California Department of Education School Nutrition Services Division. Menus are sent home with students monthly.

MESSAGES

Our phone system includes a voice mail system. Each teacher, the cafeteria, preschool, and after school program has an extension that you can access once you've been given the number. Please remember that teachers cannot talk to you during instructional time. If the person you are trying to reach does not answer their phone, you may leave him/her a message and he/she will return your call. The office will not interrupt the classroom during instructional time.

Students needing to call home may do so from the office. They must have a note from a staff member giving them permission to do so.

SCHOOL SITE COUNCIL

The School Site Council is a group of parents, community, and school staff members in schools receiving AB65 funding from the State of California and federal funds for the Title I Program. The School Site Council reviews the school plan annually, establishes a new budget, and makes modifications as necessary. Members are elected by their peers; classroom teachers by classroom teachers, parents by parents. The School Site Council has the responsibility to recommend dispersal of their funds. The funds provided are designed to improve student performance as measured by standardized test scores, the district's assessment program, and classroom performance.

SMOKING

Adults are reminded that the Dunsmuir Elementary School District is a smoke-free school. Smoking is not permitted at any time on the school grounds.

TEXTBOOKS

Students are responsible for textbooks issued to them and will be charged for damage or loss. Report cards will be held if book damage or loss isn't paid for by the time they are issued.
VOLUNTEERS/VISITORS

Parents/guardians are encouraged to volunteer and/or visit their children's school. For safety purposes, all volunteers and visitors must register in the school office. You will be given an identification badge to be worn while you are on campus. State law requires schools to register all outsiders who are on school property. Unauthorized persons are prohibited from entering or remaining on school grounds. If court restraining orders exist which limit a parent's access to visiting his/her child or in receiving information, it is the responsibility of the custodial parent to provide the school office with a copy of such an order. Only those persons listed on the student's registration are permitted to pick up a child without specific further parent permission.

UNIFORM COMPLAINT PROCEDURES

If you want to file a complaint alleging unlawful discrimination or failure to comply with state or federal law, notify the district superintendent. Copies of the Uniform Complaint Procedures and policies are available in the district office. Areas covered include:

1. Civil rights protection or discrimination on the basis of race, color, national origin, ethnicity, age, sex, disability or lack of English skills
2. The provision of services or other aspects of the program's operation including but not limited to:
   - Consolidated categorical aid programs (EC 64000 (a))
   - Child care and development programs (EC 8200-84930)
   - Child nutrition programs (EC 49490-494560)
   - Special education programs (EC 56000-56885)

Complaints can be filed with the district or California Department of Education. The district has the primary responsibility to assure compliance and to investigate and seek to resolve complaints. Information on assistance and remedies available under civil law is also available.

NONDISCRIMINATION/HARASSMENT

It is the policy of the Dunsmuir Elementary School District to provide a working and learning environment free from all forms of unlawful discrimination. The district also prohibits sexual harassment. The district will promptly investigate all complaints of discrimination or sexual harassment and will take remedial action calculated to end the complaint. Remedial action may include discipline up to and including expulsion. A copy of the district's nondiscrimination/harassment policy is available in the school office. The coordinator for nondiscrimination is the school district superintendent. (BP 5145.3 a-c)
LOCKERS

Each student in grades 7 & 8 will be assigned a locker near their homeroom. The homeroom teacher will have a copy of the combination for emergency use. Lockers must be kept clean and locked. The superintendent or designee has the authority to search lockers if deemed necessary. (BP 5145.12 a-e) Extra lockers will be assigned to students in the S.A.F.E. program.

SUPPLIES

Junior high students are expected to have pencils, pens, white-lined paper, and a binder (organized notebook). Also recommended are a ruler, eraser, white-out, markers, tape and a pocket calculator. Kindergarten through sixth grade students need to supply their own backpack.

HOMEWORK

All students with homework are responsible for taking home needed books and materials. They are responsible for completing all homework assignments. Homework may not always involve a written assignment, but may include reviewing notes, re-reading textbooks, or reading a library book. Parents/guardians need to provide a quiet place and time for this important part of a student's education.

Students will be required to stay after school if homework is not completed at home. Parents/guardians will be notified.

PHYSICAL EDUCATION

Physical education is a required class and students must dress in clothes and shoes appropriate for physical activity. Failure to do so will result in a lower grade. Should a student refuse to participate in P.E., the parent/guardian will be notified by the teacher and their grade will be lowered. If a health problem prevents a student from any kind of physical activity, the student must notify the P.E. teacher with a note signed by the parent/guardian or medical provider.

A student who misses more than three consecutive days of P.E. will be required to have a note from their medical provider in order to clear their absence. If there is no note, no credit will be given for that day. A parent conference will be scheduled. (BP 5123 a-c; AR 5123 a-f)

Students who are unable to participate in P.E. because of a medical reason will be required to complete an alternative written assignment or make up the missed class after school when physically able.
EIGHTH GRADE GRADUATION

On stage graduation requirements include:
1. Completion of the I-Search Project with a grade of "C" or better
2. Maximum of 18 days absent and/or tardies of more than 30 minutes
3. Completion of community service (five hours on campus; five hours off campus)
4. Maintain a 2.0 grade point average
5. Excessive discipline issues may cause your child to lose their privilege of walking across the stage. No more than two home suspensions are allowed (four in-school suspensions equal two at-home suspensions).
6. Must meet state promotion requirements
7. **ALL SCHOOL DEBTS MUST BE SETTLED PRIOR TO GRADUATION!**

Students will notify their parents/guardians the Friday before promotion if they are failing to meet the above on stage graduation requirements.

**SPECIAL NOTE:** In special or unique circumstances, the administration will make the final determination regarding promotion and/or on stage graduation.

EXIT OUTCOMES

Upon graduation from the 8th grade at Dunsmuir Elementary School students should exhibit the following exit outcomes:
- Be self-reliant
- Possess a high degree of self-esteem
- Be able to establish realistic goals
- Be able to problem solve
- Be academically competent
OTHER PROGRAMS

BEFORE SCHOOL SUPERVISION

Students may not be dropped off at school before 7:30am. Breakfast service and before school supervision begins at 7:30am in the cafeteria. At 7:50am, students may eat breakfast or play in the gym or playground (weather permitting).

AFTER SCHOOL PROGRAM

Dunsmuir Elementary School's after school program, Siskiyou After School for Everyone (S.A.F.E.) is available for all TK-8 students free of charge. The program begins at 2:00pm for K-3 students and 2:45pm for grades 4 through 8. On minimum days, the program will begin at 12:30pm. Children must be picked up by 6:00pm.

The S.A.F.E. program offers homework enrichment, a fitness component, specialized workshops, and local field trips. An afternoon snack is provided daily.

You may call the S.A.F.E. program directly at 235-4828x106. If no one answers, please leave a message and the S.A.F.E. director will address the message as needed. It is important that messages be called in prior to start of each day's program if you are making changes to your child's daily schedule.

PRESCHOOL

Dunsmuir Elementary School is the site of a school-based state preschool for children ages three to five-years-old. The preschool follows the district's 180 day calendar. Preschool hours are 8:30am-12:30pm. Students receive a daily snack and lunch. Free door-to-door transportation is provided if needed. You may call the preschool directly at 235-4828x303.

ALTERNATIVE EDUCATION OPPORTUNITIES

An Opportunity Class will be provided for students struggling to be successful in school. Students who struggle with attendance, behavior, or academic progress may benefit from this alternate classroom setting. The class will be staffed by a fully credentialed teacher. A Home/Independent Study Program will be available to families who desire a more individualized approach to education. The program is designed to focus on individual student learning needs and student interest, but at the same time incorporate the grade level content and common core standards as the centerpiece of the individualized plan. Students enrolled in the program meet regularly to receive instruction and independent assignments. Students in the Home/Independent Study program are eligible to attend all grade level appropriate field trips and can
participate in extra-curricular activities sponsored by Dunsmuir Elementary School District.

TRANSPORTATION SAFETY PLAN

Transportation to and from school is provided by the district. Transportation services are shared with the Dunsmuir High School District. Dunsmuir High School will pick elementary school and high school students up in the morning. Dunsmuir Elementary School will transport students for both schools home in the afternoon.

Bus riding is a privilege, not a right. Students must follow bus rules or forfeit their privilege to ride the bus to all school activities. Schools do not provide supervision at bus stops.

BUS STOPS

Supervision of the students at the bus stops is the responsibility of parents and guardians. If possible, parents and guardians should supervise children while they are waiting at the bus stop. Students should arrive at the bus stop no more than five minutes before the scheduled arrival of the bus.

SCHOOL BUS DANGER ZONE: Students and other passengers are to remain at least ten feet away from the school bus until it has stopped and is ready to load passengers.

RED LIGHT CROSSING INSTRUCTIONS:

Rules for conduct in bus loading zones:
1. NO fighting, pushing, tripping
2. NO throwing of any objects (including snowballs)
3. NO playing in the street
4. NO matches, lighters, or cigarettes
5. NO littering
6. NO spitting
7. NO destruction of personal or private property
8. NO rude, discourteous, or annoying conduct
9. NO behavior that interferes with the safety, well-being, and respect of others

Violations of the above listed items may result in a citation or loss of privilege to ride the bus.

Procedures for all pupils in prekindergarten, kindergarten, and grades 1 to 8, to follow as they board and exit the appropriate school bus at each pupil's bus stop (Per Ed Code Section 39831.3):
1. The school bus driver will monitor pupils as they exit and board at each school bus stop and trip destination to ensure the pupil is boarding the appropriate school bus and exiting at the appropriate bus stop.
2. Assigned school site staff will monitor school loading zones and assist students in boarding the appropriate school bus. Buses are coded to ensure the pupils board the proper school bus.

Procedures for boarding and exiting a school bus at a school or other trip destination (Per Ed Code Section 39831.3):

1. The school bus driver, along with assigned school site staff, will monitor pupils exiting the school bus before school and will monitor pupils boarding the school bus after school to ensure orderly and safe exiting and boarding. The school bus driver will have this same responsibility on activity trips.
2. Students will board the bus one at a time and move quickly to an open seat.
3. If a student drops papers or other objects while boarding the bus, he/she should get the attention of the bus driver. Never go under or near the school bus to retrieve objects since the bus driver may not see you.
4. No pushing, shoving, or horseplay is allowed when exiting and boarding a school bus.

School Safety Compliance: Buses
Per Ed Code Section 39831.5: All students in prekindergarten, kindergarten, and grades 1-8, inclusive, receive instruction in school bus emergency procedures and passenger safety.

1. Upon registration, parents or guardians of all pupils, are provided with written information about school bus safety. This information includes the following:
   1. A list of school bus stops near each student's home
   2. General rules of behavior as school bus loading zones
   3. Red light crossing instructions
   4. School bus danger zone
   5. Walking to and from stops

2. At least once in each school year, all students prekindergarten and grades K-8, inclusive, shall receive safety instruction that includes proper loading and unloading procedures including escorting by the bus driver, and how to safely cross the street, highway, or private road; proper passenger conduct; bus evacuation; and location of emergency equipment. Instruction will also include responsibilities of passengers seated next to an emergency exit. As part of this instruction, students shall evacuate the school bus through emergency exit doors.

3. Before leaving for every school activity trip, all students on the bus will receive safety instruction which includes location of emergency exits and emergency responsibilities in case of an emergency. The following information will be documented every time the instruction above is given:
   1. Name of school district, school, and location of school
   2. Date of instruction
   3. Name of supervising adults
   4. Number and grade levels of students participating
5. Subjects covered in instruction
6. Amount of time spent in instruction
7. Bus driver's name
8. Bus number
9. Any necessary additional remarks

This information will remain on file at the district office for one year from the date of instruction and shall be subject to inspection by the Department of the California Highway Patrol.

Section 22112 Vehicle Code:

a) On approaching a school bus stop where students are loading or unloading from a school bus, the driver of the school bus shall activate an approved flashing amber light (if the school bus is so equipped) beginning 200 feet before the school bus stop. The driver shall operate the flashing RED signal lights and STOP signal arm at ALL times when the school bus is stopped for loading or unloading students. The school bus flashing red signal lights, amber warning lights, and stop signal arm system shall not be operated at any other time.

b) The driver shall stop to load or unload students only at a school bus stop designated for students by the school district superintendent or authorized by the superintendent for school bus activity trips.

c) When a school bus is stopped for loading or unloading students, at a location where traffic is not controlled by a traffic officer, the driver shall do ALL of the following:
   1. Check for traffic in all directions and activate the flashing red light signal system and stop signal arm, if the bus is equipped with a stop signal arm.
   2. Determine before opening doors that the flashing red lights and stop signal arm are working, and that it is safe to exit the bus.

d) If the school bus is stopped for loading or unloading student where there is no official traffic control signal, the school bus driver will do the following (in addition to c, 2 and 2 of above):
   1. Escort all students in prekindergarten and grades K-8 inclusive who need to cross the road or highway. The driver shall use an approved hand-held "STOP" sign while escorting all students.
   2. Require all students to walk IN FRONT OF THE BUS as they cross the road or highway.
   3. Ensure that all students who need to cross the road or highway have crossed safely, that all other unloaded students or pedestrians are a safe distance from the school bus before setting the school bus in motion.

e) The requirements for flashing red light signals and stop signal arm do NOT apply to a school bus driver at any of the following locations:
   1. School bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully parked.
   2. Where the school bus is disabled due to a mechanical breakdown.
   3. Where students require assistance to board or leave the school bus.
   4. Where the roadway surface on which the bus is stopped is partially or completely covered by snow or ice and requiring traffic to stop would pose a safety hazard.
5. On a state highway with a posted speed limit of 55 miles per hour or higher where the school is completely off the main traveled portion of the highway.

6. Any location determined by the school district, with the approval of the Department of the California Highway Patrol, to present a traffic or safety hazard.

f) The department of the California Highway Patrol (notwithstanding subdivisions (a) to (d)) may require the activations of approved flashing amber lights, flashing red lights, and stop signal arms at ANY location where the department determines the activation necessary for the safety of students loading or unloading from a school bus.

Section 22454 Vehicle Code: Section 3

a) The driver of any vehicle, upon meeting or overtaking, from either direction, any school bus equipped with signs as required in this code, stopped for the purpose of loading or unloading students and displaying a flashing red light signal and stop signal arm visible from front or rear, shall bring the vehicle to a STOP immediately before passing the school bus and shall NOT proceed past the school bus until the flashing red light signal arm CEASE operation.

b) The driver of a vehicle upon a divided highway or multiple lane highway (any highway that has two or more lanes of travel in each direction) need not stop upon meeting or passing a school bus that is on the OTHER ROADWAY.

c) A vehicle observed overtaking a school bus in violation of subdivision (a) may be reported by the school bus driver to the local law agency having jurisdiction of the offense.

d) This section also applies to a roadway upon private property.

DUNSMUIR ELEMENTARY SCHOOL DISTRICT
REGULATIONS GOVERNING STUDENTS RIDING SCHOOL BUSES

BUS RULES

1. Students being transported in a school bus shall be under the authority and responsible directly to the driver of the bus. CAC Title 5, Section 14263

2. It is the student’s responsibility to be on time for the bus both for morning and afternoon and any other scheduled bus runs.

3. Students shall keep all parts of their bodies inside the bus at all times and out of the aisle while the bus is in motion.

4. Students shall refrain from boisterous conduct, unnecessary noises, or loud conversations. All profanity or vulgar talk is strictly prohibited.

5. Nothing may be thrown in or from the bus.

6. Students are expected to find a seat in the area designated for their grade level and STAY there.

7. Pupils shall not talk unnecessarily to the bus driver.

8. Drivers will carry only regularly assigned pupils; they will be discharged only at school, their assigned stops or place of pickup. Pupils must have written permission to be discharged at any stop other than their regular one, and it must be a designated bus stop.
9. Students shall not board the bus until the driver is present. Students will form an orderly line at least 14 feet back from the roadway and six feet from the bus door.
10. Students shall load and unload in an orderly manner, without shoving, crowding, or pushing.
11. Students eating and drinking on the bus shall be at the discretion of the bus driver.
12. Drivers may assign any or all pupils to designated seats.
13. Students shall refrain from hitting or making bodily contact with other passengers.
14. Students shall keep the bus clean and neat and refrain from damaging it. Students will be liable for any damage or defacing of bus property.
15. Under no condition will animals, insects, reptiles, or fowl be permitted on the school bus except for a guide dog or signal dog as per CAC Title 5, section 14252.
16. Smoking or lighting matches is prohibited at all times.
17. Liquor or drugs shall not be allowed on the school bus at any time.
18. Any object or material capable of producing injury to students or damage to the bus is prohibited. This includes cleats or spiked shoes.
19. Students are NOT allowed to transport glass containers, inflated balloons, or exceptionally large objects on the bus.
20. NO weapons are allowed on the bus. This includes baseball bats.
21. Students who do not promptly obey the directions of the driver or who do not obey these rules are subject to the following procedures which continue throughout the school year:

**CITATIONS**

A. **FIRST CITATION**
   1. Conference with student

B. **SECOND CITATION**
   1. Conference with student
   2. Parents/guardians notified
   3. Transportation privileges may be suspended

C. **THIRD CITATION**
   1. Conference with student
   2. Parents/guardians notified
   3. Transportation privileges will be suspended

D. **FOURTH CITATION**
   1. NO transportation for the remainder of the school year.

*Should the misbehavior be extremely serious, the above procedures will be waived at the discretion of the district administration.*