Camino Union School District

Camino School
A California Distinguished School

Camino Polytechnic
A Science and Natural Resources Charter School

2017-2018
Student-Parent Handbook

Grades K-8th

Board of Trustees
Judy Morris, President
Gene Wooden, Clerk
Patrick Kernan, Member
Bob Van Gilder, Member
Ann Wofford, Member

Superintendent-Principal
Matthew W. Smith

Assistant Principal
Deborah Atkins

Drug Free School Zone
Drugs, Alcohol and Tobacco Products Prohibited
Superintendent-Principal: Matthew Smith, x203
Assistant Principal: Deborah Atkins, x265

**Camino School Teachers:**

**TK/Kindergarten:**
- Mrs. Lorrie Reeves/Mrs. Alysha Vogel
  Room K1, x223
- Mrs. Helen Gray
  Room K2, x279
- Ms. Jennifer Combella
  Room C, x221

**1st Grade:**
- Ms. Alisha Rains
  Room 4, x231
- Mrs. Rose French
  Room 5, x237

**2nd Grade:**
- Mrs. Jeanne Walsh
  Room 9, x220
- Mrs. Kristin Reid
  Room 10, x228

**3rd Grade:**
- Mrs. Emily Walker
  Room 3, x219
- Mrs. Dusty Botting
  Room 8, x230

**4th Grade:**
- Mrs. Laurie Koehler
  Room 12, x229
- Mrs. Tara Blanton
  Room 21, x270

**5th Grade:**
- Mrs. Jan Kurtz,
  Room 11, x225
- Mrs. Dawn Wilson
  Room 20, x244

**6th, 7th, & 8th Grade:**
- Mrs. Marla Martin
  Room 29, x255
- Mr. Matt Love
  Room 30, x242
- Mrs. Dione Stinnett
  Room 31, x240
- Mrs. Adele Montgomery
  Room 32, x252
- Mrs. Deborah Helmholz
  Room 33, x266
- Mrs. Sarah Schreiber
  Room 34, x250

**Art Teacher:**
- Mrs. Cheryl Hartvig
  Room 7, x202

**Technology Teacher:**
- Mr. Richard Hallock
  Room 18, x241

**Teacher Coordinator of Categorical Programs:**
- Mrs. Janice Sargent
  Room 13 x227

**Education Specialists:**
- Mrs. Connie Cochran
  Room 14, x236
- Ms. Rachel Gray
  Room 23, x264

**Music/Garden/GATE/Science Instructor:**
- Mrs. Kim Eggerton
  Room 25, x253

**Physical Education:**
- Mr. Kevin Polnasek
  x275

**Science and Natural Resource Charter School Teachers:**
- 4/5: Mr. Peter Pedone
  Room 24 x243
- H.S.: Mrs. Rebecca Morgan
  Room 26 x247
- 6/7: Mr. Jon Haffner
  Room 27 x245
- 7/8: Mrs. Tina Henslee
  Room 28 x251

**Other Staff Members:**
- Green Bus Driver: Nate Bell x210
- Red Bus Driver: Patty Nelson x210
- Yellow Bus Driver: Rick Nelson x210
- Cafeteria: Sabrina Allgaier, Lead Food Service Worker
  x209
- Destiney Robinson, Food Services x209
- Nate Bell, Food Services x209

**Classroom Aides:**
- ext.227 or 236
  - Jodi Bremer, Instructional Aide II
  - Odessa Chesser, Teacher Associate
  - Karen Combrink, Instructional Aide
  - Sandy Quick, Instructional Aide
  - Lorraine Quicksall, Instructional Aide
  - Chelsea Gonzalez, Instructional Aide
  - Julia Graff, Instructional Aide

**Maintenance & Operations Supervisor:**
- Gary Strickland x216
**Maintenance & Custodian:**
- Chris Slager x210
- Rick Voyles x210
- Patty Nelson x210
- Rick Nelson x210

**Library Clerk:**
- Jennifer Anderson Rm. 18 x248

**Computer Tech:**
- Andrea Gautchi x213

**New Morning Counselor:**
- Ali Munzer x222

**Nurse:**
- Jenny Trosnick x222

**Psychologist:**
- MaryAnn Meyers, x222

**Speech Therapist:**
- Nicole Glynn x249

**School Office Employees:**
- Tillie Douglas, Student Services Secretary, x208
- Lori Lozano, School Receptionist/Clerk, x200
- Patti Robertson, Health & Student Services
  Office Assistant, x217

**District Office Employees:**
- Jody Westfall, Secretary to Administration, x213
- Tina Constancio, Transportation Supervisor/
  Business Services Assistant, x268
- Tara Clark, Chief Fiscal Officer, x201
- Lyndsie Nestor, Accounts Payable/Transportation
  & Maintenance Secretary, x210

**Misc. Rooms & Other Extensions**
- Absence Hotline x380 (report your child’s absence)
- Bus Transportation x210
- Cafeteria x209
- Extended Day Rm B x224 (Main office 295-2298)
- Snow Day Hotline x300
- Winnie Wakely 530-295-2494 or 530-295-2495
- Head Start/State Preschool 295-4500
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Camino Union School District

August 2017

Dear Students and Parents:

Welcome to Camino Elementary School and Camino Polytechnic Charter School for the 2017/2018 school year. We are proud of our history being honored as both a National Distinguished School and multiple times a California Distinguished School, and developing our outstanding Charter School (Camino Poly). Our staff has planned an exciting year of learning and enrichment for our students. Along with a strong curriculum and instructional program based on the California State Standards, we believe school safety and clear communication are essential to a successful school experience. “Thank you” to our surrounding community for passing Measure H with over 71% support in June 2016. The long list of necessary improvements to the campus have begun. Some areas of asphalt have been re-surfaced and striped. New thermostats are in place throughout the campus. New lighting projects will begin soon and the Bond projects will hopefully begin during this 17/18 school year.

As the Superintendent/Principal of Camino District and School, I will be working with the staff, students, parents and Board of Trustees to implement the District and Charter Local Control and Accountability Plans (LCAP). Current goals include improving student achievement toward standards; closing the “achievement gap” for students below grade level; increased attention to school culture, communication and safety; and developing more student access to 21st Century technology.

I am confident that you and your children will find this year to be rewarding. We encourage you to become actively involved in all facets of school life. Children benefit greatly from parent involvement in their education.

We encourage all parents to visit school and communicate with all staff members. A free flow of information through phone, mail, email, media sources and of course in person is desired! You are essential to quality communication, and we hope to hear from you often.

Visit our website at www.caminoschool.org for important information such as: bus schedules, lunch menus, school bulletin, general information, news, weather/snow day updates and staff directory.

I am honored to serve as Superintendent/Principal of this fine school and district. I look forward to a wonderful school year. Don’t hesitate to contact me if you have any questions or concerns about the schools of Camino District at msmith@caminoschool.org or (530) 644-4552.

Have a wonderful school year!
Matt Smith – Superintendent/Principal
Camino Parent Teacher Organization

Dear Parents:

The Camino Parent Teacher Organization (PTO) would like to welcome you and invite you to become an active participant in making Camino School a rewarding experience for your child. While academics are the all-important part of education, the Camino School PTO is a non-profit organization that provides social activities beyond the classroom. In addition to sponsoring social activities, the organization also provides supplies, teaching aides, scholarships, educational assemblies, athletic equipment, and all those “extras” that enrich your child’s education.

The Camino PTO meets once a month. Parents, staff, and friends of Camino School attending the meetings will decide on the types of social activities that will be available to your child, what fund-raising events will be held, and the ways in which PTO funds will be spent. A few events that are already being planned for this school year are helping with the Apple Hill Harvest Run and organizing activity nights for various grade levels, and the annual Spring House Silent Auction.

The officers of the Camino Parent Teacher Organization invite you to become involved in making a difference in your child’s education.

KATE EVANS – PTO PRESIDENT
DUSTY BOTTING – VICE PRESIDENT
PATTI ROBERTSON – SECRETARY
CHERYL ROBERTSON – TREASURER
KAREN PULLIN – DONATIONS COORDINATOR

Meetings are Every third Wednesday of the month at 3:30pm
Camino School

VISION
What we want for all students and families

All members of the Camino School community will experience an educational environment dedicated to developing independent, lifelong learners who are prepared to participate creatively and independently in shaping the future.

MISSION
What the district and community will provide to meet the vision

The Camino Union School District joins with the community to provide a high quality standards-based education for all students, preparing them academically, socially, and emotionally for success in high school and as productive citizens in our diverse society.

Goals
1. Improve Academic Performance in Mathematics and Reading for All Students
2. Improve Technology Education and the Use of Technology to Improve Teaching and Learning
3. Exceptional Academic Performance by All Learners
4. Exceptional Academic Performance by English Language Learners
5. Provide Opportunities and Challengers for High Achieving students
6. Provide a Curriculum and Instructional Program which Teaches Creativity and Motivates Lifelong Learning.
7. Students will Learn to be Responsible Citizens who Make Wise Decisions
Camino Polytechnic Charter School

VISION
What we want for all students and families

Camino Polytechnic will provide an academically rigorous standards-based curriculum using natural resource based education as an integrating context for learning across the curriculum. The school will uniquely use its surroundings and community to make the educational program relevant, team-focused and community-oriented. Students will learn in an environment where what they do complements and extends what they learn.

MISSION
What the district and community will provide to meet the vision

Through the natural resources based focus, students will learn standards-based content that is integrated into relevant themes; increase and practice problem-solving and critical thinking skills in school and community natural resources contexts; develop and practice life skills such as cooperation, team work, community-service and interpersonal communications; and gain an appreciation and understanding of how the community and natural surroundings are interrelated. The school provides a novel way of applying research on the benefits of local and relevant natural resource based education, implications of brain-based research on active learning for increasing student engagement, research on effective teams, research on effective instructional strategies, and research on effective assessment.
2017/2018 Camino School Year

The Camino School Office is open from 7:30am to 4:00pm.

Please use the following information for reference throughout the school year.

Board of Trustees meetings are held the second Tuesday of each month and on the fourth Tuesday (if necessary) at 6:15pm in the Library.

Judy Morris, President
Gene Wooden, Clerk
Patrick Kernan, Member
Bob Van Gilder, Member
Ann Wofford, Member

Parent Teacher Organization meetings are held the 3rd Wednesday of the month at 3:30 in the Library.

Camino School Site Council meets the 4th Wednesday of the month at 3:30pm in the library.

Camino Polytechnic School Site Council meetings are held quarterly. Please refer to the school district calendar and/or website for dates.
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<td>Nov. 6 - Nov. 9: Minimum Days for Conferences</td>
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<td>Nov. 10th: Veteran’s Day observed</td>
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<td>Nov. 20 - 24 Thanksgiving Break/Recess</td>
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<td>December 18-January 1: Winter Break/Recess</td>
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<td>Jan.: New Year’s Day Holiday</td>
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<td>January 8th: PD Day – Minimum Day</td>
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<td>Jan.: /15th: Martin Luther King, Jr. Day</td>
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<td>Feb.: /12th: Washington’s Day</td>
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<td>Jan. 29: Collaboration Day – Minimum Day</td>
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<td>March 12th: PD Day – Minimum Day</td>
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<td>May 25 &amp; 26: Snow Day Allowance</td>
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Instructional Days: 180
Certificated Staff Days: 183
Ten month employee staff days: 181

*All Short Days are Minimum days with a release time of 12:10 and 1:10
## Bell Schedule 2017/2018

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<th>Kindergarten</th>
<th>1st/2nd/3rd</th>
<th>4th/5th</th>
<th>Charter</th>
<th>6th/7th/8th</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Begins</strong></td>
<td><strong>Begins</strong></td>
<td><strong>Begins</strong></td>
<td><strong>Begins</strong></td>
<td><strong>Begins</strong></td>
</tr>
<tr>
<td>Class</td>
<td>9:00-11:25</td>
<td>9:00-10:50</td>
<td>8:00-9:45</td>
<td>8:00-8:10</td>
</tr>
<tr>
<td>Recess</td>
<td>10:00-10:20</td>
<td>10:00-10:50</td>
<td>9:45-9:55</td>
<td>8:10-9:45</td>
</tr>
<tr>
<td>Class</td>
<td>11:55-12:10</td>
<td>12:40-12:55</td>
<td>12:30-2:10</td>
<td>11:52-12:12</td>
</tr>
<tr>
<td>Class</td>
<td>12:55-1:00</td>
<td>12:12-2:10</td>
<td>11:15-11:30</td>
<td>12:55-1:00</td>
</tr>
<tr>
<td>Recess</td>
<td>1:55-2:10</td>
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<td></td>
</tr>
<tr>
<td>Class</td>
<td>2:10-3:10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ends</strong></td>
<td>2:10</td>
<td>3:10</td>
<td>2:10</td>
<td>2:10</td>
</tr>
</tbody>
</table>

## Minimum Day Bell Schedule 2017/2018

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>1st/2nd/3rd</th>
<th>4th/5th &amp; Charter</th>
<th>6th/7th/8th</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Begins</strong></td>
<td><strong>Begins</strong></td>
<td><strong>Begins</strong></td>
<td><strong>Begins</strong></td>
</tr>
<tr>
<td>Class</td>
<td>9:00-11:25</td>
<td>9:00-10:50</td>
<td>8:00-9:45</td>
</tr>
<tr>
<td>Recess</td>
<td>10:00-10:20</td>
<td>10:00-10:50</td>
<td>9:45-9:55</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:15-11:35</td>
<td>11:05-12:15</td>
<td>11:55-12:10</td>
</tr>
<tr>
<td>Class</td>
<td>11:55-12:10</td>
<td>12:40-12:55</td>
<td>12:30-2:10</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:30-1:10</td>
<td>11:40-11:55</td>
<td>11:55-12:10</td>
</tr>
<tr>
<td><strong>Ends</strong></td>
<td>12:10</td>
<td>1:10</td>
<td>12:10</td>
</tr>
</tbody>
</table>

**PLEASE MAKE SURE YOUR CHILD ARRIVES NO EARLIER THAN 15 MINUTES PRIOR TO SCHOOL STARTING AND IS PICKED UP NO LATER THAN 15 MINUTES AFTER SCHOOL IS RELEASED**

Extended Day is available in Room B (7:00-8:45am and 2:10-6:00pm) 644-2204 x224

If you have any questions, please feel free to call the School Office at 644-2204 x 0

School Office hours 7:30-4:00
Description of Student Support Personnel

Introduction

Camino School accommodates students with special needs with numerous services and personnel. It is the goal of all these services to support the total school program and ensure that all students have the greatest opportunity to succeed in school. Referrals for many of the student support programs at Camino come through the Student Study Team. A Student Study Team meeting may be scheduled when a student is not performing up to his/her ability level both academically or socially. The team, which consists of the child’s teacher(s), the child’s parents, appropriate support staff, and administration, will meet to develop a plan which describes modifications to the regular program, along with appropriate support programs. If you believe that a Student Study Team meeting would be appropriate for your child, contact your child’s teacher or the school principal.

Resource Specialist

The Resource Specialist is available to assist students with exceptional learning needs as part of the Special Education Program. To be eligible for Special Education, the student must demonstrate learning needs which require services beyond those provided by modification of the regular school program. Students are referred either by their teachers or parents to the Student Study Team which then may make a referral for Special Education assessment. Parents may make a request for assessment in writing as well. This assessment determines eligibility for special education or other available resources. If a student qualifies for Special Education, the Resource Specialist provides individualized, small group instruction or assistance in the regular classroom.

Speech and Language Therapist

The speech and language therapist provides speech and language instruction for children who have difficulty with verbal communication. Following an assessment and an IEP meeting, eligible students are enrolled in individual or small groups for therapy.

School Psychologist

The school psychologist comes to Camino School one day a week and is primarily involved with the screening and testing of students for Special Education. Services that are referred through the Student Study Team referral process.

School Nurse

Our school nurse provides a multitude of services to the school and for students one day a week. She provides vision, hearing, dental and scoliosis screenings with retesting, referrals, and recorded results performed at the state mandated grade levels. Moreover, the nurse acts as a resource teacher in health education on subjects such as child abuse prevention, drug and alcohol abuse, family life, maturations, and communicable diseases. Lastly, the school nurse completes health assessments for Special Education referrals and offers consultation to staff, students, and parents.
School Programs

Breakfast and Lunch Program
Camino School is pleased to be able to offer both breakfast and lunch. Breakfast will be available before school from 7:45-8:00am for 4th – 8th graders and from 8:45-9:00am for kindergartners and 1st – 3rd graders. Breakfast will cost $1.25. Free and reduced ($0.30) prices will also be available for qualified students. Bus schedules have been adjusted to meet the breakfast serving times. The lunch program is cooked on site by our food services staff. Students will have the choice of delicious foods, including salad bar every day. The lunch costs $3.00 ($0.40 for reduced.)

Extended Day Program
The Extended Day Program is held Monday through Friday in Room B. The hours of operation are from 7:00am to 9:00am and from 2:00pm to 6:00pm. You may reach Extended Day at Camino School during business hours at 644-2204, ext. 224. The cost is $2.60 per hour and $2.85 for varied/flex rate. Minimum hours per month are twenty per child (10 for each additional child) and 15 hours per week, Holiday, Off Track and summer services. There is a $25.00 registration fee for new families. For more information, call (530)-295-2298 or El Dorado County Office of Education, 622-7130, extension 298.

Field Trips
Field Trips are a privilege and enrich the instructional program at Camino School. Teachers carefully select the sites for the field trips and these trips are integrated with courses of study. Transportation for field trips is primarily by school bus. A signed permission slip by the parent or guardian is required for each student two days prior to departure. Parents are often asked to chaperone on field trips. It is the district’s policy that only students in the class taking the trip may go on field trips; brothers and sisters or friends may not go on field trips. Please be aware that field trips are viewed as part of the regular instructional program. However, students may be prohibited from attending a field trip if concern exists regarding their behavior and actions at the event. Fundraising, parent contributions, and classroom budgets are the resources relied upon to book the event and pay travel expenses. Parents will be required to fill out “Parent Guidelines for Attending a Field Trip” before attending the field trip. On most field trips, number of chaperones will be limited.

Gifted and Talented Education (G.A.T.E.) Program
We are pleased to be able to offer a Gifted and Talented Program for students who have been screened for eligibility through multiple measures including Standardized Testing and/or the assessment or identification from a previous school. Our program provided for the 2017/2018 school year may include programs for students during the school day and after school, active partnership with parents through an advisory committee and staff development for certificated staff.
Hourly Intervention Programs

Students identified as at risk of not meeting grade level standards are invited to attend before school and after school intervention classes. Classes are offered in reading and math by certificated teachers. The Promotion Academy is offered for at-risk 7th and 8th graders. Student progress is monitored through assessments to inform the teachers about necessary remediation and to communicate progress to parents. Parent approval is required before a student may participate in Hourly Intervention Programs.

Computer Lab

Our computer lab is available to teach keyboard skills, computer programming, word processing, computer applications, and video presentation skills. The computer lab is equipped with IBM compatible computers, printers, and multimedia technology. On-line services are accessed by students with parental consent to the District’s Internet Use policy. Curriculum is aligned with state and county content standards. The curriculum is designed to prepare students for meeting the El Dorado Union High School District computer skills graduation requirement.

Library

The goal of the Camino Union School District Library Media Program is to be integral to, and supportive of, the school instructional programs. It is also an opportunity for students to explore classroom subjects that interest them. Students are encouraged to expand their imagination and develop the ability to think clearly and creatively. To reach these objectives, our Library Media Center needs to provide a wide range of resources and information to satisfy the diverse educational needs and interests of our students. All students are encouraged to utilize the library and its resources. Most students have weekly classroom visits. All students may come to the library during lunch; but during class periods they must have a pass from their assigned teacher as well as a need for library materials. Parents can and are encouraged to volunteer in the library.

Physical Education Program

Students in grades one through eight are taught physical education by credentialed physical education teachers. During the physical education period, each child receives a lesson that is grade-level appropriate and provides warm-up exercises, skill instruction, practice, and game situations. In order for your child to fully benefit from the physical education class, we request that your child bring tennis shoes and wear appropriate clothing on physical education days. All students are required to participate unless they have a written note from their parent, guardian, or doctor excusing them from physical education for medical reasons.
**Music Program**
We are very excited to be able to offer a music program at Camino School, including music appreciation and Band. Band is offered to 6th through 8th grade students during elective times.

**School Site Council**
The School Site Council is a group of elected parents, teachers, classified employees, and an administrator. Its purpose is to play a vital role in the continuing improvement of Camino School. The Single School Plan outlines target goals for school improvement. All parents are invited to attend the monthly meetings, which are held on the **fourth Wednesday of the month at 3:30pm**.
*Camino Polytechnic meetings are held quarterly.*

**Camino Athletic Program**
An after school athletic program is offered in the following sports:

- **Cross Country**  August-October  Grades 2-8
- **Girls Volleyball**  August-October  Grades 6-8
- **Flag Football**  August-October  Grades 6-8
- **Boys Basketball**  October-December  Grades 6-8
- **Wrestling**  December-February  Grades 2-8
- **Girls Basketball**  January-March  Grades 6-8
- **Boys Volleyball**  March-May  Grades 6-8
- **Track & Field**  March-May  Grades 6-8

Camino School requires that the following conditions be met before a student may participate in athletics:

1. Maintain satisfactory grades, citizenship and attendance.
2. Obtain parental consent, adequate insurance, and a medical release form.
3. Parents and students need to sign an “Athletic Code of Conduct” before a student may participate in a sport. The code of conduct details the academic, citizenship and other requirements Camino School has for all athletes.

At the end of the school day, all students must leave campus and are not permitted to engage in unsupervised activities on campus. Students who have written parent approval on file with school staff may stay to participate in sports, Extended Day, school clubs, tutoring, and other school-approved organized activities. At the end of these activities students must immediately leave campus or be under the supervision of their parent/guardian.

**Athletic Eligibility**
The following rules apply to all athletics.
1. **Good School Conduct** – Students who have difficulty following the general school rules, as well as individual teacher/classroom rules, may lose the privilege of participating in athletics.
2. **Good Attendance** – Students who have excessive unexcused absences or unexcused tardies from school will be restricted from activities until there is a
significant change. Students must attend school at least three of six periods on
the day of game in order to play in the game.
3. **Students must maintain satisfactory academic progress** to participate in athletic
programs. Satisfactory academic progress is determined to show a grade point
average above 4.0 on a 10.0 scale and showing no F’s at a progress report or
grade reporting period. Students who do not meet this minimum standard will
be placed on academic probation. Academic probation will be as follows:
   a. **Tier I** academic probation requires students who earn between a 3.0 and
      4.0 grade point average and fewer than 2 F’s to make growth toward
      satisfactory academic grades and show that progress through printed
      grade reports. These students will be eligible to practice with the team
      and will only be able to play in the weekly games if they show satisfactory
      grades. The requirements are listed below:
         i. Every Tuesday: Student presents a printed summary of grades to be
            printed from the online gradebook within the past 48 hours.
         ii. Satisfactory grades will allow a student to play in the weekly game,
            but this will not lift the Tier I academic probation.
         iii. Tier I academic probation will continue until the next grading
             period.
   b. **Tier II** academic probation is for students who are ineligible to participate
      in school athletics programs. Students who earn below a 3.0 grade point
      average on a 10.0 scale or earn 2 or more F’s at a grading period
      previous to the athletic activity will be determined to be on Tier II of
      academic probation.

The Athletic Director or designee will be responsible for checking on the eligibility of
the students and notifying both the coaches of sports for that season and parents
regarding this probationary period or ineligibility status.

At the time of ineligibility, individual cases may be reviewed at the request of the
teacher, coach, parent, or the student. The Principal or designee will hear the appeal.
Alternative conditions for eligibility may be determined for students with extraordinary
circumstances, but equitability will be a factor in making the final decision.

To regain eligibility, the student must achieve a 4.0 grade point average, on a 10 point
scale at the end of the grading period.

**Title 1 Program**
Camino’s Title 1 Program is a federally funded program which provides
additional assistance in reading to students who are scoring below district standards
as measured by the district’s assessments, including the Camino Reading Assessment
and the Standardized Testing. Under the direction of the Teacher Coordinator of
Categorical Programs, supplemental instruction is offered to identified Title 1 Students
by certificated teachers. Parents support the Title 1 program through voluntary
participation in the Title 1 Advisory Committee, the School Site Council and by
attending specially designed education programs.
Camino School provides an excellent English Language Development (ELD) Program to meet the needs of our English language learners. Services are provided by properly credentialed teachers. In addition, several Spanish speaking teachers and instructional aides (working under the supervision of a credentialed teacher) provide primary language support. In grades K-3, classroom teachers provide academic instruction and English Language Development within the classroom. In grades 4-8, students receive both integrated and pull out assistance from credentialed teachers and instructional aides. Camino uses the ELPAC (English Language Proficiency Assessment of California) to assess the language proficiency of students in order to develop a program for each student. Janice Sargent, Teacher Coordinator of Categorical Programs, oversees the English Language Development Program.
Dear Volunteer,

Thank you for your valuable contribution to our school district. We appreciate all that you do. We have certain legal obligations that we must follow when everyone works with our students. In addition, we must all agree to do all we can to ensure that the adults we entrust our children to meet all the required criteria. In this packet, you will find the information needed to provide a safe environment for our students.

Please take the time to read the enclosed information. Complete the Volunteer Data Form prior to volunteering and return to the school office where it will be reviewed and approved by the Principal.

If you need fingerprinting (all level 2 volunteers), please ask for a Livescan form at the District Office. Fingerprinting is done at the El Dorado County Office of Education, 6767 Green Valley Road, Placerville or the Sheriff’s Department in Placerville, 621-5702. Call for an appointment.

The current cost for fingerprinting is $44.00.

Thank you for your cooperation. Together we can work to keep our district a safe place for students to learn.

If you have any questions, please contact the District Office at 530-644-4552.

Sincerely,

Matt Smith
Superintendent
Levels of Clearance

The following procedures are needed for all individuals who are willing to participate in school sponsored activities. The school site will indicate on the Volunteer Packet the level of clearance you are requesting.

**Level 1**

Parent, guardian or grandparent; never alone with students

Occasional classroom volunteer, (not more than once per month)

Classroom Volunteer and Day Field Trip Volunteer never alone with students.

**Requirements**

Volunteer Packet
Megan’s Law checked

**Level 2**

Parents, guardians, grandparents and Non Parent over age 18

Overnight Chaperone

May be left alone with students/Under teacher direction

Classroom Volunteer more than once a month

**Requirements**

Volunteer Packet
Megan’s Law checked
Fingerprinting

TB test

If you are going to be driving students other than your own to any school-sponsored event during school hours, you will need to complete a volunteer personal vehicle use form available at the District Office and vehicle inspection performed by the transportation supervisor. You will also need to provide a copy of your driver’s license and proof of auto insurance, with minimum $100,000/person and $300,000/accident level of coverage to the transportation department.
Volunteer Data Form

Please complete this form and return it to the School Office

I am requesting clearance for volunteering at: □ Level 1 □ Level 2

Volunteer Name: ___________________________________ Child’s name _______________________

Former Last Name (if applicable): _______________________________________________________

Mailing Address:________________________________________________________________________

Residence (if different from above): ______________________________________________________

Home Phone:_________________________ Cell Phone:_______________________________________

Email: _____________________________________________________________________________

IN CASE OF EMERGENCY:

First Person to Contact: ____________________________ Relationship:_______________________

Home Phone:_________________________ Cell Phone:_____________________________________

Second Person to Contact: ____________________________ Relationship:_____________________

Home Phone:_________________________ Cell Phone:_____________________________________

Family Physician: ____________________________ Phone:_______________________________

If none of the above persons can be reached, proceed as follows:___________________________

__________________________________________________________________________________

Please note any allergic reactions, other reactions, or special medical information:

__________________________________________________________________________________

________________________________________  Date:______________

Please acknowledge: □ I understand that I need to sign in with the School Office and get a Visitor’s Badge whenever I am on campus.

□ I understand that I need to wear my Visitor’s Badge when I am on campus.

□ I understand that I must return my Visitor’s Badge and sign out in the office when I leave campus.

Volunteer Signature:_____________________________________ Date:______________

Administrative Signature: _______________________________ Date: _____________

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PARENT INFORMATION and POLICIES

Emergency Situation Procedure

Every day, parents and caregivers send their children to school feeling confident that they are leaving their children in safe hands. In El Dorado County, we take school safety very seriously. Our priority is to provide a productive learning environment that is as safe as possible including those times during a natural or man-made disaster.

One of the first steps in being prepared is to ensure that parents know how to handle an emergency situation, should one occur at school. Communication between the school and parents is of the utmost importance as we feel well informed parents are calm parents.

Should an emergency situation arise at school, we would use our emergency phone notification system to send out a message to you to advise you of the situation. This phone notification system delivers messages in minutes and is a valuable resource for keeping you updated as an event unfolds. You can also visit our website at www.caminoschool.org for more information. Our goal during a crisis is to continue to provide updated information in a timely manner.

There is one role that you as a parent can do to ensure that fire fighters, law enforcement and school officials are able to handle an emergency. PLEASE DO NOT RUSH TO THE SCHOOL TO PICK UP YOUR CHILD. An influx of parents will only slow our ability to handle a situation. Emergency plans have been developed with the assistance of other public agencies and our staff has been trained on these plans; with our main goal being to reunite children with their parents as quickly as possible.

We appreciate your support and commitment to work together with school staff and law enforcement to ensure the safety of your child.

Please feel free to call (530) 644-2204 or 644-4552 if you have any questions.
**Books and School Property**

Students are provided with all necessary textbooks and school materials. Each student is responsible for giving proper care to books in his/her charge and to any other school property, such as desks, library books, and computers. In case of loss or damage, the student is responsible and will be charged for the replacement cost of the books or school property; including any technology device that has been assigned to your student. From time to time books turn up at home. If you have any school books from previous grades that are not discards, please send them back to school.

Camino School will withhold the grades, diploma and/or transcripts of students who fail to return school property, who damage school property or who fail to pay fees incurred while in attendance. The school will continue to withhold the grades, diploma and/or transcripts of a student who transfers to another school district in the state of California. The parents and the school to which the student is transferring will be duly notified. [Education Code 48904 (b), 48904.3 (a)]

**Graduation**

Diplomas, participation in graduation ceremonies, and all graduation activities will be reserved for those eighth grade students who have passed the minimum proficiency standards, have had satisfactory attendance, have demonstrated responsible behavior, and have successfully completed the district’s course of study.

Traditionally, seventh grade parents have been responsible for decorating the reception area and providing refreshments at the reception and graduation dance. Eighth grade parents have been responsible for decorating the graduation area.

**Illness and Injury**

If your child becomes ill or is injured at school, you will receive a telephone call from the school office. If you cannot be reached, another adult authorized by you on the child’s emergency card will be notified. Be sure the information on your emergency card is up to date. Please keep the school informed of changes in telephone numbers, addresses, and employment.

Parents will be given the opportunity to purchase health insurance for their children if they desire to do so. Students who participate in after school sports are required to verify personal health insurance coverage, including medical, or may purchase the above mentioned health insurance at school. Please note the school district does not provide coverage for accidents or injuries occurring at school.

**Leaving During the School Day**

Camino School maintains a closed campus policy. A closed campus indicates that once a student arrives at school, the student must remain on campus until dismissal. If it is necessary for you to pick up your child during class time, please send a note to your child’s teacher stating the time they need to be in the office. Please go to the school office and sign the student out. Office personnel will personally call the student out of class. Please recall that students are only released from the office and, furthermore, are only released to persons other than parent(s) if listed on the emergency card. No unauthorized person is to enter a classroom or be on the playground at any time during school hours.
**Library Rules and Procedures**

All students are encouraged to utilize the library and its resources. Most students have weekly classroom visits. All students may come to the library during lunch recess; but during class periods they must have a pass from their assigned teacher as well as a need for library materials.

All books are issued to students in good condition. Students in 1st - 2nd grade check out one book each week. These books can travel home with the students with teacher approval. Students in 3rd – 8th grade may check out two books at a time. The loan period for books is two weeks: magazines and reference books may not be checked out. There is a renewal option following the first two weeks.

Overdue books cause hardship on other students who also want to read them. Notices will be sent weekly to teachers addressing overdues and may be mailed home monthly. No additional books will be checked out to students (1st - 8th) until overdue books are returned, or if lost or damaged, then the books must be paid for.

The school will charge the current catalog replacement cost for a library bound edition of the lost or damaged book. California Education Code specifies that parents are responsible for school materials loaned to their child, including library books.

Students are not allowed to disrupt the orderly operation of the school. As a result, there are certain things you must not bring to school because they distract, offend, or harass others. These include but are not limited to:

- Magazines, periodicals, books, articles, or journals that feature firearms, ammunition, knives, weapons, live ammunition, paint-ball guns, weapons of any type or any other dangerous objects and/or illegal controlled substances or drug paraphernalia.

If these procedures are not followed:
1. Students' parents will be asked to come to school for a meeting with the student, their teacher, and the principal or designee, and/or
2. The student will be sent to the principal or designee for initial discipline, which could include suspension up to 5 days.

Camino School will withhold the grades, diploma and/or transcripts of students who fail to return school property, who damage school property or who fail to pay fees incurred while in attendance at Camino School. The school will continue to withhold the grades, diploma and/or transcripts of a student who transfers to another school district in the state of California. The parents and the school to which the student is transferring will be duly notified. [Education Code 48904 (b), 48904.3 (a)]
INTERNET/TECHNOLOGY RESPONSIBLE USE POLICY

Use of CUSD’s technology resources is a privilege that the District extends to students in order to support and enrich their learning experience, integrating standards-based curriculum, problem solving, communication and collaboration in order to succeed in an information-rich world.

The Camino Union School District expects that students will use District-provided technology for purposes consistent with the curriculum. CUSD technology resources should be used primarily for class assignments and other learning activities. Only school-related files should be stored in student accounts. Students are expected to take good care of District technology resources, leaving equipment and work areas in good condition.

The Camino Union School District will provide age-appropriate training for each student in the safe use of technology, ensuring their personal safety by keeping their personal information private. Students are expected to follow safe practices when using CUSD technology.

While using District technology, students will be exposed to content from a variety of sources including, but not limited to content created by teachers and other students, applications and content purchased by the District and content located on the internet. Although the Camino Union School District will take all reasonable steps including a filtering system to ensure that the Internet is used only for purposes which are consistent with our academic programs, it is impossible to guarantee that inappropriate material will not be accessible to students. Therefore, each user of technology at Camino School must accept responsibility for appropriate use of technology which is consistent with the school curriculum and ethical and legal standards.

Students who misuse CUSD technology resources will be subject to discipline which may include loss of access to CUSD technology resources and/or other appropriate disciplinary action in accordance with Board policy and applicable laws.

The District can and does monitor technology use and activity on the District network, including but not limited to sites visited and content viewed. The District may examine a student’s account and activity and search the contents of a student’s account if there is a reason to believe that school policies, regulation, or guidelines regarding access to the network or use of CUSD technology have been violated.

The Camino Union School District will now be utilizing Google Apps for Education for grades 4-8. A Google Apps for Education permission form will be included in the opening day packet and needs to be signed prior to students accessing their District-issued GAFE account.

Please read and discuss the provisions of the CUSD Student Use of Technology Board Policy and Administrative Regulation 6163.4 located at http://www.gamutonline.net/district/camino/. We encourage parents/guardians to take this opportunity to discuss Internet safety with your child and provide them with expectations that will guide them in using the District network. A Parent’s Guide to Internet Safety is located on each school website under the Parents tab.
STUDENT AGREEMENT
When using the District’s network which includes all computers, electronic devices, technology resources and the Internet……I, the student, agree to the following:

- I will use all technology resources and the network for school work ONLY and as directed by my teacher.
- I agree to act responsibly and will use all resources in a safe manner.
- I understand that use of the District network and all technology resources is a privilege, not a right.
- I understand that there is no expectation of privacy. District staff may monitor how I use the Internet, network and technology resources at any time.
- I will not share my personal information, login, or password with others nor will I use other logins or passwords.
- I will let my teacher or an adult know if I see anything on the Internet that is upsetting or inappropriate.
- I will follow privacy, copyright and plagiarism laws and will only produce work that is my own.
- I will treat others with courtesy and respect when using technology resources and will not engage in cyberbullying.
- I will not download ANY software, viruses, or malware on District or school computers.
- I will use the network and resources in a legal manner and understand that law enforcement will be notified if criminal activity is discovered.
- I understand that if I violate any of the rules regarding use of these resources, disciplinary action may result.
- I understand that disciplinary action will be based on the severity of the behavior and may include loss of use, suspension, or expulsion in accordance with the Camino Union School District policies and the laws of California.

Students will be asked to sign an Internet use agreement prior to use. A Student Internet Use Form is included on the Parent Signature Card.

Bring Your Own Device
Camino Union School District provides wireless network access in each of its school buildings in order to provide students with 21st century learning opportunities. The purpose of this procedure is to establish clear guidelines and procedures to ensure the integrity of Camino Union School District’s network. This Bring Your Own Device (BYOD) policy applies, but is not limited to all devices and accompanying media (e.g. USB thumb and external hard drives) that fit the following classifications:

- E-readers (I.E. Kindles, Nooks, and Galaxy Tabs)
- Tablets
- Portable media devices
- PDAs
- Netbooks
- Laptop/notebook computers
- Any personally-owned device capable of storing data and connecting to a network
The policy applies to any hardware and related software that is not organizationally owned or supplied, but could be used to access organizational resources. That is, devices users have acquired for personal use but also wish to use in the school environment.

Definitions
- **BYOD** – This term refers to the policy of allowing students to bring their own electronic devices to enhance education.
- **Users** - The term user in the proceeding information is considered any student, employee or guest of Camino Union School District that brings a personal device to access the NCCS network.

Technical Requirements
- **Device use is limited exclusively to classrooms participating. Outside these classrooms all electronic devices should be turned off and should not be visible.**
- Where applicable, each computer must have un-expired and functioning antivirus protection program installed.
- Each computer must have wireless capability to access the Internet. Connecting to the network with Ethernet cables is not permitted.

Guidelines for Use of Wireless Internet
- In order to utilize Camino Union School District networks (specifically for Internet access) and participate in the BYOD program, students and a parent or legal guardian must review and sign the Acceptable Use Policy. This will be considered a legally binding agreement.
- The student is fully responsible, at all times, for the personally owned device brought to school. Camino Union School District is not liable for any loss/damage/theft of a personally owned device.
- The student is responsible for the condition of the device brought to school, including updates, antivirus software, and repair.
- Personal devices should be charged and recharged outside of school, unless specific permission is granted. Personal devices should be capable of lasting a full day without recharging.
- Students may not use any device or service for non-educational purposes during school hours, unless granted permission by the classroom teacher.
- No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from Camino Union School District, except for approved projects with the express permission of the teacher.
- If reasonable belief exists that the student has violated the terms of this agreement, or other school policy, the student’s device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by the Camino Union School District.
- Users are not allowed to access any network resources other than the Internet.
- Users are responsible for the use of their personal device on the Camino Union School District network at all times.
- Users should practice caution when allowing others to access their personal device.
Users failing to comply with the above guidelines will receive the following consequences:

1st Offense: Personal device will be confiscated and placed in the office where the student may retrieve it at the end of the day.

2nd Offense: Personal device will be confiscated and placed in the office where a parent will be required to come to school and retrieve it.

3rd Offense: User will lose the privilege of being allowed to have a personal device on school premises for 9 weeks.

Violations that will result in the immediate and permanent loss of access:

- Accessing websites of a pornographic, sexual, illegal or otherwise considered inappropriate by Camino Union School District.
- Activity involving cyber-bullying or harassment of another user or group of users.
- Activity of a malicious and/or illegal intent.

Any other violations and misuses of a personal computer on school grounds will be subject to established discipline policies and procedures.

Disclaimers

Wireless access is available for the Internet only. Users of personal computers will not be granted access to other network resources such as school-system owned software and hardware devices including printers.

In addition, Camino Union School District’s technology department personnel are not to provide technical support for personal devices.

No work orders may be submitted to the technology department for personal computers, nor does the school system provide any technical support for these devices. Support and technical assistance is the sole responsibility of the user.

Camino Union School District assumes no responsibility for malfunction, damage, theft, or loss of personal devices used on any of school campuses or in any of its school buildings.

The above agreement and guidelines will apply to the following device(s):

Device___________________________________ Serial #_____________________________
Device___________________________________ Serial #_____________________________
Device___________________________________ Serial #_____________________________

Agreement

I, the undersigned, as a student of Camino Union School District, have reviewed the above policy and guidelines. I understand that any violation of the policy or guidelines may result in revocation of technology privileges, and possible further disciplinary action.

Student Name_________________________________________________ Date___/___/___

Signature____________________________________________________________________

I, the undersigned legal guardian, have reviewed the Acceptable Use Policy for Camino Union School District. My child _______________________ is also aware of the terms and conditions, and has reviewed the additional information about digital citizenship.

Parent/Guardian Name__________________________________________ Date___/___/___
MESSAGES TO STUDENTS FROM PARENTS

In an effort to eliminate instructional interruptions, messages are relayed to students in a way to preserve the instructional integrity of the classroom. Parents are encouraged to send notes to school with their children rather than calling to leave messages. If your child has a bus note, it is best that the office receive it earlier in the day. Messages for transportation changes should be given as early as possible to prevent missed communication. Whenever possible, please pre-arrange doctor and dental appointments before and after school hours. Please make any after-school arrangements with your student before he/she comes to school.

REPORT CARDS

Parents receive regular communications regarding their child’s progress in school through report cards. Students in kindergarten through third grade receive report cards and/or progress reports three times during the school year. Students in fourth through eighth grades receive four report cards and four progress reports throughout the year.

In addition to report cards and progress reports, parent-teacher conferences are scheduled at least once during the school year. The first round of parent-teacher conferences occurs in November. Parent-teacher conferences can also be arranged at any time by calling the school office or your child’s teacher.

Parents of seventh and eighth grade students who are in jeopardy of not meeting grade level standards will be scheduled for conferences as needed throughout the school year and will receive jeopardy letters during quarters in which the student is at risk. Seventh and eighth grade students will be offered multiple opportunities to meet standards through receiving help in Hourly Programs and Homework Club.

PROMOTION AND RETENTION

Board policy establishes guidelines for successful promotion through the grades. Students must demonstrate growth in learning and meet grade-level standards of expected student achievement.

As early as possible in the school year and in the students’ school careers, the principal or designee shall identify students who are at risk of being retained in accordance with the law, Board policy and administration regulation. Teachers in grades K-8th will indicate to parents and administrators as early as possible in the school year whether students are at risk of retention.

After a student is identified as being at risk of being retained, students will be provided remediation and intervention opportunities.

Parents are encouraged to maintain close communication with their child’s teachers with regards to academic progress. Teachers may be reached by telephone, voice mail, written messages, email and in person by appointment. Dates of progress reports and report cards will be printed in the school parent bulletin and on the district web calendar. Progress reports and report cards are sent home with students on the designated dates. Please be sure to discuss the progress reports and report cards with your child.

Parent conferences will be scheduled for all Kindergarten – 5th grade students in November. Students in 2nd-5th grade who are at risk of retention will receive an Individual Learning Plan (ILP) which will be developed by the classroom teacher and shared with parents at the fall conference. Progress towards goals established in the ILP will be measured throughout the year and reported to parents. Interventions will be provided as outlined in the ILP. The promotion/retention decision will be made by the classroom teacher and discussed with parents at least three weeks before the last day of school and early enough for the student to enroll in summer intervention programs. Parents will be asked to sign the Promotion/Retention Recommendation form before the end of the school year.
In order to be promoted to the next higher grade, students in the 6th - 8th grade must:

1. Maintain a minimum grade point average of 2.5 on a 10-point scale for the year.
   (Grade point average is an average of all quarter grades in all subjects other than “selectives”.)
2. Earn no more than one quarter grade of F in each subject during the year.
3. Earn no less than a 1.0 grade point average in any subject.
4. Pass the Constitution Test (eighth grade only.)

**Grading Scale**

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<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>10</td>
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<tr>
<td>A-</td>
<td>9</td>
</tr>
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<td>B+</td>
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<td>F</td>
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Students in jeopardy of not being promoted to the next grade as determined by these 6th-8th grade promotion/graduation criteria will be referred to the Promotion/Graduation Review Committee. The Promotion/Graduation Committee will review referrals and will meet with parents of referred students.

Parent conferences for these at risk 6th - 8th grade students will be scheduled in September. Jeopardy conferences will be held for at risk 7th - 8th grade students in January and March. Remediation plans will be developed with the student and his/her parents.

Parents of students who remain at risk during the last quarter will be notified of their student’s status after mid fourth quarter grades are determined. If a student is identified as not meeting promotion/graduation criteria, the student shall be retained in his/her current grade unless the Promotion/Graduation Review Committee determines that the retention is not the appropriate intervention. Students who fail to meet promotion criteria and select placement in an alternative high school program shall not participate in graduation ceremonies.

California Education Code 48980 (e) states that each pupil completing the 12th grade will be required to successfully complete the high school exit exam. The district’s promotion/retention policies are designed to ensure that all students progress towards state mandated and district adopted grade level content standards upon which the high school exit exam is based.

**ENGLISH LANGUAGE LEARNERS**

For the purposes of making promotion/retention decisions, the District will use appropriate multiple performance indicators for students identified as English Language Learners (ELL). These performance indicators may be different for English Language Learners and should provide ELL students an equal opportunity to demonstrate their English proficiency along with their academic ability. The use of multiple performance indicators, such as grades, the Spanish Assessment of Basic Education (SABE/2), the ELPAC (English Language Proficiency Assessment of California), or other measures will facilitate more appropriate decisions about student promotion or retention. The Superintendent or designee will develop an assessment strategy for English Language Learners.
Learners which will promote appropriate instruction, intervention and promotion/retention decisions.

Rights and Obligations of Parents

Parents have the right to expect that attention is given to the individual academic, social, physical, and emotional needs of their child in an atmosphere which treats students with respect, fairness, and consistency. Parents share responsibilities to support the school in its efforts to provide an excellent instructional program by:

1. Sending students to school in a positive frame of mind;
2. Insuring that students have proper diet and rest;
3. Assisting students by making certain each child comes to school with all books, assignments, and provisions for lunch;
4. Providing a quiet time and place for study;
5. Showing an interest in the student's day;
6. Communicating with the teacher regarding concerns or questions;
7. Keeping all conference appointments or notifying the school if you are unable to attend;
8. Working with the school. The student's education is a shared family/school responsibility.

School Arrival/Departure Times

Our first priority for all students is their safety before, during and after school. Therefore, we provide staff to supervise students at all times during the school day. In order to ensure the safety of your children, please be sure that your child arrives no earlier than 15 minutes prior to class starting. This is the same time that breakfast starts. For grades 4-8, students should arrive no earlier than 7:45am. For grades K-3, students should arrive no earlier than 8:45am.

At the end of the school day, all students must leave campus within 10 minutes of their release time and are not permitted to engage in unsupervised activities on campus. Students who have written approval on file with the school staff may stay to participate in sports, Extended Day, school clubs, tutoring, and other school-approved activities. Students must immediately leave campus or be under the supervision of their parent/guardian after such events.

Students who are absent on the day of an after-school event may not attend any after-school activities or dances unless they receive special prior permission from the Superintendent or Principal.

Student Medication

By law, students are not allowed to bring or take any medication at school without a “Parent Permission Slip For Assistance With Pupil Medication” form signed by the doctor and the parent. There are no exceptions. These forms are available at the school office and from most doctors’ offices. Moreover, all medications must be in the original prescription container and properly labeled with the pupil’s name, type of medication, and dosage. Please do not send any medication, including over-the-counter medication, with your child in his/her lunch, in a baggie/envelope, etc. This law is to protect all students, and your cooperation is greatly appreciated.
**Student Relations**

Camino School encourages upper grade students to develop new friendships. The public display of affection, however, is to be limited. Boys and girls are not to engage in hand holding or kissing on campus or demonstration of inappropriate body contact during school or at school sponsored events, i.e. dances, field trips, etc. Parents will be contacted if students do not cooperate with appropriate school behavior policies.
**Americans with Disabilities Act (ADA)**

**ADA Coordinator**

For information, questions, or concerns regarding access to programs, services or activities for individuals or applicants with disabilities, contact the ADA Coordinator. In accordance with Section 35.106 of the Americans with Disabilities Act, all students, parents, participants, applicants, and interested individuals are advised and noticed that the ADA Coordinator for the District is:

Mattew W. Smith  
3060 Snows Road  
Camino, CA 95709  
Phone: (530) 644-2204 extension 203  
Electronic Mail: msmith@caminoschool.org

**Notice of Non-Discrimination**

All educational programs, activities and employment practices shall be conducted without discrimination based on sex, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration. “Disability” shall be defined in accordance with all applicable state and federal law. The lack of English proficiency shall not be a barrier to equal educational opportunities. Interested persons, including those with impaired vision and hearing, can obtain information about the programs, facilities and activities available to them.

When viewed in their entirety, Camino Union School District provides access to all programs, services and activities for qualified individuals with disabilities. Requests for accommodations, questions, and complaints should be directed to the ADA Coordinator, above. The Camino Union School District complies with the Americans with Disabilities Act of 1990, Public Law 101-336, which prohibits discrimination on the basis of disability.

**Communication with People who are Deaf, Hard of Hearing or Speech Disabled**

The California Relay Service is a telecommunications relay service, which provides full telephone accessibility to people who are deaf, hard of hearing or speech disabled. Specially trained Communication Assistants complete all calls and stay on-line to relay messages electronically over a text telephone (TT), so called TTY for “Teletype”, or verbally to hearing parties. The California Relay Service is available 24 hours a day, 365 days a year, with no restrictions on the length or number of calls placed. This valuable communications tool gives all individuals who are deaf, hard of hearing or speech disabled the opportunity to make personal and business calls just like any other telephone user. The California Relay Service is funded by the CA Relay Service & Communications Devices Fund.
SCHOOL POLICIES & GENERAL INFORMATION

Voluntary Athletic Contribution

The Camino Union School District believes that activities are important for our young people. We appreciate the support and assistance that parents and the community provide with their voluntary athletic contributions. With your support, we are able to continue to provide quality athletic opportunities for our student-athletes. No student shall be required to raise or otherwise provide any amount of money to participate in an activity sponsored by a school-related organization; however, with your tax-deductible contribution we purchase equipment, uniforms, transportation and referees.

Transportation Bus Fees:

If you need transportation for your child, there is a bus fee that applies. You will need to complete a Transportation Application form and send in payment in order for your child to ride the bus either round trip, AM and/or PM only. **If you have questions, please contact the Transportation Supervisor, Tina Constancio at 644-4552 ext. 268.** Applications can be obtained from the following locations: School Office, Room A, Camino USD Website, www.caminoschool.org, or you can call and request one be sent to you. If your child has NOT paid, your child will not be allowed to ride the bus. Please reference the schedule attached to the Transportation Application or on the Website under News & Events.

Attendance Policy

Regular daily attendance increases a child’s educational opportunities. Please ensure that your child attends school every day. We will be strictly enforcing the district’s policies regarding attendance and truancy. Following is a brief explanation of the policies:

- **Excused Absence – Excused Tardy:** Absences from school and tardies of over 30 minutes are only **Excused** for these reasons: a doctor/dentist appointment, illness, or family funeral. Upon written request of the parent or guardian and with prior approval of the Principal or his/her designee and pursuant to Board policy, a student’s absence for other legally specified reasons may be excused.

- **Unexcused Absence – Unexcused Tardy:** Absences and tardies of over 30 minutes are counted as **Unexcused** for any reason other than those stated above. Examples of Unexcused absences/tardies: “Lost keys, car wouldn’t start, family emergency, brother (or sister, mother, father, friend) had a doctor’s appointment, doing homework, alarm didn’t go off, got in from out of town late so we were tired, slept in, the road was icy, too much snow, the high school has the day off so I kept the kids home, missed the bus, stayed up too late, going out of town, taking a long weekend, dog got out, went skiing, can’t find my shoes (backpack, homework, instrument...), the electricity was out, etc.”

- **Truancy:** The State of California Education Code states: “students who are absent and/or 30 minutes late without a valid excuse for more that three days in one school year shall be classified as truant.”
- **School Attendance Review Board (SARB):** Students who are absent or tardy from school without a valid excuse may be determined to be truant from school. If more than three unexcused absences or unexcused tardies in excess of 30 minutes occur during the school year, the student and his or her parents may be referred to the El Dorado County School Attendance Review Board (SARB) which can result in referral to the District Attorney of El Dorado County for legal action.

Please refer to the school calendar when you plan your family’s schedule:

Schedule dental, orthodontics and doctor appointments for the afternoon or on regularly scheduled school holidays. Bring your child to school before you go to appointments.

Refer to the calendar when planning family vacations and other trips out of the area. Plan them on school holidays. In the event that an absence of five school days or greater from school is planned for travel or other non-illness reasons parents are requested to notify the teacher in advance of the absence and secure a Student Independent Study Contract. This will result in minimum educational loss to the student and will allow the district to continue to receive state financial support.

Make sure your child stay’s home ONLY when he/she is ill.

If your child is to be absent two weeks or more due to a serious illness, a home teacher may be provided. Please call the school office for this information.

**It is your responsibility to notify the school office about all absences.** If your child is absent, and for each day your child is absent, please call the school attendance line, 644-2204, ext. 380, email the attendance office at attendance@caminoschool.org or send a note on the day of his/her return. This note should be turned in to the child’s teacher. The note must include the teacher’s name, the date of the absence(s), the reason for the absence(s) and be signed by the parent.

Students who are absent on the day of an after-school activity or dance may not attend unless they receive special permission from the superintendent or principal.

**Bicycle, Scooter, and Skateboard Safety**

Because of the narrow width of Snows Road, bicycles must be walked up and down the hill. Bicycles are to be placed in a bike rack and locked. The school cannot assume responsibility for stolen or damaged bicycles. Students who ride bicycles to school are required to wear helmets.

Due to County Ordinances, safety concerns and distractions to the educational program, scooters and skateboards are not allowed on the school campus.

**Board of Trustees**

The Camino Union School District Board of Trustees meets the second Tuesday of every month at 6:15 p.m. in the Library. If a special meeting is needed it will be held on the fourth Tuesday of the month. Agendas are posted on the outside bulletin board, on the web www.caminoschool.org and in the school office window at Camino School at least three days prior to a meeting.
**Classroom Visitations**

We encourage parents to visit classrooms. It is necessary, however, to have some guidelines so that visitations will not interfere with the educational program. Parents must call and make an appointment to visit the school or your child’s classroom. **All visitors must sign in at the office before visiting classrooms and when leaving the campus.** All visitors and volunteers are expected to comply with the Visitor/Parent/Volunteer policy (see pages 15-17). Limit your visit to a reasonable length of time. Please communicate only briefly with the teacher when your visitation is over. If you feel a need to discuss things at length, make an appointment to call or visit your child’s teacher later.

**Complaint Resolution**

The Camino Union School District maintains a variety of different policies and practices which are designed to resolve complaints by parents or community members in a fair manner. Such policies and practices include complaints concerning the school, school personnel, instructional materials, violations of state and federal laws and regulations governing educational programs, sexual harassment, and discrimination of any type. Alleged violations of federal or state law will be handled through the Uniform Complaint Procedures established by school district policy.

When a parent or community member wishes to express a complaint of any type, the superintendent or principal should be contacted for information regarding the complaint resolution procedures for their specific concern. If a complaint involves school or district employees, the first step is to discuss the complaint directly with the employee involved. If this step fails to produce a satisfactory resolution to the complaint, the superintendent or principal should be contacted for instruction on the procedural steps to follow from that point forward.

At Camino School, we encourage parents and community members to contact us at any time a concern may arise. It is extremely important to keep the lines of communication open and functioning effectively, so please do not hesitate to contact us if a concern develops.

**Electronic Signaling Devices**

Electronic signaling devices (pagers, cellular phones, two-way radios, etc.) can be disruptive to the education environment and may at times be used to facilitate illegal or other inappropriate actions. The use of such devices by students during the school day, while attending school sponsored activities, or otherwise under the supervision and control of school district employees is prohibited unless under the direction and supervision of a school official. Electronic signaling devices not authorized shall be confiscated if found; to avoid any issues, devices are to remain off and secured out of view. Loss or damage of signaling devices brought to school is the responsibility of the student.

**Gum Chewing**

Gum, candy, and food are not to be eaten in the classroom, on the bus, or on the playground unless prior authorization has been given by a school official.
**Homework Policy**

Students in grades first through fifth are expected to have homework four days per week. The average number of minutes of homework each day per grade level at Camino is:

- **Grade 1**: 20 minutes
- **Grade 2**: 20 minutes
- **Grade 3**: 30 minutes
- **Grade 4**: 40 minutes
- **Grade 5**: 50 minutes
- **Grade 6**: 60 minutes
- **Grade 7-8**: 90 minutes

Kindergarten homework assignments should stimulate students to talk often with their parents/guardians. Students should be reading a minimum of 20 minutes each day. Parents are encouraged to read with their child during this time. Research shows this is the single greatest way to improve children’s reading comprehension.

On occasion, students may be required to complete homework on weekends. Generally, these occasions should be related to term papers, special projects, research or reports which do not fall within the guidelines for daily homework.

Also, your child's classroom teacher encourages you to work with your child on the math facts of addition, subtraction, multiplication, and division. Lastly, Camino School provides a Student Planner for 7th and 8th grade students for you to confirm daily your child’s homework assignment and the procedures for turning it in.

**Lost and Found**

Each year a sizable amount of clothing and other articles are left in the school’s Lost and Found. To help control this situation, parents are urged to mark all coats, sweaters, and other articles with the child's name. If the articles are marked properly, every effort is made to get articles back to the proper owner. The Lost and Found is located in the Old Gym by the stage. Students and parents are encouraged to come and look for their belongings. All unclaimed items will be sent in December, March and May to a charitable organization.

**Personal Property**

Students are not to bring valuables to school unless pre-arranged by the school administration. This includes, but is not limited to the following:

- Toys
- Trading Cards
- Cameras
- Game players

Classroom teachers will communicate with parents about special projects and “sharing” activities.

Loss of these items is the responsibility of the individual, not the school. Students are not to tag or write on personal or school property with gang-related monikers, numbers, etc. The principal, or designee, shall maintain continual, visible supervision of school premises so as to deter any gang type of activity.
Safety Drills
There will be monthly fire drills to familiarize students with proper procedures. Disaster drills will also be held. Camino students are expected to be prepared for emergency procedures.

School Communications
A Monthly Bulletin is sent home and e-mailed at the beginning of the month. This comprehensive bulletin includes a calendar of events and a cafeteria menu. The bulletin and calendar are also published on the district website at www.caminoschool.org. We encourage parents and students to read bulletins together. The bulletins convey important information and school news. Often stories and pictures on Camino School activities appear in the Mountain Democrat. Parent Link calls concerning special activities and other important information will be sent out on a regular basis.

Snacks
All students may bring snacks to eat at the beginning of the morning recess breaks. Specific guidelines and designated snack areas are enforced for the safety of children and the cleanliness of the school. Regarding snacks in the classroom, please check with your child’s teacher.

Phone Usage
The school telephones are for school business only. Telephone usage by students will be limited to emergency situations only. No student is permitted to use the school phone during school hours without a note from his/her teacher.

Because of limited telephone lines, students will not be permitted to use the school phone on snow days. It is very important that students know what their parents want them to do in terms of going home on snow days. Phone messages are very difficult to relay to individual students on snow days, so please make arrangements with your child ahead of time to prevent last minute confusion.

Winter Emergency Procedures
Bus Route Changes
When roads are icy or covered with snow, three bus route changes will go into effect. These changes concern Crystal Springs Road, Camino Heights/Hills, and Cedar Road. The changes are due to dangerous conditions, which frequently occur in these areas during adverse weather conditions. The changes are:

1. Crystal Springs Road - stops will only be made at the intersections of Crystal Springs Road & Mace and the intersection at Pony Express & Crystal Springs Road.
2. Camino Heights/Hills - the only stop for this area will be at the Forest Service Station at the intersection of Highway 50 and Camino Heights Drive.
3. All stops on Cedar will be moved to the following locations: Alder Market or at the intersection of Mace & Pony Express.
Due to the changing nature of road conditions during adverse weather, it may not always be possible to notify parents about changes of these bus stops ahead of time. Consequently, it would be advisable to assume that the emergency changes will be in effect anytime roads are covered with snow or ice.

In the event that it becomes necessary to close school for an entire day due to heavy snow or other emergency conditions, announcements of the closure will be broadcast over the following radio stations: KAHI (950 AM, 101.1 FM). Announcements will also be broadcast on KCRA-TV, Channel 3. School closure for the day will be determined as early as possible; radio and TV announcements will begin as soon as possible after the need for closure has been determined. If you are unable to receive the broadcast messages, you may call 644-2204, extension 300 for a tape recorded message. The District website will include an updated snow day announcement. The website can be accessed at www.caminoschool.org.

In the event that it becomes necessary to close school early because of heavy snow or other emergency conditions, parents will be informed about the school closure as soon as possible. If it is determined that school needs to be closed prior to regular dismissal times, two options are available to parents. The first option is that school buses will transport students to his/her regular bus stop under emergency dismissal conditions. Please make sure that you have informed your child about methods for gaining access to your home in the event that no one is present at the time of their arrival. You may also wish to make alternate arrangements for a neighbor to care for your child until you arrive home. The second option is to have students remain at school until they are picked up by a parent or other specifically designated adult. Students for whom this option is selected will be supervised by school personnel until all students have been picked up.

From the school district’s perspective, the second option is less attractive than the creation of an emergency plan for each family for the following reasons:

1. In the event of a power failure, the building will be without heat.

2. Driving on Snows Road will be hazardous; the more cars coming to school to pick up students, the greater the likelihood of accidents on Snows Road.

3. Phone contact with the school will be very difficult due to use of all available lines to contact parents about the school closure.

Due to problems mentioned above, we encourage as many families as possible to develop an emergency plan so that children can be cared for under optimum conditions. The emergency plan for your family should be known by all members of your family in order to insure your child’s safety. Your cooperation with the understanding of the implementation of these procedures is greatly appreciated.
STUDENT ACTIVITIES

Camino Honor Society
Camino students may qualify for membership in the California Junior Scholastic Federation, CJSF. See Mrs. Montgomery, the Superintendent/Principal, or Assistant Principal for minimum qualifications.

Dances
Dances are held throughout the school year as part of the special activities program for sixth, seventh and eighth grade students. In order to attend a dance, students must adhere to the school’s policy regarding eligibility. This policy will be determined by the district prior to the scheduled dance. Parents and students will be informed of the dance eligibility policy prior to scheduled dances. Students who are absent on the day of an after-school activity or dance may not attend unless they receive special permission from the superintendent or principal.

1. Dances are for Camino Union School District students only. No guests will be permitted.
2. Students will not be allowed to leave a dance early unless escorted by a parent, adult family member, or other adult so authorized.
3. Any student who disobeys chaperones or disrupts the dance will be picked up by his/her parents and will not be permitted to attend future dances.
4. Students who arrive more than thirty minutes after the dance has started must be accompanied by a parent.
5. All students must have a signed parent permission slip turned in to the school by the designated deadline. Students who do not have permission slips will be refused entrance to the dance.

Student Council and Leadership Class
The Camino School Student Council is composed of a president, vice-president, secretary, treasurer, chairperson of publicity, chairperson of rally and spirit, activities director, and grade-level representatives. The Student Council plays a vital role in planning student activities, conducting fundraisers, providing special student assemblies, and keeping us aware of the students’ point of view.

A leadership class is held as a selective for sixth, seventh, and eighth grade students. Students who are not in the Student Council learn leadership skills and apply what they are learning by setting examples for fellow students, assisting with planning activities and serving as ambassadors to visitors at Camino School.

Camino Polytechnic Individual Projects
The Camino Polytechnic completes the individual projects to teach the students responsibility in keeping track of their own learning. Also, because on Tuesdays and Thursdays the students come in an hour later, so the school needs to make up the extra two hours each week doing work. The school does these projects so the students can improve their writing, thinking, creativity and other skills needed in their everyday lives.
and the education system. There is a schedule made to keep students up to date, and the students must keep it that way. If they do not bring something in on schedule, their grade will be decreased teaching them to get assignments done and brought in on time. They will have to do an oral presentation, which will help them with their public speaking skills. Since the students have to make a visual presentation and present it, it will help them with making, creating, designing, and doing hands on projects. Then, the students present them and explain what they have created and why. The individual projects help all the students with many skills to help them with their public speaking skills, presenting their projects in front of people, writing papers, and other things helpful to the students later on in their careers and education.

Field Trips
Field trips are an important part of learning at the Camino Polytechnic. Yosemite, San Francisco, and Coloma are all destinations that have been utilized to enhance student learning in the past. These activities allow students to do real, hands on learning in the environment where the phenomena occur. These experiences enrich and expand the student learning in real and authentic ways.

Honor Roll and Awards
Recognizing excellence is an important part of a student’s education. The Camino Polytechnic does this at a Trimester award ceremony where students are recognized for the excellent work, citizenship, and perseverance in their studies. The awards are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Award</th>
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<tbody>
<tr>
<td>4/5</td>
<td>Perfect Attendance</td>
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<tr>
<td></td>
<td>Aleks Award</td>
</tr>
<tr>
<td>6/7/8</td>
<td>Honor Roll – Earned through straight A's</td>
</tr>
<tr>
<td></td>
<td>Academic Excellence Award</td>
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<tr>
<td></td>
<td>Perfect Attendance</td>
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<td></td>
<td>8th Grade Graduation CJSF</td>
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<td></td>
<td>Citizenship</td>
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<tr>
<td></td>
<td>Marie Curie – Science and Innovation</td>
</tr>
<tr>
<td></td>
<td>John Muir – Conservation and Steward of Nature</td>
</tr>
</tbody>
</table>

Selectives
The Camino Polytechnic is able to offer a variety of selectives that the students choose to be involved in. These are classes where academics and student interest are combined to form a new course of study. This allows students to take the skills they have learned in their classes and apply them in a different setting. Some examples of past selectives are Odyssey of the Mind, Lego Robotics, Student Government, Newspaper, Creative Writing, Filmmaking, Cooking, Study Hall, Art, and Wilderness Survival.
DISCIPLINE and BEHAVIOR POLICIES

Bus Rules and Regulations

The Camino School Board of Trustees believes that it should be understood that the use of school bus transportation is a privilege afforded by the school district for the children and not a service that must be rendered. Pupils transported in a school bus shall be under the authority of, and responsible to, the driver of the bus. The State Law gives the school bus driver full responsibility for the safety and conduct of students on the school bus. Those laws also state that students riding the bus are to refrain from disorderly conduct, which may distract the driver and endanger the safety of all. Infractions of the bus rules and regulations may result in the denial of all transportation, including field/activity trips and/or an assigned seating arrangement. These rules and regulation have been distributed to all students and their parents/guardian.

(Administrative code Title 5 section 14103)

Students must adhere to the following rules in order to ensure the safety of all passengers:

1. Obey the bus driver. The driver is in charge at all times;
2. Arrive at the stop five minutes before the scheduled time. If a student is late, the bus does not wait. If the bus is late, however, the student should wait for thirty minutes, then return home. Late bus arrivals can be due to breakdowns. If this is the case, an alternate bus is in service within a short time. After leaving the bus on the afternoon trip, the student should go directly home;
3. Use handrails to prevent falling;
4. Take your seat quickly and do not move from your seat until the driver stops the bus at school or at your stop; when a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. Bus drivers shall be instructed regarding procedures to enforce the proper use of the passenger restraint system. Students who fail to follow instructions of the bus driver may be subject to discipline, including suspension of riding privileges, in accordance with Board policy and administrative regulations.
5. Keep the aisle clear of books, legs, or anything that might trip other students;
6. Do not open windows unless the driver gives you permission. NEVER stick your arm, head, or anything out the window;
7. Do not throw anything while on the bus;
8. Talk quietly or sit quietly so the driver can pay attention to the road. Do not whistle, yell, or use profanity;
9. Behave cooperatively. Do not interfere with any other student or their property while on the bus or waiting at the bus stop;
10. Students are not to bring valuables to school. If these are brought to school and they are lost or stolen it is the responsibility of student not the school.
11. Stand clear of the bus after you leave it. Walk away from its sides;
12. If a student drops papers or other objects while boarding or exiting the bus, he/she should get the attention of the bus driver. Students should never go under or near the bus to retrieve objects since the driver may not see them.
13. Do not damage any part of the bus. Students vandalizing or destroying property will be held financially liable;
14. Do not chew gum or eat on the bus. Open containers of food or liquid are prohibited;
15. Electronic signaling devices (cellular phones, two-way radios, etc.) can be disruptive to the education environment and may at times be used to facilitate illegal or other inappropriate actions. The use of such devices by students while on campus, while attending school sponsored activities, or otherwise under the supervision and control of school district employees is prohibited unless the pupil’s possession of such devices has been determined in writing to be an essential requirement related to the pupil’s health by a licensed physician or surgeon. In such cases, the use of such devices is strictly limited to use by the pupil for purposes related to that pupil’s health. Electronic signaling devices not authorized for specific health reasons as identified above shall be confiscated if found.
16. Do not board the bus unless the driver or other supervising adult is on the bus;
17. Pupils shall never run back to the bus, or cross back across the roadway unless escorted by the school bus driver.
18. Do not ride any bus other than your regular bus. You may only ride another route to go to a friend’s house or to an appointment if you have turned in a note to the office in the morning by 9:30am from a parent, giving you permission;
19. Non-students may not ride the bus;
20. Do not bring live animals, reptiles, or insects on the bus. Glass containers are prohibited. Large objects such as science displays or skateboards cannot be accommodated. Items such as hair spray, perfume, and fingernail polish are not allowed at school or on the bus;
21. Take pride in your bus and your bus driver!

Infractions of the rules will lead to bus citations and the following consequences:

1st Citation: Warning
2nd Citation: Loss of transportation for up to 5 days. Parents/guardians will be contacted.
3rd Citation: Loss of transportation for a period of time. Parents/guardians will be contacted.
4th Citation: Loss of transportation for remainder of school year. Parents/guardians will be contacted.

Exception

Immediate suspension may be instituted for threatened or actual bodily harm or any other infraction of established rules that the Transportation administration deems hazardous to the safety of the bus, driver, or passengers. These consequences will be strictly enforced. The safety of students on Camino buses is a very serious matter. Students who cooperate and behave on buses will be recognized with certificates in their classrooms or at Awards Assemblies.
Dress Code for 2017-2018 School Year
Dress is an expression of learning attitude. In order to ensure a safe and orderly environment at school, the following dress code requirements are:

1. Shoes must be worn at all times for personal safety. Flip flops are allowed for the 6th - 8th grade only, except during physical education. Flip flops are not allowed for K-5th grades.

2. Blouses or shirts which are “see-through”, fishnet or which expose the midriff are not appropriate attire for school. Bra straps must be covered. Clothing for boys and girls must cover underwear and the entire torso.

3. Tank tops with open sides, spaghetti straps, strapless tops, halter-tops, or tops that expose underwear, are not to be worn at school. White tank top undershirts may not be worn as outer clothing. Straps on the shoulder should have a width no smaller than 1 ½ inches wide.

4. Shorts, skirts and skorts cannot be above mid-thigh.

5. Clothing which displays logos, slogans, or illustrations promoting alcohol, drugs, gangs, tobacco, violence, profanity, death, racism, intolerance, bigotry, or sexual connotations shall not be worn at school.

6. Clothing must be in good repair. Clothing which is deliberately torn, frayed, ripped, or ragged is not permitted. Jeans that are purchased with premade holes can be worn but should be worn with some type of legging undergarment to cover the skin.

7. Hats and other head attire shall not be worn in classrooms unless otherwise directed by the classroom teacher.

8. Chains of any type are not permitted. Studded belts, wristbands, necklaces, metal wallet chains, collars or other jewelry with protrusions, which could be considered dangerous or unsafe, are not allowed.

9. Gang-related attire is strictly prohibited and subject to the interpretation of the administration. This includes but is not limited to:
   - Head scarves, rags, and bandanas
   - Altered hats
   - Clothing with monikers or gang-affiliated numbers
   - Hair nets
   - Belt buckles with initials or numbers
   - Cut-off pants with high socks
   - Overalls with straps worn down at the waist
   - Oversized pants (must be no more than one size larger than waist)
   - See-through or mesh type shirts
   - Any items of clothing that become associated with an off-campus group or gang
Students clearly affiliated with gangs may face further clothing restrictions.

10. Pants are to be worn with the waistband at the student’s waist. Pants must be worn in such a way that underwear is not exposed. Belts are to be worn through the belt loops on pants.

11. Swim or beachwear, exercise wear (except during Physical Education classes), or spandex-type shorts are not to be worn at school.

12. Any article of clothing, accessory, extreme hairdo, or extreme makeup, which may disrupt the instructional process or poses a threat to the physical well being and safety of the student or others may not be worn at school.

The Principal will make the final decision as to the appropriateness of a student’s attire under the requirements listed above.

**PLAYGROUND RULES**

Playground rules are established for the safe play of all students. The rules presented below are reviewed with students at the beginning of the year in their classrooms and are enforced consistently by all staff members on duty. The strict enforcement of these guidelines creates a sense of security and safety for students and allows for smooth recess play. Please discuss these rules with your child.

1. Chasing and tag games are permitted on the grass area only, and thus, are not permitted in or around the Big Toy, on the bark area, nor on the black top.

2. The “Up One Way, Down the Other” Rule is to be observed on all apparatus.

3. Climbing and sitting on top of any apparatus over 6 feet is not permitted.

4. Bark, wood chips, sticks, leaves, and rocks are to remain on the ground at all times. No throwing allowed of any objects, snowballs, pinecones, etc.

5. Benches are to be used for sitting only.

6. The slide is to be used by one person at a time with the one way rule always in place.

7. All equipment and areas are to be shared.

8. Pulling, grabbing, and/or pushing are not allowed at any time.

9. Tackling, arm wrestling, wrestling, doing gymnastic moves, hitting, or play fighting are not allowed at anytime anywhere.
10. Swings are to be used safely; no jumping, twisting, or throwing swings over the top rail.

11. No foul language, profanity or degrading words are to be used.

12. Students must remain in the playground area and be in visible contact with a yard supervisor at all times.

13. Bikes, skateboards, scooters and roller blades are **not** allowed on school grounds during or after school hours.

14. Food and drink may be eaten during the morning recess only. Students are to be seated at the end of the third corridor and are permitted five minutes of their recess to consume their snack.

15. When the bell rings, students are expected to freeze until they are released by a yard supervisor whistle, then walk immediately to their lines.

16. During wet, icy or snow conditions, the Big Toy area and grass fields are off-limits. Moreover, students are not to slip and slide on the painted parts of the blacktop nor play any chase games on the asphalt. Playing in the snow and throwing snowballs is not allowed.

**Cafeteria Rules**

Children are encouraged to enjoy being with each other as they dine in the cafeteria or at the picnic tables. All children are expected to follow the rules highlighted below.

1. Respect others.
2. Walk in and out of cafeteria
3. Line up quietly and orderly – no cutting in line.
4. Speak in quiet voices.
5. Use good manners at all times.
6. No throwing food.
7. Raise your hand if you need anything.
8. Remain seated, feet under the table, until you have been excused.
9. Clean up your area (table and floor) before leaving.
10. Take your personal belongings with you.
11. Watch for signals
12. Students are not to bring their backpacks to the cafeteria.

Consequences for severe misbehavior may result in the loss of the privilege of eating in the cafeteria. Good behavior and cooperation will result in verbal praise and Cafeteria Awards.
**General School Rules**

Students have the right to attend a school that provides for their well-being. In order to promote a safe, positive learning environment, Camino students are expected to:

**Take care of ourselves by...**
1. Remaining free of tobacco, drugs and/or alcohol;
2. Dressing appropriately;
3. Being in the appropriate place at the appropriate time;
4. Talking to teachers, other staff members, the Superintendent or Principal when there is a problem.

**Take care of others by...**
1. Respecting all people, their property and their boundaries;
2. Problem solving, rather than fighting;
3. Use of appropriate language and tone of voice;
4. Reporting serious problems to teachers, superintendent, or principal;
5. Avoiding rough play which might injure others.

**Take care of our school by...**
1. Keeping the grounds and work areas clean at all times;
2. Walking on the sidewalks and in hallways and playing in supervised areas;
3. Leaving gum, candy, toys and dangerous things at home;
4. Treating school property with respect and care.

**Sexual Harassment**

Camino School believes all students should receive an education in an environment free from sexual harassment or any other inappropriate behavior of a sexual nature. Camino School is committed to creating a safe, healthy learning environment for all students that encourages respect, dignity, and equality among students. Thus, sexual harassment of students, teachers, and staff will not be tolerated at school or school related activities such as field trips or special events where the student is under the control of the school.

Camino School encourages parent and student support in its efforts to address and prevent sexual harassment in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about this area with a teacher, counselor, or principal.

What is sexual harassment? School should be a fair place where people treat each other with respect. However, it is difficult to have fairness and respect when people are treated in ways that make them feel bad or uncomfortable. Sexual harassment is a form of disrespect that consists of abusive, unwanted, or unwelcome conduct of a sexual nature. This conduct may take the form of spoken words or physical acts, and may include requests for sexual favors or other intimidating sexual conduct. Sexual Harassment is against the law and can get you in trouble with the police or school officials. The following are examples of inappropriate behavior that is not allowed and that may be considered sexual harassment:
PHYSICAL

- Inappropriate and unwanted touching, such as groping, pinching, grabbing a person’s private parts, legs, or any other body part
- Tearing or pulling at a person’s clothing, including snapping bras, pulling down pants, or flipping up skirts
- Standing in someone’s way or standing too close in a way that makes that person uncomfortable
- Bumping into someone or rubbing against them on purpose in a way that makes that person uncomfortable
- Patting, hugging, or kissing

VERBAL

- Jokes or teasing about sex
- Insults, threats, or name calling
- Telling sexual stories or spreading sexual rumors
- Written comments, notes, or letters containing inappropriate subject matter
- Whistles or rude noises
- Using cuss words to convey a sexual message
- Pressure to go out on a date or pressure to do something that makes someone uncomfortable
- Annoying another on the telephone or with computer messages

NONVERBAL/VISUAL

- Degrading, insulting, or offensive posters, pictures, magazines, cards, graffiti, drawing, or gestures
- Staring at someone’s body in a way that makes that person uncomfortable
- Imitating or mocking in an insulting way
- Gestures or looks such as winking or licking lips
- Exposing your private parts to another

Consequences:

Students must not participate in unwanted and unwelcome verbal, nonverbal, or physical conduct of a sexual nature directed toward another student or a teacher. This rule applies whether the bad conduct is by word, gesture, or any other action. All students are expected to treat other students and school district employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

A complaint against a student for breaking these rules that is found to be true will result in appropriate disciplinary action, according to the nature of the offense. In some circumstances, the student may be reported to the police.
Students who believe they have been the target of sexual harassment by a student, employee of the school district, or any one on the campus should immediately contact a counselor, teacher, or school administrator. Anyone may report sexual harassment, and Camino School encourages any person who has seen sexual harassment, has knowledge or belief of conduct which is considered inappropriate, or thinks another student may feel uncomfortable or unsafe to report the problem to school administrators, teachers, counselors, or staff members. Students are not required to talk about the problem in front of the person who hurt or offended them.

There is no time limit on making a sexual harassment report, but reporting the problem as soon as possible helps Camino School in investigating and finding correct information. Upon receiving any report of sexual harassment, a school administrator will investigate and make a written recommendation. The name of anyone who reports a problem will be kept secret to the greatest extent possible.

Camino School will not tolerate retaliation for reporting sexual harassment. School staff will discipline any student who acts against anyone who reports an incident or who testifies or helps in an investigation. Retaliation includes, but is not limited to, any form of intimidation, revenge, or harassment, whether physical or verbal.

Camino School recognizes that not all complaints are really sexual harassment. Whether a particular action or incident is sexual harassment requires a decision based on all the facts and the particular situation. False accusations of sexual harassment can hurt innocent people. Camino School will not tolerate false reporting. If the school discovers that someone made a false report on purpose, the person making the false report will be disciplined.

**Classroom Discipline System**

Students have the right to attend school where mutual respect, courtesy, safety and discipline prevail. Students have the responsibility to assist with the maintenance of these rights by observing the following standards for behavior:

- Use appropriate behavior/language and follow classroom rules;
- Be in class on time;
- Come to class with all necessary materials;
- Stay in designated areas unless otherwise directed;
- Show respect for all school and personal property;
- Show courtesy and respect to others.

Each classroom establishes firm guidelines for acceptable behavior and consequences for student misbehavior. During the first week of school, each child and his/her parents will receive a copy of the teachers system of classroom management including expectations with consequences and rewards. Students are recognized for good behavior with verbal praise and rewards from their teacher, and parents receive notes and/or phone calls.
For discipline to be effective, it is vital that good communication exist between home and school. Parents will be notified if a child's behavior warrants such notification. School staff members will work with parents and students to resolve disciplinary concerns.

The goal of the discipline system at Camino School is to assist in the development of the intrinsic desire to be a productive citizen in our students. Camino also recognizes students for positive behavior in the following ways:

- Awards for citizenship and good behavior;
- Classroom awards;
- Pats on the back;
- Other positive rewards determined by teachers;

**Consequences for Inappropriate Behavior**

When students behave inappropriately, Camino School uses consequences to help them develop self-discipline and modify behavior and learn problem-solving skills. Some of these consequences are:

We practice Positive Behavior Intervention whenever possible.

- Loss of recess and/or time out; Re-Focus form filled out by student
- Student/parent/teacher conference;
- Conference with the Superintendent or Principal
- Behavior report sent to parent(s);
- Loss of a privilege;
- Suspension from school;
- Other consequences as defined by the teacher and/or administrator.

**School Discipline Policy with Plan**

Providing a rich learning environment is extremely important at Camino School and requires the participation of the entire school staff, parents, and students. By working together we can create and maintain an environment in which children have the optimum opportunity to learn and develop the self-discipline and problem-solving skills that will serve them the rest of their lives. It is important for both the school and home to be consistent in enforcing rules for appropriate behavior. When the rules and consequences are clear and consistently enforced, students have a feeling of security and are more successful in school.

A positive, preventive, discipline plan is used at Camino School. Our plan emphasizes:

- Written expectations for positive behavior;
- Written levels of consequences for negative behavior;
- Goal setting to change negative behavior into positive behavior.

When goal setting, a student puts in writing (with help from staff and parents as needed) positive actions that he or she will do. Students who are sent to the office for disciplinary action will be asked to fill in a written “Problem Solving Summary”. The Superintendent or Principal will use the student’s summary in a problem solving conference.
The General School Rules at Camino School are:

THE BIG DO’S!
1. Work Hard!
2. Learn a lot!
3. Have fun!

THE BIG DON’Ts
1. No Violence – Verbal and Physical
2. No Drugs or Alcohol
3. No Disrespect (self and others)

SUSPENSION AND EXPULSION

Definition of terms: Alternative Placement, Suspension, Expulsion

Alternative Placement:
The temporary exclusion of a student from the regular classroom and playground while staying at school.

Suspension:
The temporary exclusion of a student from physical presence on the school grounds.

Expulsion:
Long term and sometimes permanent exclusion of a student from physical presence on the school grounds.

GROUNDS FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below. (Please note: Changes in State regulations and laws may affect the following information.)

Education Code Section 48900:
a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(2) Willfully used force or violence upon the person of another, except in self defense.

b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in 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 the 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 Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, 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 and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

e) Committed or attempted to commit robbery or extortion.

f) Caused or attempted to cause damage to school property or private property.

g) Stolen or attempted to steal school property or private property.

h) Possessed or used tobacco, or any products pertaining to tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.

i) Committed an obscene act or engaged in habitual profanity or vulgarity.

j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11041.5 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 school personnel engaged in the performance of their duties.

l) Knowingly received stolen property or 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 conclude 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 for being a witness, or both.

p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, who had aided and abetted, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

As used in this section, "school property" includes, but is not limited to, electronic files and databases.

**Education Code Section 48900.2:**
Committed sexual harassment, as defined in Education Code Section 212.5, that is 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.

**Education Code Section 48900.3:**
In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

**Education Code Section 48900.4:**
In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

**Education Code Section 48900.7:**
Made terrorist threats against school officials and/or school property.
A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school or within any other school district, including, but not limited to, the following circumstances:
While on school grounds;
While going to or coming from school;
During the lunch period, whether on or off the school campus;
During, going to, or coming from a school-sponsored activity.

Consequences for serious disciplinary problems are:

- 1st Infraction - 1 day suspension
- 2nd Infraction - 3 days suspension
- 3rd Infraction - 5 days suspension
- 4th Infraction - Extended Suspension/Expulsion

*Serious disciplinary problems may cause the order of consequences above to be imposed more aggressively.

**Required Parent Attendance**

Pursuant to Education Code 48900.1 and Board Policy, a teacher may require the parent/guardian of a student whom the teacher has suspended to attend a portion of a school day in his/her child’s classroom.

**Mandatory Recommendation for Expulsion**

Unless the Principal or Superintendent finds that expulsion is inappropriate due to particular circumstances, the Principal, Superintendent or designee shall recommend a student’s expulsion for any of the following acts:

**Education Code Section 48915(a):**

(a1) Causing serious physical injury to another person, except in self-defense.

(a2) Possession of any knife or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.

(a3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

(a4) Robbery or extortion.

(a5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
Mandatory Recommendation and Mandatory Expulsion

The Superintendent, Principal, or designee shall recommend that the Board expel any student found at school or at a school activity to be:

Education Code Section 48915(c):
(c1) Possessing, selling, or otherwise furnishing a firearm.
(c2) Brandishing a knife at another person.
(c3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
(c4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
(c5) Possession of an explosive

Upon finding that the student committed any of these acts, the Board shall expel the student.
“SIGNATURE FORM” TO BE COMPLETED FOR EVERY STUDENT

The signature form is included in the Opening Day Packet.

Acknowledgment of Review
Please read the handbook with your child, and then sign the Signature form stating both parent and child have reviewed the handbook. This form will be required for all students. The signature page is located on the back of the student emergency contact card.

Publicity Release Form (Photo Release)
Please read the photo release statement below and then sign the Signature form. This form will be required for all students.

During the current school year, your child’s image/photograph or work may be included in a classroom or school project that could be used in one of the following ways:

- used as a demonstration project/activity in education workshops/classes/conferences
- posted on the school or District web pages on the Internet
- submitted as samples to program publishers or as contest entries to sponsors
- appear on videotape made during a student presentation of their project, or in broadcasts or videotapes demonstrating computer multimedia in general
- videotaped to appear in a school related program to be used by a local television station or school project
- used in a printed publication such as a newspaper or magazine

No last name or address will be included with your child’s picture when publishing on the Web. There is no monetary compensation for the use of the work, but it will help in their work and promote individual student achievement. Please sign the release form below and return this sheet to your child’s teacher. Your permission grants us approval to publicize without prior notification. Thanks!

Our school also partners with The El Dorado County Office of Education, on various projects. Therefore, I grant to The El Dorado County Office of Education the right to take photographs and video of my student. I agree that the El Dorado County Office of Education may use such photographs or video of my student for any lawful purpose, including for example such purposes as publicity, illustration, media, advertising, and web content.

Internet Use Policy/Permission Form for Google Apps for Education
Please review the Internet policy in this handbook and then sign the Signature form.

Parent Permission Slip For Assistance With Pupil Medication
If your child will be taking medication during school hours, please complete the upper portion of the Parent Permission Slip For Assistance With Pupil Medication, have the student’s physician complete the bottom portion and return it to school as soon as possible. We cannot administer medication without this completed form.
Camino Union School

Student/Teacher/Parent Compact

Camino’s school philosophy is that students, families and school staff must work in partnership to help each student reach his/her potential. We believe we are most successful when we give our best efforts, get involved, and build quality relationships. Please sign the Camino Union School Compact on the “FORMS TO BE COMPLETED/SIGNATURE PAGE” included in the Opening Day Packet. By signing the Compact, you agree to the following:

As a student, I believe I can be successful. I will:
• Obey the school and classroom rules to help ensure a learning environment.
• Show respect for myself, my school and other people.
• Always do my best, complete my assignments and work hard.
• Attend school regularly, on time, and prepared to learn.
• Read at least 20 minutes a night.

As a parent/guardian, I believe that my child can be successful. I will:
• Support the school and classroom rules
• Reinforce respectful behaviors
• Provide time, place and support for homework activities
• See that my child is punctual and attends school regularly and on time
• Communicate with my child’s teachers on a regular basis
• Ensure that my child reads for at least 20 minutes a night.

As a teacher, I believe that each child can be successful. I will:
• Enforce school and classroom rules to ensure a positive learning environment.
• Show respect for each student and his/her family.
• Always do my best to provide rigorous and high quality instruction.
• Report student progress to parents through conferences, phone calls, and email.
• Seek ways to involve parents in the school program.