



S C H O O L D I S T R I C T

*Where students have pride in themselves,
their school and their community*

Student-Parent Handbook 2014-2015

IT TAKES THE WHOLE VILLAGE TO RAISE A CHILD

www.orickschool.homestead.com

Orick School District

2014-15 School Calendar

	(20)	21	22	Staff Dev. Days: 8/20 (required)	
August 25 - September 19	25	26	27	28	29
	1	2	3	4	5
First Month	8	9	10	11	12
	15	16	17	18	19
	19 days				
September 22 - October 17	22	23	{24●	25●	26●}
	29	30	1	2	3
Second Month	6	7	8	9	10
	13	14	15	16	17
	20 days				
October 20 - November 14	20	21	22	23	24
	27	28	29	30	31
Third Month	3	4	5	6	7
	10	11	12	13	14*
	11/10/14 No School 11/11/14 Veteran's Day 18 days				
November 17 - December 12	17	18	19	20	21
	November 24-28				11/24/14 -11/28/14 Thanksgiving Break
Fourth Month	1	2	3	4	5
	8	9	10	11	12
	15 days				
December 15 - January 23	15	16	17	18	19
	December 22-January 2				12/22/14 - 1/2/15 Winter Break
Fifth Month	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	1/19/15 Martin Luther King 19 days				
January 26 - February 20	26	27	28	29	30
	2	3	4	5	6
Sixth Month	9	10	11	12	13
	February 16-20				2/16/15 - 2/20/15 President's Break 15 days
February 23 - March 20	23	24	25	26	27
	2	3	4	5	6*
Seventh Month	9	10	11	12	13
	16	17	18	19	20
	20 days				
March 23 - April 17	23	24	25	26	27
	30	31	1	2	3
Eighth Month	April 6-10				4/6/15 - 4/10/15 Spring Break
	13	14	15	16	17
	15 days				
April 20- May 15	20	21	22	23	24
	27	28	29	30	1
Ninth Month	4	5	6	7	8
	11	12	13	14	15
	20 days				
May 18 - June 5	18	19	20	21	22
	25	26	27	28	29
	5/25/15 Memorial Day				
Tenth Month	1	2	3	4	5*
	6/4/15 Graduation 6/5/15 Last Day of School 14 days				
June 8 - June 12	(8)	6/8/15 Staff Day (required)			

175 days of instruction

() Staff Development Days

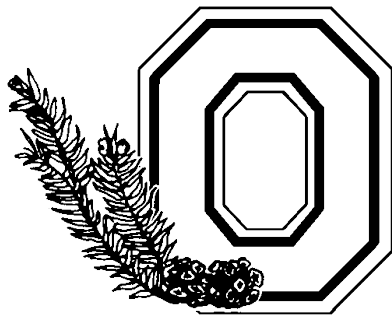
{●} Parent Conferences

* End of grading period

Staff Development Days:

8/20/14, 6/8/15

Adopted: 4/8/14



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**ELEMENTARY SCHOOL
DISTRICT**

*The Orick Elementary School District Board of Trustees
who serve you are:*

Kimberly Frick President
Linda Seufert Clerk
Cathy Humphrey Member
Albert Curtis Member
Open Seat Member

DISTRICT/SCHOOL OFFICE

120918 HWY 101

P.O. Box 128

ORICK, CA 95555

(707) 488-2821

<http://orickschool.homestead.com>

Superintendent/Principal _____

Secretary Melody Schroeder

ORICK SCHOOL VISION

The whole Orick school community creates an atmosphere where learners are involved and accountable for their academic, social, and emotional growth.

Learners view the school as the place in their community that provides the resources, human and technological, to prepare them for the challenges in their futures.

Orick school is a place where students, staff, community, and business interact and interchange as they offer experiences and services to one another.

WELCOME TO ORICK SCHOOL!

This handbook is prepared to provide answers to some of your questions regarding policy and procedure at Orick School. If you have questions during the year that are not answered in this handbook, please feel free to call the school office at 488-2821.

HOW CAN I HELP MY CHILD AT HOME?

We realize your time is limited, but your child's success is a community effort. If both parents have jobs, perhaps a brother, sister or friend could help. Anything extra you do at home will show results in your child's progress. Try not to become discouraged. For some of us, it takes much patient repetition before the skill of reading is mastered. Perhaps you will be able to try some of the following suggestions:

1. Make sure your child arrives at school on time. Once your child misses even a few minutes, an important lesson or direction may be missed.
2. Check the papers your child brings home. Go over them together. If your child has trouble, offer support and encouragement.
3. Quiz your child on the meaning of words. Does he/she know what the word means? Can he/she use it in a sentence?
4. Take every opportunity to develop your child's vocabulary such as trips and vacations. Discuss areas, signs and billboards as you travel. Give children plenty of experiences. Take them to the zoo, fire department or other outings.
5. Read together daily. Let your children see you reading with enjoyment.
6. Encourage reading as a hobby to help him/her develop a favorable attitude towards the world of print.
7. Show your children that books aren't the only kind of reading. Magazines, menus, letters, road signs, etc., are other sources.
8. Help children to select a good balance of educational and recreational television programs, radio programs, movies and books.
9. Take your child to the library, the library van comes to Orick once a month.
10. Engage in conversations with your children; asking them questions about their day and about what they think about different topics. Allow them to discuss their ideas.

Your child's teacher can help you find specific grade level standards for your child or you can find them on the California Department of Education Web site at: www.cde.ca.gov

ORICK SCHOOL STAFF

OFFICE STAFF

Superintendent/Principal
Melody Schroeder Secretary

TEACHING STAFF

Grades K-4 – Room 3
Matt Ross Grades 5-8 – Room 5

SUPPORT STAFF

Edie Baker..... Cook / Parent Club President

INSTRUCTIONAL TIME SCHEDULE

GRADE LEVEL	BEGIN	LUNCH	DISMISS
Kindergarten (Mon.-Fri.)	8:45a.m.	12:00-12:35	12:45
1 ST – 8 th (Mon.-Fri.)	8:45a.m.	12:00-12:35	2:45

THE CAMPUS – In the summer of 2012, Orick School undertook an extensive modernization project. Four of or classrooms have been completely remodeled and modernized. Every room looks and feels new.

The Orick School District has a closed campus. This means that students should arrive on campus 5 minutes before school starts, and then may not leave the campus until regular class dismissal time in the afternoon. Students may leave campus during the day ***only when accompanied by their parents***, for reasons such as doctor and dental appointments and personal necessity. In case of illness, the parent will be notified of the student's illness and then the student will be released from school when the parent comes to pick him/her up. Students will not be allowed to leave campus unattended.

STATE AND FEDERALLY FUNDED PROGRAMS

Because we recognize the needs of our students and want them to have every educational opportunity available, Orick School has applied for and received additional state and federal funds. These funds are used for the following special programs:

TITLE I, (NCLB) NO CHILD LEFT BEHIND

This is a federally funded program. We use these funds to provide staffing which results in smaller class sizes. We are a school-wide Title I site, meaning all students can receive services.

EIA

This is a state funded program. We use these funds for staffing and to provide materials in grades K-8.

LEP - (LIMITED ENGLISH PROFICIENT)

We are required to provide assistance and cognitive experiences to those whose primary language is not English. Additionally, we work to bring these children to FES (Fluent English Speaking) status as quickly as possible. At present time there are no students enrolled who are not English Speaking.

ECIA TITLE VI

This is a federally funded program, which helps us provide additional instructional materials, library resources, and equipment to support our other programs.

RESOURCE SPECIALIST PROGRAM

This is a state and local program for pupils who need an individual education plan and at times an alternative learning environment that includes individual instruction for the basic skills.

SCHOOL AND LIBRARY IMPROVEMENT PROGRAM

This is a state funded program for all our pupils, grades K-8. These monies are used to plan and fund improvement in our regular curriculum. It funds classroom aides, equipment and materials.

SPEECH

This is a state and locally funded program providing speech therapy to identified pupils.

SBCP (SCHOOL BASED COORDINATED PLAN)

A recent change in accountability allows schools to coordinate and spend monies received through the above mentioned categorical funds in a class-wide manner so all students may benefit from their use.

Orick School is committed to providing a diverse educational experience for students.

Orick School has many diverse partners in the community who provide unique opportunities for students. Some of our partners are Redwood National Park, The Redwood Parks Association, Dell' Arte, and local businesses.

In the fall of 2014 Orick School will be partnering with The Redwood Parks Association. This partnership promises to strengthen and continue Orick School's commitment to outdoor education in our community. The Parent Club will also be working to raise funds to send students to Washington D.C.



ADDITIONAL LOCAL SCHOOL PROGRAMS

ORICK COMMUNITY SUPPORT CENTER

The Support Center's services at Orick School are intended to improve the academic performance of students by providing support to families. If families' basic needs are met, their children will be more comfortable at school and learning will be enhanced. This Support Center is maintained through a combination of volunteers and the Orick School District. A variety of services are available at the center including:

- Food box distribution the third Tuesday of each month
- Open Door Community Health Services Mobile (707) 443-4666
- Mobile Outreach for CalFresh
- Mental Health assessment and case management and Medical Assistance (707) 441-4650

SCHOOL NURSE

Our County Schools Office provides the services of the nurse. She reviews the health status of each student and may counsel parents and refer the child for further examination. The School Nurse is on site three times per year.

BREAKFAST/LUNCH PROGRAM

Breakfast and lunch are prepared fresh each day. Parents who are eligible for free or reduced price lunch program may apply any time during the school year. Breakfast is served each morning from 8:30 a.m. until 8:45 a.m.

LIBRARY

Many excellent fiction and nonfiction books are available for checkout in the classroom libraries. Checking out materials properly and returning them promptly and in good condition is expected. Pupils will be charged the full price for all books, including textbooks that are lost or damaged beyond repair. Students are encouraged to ask for help whenever they cannot find what is needed in the library, whether it is information for a report or just a good book to read. The school also hosts the Humboldt County Book Mobile the second Thursday of each month.

STUDENT STUDY TEAM – (SST)

On an as-needed basis, all affected staff, parents and, if deemed necessary, student meet to ascertain a student's areas of strength and difficulty and formulate an action plan to provide maximum assistance. We have found these meetings to be positive and beneficial. Parents and staff discover how to help students with academic and behavioral needs. Students learn to help themselves.

RECOGNITION OF STUDENT ACCOMPLISHMENTS

The Orick School staff is intent upon building student self confidence, and academic achievement in every child. By way of reinforcement we offer many opportunities for student recognition. Students earn “cougar bucks” for academic achievement and citizenship. Cougar bucks may be spent in our student store or saved for bidding in the cougar bucks auctions. Auctions are held twice a year, in December and June.

School-wide forms of recognition include:

CHARACTER BUILDING: Our grass roots Character Building Program centers around the following words which reflect the expectations for Orick Students:

Organized
Respectful
Inspiring
Courageous
Kind

Students are recognized daily at our flag salute time for demonstrating these qualities. Also, students are given “cougar bucks” for demonstrating these qualities to any teacher or support staff.

ORICK SCHOOL ACTIVITIES AND OPPORTUNITIES THROUGHOUT THE YEAR

HISTORY DAY ACTIVITIES: Social studies students again will again participate in History Day activities at HSU. Orick students place high at this competition and have advanced to participate at the state level in Sacramento.

GATE: A gifted and talented education program has been established at Orick School. Students are selected on the basis of nomination and evaluation by staff and parents. Parents will be notified of their child’s eligibility and the requirements for inclusion. This is a state funded program.

BASKETBALL AND COMPETITIVE SPORTS: Orick School students may take part in the McKinleyville Recreation basketball league. Orick School has been very good about paying the entry fees associated with this league. This option affords Orick Students the ability to play with their own peer group. Many of these students are the same children Orick students will later meet in high school. This connection is valuable for our students as they make the transition to high school. Orick School students may also participate in the spring track program.

STUDENT TRAVEL: Student travel is widely recognized as an important aspect of education. Orick School participates in local, regional and national travel. This fall, staff will be taking students to Lassen Volcanic National Park for earth science studies. Matt Ross has been taking his upper graders to Washington D.C. for many years. Local field trips are also on the agenda as appropriate opportunities present themselves.

POLICIES AND PROCEDURES

ACCIDENTS AND ILLNESS: If students are injured or do not feel well, they should ask the teacher for permission to go to the office. Office personnel will assist them, contact parents, or give them first aid. All serious injuries should be reported promptly to any staff member. An accident report will be taken, and a note will be sent home. In case of an accident requiring professional medical services, every attempt will be made to contact the parent/guardian or emergency contact before the child is taken to the hospital. **Please keep information on our emergency card current by informing the office of any changes.**

PHYSICAL EDUCATION: Physical education will be provided for all students. Students may be excused from P.E. for a day for medical reasons with a note from home. If the length of time is longer than one day a medical excuse from a doctor may be required.

ASSEMBLIES: Assemblies are planned on an “as needed” basis throughout the school year. If a Special Awards Assembly is to occur, a letter will be sent home to notify parents of the date and time. We encourage parents to attend when possible.

ATTENDANCE PROCEDURES AND LAW: Regular attendance is a very important part of student’s education. Please try to have your child attend school unless he/she is ill. For purposes of attendance awards, three tardies will be equal to one absence. According to state law, a student must attend school until age eighteen or high school graduation and PARENTS are RESPONSIBLE for PUNCTUAL and REGULAR ATTENDANCE of their CHILDREN.

1. Students who are absent from school should have their parents call the School Office the morning of the absence or bring a parent/guardian signed note on the day they return to school. Students returning after an absence should give their absence note to their teacher.

2. **EXCUSED ABSENCES**

- a. Illness
- b. Doctor/Dentist visits
- c. Court Appearance
- d. Family Bereavement
- e. Religious Observance
- f. Exclusion (Must have Independent Study Packet)
- g. Independent Study Contract (Minimum 5 Days)

3. **COMMUNICABLE DISEASES** - Students who have contacted lice, scabies or any other communicable disease shall be sent home for proper treatment. The student should be brought back to school by parent or guardian with evidence of treatment and be checked by school personnel to make sure there is no infestation at this time. The school conducts regular head-checks for lice every two weeks.

Students are encouraged to make up work when they are absent. Contact your child’s classroom teacher for assistance.

4. **UNEXCUSED ABSENCES** - (all absences not covered above) such as the following:
- a. Truancy
 - b. Suspension
 - c. Unverified or No Note Absence
 - d. Family Errand or Business
 - e. Overslept
 - f. Transportation Problems
 - g. Working
 - h. Out of Town (Parents may request a study contract for a four day minimum.)

Students are required to make up all missed work when they are absent. Absences threaten student progress, and can seriously affect grades. The following administrative actions may be taken as a result of excessive unexcused absences:

- a. Parent Conference
- b. Other Corrective Measures
- c. Student Study Team
- d. School Attendance Review Board (SARB) referral.

It should be noted that board policy indicates that excessive absences, EXCUSED OR UNEXCUSED may be used as a factor in retention. Nine unexcused absences in a semester shall be cause for class or subject failure. (Policy 5112.400, 5113, & 5121.)

5. **TARDY** - If a student is late to school, he/she must come to the office for an admit slip. When possible, a note should be sent with the student listing the same information as for an absence. Consequences for excessive tardies may include detention, parent conference, and referral to SARB. For purposes of attendance awards, three tardies will count as an absence.
6. **INDEPENDENT STUDY CONTRACT** - If a student is going to be absent for *five or more days* it is asked that the parent *notify the school office 24 hours prior to the first day of absences* so that an Independent Study Contract can be arranged. At that time, the student will be given a form to be signed by all of his/her teachers. The teacher will give assignments for the period of absence. The assignments must be completed and turned in within two days of return to school. Only when a student completes the above procedure will the absence be excused.
7. **HOMEWORK REQUESTS** - If a student is ill for more than a day, or if a lengthy absence is anticipated, current assignments may be obtained from the office. Please call the office the day before you wish the work so that it will be available by 3:30 p.m. of the following day. Assignments for fewer than two days may be made up when the student returns or obtained from other students in that class.

8. **LEAVING SCHOOL DURING THE DAY** - If a student becomes ill during the day, he/she should obtain a note from the teacher and report to the office. If the student is too ill to stay in school, every effort will be made to notify the parent to pick up their child. Students who are leaving during the school day whether it be for an illness, medical appointment, or other parent-requested reason, must report to the office first. Parents must meet their children in the office and sign them out. With prior written clearance, adults other than parents or guardians may sign out and pick up students. Students who fail to clear with the office will be deemed truant, and parents will be notified

BICYCLES: Any pupil bringing a bicycle to school is responsible for placing it in the bicycle parking area and locking the bicycle. The school will not assume responsibility for any bicycles, as it is impossible to provide supervision for this area. ***All children are to wear a helmet at all times while riding bicycles.***

Bicycle riders should always walk their vehicles across the highway at the crosswalk only, and should observe the same laws that govern automobiles. Bicycle riders are not allowed to ride off the campus using Dryden Road, which runs along the south side of the campus. Due to safety factors, Skateboards, roller blades and Heelys are not allowed on the school grounds.

BUS ROUTE AND OPERATING POLICIES: The Board of Trustees does not currently provide bus service. Parents who pick up their children from school are asked to be mindful of walkers. There is a five mile per hour speed limit in the school driveway and parking lot.

WALKERS: Students who walk to and from school across the highway are to use the path under the bridge, or cross at the crosswalks. Crossing Highway 101 is a dangerous practice. Many drivers do not obey the speed limit as they pass through Orick. They would not be able to stop in time especially if the students crossing the highway near the bridge where visibility is limited. Please talk to your children to help them realize this danger and design a safe route to and from school.

EMERGENCIES: It is extremely important that all students remain quiet and follow the directions of the teachers during any emergency drill.

1. **Fire Drill** – During a fire drill, students must follow each teacher's directions. Calmly leave the building and line up at the designated location. Students are expected to stay in line and maintain silence so that directions may be given. When the "all clear" bell rings, students are to return to class quietly and in an orderly fashion.

In the event the fire drill rings before school, at lunch, or after school, students should report to their designated area for their class.

2. **Earthquake Procedure or Civil Defense** – In the event of an earthquake, students should drop under cover of the classroom furniture. They should remain there until further directions from their teacher are received. Students who are outside, should drop to the ground away from buildings or other structures and protect their head with their arms.

If there is an alert other than during class time, students in a building should drop under cover of furniture or stand in doorways with their heads covered. If the student is outside, he/she should drop to the ground away from buildings and other structures and protect his/her head.

3. **Dismissal in Case of a Major Emergency** – If a severe earthquake or other civil defense emergency occurs, the student will be kept at school until picked up by the parents, transported home, or released to appropriate officials. Parents, this is where your first day packet becomes important. You may designate who may pick up you child in case you are not available.
4. **Civil Disturbance or Lock-Down** – If an intruder interferes with the running of the school creating unsafe conditions, or if an unauthorized suspicious person is on the school grounds, the police will be called and our lock down procedure will be followed.
5. **Tsunami**- In the event of a “near source tsunami, students will be evacuated from the school building to a hill behind the school. This evacuation route is very close and we can all get up the hill within eight minutes.

OTHER POLICIES

FUND RAISING: The Parent Club holds numerous fund raising events that provide extra curricular activities for students. Please contact Edie Baker, our Parent Club President and become involved. Some examples of our fund raising events are game booths, drive through dinners, and our annual auction.

FUND RAISING/CHILD LABOR LAW: Minors under the age of sixteen (16) years of age are prohibited from working in dangerous activities and occupations. The definition of dangerous activities and occupations for minors has been amended to include "Door to door selling of newspaper or magazine subscriptions, or of candy, cookies, flowers or other merchandise or commodities" unless certain conditions are met. These conditions are:

1. The minors must work in pairs, as a team on the same or opposite side of the street.
2. These minors shall be supervised by an adult supervisor for each crew of ten or fewer minors.
3. These minors must be within the sight or sound of the adult supervisor at least once every fifteen minutes.
4. These minors must be returned to their homes or places of rendezvous daily after each day's work.

The selling of newspapers, candy, flowers or other merchandise or commodities to passing motorists from a fixed location on the street is also considered to be a dangerous activity and is precluded.

LOST AND FOUND ARTICLES: We would appreciate it if and when your child loses anything of value (clothing, lunch boxes, jewelry, school books, etc.) that you check the lost and found area in the school office. Items not claimed are donated to a local charity twice a year (January and June). Orick School is not responsible for lost or stolen items such as Game Boys, radios or I-Pods. These items should be left at home.

MEDICATIONS: Children are asked not to bring medication to school for themselves. If your child is required to take some form of medication, such as cough drops, pain reliever or prescription medication it must be left in the school office and an Authorization For Dispensing Medication At School form must be filled out. ***This form must be on file in the school office before any medication can be given.*** This form is to be filled out by the proscribing physician, dated and signed. The medication must be in its original package. The label should include the following: name, date, type of medication and dosage. The prescriptions must be current and the form must be updated yearly. No more than a week of medication should be sent to school at a time. A refrigerator is available. If you have any questions regarding this matter please feel free to call the school office.

NUISANCE ITEMS: Students ***will not be in possession of and/or use nuisance items*** (such as) firecrackers, squirt guns, water balloons, skateboards, (or radios) on campus. These items will be confiscated and disciplinary consequences may result. All “toy” items will be held in the office until the end of the school day.

ORICK SCHOOL’S CELL PHONE POLICY:

Student may use their cell phones in the gym before class only if that usage is respectful of school rules.

1. Once students exit the gym after breakfast all cell phones must be turned off and put away.
2. Cell phones are to remain off and out of sight during the school day.
3. Once students are released from class at the end of the day, they may again use their cell phones.

Students who do not abide by the cell phone rules are subject to the following actions:

1. For the first offense, the cell phone will be held in the office for the rest of the day.
2. For the second offense, the cell phone will be held at the office for 24 hours. After the 24 hour hold, the child’s parent must pick up the phone. (If the phone is taken on a Friday, the parent will have to wait until Monday to retrieve their child’s phone.)
3. For the third offense, the cell phone will be turned off and checked into the office each day where it will remain in a locked drawer until the end of the day.

All cell phone infractions are forgiven at the end of each school year.

PICTURES: Individual student pictures will be taken during the early portion of the school year. Individual pictures as well as a class composite will be available for purchase.

PROMOTIONS/RETENTION: Student placement decisions shall be made by the staff in accordance with considerations of the following factors: Academic achievement, physical, social and emotional maturity, attendance history, previous retention, and factors associated with the individual family and student.

Eighteen (18) days of absence, may constitute retention. Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year. Parents will be involved in any retention decision.

PROPER DRESS AND CLOTHING: School is your very important place of work. Students should come to school with neat, clean, adequate clothing. All students will wear clothing that is conducive to an educational atmosphere and safe for playing in. Thongs and strapless sandals are not to be worn for safety reasons. Clothes which show excessive amounts of skin or are flimsy, sheer and distracting are not permitted. Pants must be of modest and appropriate length.

STUDENT RECORDS: The classroom teacher and office keep specific records on each student. There are four different types of records that are kept on each student that parents may need to refer to during the school year. Parents should simply call the school and request the information or ask for an appointment with the teacher. The records include the student's permanent academic record, grade report cards, record of lunch and miscellaneous fees owed, and a daily attendance record.

RELEASE OF RECORDS: The school will maintain records on all students. Information included in these records may not be released without written parental consent.

STUDY TRIPS: Study trips within our town and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of study trips well in advance of the scheduled trip date and will usually be asked to sign study trip permission forms. Sometimes a small amount of money may be requested from each student to help defray transportation or facility use costs. Parents are encouraged to attend study trip outings with their children.

VACATIONS DURING THE YEAR: If vacations or an emergency require you to remove your child from school for any given period of time, please notify the teacher a week in advance or as soon as possible in an emergency. A "Independent Study Contract" (minimum of 5 days) will be provided your child so they may keep up with their studies. It also enables the district to receive the funding for the student just as if they were in attendance. It is important that students attend school; a learning contract should be used for emergencies when it is impossible for your child to attend school.

VALUABLES: Students should not bring large sums of money or valuable items such as radios, Walkmans, stereos or cameras to school. Items such as those listed will be held in the office during the school day.

VISITORS: We welcome visitors, please be sure and sign in at the office. If you are visiting your child's classroom, please discuss the best time(s) with the teacher ahead of time. Student visitors are not permitted except for some after-school activities, such as sports.

HOME-SCHOOL COMMUNICATION

COMMUNICATIONS

Answering Questions/Resolving Concerns/Solving Problems

Cooperation between home and school is very important at any stage of your child's development. An unanswered question can often lead to a serious concern. It is best to ask questions as soon as a concern arises. The place to start is with your child's teacher, and if the concern is not met with your satisfaction then by all means see the principal. A uniform complaint procedure form is bound in the back of this document.

CHANGE OF ADDRESS, PHONE, OR EMERGENCY INFORMATION: It is very important that every student maintain an up-to-date address, telephone and emergency information record at the school office. Notify the school immediately if you have a change of address, telephone number or emergency information during the school year. Emergencies may occur and this information is needed.

HOMEWORK (Policy 6154.150): All students of the district shall expect regular homework assignments. Such assignments shall be educationally beneficial to the student, and shall be appropriate in content, and length.

Generally students in grades K-1 may expect three assignments averaging twenty minutes extent, for the average student. Students in grades 2-3 may expect homework three days a week, averaging 30 minutes in length for the average student. Students in grades 4-6 may expect homework three days per week, averaging forty minutes in length for the average student. Students in grades 7-8 may expect homework four days per week, averaging forty-five minutes in length, for the average student.

Teachers shall return all homework assignments to the student, with appropriate grade and comment.

Parents shall be notified when any student is consistently having difficulty with homework assignments.

A homework category shall be a part of the report card, and a grade shall be assigned each trimester.

PROGRESS REPORTS: At the midpoint of each grading period, teachers in grades 3 through 8 will issue progress reports to students who are failing and /or achieving below apparent ability.

REPORT CARDS: Report cards will be available for parents three times a year. They will be mailed home at the end of each Trimester.

PERMISSION NOTES: Field trip permission slips are sent home before each field trip. A child must have a **signed** slip before they will be allowed to go on the trip.

If a child is to get off the bus at a stop other than their regular stop they must have a written note signed and dated by the parent/guardian stating where they are to go. No child will be let off at a stop that is not their regular stop without a note. Please instruct your child to turn the note into the office as early in the day as possible. A parent/guardian can also call the school and leave a message with the school secretary if they want their child to get off the bus at a different stop. Please try and call as early as possible to allow the Secretary time to get the message to the bus driver and student.

PARENT CONFERENCES: Regular conferences are scheduled in the fall and spring of each school year. Other conferences may be scheduled at any time during the school year at the request of either parent or teacher. You may call the school office (488-2821) to arrange for a conference.

TELEPHONE: Students may use the phones in the classes and office for emergencies only.

WEEKLY REPORT OF STUDENT PROGRESS: Some of our staff members at Orick may utilize weekly reports as a means of communication from school to parents. It is important for you as a parent to review these reports with your child. In most cases, staff members ask that the report be returned to school with the parent's signature to confirm that it arrived home. Our students need to understand that parents and staff members work together to insure maximum learning. If you have questions, don't hesitate to call your child's teacher.

PARENT INVOLVEMENT OPPORTUNITIES

PARENT CLUB:

We need you! Orick School Parent Club meets periodically throughout the school year to organize events and fundraiser. You add richness and much needed help for our programs. This is a super way to get involved. We can always use you as a room-mother, in the library, on field trips, etc.! If you are interested, please call your child's teacher or talk to Edie Baker, our Parent Club President at 488-2821.

SCHOOL SITE COUNCIL

The Site Council is a parent, teacher, community council that provides input to our school programs in general and our special education programs in particular. If you are interested in being a member of this Council, please call the office at 488-2821.

***YOU ARE ALWAYS WELCOME AT ORICK SCHOOL —
THE BEST PLACE FOR YOUR CHILD TO LEARN.***

STUDENT CONDUCT

GENERAL OVERVIEW

Students and staff have the right to learn, to be respected and to be safe at Orick School;

1. Students have the right to learn. We believe appropriate student conduct is essential in order to assure a positive learning environment for everyone. All students at Orick School have the right to learn. Teachers have the right to teach. No person will be allowed to interfere with those exchanges.
2. Students and staff have the right of respect and common decency. We must ask students to be respectful and courteous to each other and the staff.
3. Finally, we must insure that your child is safe from injury at school, while going to or coming from school, at school-sponsored events, whether the injury is physical or emotional.

CHARACTER BUILDING: Our grass roots Character Building Program centers around the following words which reflect the expectations for Orick Students:

Organized
Respectful
Inspiring
Courageous
Kind

Students are recognized daily at our flag salute time for demonstrating these qualities. Also, students are given “cougar bucks” for demonstrating these qualities to any teacher or support staff.

ORICK SCHOOL RULES

The Rules are as follows and apply from the moment your child is entrusted to us until he or she is again in your care; this includes field trips and overnight events.

1. Students are expected to arrive at school on time.

Infractions of rules 2 - 9 MAY result in a recess or after school detention.

2. To avoid injury, students will use school equipment in the correct manner.
3. Students will keep hands, feet, and foreign objects that might result in injury to themselves and others.
4. Profane, obscene, or abusive language is forbidden.
5. Students may not willfully defy the authority of the staff.
6. Fighting is forbidden.
7. Students are expected to respect all staff members and fellow students.
8. Gum is not allowed on the school grounds. Soft drinks and candy are allowed only during pre-approved events or as student rewards. (Unapproved candy, gum, and sodas will be taken and not returned).
9. Gambling is not permitted.

If a student chooses to act in an unacceptable way, they have also chosen to risk the consequences of that act. The following is a list of consequences the student risks by choosing to break the rules.

1. Frequent tardies for Intermediate and Upper Grade Students may result in detention time, Student Study Team, parent conference or referral to SARB.
2. Frequent tardies for Primary Students may result in a parent conference, Student Study Team or referral to SARB.
3. Students may have to spend their recess time in detention and their parents will be notified.
4. Students may have to spend one half hour in after school detention. (See detention regulations)
5. Students may be suspended from school. After twenty days of suspension the school may seek expulsion.
6. Students with special needs, including those enrolled in Special Education classes, may be suspended or expelled from classes of the district in a manner provided by statute.

If a child receives three detentions in 30 days time, he/she may be suspended and a parent conference will be necessary for readmission.

When a student has been suspended from a classroom by a teacher, that teacher may require the parent/ guardian to attend a class for a portion of the day, to observe the conduct and behavior of the student.

SUSPENSION OR EXPULSION ED CODE 48900

A pupil shall not be suspended from school or recommended for expulsion unless superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- (a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged or negotiated to sell any controlled substance listed in an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed robbery of extortion.
- (f) Causes or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use of possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to steal any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property of private property.
- (m) Possessed an imitation firearm. As used in this section "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to concluded that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in section 261,266c, 286,288,288a or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil from being a for being a witness, or both.

- (p) Possessed or used any electronic signaling equipment while on campus, while attending any school- sponsored activity, or while under the supervision and control of any district employee, without the prior consent of the principal or the principal's designee. (Education Code Section 48901.5)
- (q) Committed sexual harassment as defined in Education Code Section 212.5. this conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This sub-section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive. (Education Code Section 48900.2)
- (r) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in subdivision (e) of Education Code Section 233. This sub-section applies to pupils enrolled in any of grades 4 to 12, inclusive. (Education Code Section 48900.3)

No pupil shall be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school sponsored activity.

It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

DETENTION REGULATIONS

If a child is cited for after school detention they will be required to spend one hour in detention after school. The school is required to notify parents if a child is to serve detention. Parents will be notified one of two ways:

1. A staff member may call home and notify the parent so the student may serve detention that same afternoon.
2. More likely, a letter informing parents of the nature of the infraction and the consequence will be mailed. If a student chooses not to attend detention on the designated day, an additional 30 minutes will be added to the existing time.

EXTRA-CURRICULAR / CO-CURRICULAR ACTIVITIES CONTRACT

Students who participate in extra-curricular/co-curricular activities enjoy experiences that are not usually available to other students of the school. They are provided such opportunities as travel experiences, specialized instruction and training and are giving special recognition.

Being a member of an Orick School extra-curricular activity means assuming certain responsibilities and adhering to regulations set for such activities. These rules govern participating members from the first day of the scheduled activity until the activity is completed. These rules are as follows:

BOARD POLICY 6145.100 states: Students in grades five through eight who participate in any co-curricular or extra-curricular activity must maintain a 70% grade average, or a mark of "3" in all subjects during the previous grading period, or must be on an approved probationary status by the direction of the Principal.

If a student is suspended from Orick School, he/she will be ineligible for extra-curricular activities for 10 days. After the 10th day, there will be a behavioral review to decide if eligibility should be restored at that time.

PLAYGROUND RULES

PLAYGROUND STAFF:

1. The Playground staff is not always the same people each day. The whole staff takes duties on the playground and should be vigilant while looking after children on the playground.
2. Staff must be respectful of the children at all times modeling the values from our character building program.
3. The yard supervisor must log all injuries on the Recess Clipboard, which will be kept in the staff room. This clipboard is also a good place to record any ongoing difficulties between students on the playground.
4. The yard supervisor and P.E. teachers must have a school key and whistle and preferably a cell phone at all times.
5. The yard supervisor may put a child on the wall as a warning or cool-down period for a maximum of half the recess. (This should be noted on the clipboard).

STUDENTS:

1. No restroom stops after the whistle.
2. Primary uses the hallway by the office. Intermediate and Upper grades use back entrance hallway.
3. Report all injuries and or fights to the yard supervisor. (Adult supervisor report serious injuries to the office).
4. No playing in the bathrooms.
5. No playing or running on the ramp.
6. Remain in play area and in sight of the yard supervisor.
7. No hands on other people.
8. No walking on top of the Big Toy or Parallel Bars.
9. No bailing out of the swings; stop swings before leaving.
10. Take turns, go one direction only on overhead bars, no feet tag, at least 4 bars between students.
11. No climbing up the slide. Must be feet first, facing forward on your bottom.
12. No rock or chip throwing, no picking up rocks or chips.
13. No falling stars off the bars. (Flipping without hands, landing on feet).
14. Students must respect the requests of the yard duty supervisor. Any refusal to do as a staff member asks will result in an immediate trip to the Principal's office.
15. No teasing of harassing other students
16. No course language.
17. No fighting.

State of California Immunization Requirements for Students

AB 1443 ORAL HEALTH ASSESSMENTS

New legislation dealing with oral health assessments for students became effective January 1, 2007. AB 1443 requires oral health assessments for all children entering public school for the first time (*kindergarten or first grade*). Parents must submit proof of an oral health assessment performed by a licensed dentist or other licensed or registered dental health professional.

IMMUNIZATIONS

If your child is entering kindergarten, you must show proof of the following immunizations: 5-DTP (*4 doses if given after age 4*), 4 polio (*3 doses if given after age 4*), 2-MMR (*both of these must be received after the 1st birthday*), and 3-hepatitis B shots. A chickenpox/varicella vaccine is now required or documentation from a healthcare provider stating that the child has had chickenpox.

Please see your child's doctor now to make sure your child's immunization record has dates for these shots. We will need to see this complete Immunization record to register your child for school.

THERE ARE NOW 7TH GRADE IMMUNIZATION REQUIREMENTS

California added a 7th grade immunization requirement to the California School Immunization Law, effective July 1, 1999. Students entering 7th grade, in public and private schools, will need to have three hepatitis B shots and a second measles (*or MMR*) shot. A chickenpox/varicella shot is required if your child has not already had the vaccine or disease.

A Tuberculin (Mantoux/PPD) skin test is required for all 7th grade students. The Tuberculin skin test must have been given within (6) months of entering the 7th grade.

Additionally, students, grades 1-12, coming from out of the state of California, will need documentation of a varicella vaccine. Two (2) doses are needed if student has been immunized on or after his/her 13th birthday. Students who are new to Kings County Schools will need a PPD/TB skin test if entering 7th – 12th grade.

Beginning July 1, 2012 and beyond all students entering the 7th grade will need proof of a Tdap booster shot before starting school.

- Can be met by the CDPH recommendation to receive one dose of Tdap vaccine on or after the 10th birthday
- Applies to all public and private schools
- Does not affect students enrolled in summer school

HEALTH SCREENING FOR SCHOOL ENTRY

California's Health and Safety Code 124085 requires a comprehensive health screening for Grades K-1 to be completed and presented to the school nurse within 18 months prior to entry into first grade or within 90 days thereafter.

DOCUMENTATION All children must present an immunization record.



What is it? It is a written immunization record, either a personal record with entries made by a physician or clinic, or a school immunization record — the blue California School Immunization Record (PM 286) from a former school or another state's school record. It must include at least the month and year each dose was received; for measles, rubella, and/or mumps vaccine given in the month of the first birthday, month, day, and year are required. A record with check marks instead of dates or saying only "up-to-date," "all requirements met," or "series complete" is inadequate. Also, parents cannot simply fill out a California School Immunization Record from memory but must present a written immunization record. Further, the record must show that all due vaccine doses have been received.

Who must present it? All children under age 18 years entering school or transferring between school campuses. Kindergarten entrants and entrants from outside the U.S. must present a personal immunization record. (Kindergarten entrants can present a California School Immunization Record from a child care center they previously attended, but this record usually will not include the final "booster" polio and DTP or DTaP vaccine doses or the second measles containing vaccine dose.) Children transferring from other schools in California or other states must present either a personal immunization record or a state school immunization record. As of July 1, 1999, students entering 7th grade must present a personal immunization record so that the 7th grade requirement immunization dates can be added to the student's school immunization record.

When must it be presented? Kindergarten entrants, 7th grade entrants, and entrants from outside the U.S. must present the record at or before entry; no "grace period" of attendance is allowed for these pupils if they do not have a record. Children transferring from other schools in California or other states, or entering at other grade levels may be given up to 30 school days of attendance while waiting for their records to arrive from the previous school.

What do schools do with it? School staff must transcribe the immunization dates onto the California School Immunization Record (CSIR or blue card; PM 286), which is available from local health departments. School staff should then review the blue card to determine whether all immunization requirements have been met. The blue card is part of the child's Mandatory Permanent Pupil Record and must be transferred to the child's new school when he/she leaves your school.

Although some vaccine doses are not required, please record dates of all doses from the child's personal immunization records on to PM 286. This information will be valuable should outbreaks of these diseases occur in your school.

CONDITIONAL ADMISSIONS

Children who lack one or more required vaccine doses that are not currently due may be admitted on condition that they receive the remaining doses when due, according to the schedule below. If the maximum time interval between doses has passed, the child must be excluded until the next immunization is obtained.

VACCINE	TIME INTERVALS BETWEEN DOSES
Polio	2nd dose: 6–10 weeks after 1st dose 3rd dose: 6 weeks to 12 months after 2nd dose
DTP, DTaP, DT, Td Under 7 years (DTP, DTaP, DT)	2nd dose: 4–8 weeks after 1st dose 3rd dose: 4–8 weeks after 2nd dose 4th dose: 6–12 months after 3rd dose
Age 7 years and older (Td)*	2nd dose: 4–8 weeks after 1st dose 3rd dose: 6–12 months after 2nd dose
MMR	2nd dose: 1–3 months after 1st dose
Hepatitis B for 3-dose formulation	2nd dose: 1–2 months after 1st dose 3rd dose: 2–6 months after 2nd dose and at least 4 months after 1st dose
for 2-dose formulation (7th grade entry for child 11 through 15 years old)	2nd dose: 4–8 months after 1st dose
Varicella (unimmunized out-of-state entrants ≥ 13 years old)	2nd dose: 4 weeks to 3 months after 1st dose

* Note: DTP, DTaP, DT doses received previously are counted toward meeting the 3-dose tetanus-diphtheria immunization requirement for this age group.

COMMUNITY RELATIONS

COMPLAINTS CONCERNING SCHOOL PERSONNEL

The governing board places trust in its employees and desires to support their actions in such manner that employees are freed from unnecessary, spiteful or negative criticism and complaints.

The superintendent is directed to develop regulations which will permit the public to lodge criticism against staff members, which will assure a complete hearing, and which will protect the rights of the staff members and the district.

The governing board shall annually review policies and regulations for complaints regarding school personnel.

Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. If the complaint is not resolved at this level, the complainant is requested to put the complaint into writing and to direct it to the employee's administrative supervisor, or principal.

If the complaint, after review by the supervisor, remains unresolved, the supervisor shall refer the written complaint, together with the supervisor's report and analysis of the situation, to the superintendent or his/her designee. The superintendent decision shall be final unless the complainant, the employee, or the superintendent requests a closed hearing before the governing board on the complaint. If the employee so requests, an open hearing will be held.

Every effort should be made to resolve the complaint at the earliest possible stage.

Failure of the complainant to put the complaint into written form will be considered by the district as a dropping of the complaint.

HEARING

No hearing, either open or closed, will be held by the governing board on any complaint unless and until the board has received the superintendent's written report concerning the complaint. The superintendent's report shall contain, but not be limited to, the following:

1. The name of each employee involved.
2. A brief but specific summary of the nature of the complaints and the facts surrounding it, sufficient to inform the governing board and the employee(s) as to the precise nature of the complaint and to allow the employee(s) to prepare a defense.
3. A true copy of the signed original of the complaint.
4. A summary of the action taken by the superintendent in connection with the complaint, with the superintendent's specific finding that disposition of the case at the superintendent's level has not been possible, and the reasons therefore.

(EXCEPTION: notwithstanding the provisions of paragraph 4 above, any written complaint forwarded to the governing board, whether by the district administration or otherwise, which meets the informational requirements or subparagraphs 1 and 2 above, and which further contains within it specific allegations of (a) prior submission of the complaint in the same or similar form to the superintendent, and (b) the failure or refusal of the superintendent to effectively dispose of the complaint, shall, subject to governing board agenda requirements, be heard by the governing board at its next regularly scheduled session or any other session scheduled for the purpose of the next hearing.)

The district administration shall cooperate with the complainant and aid in the preparation of any formal complaint so as to quickly meet the informational requirements of these rules. Copies of the rules regarding the submission and handling of all such complaints shall be freely available.

All parties involved, including the school administration, shall be requested to attend such a meeting, for the purposes of presentation of all available evidence allowing every opportunity for the explanation, and for clarifying the issue.

The decision of the governing board following the hearing shall be final.

*Orick Elementary School District
2014-15*

ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties

The Orick Elementary School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

The Orick Elementary School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination complaints may be based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Consolidated Categorical Aid Programs, Career Technical and Technical Education And Training Programs, Child Nutrition Programs, Special Education Programs, and Safety Planning Requirements.

Complaints must be filed in writing with the following compliance officer:

Name and/or Title of Compliance Officer:

Address: P.O. Box 128 Orick, CA 95521

Telephone Number: 707-488-2821

Complaints alleging discrimination must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the Superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the LEA's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the LEA's Decision. The appeal must include a copy of the complaint filed with the LEA and a copy of the LEA's Decision.

Civil law remedies may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the LEA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Orick Elementary School District's UCP policy and complaint procedures shall be available free of charge.

PARENTAL ANNUAL NOTICE INFORMATION SHEET

Pursuant to Education Code section 48980, this is to inform you that the District does NOT provide a fingerprinting program pursuant to Education Code section 32390.

Pursuant to sections 49520 and 48980, you are hereby notified of the availability of the program prescribed under the Duffy/Moscone Family Nutrition and Services Act of 1970 (sections 49510 through 49520) as follows:

The information requiring notice under section 49063 is as follows: (a) Types of pupil records: Cumulative Records

(b) Official responsible for maintenance of records: John Sutter

(c) Location of the log: School office

(d) Criteria used in defining “legitimate educational interest” and “school officials and employees” as used in sections 49064 and 49076: per Education Code.

(e) Policies for reviewing and expunging records (see sections 49066, 49067, 49069, 49070, 49071, 49072, 49075, 49077, quoted above: per Education Code.

(f) Right of parent to access pupil records: See sections 49069 quoted above.

(g) Procedures for challenging content of pupil records: See sections 49070 and 49071 quoted above.

(h) Cost of reproducing copies of records: None

(i) Categories designated as directory information: Name, Grade

This report shall include:

1. The findings and disposition of the complaint, including corrective actions, if any.
2. The rationale for the above disposition.
3. Notice of the complainant’s right to appeal the decision to the California Department of Education, and procedures to be followed for initiating such an appeal.
4. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision.

CIVIL LAW REMEDIES

Civil law remedies may be pursued through local, state or federal aid agencies, officers or private/public interest attorneys. Local agencies through which a complainant may pursue civil law remedies are:

Purpose	Agency	Contact Information
Legal	Redwood Assistance	(707) 445-0866
Mediation	Azalea Mediation Group	1339 Azalea Ave. McKinleyville, CA (707) 839-4612
Mediation	Humboldt Mediation Service	940 Samoa Boulevard Arcata, CA 95521 (707) 826-1066
Mediation	Gromala Mediation Service	701 5 th Street, Suite 300 Eureka, CA (707) 441-0499

These avenues may result in civil court remedies or agreements rather than the administrative remedies resulting for the district of the California Department of Education.

SEXUAL HARASSMENT

It is the policy of the Governing Board of the Orick School District to provide an education, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes.

It is not only unlawful, but it shall be a violation of this policy for anyone who is authorized to recommend or take personnel or educational actions affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the District to engage in sexual harassment as defined below.

Educational Environment

Within the educational environment, sexual harassment is unlawful and is prohibited between students, and between employees and students.

Work Environment

Within the work environment, sexual harassment is unlawful and is prohibited between supervisors and employees, between employees, and between non-employees and employees.

PARENT INVOLVEMENT

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and conduct. Parents/guardians can directly affect academic success by reinforcing their children's motivation and commitment to education. The district shall include parent involvement strategies as a component of instructional planning.

Teachers and parents/guardians can better understand and meet student needs if they work together. Our school has a duty to communicate frequently with the home and to help parents/guardians develop skills and family management techniques which support classroom learning. Administrators and teachers should keep parents/guardians well informed about school expectations and tell them when and how they can assist their children in support of classroom learning activities. The Board encourages staff training in effective communication with the home.

The Board encourages parents/guardians to serve as volunteers in the schools and to attend student performances and school meetings. Regular volunteers are now required to pass a fingerprint live scan.

TOBACCO FREE SCHOOLS POLICY

Ample research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of second-hand smoke. As required by law, the district provides instructional programs designed to discourage students from using tobacco products. District employees are expected to serve as models for good health practices that are consistent with these instructional programs.

In the best interests of students, employees and the general public, the Governing Board therefore prohibits the use of tobacco products at all times on district property and in district vehicles. This prohibition applies to all employees, students, visitors and other persons at any school or school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased or rented by or from the district.

AIDS EDUCATION POLICY

Discussion about societal views on AIDS, including stereotypes and myths regarding persons with AIDS. This instruction shall emphasize compassion for persons suffering from debilitating handicaps and terminal diseases like AIDS.

AIDS prevention instruction may not be conducted in a manner that advocates drug use, a particular sexual practice, or sexual activities. AIDS prevention instruction shall be consistent with Section 51553.

At the beginning of each school year or, with respect to a pupil who enrolls in a school after the beginning of the school year, at the time of that pupil's enrollment, the governing board of each school district, each county board of education, and each county superintendent of schools, as applicable, shall provide the parent or guardian of each pupil in grades 7 to 12, inclusive, or the equivalent thereof, with written notice explaining the purpose of the AIDS prevention instruction and information stating the parent or guardian's right to request a copy of this section and Section 51553, related to AIDS prevention instruction. The governing board of each school district, each county board of education, and each county superintendent of schools, as applicable, shall keep on file copies of this section and Section 51553. The Superintendent of Public Instruction shall provide the parent or guardian of each pupil in grades 7 to 12, inclusive; or the equivalent thereof, in the State Schools for the Handicapped with written notice explaining the purpose of the AIDS prevention instruction.

The notice shall specify that any parent or guardian may request that his or her child or ward not receive instruction in AIDS prevention. No pupil shall attend the AIDS prevention instruction if a written request that he or she not attend has been received by the school. For the governing boards of school districts, this notification shall accompany the reporting of rights and responsibilities required by Section 48980.

If authorized by the school district governing board, a school district may require parental consent prior to providing instruction on AIDS prevention to any minor pupil.

Any time an outside organization or guest speaker is scheduled to deliver AIDS prevention instruction, or any time an assembly is held to deliver AIDS prevention instruction, notification shall be sent to the pupil's parents or legal guardians through regular United States mail, or any other method that the school district, county board of education, or county superintendent of schools, as applicable, commonly uses to communicate individually in writing to all parents or guardians, at the beginning of the school year, at the time of that pupil's enrollment. If arrangements for this instruction are made after these occurrences, notice shall be mailed, or provided by the alternative method of notification otherwise commonly used, no fewer than 10, and no more than 15 days before the instruction is delivered. Notification sent pursuant to this paragraph shall include the date of the instruction, the name of the organization or affiliation of each guest speaker, and information stating the parent or guardian's right to request a copy of this section and Section 51553, related to AIDS prevention instruction.

STUDENT RETENTION POLICY

The State of California requires each district to have a Retention Policy for students failing to meet District standards. Please read the following Administrative Regulation.

Administrative Regulation AR 5123A Promotion/Acceleration/Retention

Acceleration from Kindergarten to First Grade

A student enrolled in kindergarten may be admitted to the first grade at the discretion of the Superintendent or designee and with the consent of the parent/guardian, upon determination that the child is ready for first- grade work. (Education Code 48011)

Admission shall be subject to the following minimum criteria:

(5 CCR 200)

1. The student is at least five years of age.
2. The student has attended a public school kindergarten for a long enough time to enable school personnel to evaluate his/her ability.
3. The student is in the upper five percent of his/her age group in terms of general mental ability.
4. The physical development and social maturity of the student are consistent with his/her advanced mental ability.
5. The parent/guardian of the student has filed a written statement with the school district approving the placement in first grade.

Continuation in Kindergarten

Students who have completed one year of kindergarten shall be admitted to first grade unless the parent! guardian and the district agree that the student shall continue in kindergarten for not more than one additional school year. (Education Code 48011)

Whenever a student continues in kindergarten for an additional year, the Superintendent or designee shall secure an agreement, signed by the parent/guardian, stating that the student shall continue in kindergarten for not more than one additional school year. (Education Code 46300)

Retention at Other Grade Levels

The Superintendent or designee shall identify students who should be retained or who are at risk of being retained at the following grade levels: (Education Code 48070.5)

1. At the end of grades 2 & 3
2. At the end of grades 4, 5, 6, 7, & 8

Students between grades 2 and 3 and grades 3 and 4 shall be identified primarily on the basis of their level of proficiency in reading. Proficiency in reading, English language arts and mathematics shall be the basis for identifying students between grades 4 and 9. (Education Code 48070.5)

(cf. 6142.91- Reading/Language Arts Instruction) (cf. 6142.92 2- Mathematics Instruction)

Students shall be identified on the basis of either assessment results or grades and other indicators of academic achievement, as established by Board policy.

(cf. 5121 -Grades/Evaluation of Student Achievement) (cf. 6162.5 -Student Assessment)

If a student is identified as performing below the minimum standard for promotion, the student shall be retained in his/her current grade level unless the student's regular classroom teacher determines, in writing, that retention is not the appropriate intervention for the student's academic deficiencies. This determination shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other than retention that in the opinion of the teacher, are necessary to assist the student in attaining acceptable levels of academic achievement. (Education Code 48070.5)

If the teacher's recommendation to promote is contingent on the student's participation in a summer school or interim session remediation program, the student's academic performance shall be reassessed at the end of the remediation program, and the decision to retain or promote the student shall be re-evaluated at that time. The teacher's evaluation shall be provided to and discussed with the student's parents/guardians and the principal before any final determination of retention or promotion. (Education Code 48070.5)

If the student does not have a single regular classroom teacher, the principal or designee shall specify the teacher(s) responsible for the decision to promote or retain the student. (Education Code 48070.5)

When a student is identified as being at risk of retention, the Superintendent or designee shall so notify the student's parents/guardians as early in the school year as practicable. The student's parent/guardian shall be provided an opportunity to consult with the teacher(s) responsible for the decision to promote or retain the student. (Education Code 48070.5)

(cf. 5145.6- Parental Notifications)

The Superintendent/designee shall also provide a copy of the district's promotion/retention policy and administrative regulation to those parents/guardians who have been notified that his/her child is at risk of retention.

The teacher's decision to promote or retain a student may be appealed consistent with Board policy, administrative regulation and law. The burden shall be on the appealing party to show why the teacher's decision should be overruled. (Education Code 49070.5)

To appeal a teacher's decision, the appealing party shall submit a written request to the Superintendent or designee specifying the reasons why the teacher's decision should be overruled. The appeal must be initiated within 10 school days of the determination of retention or promotion. The teacher shall be provided an opportunity to state orally and/or in writing the criteria on which his/her decision was based.

Within 30 days of receiving the request, the Superintendent or designee shall determine whether or not to overrule the teacher's decision. Prior to making this determination, the Superintendent or designee may meet with the appealing party and the teacher. If the Superintendent or designee determines that the appealing party has overwhelmingly proven that the teacher's decision should be overruled, he/she shall overrule the teacher's decision.

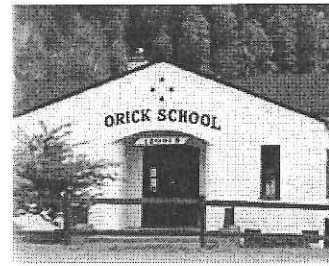
The Superintendent or designee's determination may be appealed by submitting a written appeal to the Board within 15 school days. Within 30 days of receipt of a written appeal, the Board shall meet in closed session to decide the appeal. The Board's decision may be made on the basis of documentation prepared as part of the appeal process or, at the discretion of the Board, the Board may also meet with the appealing party, the teacher and the superintendent/designee to decide the appeal. The decision of the Board shall be final.

(cf. 9321 -Closed Session Purposes and Agendas) (cf. 932 1 -I- Closed Session Actions and Reports)

If the decision of the Board is unfavorable to the appealing party, he/she shall have the right to submit a written statement of objections that shall become part of the student's record.

(cf. 1312 - Complaints Against the Schools) (cf. 5125 - Student Records) (cf. 51215-3- Challenging Student Records)

Orick Elementary School District
2014-15



**ANNUAL NOTIFICATION OF
THE UNIFORM COMPLAINT PROCEDURES (UCP)**

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties

The Orick Elementary School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

The Orick Elementary School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination complaints may be based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws, Consolidated Categorical Aid Programs, Local Control Accountability Plan (LCAP), Career Technical and Technical Education and Training Programs, Child Nutrition Programs, Special Education Programs, and-Safety Planning Requirements.

Complaints must be filed in writing with the following compliance officer:

Name and/or Title of Compliance Officer:

Address: P.O. Box 128 Orick, CA 95521

Telephone Number: 707-488-2821

Complaints alleging discrimination must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation

in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the LEA's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the LEA's Decision. The appeal must include a copy of the complaint filed with the LEA and a copy of the LEA's Decision.

Civil law remedies may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the LEA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Orick Elementary School District's UCP policy and complaint procedures shall be available free of charge.

Updated to include LCAP 5-13-2014

UNIFORM COMPLAINT PROCEDURES FOR TEXTBOOKS AND INSTRUCTIONAL MATERIALS, SCHOOL FACILITIES AND TEACHER CERTIFICATION

NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS:

COMPLAINT RIGHTS

Parents/Guardians, Pupils, and Teachers:

Education Code 35186 requires that the following notice be posted in each classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.
3. There should be no teacher vacancies or misassignments as defined in Education Code 35186(h) (1) and (2).

“Misassignment” means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

“Teacher vacancy” means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

4. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12, are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.

To file a complaint regarding the above matters, complaint forms can be obtained from the principal, from the Administration Office at the Humboldt County Office of Education, 901 Myrtle Avenue, Eureka, or can be downloaded from the Humboldt County Office of Education’s web site at <http://www.humboldt.k12.ca.us/parents.php> (click on “Williams Complaint Forms”) or the California Department of Education’s web site at <http://www.cde.ca.gov/re/cp/uc/>

Revised 6/10/09

COMPLAINT FORM:**Uniform Complaint Procedure for Instructional Materials, School Facilities and Teacher Certification**

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? _____Yes _____No

Contact Information:

Name: _____

Address: _____

Phone Number: _____Cell: _____

E-mail address: _____

Location of the problem that is the subject of this complaint:

School: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

Date problem was observed: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply: A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

- _____ A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state or district adopted textbooks or other required instructional materials to use in class.
- _____ A pupil does not have access to instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
- _____ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- _____ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4681)

- _____ A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position of which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

_____ A teacher lacking credentials or training to teach English learners is assigned to teach a class with more than 20% English learners in the class _____ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions:

_____ A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air- conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition and any other emergency conditions the Office of Education determines appropriate.

_____ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.

_____ The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when closing of the restroom is necessary for pupil safety or to make repairs.

4. High school exit exam intensive instruction and services:

_____ Pupils who have not passed the high school exit exam by the end of grade 12 were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after the completion of grade 12.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

Please file this complaint with the principal of the school or
Executive Assistant
Humboldt County Office of Education
901 Myrtle Avenue
Eureka, CA 95501

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(signature)

(date)

UNIFORM COMPLAINT PROCEDURES**Adopted by the Orick School Board 8-19-2011**

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. (5 CCR 4620)

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance. (5 CCR 4610)

The district shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, and special education programs. (5 CCR 4610)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5148 - Child Care and Development)

(cf. 6159 - Individualized Education Program)

(cf. 6171 - Title I Programs)

(cf. 6174 - Education for English Language Learners)

(cf. 6175 - Migrant Education Program)

(cf. 6178 - Career Technical Education)

(cf. 6200 - Adult Education)

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be investigated pursuant to the district's Williams uniform complaint procedure (AR 1312.4).

(cf. 1312.4 - Williams Uniform Complaint Procedures)

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case-by-case basis.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18203 School libraries
32289 School safety plan, uniform complaint procedure
35186 Williams uniform complaint procedure
41500-41513 Categorical education block grants
48985 Notices in language other than English
49060-49079 Student records
49490-49590 Child nutrition programs
52160-52178 Bilingual education programs
52300-52490 Career-technical education
52500-52616.24 Adult schools
52800-~~52863~~52870 School-based coordinated programs
54000-~~54044~~54028 Economic impact aid programs
54100-54145 Miller-Unruh Basic Reading Act
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-~~56885~~56867 Special education programs
59000-59300 Special schools and centers
64000-64001 Consolidated application process
CODE OF REGULATIONS, TITLE 5
3080 Application of section ~~4600-4671~~
~~4600-4671~~4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs

PENAL CODE

422.6 Interference with constitutional right or privilege

UNITED STATES CODE, TITLE 20

6301-6577 Title I basic programs
6601-6777 Title II preparing and recruiting high quality teachers and principals
6801-6871 Title III language instruction for limited English proficient and immigrant students
7101-7184 Safe and Drug-Free Schools and Communities Act
7201-7283g Title V promoting informed parental choice and innovative programs
7301-7372 Title V rural and low-income school programs

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/index.html>

Orick School District
Annual Pesticide Use Notification

Dear Staff Member, Parent and/or Guardian:

It is the goal of the District to provide the safest and lowest risk approach to control pest problems while protecting students, staff, the environment and District properties and assets.

The Healthy School Act of 2000 requires all California school districts to notify parents and guardians of pesticides they expect to apply during the school year. The Orick School District has adopted a Least-Toxic Integrated Pest Management (IPM) Policy. This policy includes notifying staff, parents and/or guardians of expected pesticide use. During the school year it may be necessary to apply pesticides at your child's school to protect the health and safety of the students and staff or to maintain the integrity of the school buildings and grounds. It is the policy of the District to consider the full range of alternatives, giving preference to non-chemical treatment methods. However, if we must use chemicals, we will use those that pose the least hazard to people and the environment.

The attached list of pesticide products has been approved for use at District sites. The majority of these products fall into the safest category, "Caution," and pesticides shall not be applied when students are present. Applicators receive annual safety training, and strictly follow the U.S. EPA label instructions for the application of any pesticide. Additional information regarding these pesticides and pesticide use reduction may be accessed at the Department of Pesticide Regulation's Web site at <http://www.cdpr.ca.gov>

If you believe your child's health or behavior would be influenced by exposure to pesticide products and you would like to be notified prior to any pesticide requiring notification being applied at your child's school, please complete the form below and return it to your child's school.

REQUEST FOR PESTICIDE NOTIFICATION
2014/2015 SCHOOL YEAR

Note: This form is for the 2014-2015 school year.
You must request this notification each school year.

Print Your
Name: _____

Print
Mailing Address: _____

Notification for what
School Site: _____

If you prefer email address/Print email address: _____

Please forward this request via inter district mail to: the Superintendent

Limiting Pesticide Use at Our Schools

When pests are found, non-chemical methods of managing them are used. These methods may include restricting where food is eaten, moving the dumpster away from the school, repairing and maintaining leaking pipes, and pressure cleaning food service areas, just to name a few. After all non-chemical methods of managing pests have failed, pesticides will only be applied to the areas of infestation. Most pests live in cracks and crevices. Pesticides applied to these areas effectively control the pests and minimize exposure to children. These targeted applications precisely deliver pesticides to the pests. Orick School District will only allow State Certified personnel to apply pesticides in or around our school sites. To protect our students and staff we will select the least hazardous pesticides. Pesticides will be applied to pest harborages so surfaces are not contaminated and chemicals do not come in contact with exposed surfaces. Pesticides will be applied in wall voids, attics, or cracks and crevices to target the pests where they live. These methods reduce exposure, yet provide superior control of many pests.

Where Do You Fit into the IPM Plan?

As you can see, both pests and pesticides can be harmful if not properly managed. As parents you can help protect the health of your children by encouraging your child to do their part to help keep their school clean. Keep school administrators informed about pest problems that you or your child encounter. You can also volunteer to help educate neighbors and students on the advantages of an integrated pest management program, or serve on a school site gardening committee. Working with us to ensure our integrated pest management program works in our schools, is one of the best ways to protect the health of your children.