Solvang School District

Parent and Student Handbook

Grades 6-8
2018-19
Mission Statement

The aim of Solvang School is to graduate responsible and productive citizens with strong critical thinking and academic skills by providing a rigorous, dynamic, comprehensive curriculum delivered in partnership with the community, family and a competent, qualified staff in a safe and caring environment.
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A Message from the Principal

Dear Students and Parents,

The Solvang School Parent and Student Handbook is designed to be a quick reference for answering the most commonly asked questions both about the school and the school program. Please take the time to read it and share the contents with your child(ren) as it is appropriate. We believe in establishing good communication between school and home. It is important that everyone understands and shares in the same goals and guidelines.

During school hours, the door at Solvang School is always open to parents. Please feel free to stop by the office, email prennick@solvangschool.org or call with questions, suggestions or concerns. We want the best education possible for each Solvang student. Research supports the fact that our students make the best gains in school when there is strong parental support and involvement. We always appreciate the time you are able to find to work with us for the benefit of all our students.

Be sure to visit our website at www.solvangschool.org. Here you can find additional information and school documents as well as helpful links to the school calendars, lunch menus and community events.

Go Viking Warriors!

Sincerely,
Pam Rennick
Principal, Solvang School
prennick@solvangschool.org
District Administration:

Dr. Steve Seaford  
Superintendent

Pam Rennick  
Principal

Emily Pakulski  
HR Director/ Executive Assistant to the Superintendent

Dawn Stewart  
Business Director

Michael Biron  
Information Technology Specialist/ Facilities Director

Claudia Guillen  
Director of English Learner Services

Anita Brau  
Food Services Director

Kristen Chaffin-Hickman  
Food Services Director

Certificated Staff, Lower Campus

Janeen Graciano  
TK/Kindergarten

Maria Zepeda  
Kindergarten

Carrie Padfield  
Kindergarten

Shaunna Hammill  
First Grade

Cari Hekhuis  
First Grade

Cristina Garcia  
First Grade

Laura McVicar  
Second Grade

Jasmine Day  
Second Grade

Jodi Rogers  
Second/Third Grade

Nicole Moran  
Third Grade

Amy Revilla  
Third Grade

Karis Joldersma  
Fourth Grade

Charlene Asmussen  
Fourth Grade

Kelly McDonald  
Fourth Grade

Corinne Bedard  
Fifth Grade

Jennifer Pedersen  
Fifth Grade

Graciela Romero  
Fifth Grade

Lisa Blanton  
Music

Jenny Johansen  
Resource Specialist
### Certificated Staff, Middle School

<table>
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<th>Name</th>
<th>Subject</th>
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<tr>
<td>Lance Campa</td>
<td>Math</td>
</tr>
<tr>
<td>Erin Dunkle</td>
<td>Science</td>
</tr>
<tr>
<td>Devon Espejo</td>
<td>Art</td>
</tr>
<tr>
<td>Robert Fairbanks</td>
<td>Social Studies</td>
</tr>
<tr>
<td>Mike Hanly</td>
<td>P.E.</td>
</tr>
<tr>
<td>Morgan Lessley</td>
<td>English</td>
</tr>
<tr>
<td>Bruce Pedersen</td>
<td>Math</td>
</tr>
<tr>
<td>Malia Maurer</td>
<td>Music</td>
</tr>
<tr>
<td>Annette Schaefer</td>
<td>Social Studies</td>
</tr>
<tr>
<td>Franziska Shelton</td>
<td>Science</td>
</tr>
<tr>
<td>Alyssa Spanier</td>
<td>English</td>
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### Classified Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Yesenia Alvarado</td>
<td>School Secretary</td>
</tr>
<tr>
<td>Lilliana Garcia</td>
<td>Lower Campus Office Clerk</td>
</tr>
<tr>
<td>Norma Flores</td>
<td>Upper Campus Office Clerk</td>
</tr>
<tr>
<td>Gretchen Haws</td>
<td>Office Clerk/Librarian</td>
</tr>
<tr>
<td>Sandra Tomasini</td>
<td>Accounting Technician</td>
</tr>
<tr>
<td>Brenda Beas</td>
<td>School Nurse</td>
</tr>
<tr>
<td>Ann Finsland</td>
<td>Speech/Language Specialist</td>
</tr>
<tr>
<td>Jennifer Lee</td>
<td>School Psychologist</td>
</tr>
<tr>
<td>Cheryl Lastra</td>
<td>Special Education Department Head</td>
</tr>
<tr>
<td>Isla Gomez</td>
<td>Bilingual Instructional Assistant</td>
</tr>
<tr>
<td>Cheryl Lastra</td>
<td>Special Education Department Head</td>
</tr>
<tr>
<td>Veronica de la Fuente</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>Matilde Harrigan</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>Robin Masopust</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>Robyn Moon</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>Jeremy Nelson</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>Alice Parlato</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>Teresa Rosales</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>Claudia Tovalin</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>Deborah Waugh</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>Richard Nichols</td>
<td>Bus Driver</td>
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<tr>
<td>Elisa Correll</td>
<td>Bus Driver</td>
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<tr>
<td>Ignacio “Nacho” Martinez</td>
<td>Maintenance</td>
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<tr>
<td>Andres de la Cruz</td>
<td>Maintenance</td>
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<tr>
<td>Eduardo Guerrero</td>
<td>Maintenance</td>
</tr>
<tr>
<td>Irene Corona</td>
<td>Custodian</td>
</tr>
<tr>
<td>Maria Hernandez</td>
<td>Custodian</td>
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<tr>
<td>Eleuterio Macias</td>
<td>Custodian</td>
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<tr>
<td>Lupe Rueda de Leon</td>
<td>Resource Aide</td>
</tr>
<tr>
<td>Doniece Parson</td>
<td>Resource Aide</td>
</tr>
<tr>
<td>Cheryl Pearce</td>
<td>Resource Aide</td>
</tr>
<tr>
<td>Ashley Cline</td>
<td>Resource Aide</td>
</tr>
<tr>
<td>Luz Zepeda</td>
<td>Resource Aide</td>
</tr>
<tr>
<td>Rebecca Huerta</td>
<td>SPED Aide</td>
</tr>
<tr>
<td>Fabiola Pitones</td>
<td>SPED Aide</td>
</tr>
<tr>
<td>Gracie Estrada</td>
<td>SPED Aide</td>
</tr>
<tr>
<td>Garrin Williams</td>
<td>SPED Aide</td>
</tr>
<tr>
<td>Guadalupe Zepeda</td>
<td>Kitchen Aide</td>
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Bell Schedules

**Lower Campus**

*Regular Daily Schedule*

- 7:45 a.m. – 4:00 p.m. School Office Hours
- 8:30 a.m. Grades TK-5 Classes Begin
- 9:45 a.m. – 10:00 a.m. Recess Grades Kinder, 2 & 3
- 10:05 a.m. – 10:20 a.m. Recess Grades 1, 4 & 5
- 11:35 a.m. – 12:00 p.m. Lunch – Kinder
- 12:00 p.m. – 12:20 p.m. Lunch – 1st
- 12:25 p.m. – 12:50 p.m. Lunch – 2nd and 3rd
- 12:50 p.m. – 1:15 p.m. Lunch – 4th and 5th
- 2:00 p.m. TK/Kindergarten dismissal
- 2:30 p.m. 1st, 2nd and 3rd grade dismissal
- 3:00 p.m. 4th - 5th grade dismissal

On **Wednesdays**, students are released at 1:30 p.m. so that staff can partake in professional development.

**Upper Campus**

*Regular Daily Schedule A and B Blocks*

- First Period/Second Period 8:30 a.m. – 10:09 a.m.
- Break 10:09 a.m. – 10:24 a.m.
- Third Period/Fourth Period 10:26 a.m. – 12:05 p.m.
- Lunch 12:05 p.m. – 12:35 p.m.
- Fifth Period/Sixth Period 12:37 p.m. – 2:16 p.m.
- Seventh Period 2:20 p.m. – 3:00 p.m.

**Wednesday Early Release Schedule**

- First Period 8:30 a.m. – 9:05 a.m.
- Second Period 9:09 a.m. – 9:44 a.m.
- Break 9:44 a.m. – 9:54 a.m.
- Third Period 9:56 a.m. – 10:31 a.m.
- Fourth Period 10:35 a.m. – 11:10 a.m.
- Fifth Period 11:14 a.m. – 11:49 a.m.
- Lunch 11:49 a.m. – 12:19 p.m.
- Sixth Period 12:21 p.m. – 12:56 p.m.
- Seventh Period 1:00 p.m. – 1:30 p.m.

On **Wednesdays**, students are released at 1:30 p.m. so that staff can partake in professional development.
Excused Absences
Absences from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board policy, and administrative regulations. (Ed Code 48205) Please note that family vacations do not qualify as excused absences.

When your child is absent from school, you must notify the office with the specific reason. Please call the office (805-688-4810) prior to 9:00 a.m. on each morning of absence. If this does not occur, we will call you in order to verify the absence and be sure that your child is safe. All absences must be cleared with the office personnel. Any unverified absence will be recorded as unexcused which may result in a truancy notice.

Independent Study Agreement
Students who must be away from school for five or more consecutive days may receive credit for school attendance by establishing an Independent Study Agreement (ISA). This must be pre-approved by the teacher(s) and principal. An ISA may not exceed two weeks. The teacher will make specific assignments to be completed during the student’s absence from school and must be completed and turned in on the day of return to receive credit. Failure to turn in the assigned work will result in unexcused absences for the days missed.

If you would like to establish and ISA, please contact the office to complete the necessary paperwork at least one week in advance of your child’s planned absence. This is necessary so that there will be sufficient time for the teacher to assign work. Insufficient advanced notice may result in a denial of the ISA and automatic unexcused absences.

Truancy
If a student accumulates three unexcused absences, they are considered to be a “truant”, and progressive consequences may be instituted on top of any disciplinary action by the Principal for individual unexcused absences. These progressive steps are:

Step 1 (Three days of unexcused absences or its equivalent in period absences): A letter informing parents of their child’s unexcused absences and the relevant laws regarding school attendance.
Step 2 (six days of unexcused absences or its equivalent in period absences): A group meeting focusing on parent and student accountability, social and legal consequences of truancy, and information regarding county and community resources.
Step 3 (nine days of unexcused absences or its equivalent in period absences): A meeting with an administrator focusing on addressing individual attendance needs, and where a contract with the school will be signed.
Step 4 (twelve days of unexcused absences or its equivalent in period absences): A meeting with representatives from the school and the district attorney’s office focusing on addressing individual attendance needs, and where a Truancy Mediation Team Contract may be signed.
Step 5 (fourteen days of unexcused absences or its equivalent in period absences): Referral to the School Attendance Review Board (SARB), which is an independent panel of district, county, and community participants, with possible referral to Probation or the District Attorney.

These same progressive steps can be instituted for excessive excused absences as well.
**Tardies**

Any student arriving on campus after the start of school shall report to the appropriate office (upper campus or lower campus) to sign in and receive a pass to class. If a student arrives to school more than thirty minutes after school starts, without a valid excuse, they will receive a truant tardy. Three truant tardies is equal to one all day unexcused absence. Excessive tardies (excused or unexcused) can result in progressive consequences and the completion of an attendance contract.

**Arrival and Dismissal**

Students should arrive on campus no earlier than 8:10 a.m., as there is no supervision until that time. Supervision is provided for students during the school day, starting at 8:10 a.m. Students should go directly home at the end of the day unless they are involved in an after school activity or have permission to stay after school from a teacher. If parents wish to have their child excused from school early, they need to go to the office prior to picking up their child. The office staff will issue a pass to give to the child’s teacher in order to allow for release from class. Students will not be allowed to leave class without a release slip from the office. If students arrive on campus after 8:30 a.m., they should report to the office to receive a late slip.

**School Visitors/Volunteers**

All visitors and volunteers must check in at the corresponding office before visiting the campus to obtain a visitor’s pass. Please remember to return the pass and sign out when you leave the campus.

Please see the volunteer handbook (posted at www.solvangschool.org) for additional information regarding our school volunteer and visitor policies.

**Emergency Information**

In the event that the school needs to contact a parent/guardian during the day because of an emergency or their child becoming ill, it is most important that we have current emergency information on file for each student. Information must contain the student’s current street address, mailing address, and a telephone number where the parent/guardian or an alternate adult can be reached at all times during school hours. If this information changes during the school year, it is the parent’s/guardian’s responsibility to notify the office immediately. Students will not be released from school to anyone other than those listed on the emergency contact list.

Should there be an emergency involving an accident and we cannot reach a designated parent/guardian or adult, the school will call 911. Please remember to notify the school of any change of address or telephone number for emergency contacts.

**Health Information**

State law requires that for each child enrolling in the first grade, the parent must present a certificate, signed by a physician, verifying that the child has received a physical examination and an oral examination, signed by a dentist within the last 18 months. Parents/guardian may file with the school district a written objection or waiver stating the reasons if unable to obtain such services.
Health screenings are done by the school nurse to determine the total health status of each student using health histories, teacher observation and screening tests. Grades 1, 2, 5, & 8 receive both a vision screening and an audiometric (hearing) screening.

**Medication**

California State Law states that over-the-counter medications and prescriptions may not be dispensed by school personnel without a physician’s order and without permission from the parent. Occasionally a child under medical care may continue to attend school. In these cases, school personnel may administer medication when parents provide a physician’s order that includes the medication dosage, time and duration that the medicine is to be given to the child. The medication must be sent to the school in the original container from the pharmacy.

At the beginning of each school year, a medication release form must be completed and signed, including a new physician’s order. You may obtain this form from the school office. Students are not allowed to take any medication while on campus without it being distributed by district personnel.

**Immunizations**

The state law and our Board of Education policy requires that all entering school students meet the requirements for immunization prior to their entering school. A student will not be allowed to attend class without written proof of required immunization.

**Discipline Policies and Procedures**

Students and adults are expected to be respectful and courteous to all school community members. The purpose of discipline policies is to stop the negative behavior. As a learning institution, Solvang School recognizes our obligation to not only deliver consequences for not following the rules, but to teach students how to do better, and to make sure that anyone who breaks the rules repairs the harm that comes from said actions. Research clearly indicates that simply punishing a child for misbehaving rarely addresses the underlying issues that led to such misbehavior, resulting in continued rule-breaking. Therefore, teachers and administration will work to address the underlying issues behind misbehavior and will involve parents, staff members, and other resources in finding solutions to recurring problems.

Each teacher develops and maintains their own classroom discipline system. For more serious offenses, administrators will be involved. Solvang School has a vested interest in parent involvement and teachers will attempt to communicate with parents involving all discipline issues. For repetitive, or severe behavior, students will be sent to the office to see an administrator. Administrators may need to institute measures outlined in the California Education Code. Parents/Guardians will be contacted as soon as possible in the event of any serious discipline issues.

In addition, Solvang School has adopted the respected national program “Character Counts,” to promote positive behavior on our campus at all times from students, staff and all other adults. This program is centered on six ethical values:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship
A major component of the program is positive reinforcement for the vast majority of the students who, on a daily basis, meet the behavior expectations set for them and model the behavior expected from all students. On both campuses, students will be recognized at a monthly assembly for displaying the characteristic of the month.

In order to promote good citizenship, staff will be giving out “Viking Vouchers” and “Good 4 You” coupons. These cards will entitle the bearer to move to the front of the line for lunch or ball checkout, and will be given out for demonstrated acts of kindness, compassion, and generosity. At the end of the month assemblies, all Viking Cards will be entered into a raffle for various prizes.

**Suspension / Expulsion**
In certain instances, suspension and/or expulsion may be an appropriate consequence for some behaviors. According to California Ed Code, Section 48900:

Please see this link to the [California Ed Code, Section 48900](#) for more information.

**Activity/Program Suspension**
A student placed on Activity/Program Suspension will be ineligible to participate in designated extra-curricular activities for the level of program suspension. There are three levels of program suspension. Students in any level of program suspension will be reviewed after four weeks, at which time their level of program suspension will be reviewed and adjusted as necessary. Extra-curricular activities include, but are not limited to, school field trips, after school activities, assemblies and all year-end activities such as field trips and promotion activities.

A child who is on Activity/Program Suspension and is in an ongoing extra-curricular activity, such as a school sport or theatrical production, will be placed on a ten day suspension of that activity.

**Release of student to a Peace Officer**
If a school official releases a student from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify a parent/guardian or a responsible relative of the student, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian.

**Parent Responsibility**
Parents or guardians are liable for all the damages caused by the misconduct of their minor children which result in death or injury to other students, school personnel, or school property. Parents are also liable for any school property loaned to the student and not returned. If a student commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, a parent/guardian may be required to attend a portion of a school day in their child’s classroom.

**Student Search**
The school principal or designee may search the person of a student (including backpack, purse, bag, etc.) if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband.
Sexual Harassment

It is the policy of the Solvang School District Board of Trustees that all persons, regardless of their sex, be afforded equal rights and opportunities and enjoys freedom from discrimination of any kind in our educational programs and settings. Furthermore, the Solvang School District Board of Trustees’ policy prohibits unlawful sexual harassment of or by any student by anyone in or from the District. Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment. Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary up to and including expulsion.

The Board expects students or staff to report immediately incidents of sexual harassment to the principal or designee or to another district administrator. Any student who feels that he/she is being harassed should immediately contact the principal or designee or another district administrator in order to obtain a copy of the Uniform complaint Procedures (click here).

Plagiarism

Academic cheating or plagiarism in any form is not tolerated. Cheating or plagiarism is considered a serious violation of expected student behavior and will result in disciplinary action. Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Students’ are responsible for their own work and are responsible for their own actions.

Cell Phones and other Personal Electronic Devices

The school policy is that student cell phones and other personal electronic devices may only be used in classes when teachers allow them for academic uses with specific permission. Other than with specific permission, cell phones and other electronic devices may not be seen or heard at school - they must stay in backpacks on the school campus. If any electronic device or cell phone is used at school without teacher permission, it will be taken to the office and kept until a parent picks it up. If any student needs to contact a parent/guardian, they should come to the office.

Dress Code

The intent of this policy is to create a school environment that does not distract or interfere with the learning process and ensures the safety of all. Final decisions as to whether student dress or grooming is disruptive or distracting shall be made by the principal or designee.

Students who are not in compliance with the dress code will have their parents contacted to bring appropriate clothing. Continued non-compliance with the dress code will be considered defiant behavior and student will receive progressively severe consequences.

Clothing:

- All clothing must be modest and appropriate for school wear and may not distract from the learning process.
- Must be free of inappropriate and offensive wording and/or images.
- Must be free of any logos, pictures or mention of alcohol, cigarettes, and/or drugs.
- Must not show skin in the midriff area (stomach, waist, back).
- Must cover all undergarments at all times.
Hair:
- Hair must not distract from the learning process.

Shoes:
- Slippers and open-toe shoes are not allowed. Shoes must also have a back on them.
- Low-heeled shoes, such as athletic shoes, must be worn during Physical Education.

Headwear:
- Hats and beanies are allowed to be worn outside only for the purpose of protection from the sun, rain or cold. Hoods are not to be worn at all, except to protect students from rain while outside.
- Sunglasses are not to be worn on campus at any time unless they are necessary for eye protection from the sun. They must be a prescription pair and a copy of the prescription or signed doctor’s note must be on file in the office.

**Student Records**
Parents/guardians have the right to inspect and review their child’s school records; to challenge their contents; to have an administrator assist in interpreting the records; request amendment to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy rights; to have a district-level hearing to appeal the decision not to change records; and to file a complaint with the state and/or U.S. Department of Education if the district fails to comply with state and federal law with regard to the student’s records.

There are certain exceptions when student records are confidential and will not be disclosed without parental consent. Please be aware, however, that when a student enrolls or intends to enroll in another district, we will send his or her records to that district. Student records may be shared with school officials and employees, and other persons connected with the school who have a legitimate educational interest and who may need them to perform his or her tasks.

**Parent Communication to the School**
When parents plan to be out of town, it is extremely important that the school be notified. A written note containing the names of those individuals in charge at home, as well as the telephone number where the parents may be reached, must be sent to the office before the parents leave. If a family problem arises which may affect the child’s attitude, performance, or emotional disposition in school, (i.e., death or illness in the family, parents on trips, parental separation or divorce), you should notify the teacher as well as the Principal. Confidentiality will be maintained at all times.

If a parent has a specific concern regarding the curriculum, homework policies, or behavior management within the classroom setting, it is imperative to meet with the child’s teacher and discuss the issues. If, after meeting with the teacher, a fair and equitable solution has not been obtained, you may contact the principal who will arrange a conference between the teacher and the parent. This needs to be done immediately at your observation of a problem.
Detention and Community Service

Students may be assigned detention or community service for moderate behavior infractions such as repeated violations of classroom rules, accumulating three tardies, etc. Teachers and administration may issue a detention or assign community service. Upon issuance of detention or community service, parents/guardians will be notified. Community service will be served after the school day, beginning promptly at 3:05 pm and lasting one hour, and may include service on any school beautification project, or project directly benefiting a classroom. Detention begins promptly at 3:05 pm and lasts for one hour. Students should bring homework to detention and will be expected to work quietly. Arriving late to detention or engaging in any disruptive behavior during detention will result in being excluded from detention on that day, having the detention re-issued, and further consequences. Students who fail to show up for detention will serve two lunch detentions in the office.

Assignments and Grading

Teachers are responsible for all aspects of instruction within the classroom, as supervised by the principal. Teachers have autonomy over grading policies and grades, though they are highly encouraged to adopt policies aligned with best practices as determined by educational research. Teachers are expected to communicate said policies and consistently enforce them. Students should be encouraged to self-advocate in regards to questions around grades. Parents should bring any questions around grades or grading policies directly to the teacher. The Principal can be contacted once such a meeting has taken place.

In regards to homework, research indicates that meaningful, purposeful homework boosts student achievement in middle school. In addition, we believe that the successful completion of homework builds a foundation of personal responsibility and the capacity to problem-solve, prioritize from a menu of multiple choices and opportunities and perhaps most important of all, build and create personal discipline and the capacity to persevere through challenges and difficulties. These are all life skills that will greatly benefit our students in all endeavors they embark upon after they leave Solvang School and seek happiness and success in all their pursuits. Meaningful, purposeful homework in the middle grades not only improves student academic outcomes in the middle school years, it also lays the groundwork for successful homework habits in high school and beyond, where homework has an even larger importance in academic success. Students can expect to receive homework every night from most classes. There is no school wide policy around the amount or frequency with which homework is given, though teachers are encouraged to be sensitive to student commitments and schoolwide assignments.

Student Grades / Parent Portal

Current grades are available on the Parent Portal through Aeries, our student data management system. Parents are highly encouraged to keep a close eye on the progress of their students. Parents are also more than welcome to make an appointment to speak with any teacher about concerns they have. Please do not go to a classroom without an appointment. If you have trouble getting ahold of the teacher, please contact Mrs. Rennick’s office.

Solvang School is on the semester system, meaning students receive permanent grades for their classes twice per year. At the end of each quarter, students will receive a report card in the mail indicating their current grades. As a courtesy to parents and families, students will receive a progress report if they have a D or lower in any classes at the halfway point of each quarter.
**Student Success Team**
Solvang School District has developed and implemented a Student Study Team that reviews the academic, social, and emotional well-being of its students. Referrals can be made by the individual classroom teacher, parents, or the administration based on the observed progress of students throughout the school year.

**Parent Teacher Organization**
Solvang School District has an active Parent Teacher Organization and all parents are urged to become members of the PTO. Through this organization, we are able to provide many special services and programs for all our students. These include such things as cultural arts assemblies, book fairs, the purchase of needed equipment for the school, etc. Please check the website for information on how to get involved.

**English Learner Advisory Committee**
Solvang School District has an active English Learner Advisory Committee (ELAC) and all parents of English Learners are urged to become members of ELAC. The overall aim of the ELAC is to advise the principal, school staff and School Site Council on programs and services for English learners. ELAC also serves as a meeting place for parents to express their ideas and concerns on school processes to both the school and district.

**Student Government**
By the end of September of each school year, student leaders will be elected from each grade level to represent the students in a Student Council. Sixth and seventh graders will elect a President and Vice-President of their class, while the entire school will elect a President, Vice-President, Secretary and Treasurer. In order to qualify as Vice-President or President of the school, students must be eighth graders. Student Council will meet at least twice per month to organize campus wide events and activities.

**Eighth Grade Promotion**
Any student who receives a failing grade (F) for the year in any subject will not be allowed to participate in the promotion ceremony. This final grade will be determined by averaging the percentages from each of the semesters. In addition, any student who has has been placed on Activity/Program Suspension may not be allowed to participate in any year-end, extra-curricular activities, which may include the promotion ceremony.

**Extra-Curricular Activities**
Research indicates that students who are more engaged at school do better. One excellent way to get involved is to play on one of our after school sports teams. The following after school sports may be offered to all students if volunteer coaches are available:
- Girls and Boys Basketball
- Girls and Boys Volleyball
- Girls Tennis
- Track
To be declared “eligible” for participation in after school sports league games/extra-curricular activities, a student must maintain a 2.0 grade point average on a 4 point scale, with no F's in any classes, and have no unsatisfactory marks for behavior in any class. Academic/behavior standing will be checked before the first league competition and again before the end of the year tournament. Students who are declared ineligible are allowed to practice and sit with the team on the bench at games, though they may not suit up. Students who wish to participate in an after school sport must sign, and have their parents sign, a contract detailing the school sports policy.

**Dances**

The Solvang Middle School occasionally organizes dances during the school year. A parent signed permission slip is required. Students who are in good standing in the school discipline program may attend. Appropriate dress and behavior standards are required. Students attending the dance must stay in the gym or in the entrance area near the door. During the dance, students are not allowed to leave the grounds. If students leave the designated area, they will not be allowed back into the dance and their parents will be contacted to pick them up. All students must be picked up by an adult promptly after the dance. **Cell phones will be permitted at the dance.**

**Books**

School textbooks and library books are loaned to students free of charge. It is the responsibility of the student to keep books in good shape. Books are expensive. Students in the Solvang School District have well over $200.00 worth of books in their possession during the school year. Students will have to pay for any books that are damaged or lost. Students will be charged for the cost of replacement. Report cards, cumulative files, etc. will be held until book fees are paid.

**Lost and Found**

We ask that garments of clothing, lunch boxes, keys, and any other loose items that are brought to school have the student’s name on them. The office will hold any items turned in as lost. Students and parents are encouraged to check with the office if they have lost anything. Parents may check for lost items during school hours. The school is not responsible for lost articles. **Lost items will be donated to a charitable organization at the end of each trimester.**

**Field Trips**

During the school year, field trips may be planned in connection with classroom work. It is necessary to return the written permission form sent home by the classroom teacher. If the student does not have a signed permission form for a trip and we are unable to contact you by phone, your student will be assigned to another classroom for the day. On a field trip, students are expected to adhere to all school rules as well as special rules set up by the teacher. Please remember that the students represent our school and are required to behave in a manner that will reflect well upon the student, his/her parents, and our school.

If parents drive for field trips it is necessary for the office to have on file the appropriate form (available in the office), a copy of the current driver’s license and proof of insurance. All potential driver’s records will be verified through the DMV.
Buses
The bus picks up and drops off students with transportation needs. Proper conduct on buses at all times is essential for the safety of all passengers. Students may be prohibited from riding on the bus if they fail to comply with bus rules. The bus schedule can be found on the school website.

Bicycle Safety
Students are permitted to ride bicycles to and from school. We ask that students who ride their bicycles to and from school have reasonable skills and control. Please stress safety with your child. The use of a helmet is required by state law. Never allow two riders on one bicycle. Always ride on the right hand side of the street, with the flow of traffic, as close to the curb as possible. Riders should obey all traffic rules of the road.

In addition to adherence to traffic safety rules, students must follow these rules:
1. Bikes are to be walked at all times on school grounds.
2. All bikes shall be parked in the bike racks – rain or shine.
3. Bikes are not allowed in the hallways or quad areas.
4. Bikes shall be walked on the sidewalk.
5. Bikes shall be walked through all crosswalks.
The bike rack area is not supervised during the school day, so we encourage students to chain and padlock bikes to the rack.

Skateboards and Scooters
Students are allowed to ride skateboards and/or non-mechanized scooters to school with parent permission. These must be stored in the office upon arrival at school and may not be picked up until school is out for the day. The use of a helmet is required by state law.

Food
Nutritious breakfasts and lunches will be offered every day, delivered to the upper campus from the school cafeteria. An emphasis will be placed on food that is cooked from scratch. Local fresh and organic produce will be served whenever possible. Nutritional standards adopted by the district for all foods and beverages sold to students, including foods and beverages provided through the district’s food service program, student stores, vending machines, or other venues, shall meet or exceed state and federal nutritional standards.

For the 2016-17 school year breakfast will cost $2.00, and lunch will cost $3.50. Students who qualify for reduced cost lunches will pay $0.29 and $0.40 each. Many students will also qualify for free breakfast and lunch, which is paid for by the National School Lunch Plan. All parents are encouraged to fill out an application. No student will be singled out as free or reduced, as lunches are paid for in advance, via the school website or at the Lower Campus Office. Menus for meals will be available on the school website.

On the upper campus, 6th and 7th grade students eat under the covered area near the basketball courts. Students are encouraged to take their time and enjoy their meals. 8th graders are allowed to sit at the cafe tables in the quad, so long as they pick up after themselves and act in a responsible manner.
**Wellness Policy**

The staff will not provide candy or food to students on an individual basis as recognition or reward for student achievement, academic performance, or classroom behavior.

Food may be used for class parties that recognize whole class achievements and accomplishments or celebrate special events such as: first day of school, 100 days, birthday parties, etc. Food of nutritional value such as: pretzels, popcorn, fruits and cheeses should be used for these events.

Non-nutritious foods high in fat & sugar (cupcakes, cake, all candy, sodas, diet sodas, cookies, ice cream, donuts etc.) are discouraged on campus during the school day. Popsicles containing fruit may be used.

**Lunch Procedures**

It is expected that students maintain a high degree of politeness and courtesy while consuming food. Talking loudly, eating while talking, throwing food or other objects and other such ill-mannered behavior is unacceptable.

The following rules will be enforced:
- Students are to remain seated during lunch.
- Students will raise their hand if they need something.
- Students inside and out will wait to be dismissed: their area must be clean.
- Staff will allow time for students to eat their lunches before dismissing them.

Students who violate these rules will be moved to the time-out table, to finish their lunch by themselves. Further misconduct will result in being sent to the Principal.

**Recess Procedures**

Safety is of the utmost importance when students are on campus. If and when adults observe behaviors which they judge as jeopardizing the safety of others, students are expected to comply with their directives. When a whistle is blown, students are to stop what they are doing and listen for directions. Also, when the bell rings, students will stop playing and proceed to their classrooms. Restroom and water breaks should be taken during recess and breaks between periods, not after the bell rings.

Below are guidelines for recess activities:
- Throwing anything except approved playground equipment is not allowed.
- Chase and tag games will be confined to the grass areas.
- The bathrooms and quad area are not part of the playground, no games in and around them.
- Refrain from running near or around the lunch tables.
- Toys should remain at home.

**Fire and Earthquake Drills**

Fire drills are held once per month and are signaled by a series of bells. During a fire drill, students should follow the directions of their teacher. Proceed to the designated safe area in an orderly and quiet manner.
Earthquake drills take place once per quarter. Teachers will tell students to drop and cover. When given this direction, students should drop to the floor, get under a table or desk and cover their head. After a few minutes have passed, teachers will ask students to leave the room in the same manner as a fire drill.

Depending upon the severity of an earthquake, students may be required to stay in a safe area for a long period of time. Students and staff must not leave school should an earthquake occur. Everyone must stay in the safe area until students are released to a parent or guardian.

**Lock Down Drills**

Lock down drills will be held at various times during the school year. Students and teachers will follow posted lock-down procedures that ensure student safety in the event of an emergency requiring the lock down of our campus.