

Turtle Bay School

Student Handbook

2019-2020



**1330 Arboretum Drive
Redding, CA 96003**

**Phone: (530)225-0035
FAX: (530)225-0039**

Turtlebay.reddingschools.net



REDDING SCHOOL DISTRICT

Robert Adams, Superintendent

REDDING SCHOOL DISTRICT BOARD MEMBERS

Kim Pickering Bruce Ross Becky Luff
Peggy O'Lee Stephen Martinez

TURTLE BAY SCHOOL ADMINISTRATION

Principal: AJ Anderson
Assistant Principal: Natalie Lalaguna



TURTLE BAY SCHOOL SCHEDULE

First Day of School – August 14, 2019

Last Day of School – June 4, 2020

Office Hours: 7:30 AM - 4:00 PM

SCHOOL HOURS

- Warning Bells at 8:22 AM
- Classes Begin at 8:25 AM (Kindergarten – 8th)
- Classes end at 2:15 PM FOR GRADES K – 3rd
- Classes end at 2:45 FOR GRADES 4th – 8th
- DROP OFF STARTS AT 8:00 A.M., (Before school care at 7:30 A.M.) PICK UP BY 3:00 P.M.
- Every Wednesday School Dismisses at 1:45 PM (K-8th) for teacher collaboration





PHILOSOPHY OF SCHOOL BEHAVIOR

Our goal at Turtle Bay is for students to be responsible, successful and productive members of our community. Our students achieve, work hard, and make intelligent choices. They are able to work individually and together to learn and develop their talents and creativity.

Turtle Bay is a safe and effective learning environment for all students. Standards for Behavior, Dress, Personal Property, and Safety are designed so students can make respectful choices and be responsible. Students are given opportunities for responsibility as well as allowing them a certain amount of freedom and choice. At the same time they learn how to balance their freedom with the inherent responsibility that goes with it.

POLICIES AND PROCEDURES

Parents, you can help our school run more smoothly and efficiently if you will:

1. Read all school correspondence sent to you.
2. Enter through the main office to **SIGN IN AND OBTAIN A VISITOR PASS** when you arrive at school.
3. If you need to check out your child from the school campus for any reason, please sign the student out at the school office. For the safety of your child, **please be prepared to show a picture I.D. upon request.**
4. Make an appointment with the staff member(s) you wish to see. We are glad to meet with you, and, like other professionals, we have important daily obligations which require preplanning. **Please call for an appointment first. School routine should be interrupted as little as possible.**
5. Send all absence notes, permission slips and lunch money promptly.
6. Help your child to be prompt, courteous, and responsible for his or her obligations.
7. Students will be permitted to use the office phone **ONLY** for unexpected or emergency situations. Arrangements for visitations to a friend's home or appointments should be arranged prior to coming to school. Your cooperation in keeping the school phone clear for necessary school business and minimizing classroom interruptions is appreciated. **Students may not use cell phones during school hours.** If it is necessary for your child to have a cell phone on campus, please sign the cell phone contract in the front office.

ATTENDANCE AND ABSENCES

Everyone's participation is paramount to our success. Non-attendance affects your academic and social progress at school and results in a loss of revenue for our school.

When a student has been absent from school, please send a signed note, call, or fax the school office. Voice mail is available for after school hours. Parents should indicate the reason and dates for the absence (illness, out of town, family emergency, etc.).

REMEMBER: PLEASE SEND A NOTE, CALL OR FAX THE OFFICE IF YOUR CHILD IS ABSENT FROM SCHOOL. PHONE: 225-0035 FAX: 225-0039

Tardies

Being late to school puts the student at risk of missing valuable information and learning time. Students are tardy if they are not inside their assigned classroom when the class starts. **The instructional day starts at 8:25 a.m. for K-8th grades, regardless of how they are transported to school.** Just like early morning tardies, early removal from school is considered a tardy. Please make every attempt to schedule appointments after school is dismissed or your child will be marked with an afternoon tardy.

At Turtle Bay, we firmly believe that class time is important. **DON'T BE LATE!** Only medical appointments or illness are considered excused tardies. **Unexcused absences and/or tardies can result in a referral to the School Attendance and Review Board (SARB).**

Independent Study

If your child is going to be out of school for five or more days, please contact the school office at least three days prior to the absences so your child can be placed on Independent Study. Your child's teacher will provide school work to complete while the student is away from school. Parents, students and teachers are required to sign an Independent Study contract **before** the scheduled absence.

Perfect Attendance

In order for your child to have Perfect Attendance each trimester, he/she must be present for the **ENTIRE school day, everyday.**



TRANSPORTATION

Bus Riders

Many of our students travel to and from school by bus. Please review the following guidelines with your student so that they remain safe while using bus transportation.

- Students must get off at the same bus stop every day. If your child needs to ride on a different bus or get off at a different bus stop you must write a note to the bus driver. The note, which must include what bus and stop your child will be getting off, must be brought to the office to be stamped.
- The bus driver **will not** let your child on a different bus or off at a different stop **without a stamped note from the school office.**
- Kindergarteners **will not be released** unless parent/guardian present at the designated stop.
- Students must adhere to **all** of the instructions set forth by the bus driver at all times.



Parent Drop-off and Pick-up:

Most of our Turtle Bay students are transported to and from school by personal vehicle, which means that during peak hours, there can be some congestion at our site. Please review the following guidelines to ensure safe and organized car loops for everyone. We appreciate your anticipated cooperation and respect for our staff, as we work to keep students safe and traffic flowing.

- The loops in front of the office and the gymnasium are for parents to drop off and pick up their children.
 - The **gymnasium loop** is for Kindergarteners and their respective siblings up to grade 3 and is only accessible until 2:45 when the busses arrive.
 - The **office** loop is for K-8th grades.
- **Cars are to pull all the way forward to the yellow curb on the right side of the driveway, come to a complete stop, and then allow the student to enter or exit the car on the passenger side only.**
- The red curb on the left is for drive-through traffic only to allow cars to pull in and out to the yellow curb for passenger loading.
- **No cars are to be left unattended in the driving loop.**
- Students will not be permitted to cross the driveway to meet their parents. If you want to walk up to meet your child, you may park in the parking lot or along Arboretum Drive.



Walkers and Bicyclists

Students may elect to ride a bicycle, skateboard or scooter to school. Help us keep students safe by reviewing the following:

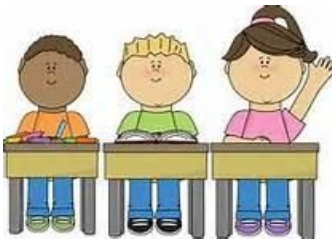
- Due to safety concerns, students **should not** cross North Market Street without a parent or guardian.
 - Bike riders must wear a helmet, per state law. Bicycles should be licensed and locked in the school bike racks -- the school assumes no responsibility for loss or damage to bicycles.
- Only students in grades 4-8 are allowed to ride bicycles to school.
 - Skateboards and scooters must be carried once on school grounds.

Off - Site Parent Pick-Up/Walkers

Students walking off campus to meet parents for pick-up need to have a parent letter on file in the front office. Please remember to be respectful of our neighbors and local businesses. Students are considered to be under the school's jurisdiction until picked up by parent/guardian. Parent Pick-up is no longer allowed at Dutch Bros, per their request. They reserve the right to contact RPD if you or your student is loitering or picking up in their parking lot.

CODE OF CONDUCT - SAFE, RESPECTFUL, RESPONSIBLE

Discipline and responsibility for one's own actions are essential to the development of each person and to the operation of a successful school and work environment. Students are expected to display good citizenship and cooperate with peers and adults at all times. In brief, students are to be safe, respectful, and responsible. The overall discipline plan for the school is to be positive by rewarding and providing incentives to students who act responsibly. However, the individuals who, by willful misconduct, keep a teacher from teaching or other students from learning, or disrupt the educational process or climate of the school, may be subject to disciplinary action. Our aim is to correct the unacceptable behavior while reinforcing good behavior through encouragement and recognition. We feel strongly that our standards are high, but reasonable, and reflect the values of our community.



School-wide Expectations

1. All students and staff shall be treated with respect.
2. Follow directions the first time given.
3. Keep hands, feet and other objects to yourself.
4. Use appropriate language.
5. Walk in halls and on sidewalk and blacktop areas.
6. Stay in assigned areas.
7. Leave personal toys and equipment at home.
8. Use all facilities and equipment appropriately.
9. Be safe, respectful, and responsible.

BEFORE AND AFTER SCHOOL

The law states that the school and the parent share the responsibility for a student's conduct to and from school. The same behavior is expected from your child while traveling to or from school as during the time he or she is in class.

1. Students may **not arrive at school earlier than 8:00 a.m.** Supervision of students starts at 7:30 a.m. (see #2) and continues until classes begin at 8:25 AM.
2. Turtle Bay School will be requiring a fee of \$25 per trimester (\$75 for the entire school year) if you regularly need to drop your child off before 8:00 AM (Please note that this does not apply to those students who participate in our school's zero-period electives of Choir, Strings, and Spanish I). Teachers who have early morning supervision will be taking attendance during this time and parents will be contacted for arrangements of payment. Payment options will be available in the office.
3. Once a student is on campus, they may not leave the school grounds during the regular school day unless they are signed out at the office by an authorized adult.
4. On-site after school child care will be available through the Redding School district. You can contact the Redding School District at 225-0011 or our front office if you need information on enrolling your student in the After-School Program at Turtle Bay.
5. In order to ensure your child's safety, all students are expected to be picked up by the end of the school day at 2:15 for K-3 students and 2:45 PM for 4-8 grade students on Monday, Tuesday, Thursday, and Friday and 1:45 p.m. (K-8) on Wednesday, unless they are enrolled in the afterschool program. (With the exception of the first Wednesday, which is regular release time and the last Wednesday of the school year, which is minimum release



time).

Supervision and Ground Limits:

Because of the need to provide adequate supervision, students must be in one of four areas before and after school, and during lunch recesses. These areas are: basketball courts, soccer fields, quad (snack area), and the area of the challenger equipment. Students not participating in the After-School Program are to leave campus immediately following the 2:15 and /or 2:45 p.m. dismissal and 1:45 p.m. on Wednesdays.

STUDENTS SHOULD NOT ARRIVE EARLIER THAN 8:00 AM. unless they are attending the before school care program (starting at 7:30). If your child eats breakfast at school, they will be admitted into the cafeteria at 8:00 A.M. There is no supervision on the school grounds before 7:30am. It is against the law to have students unsupervised on the playground or in the school buildings. During inclement weather, students will be admitted to their own classroom at 8:00 AM. On non-rainy days, students should play out of doors; therefore, they will not be admitted to the classrooms before 8:25 AM (K-8).

For your convenience, students are supervised from 7:30 – 8:00 A.M. for a minimal fee. If you need to drop off your child before 8:00 AM, Turtle Bay School will be requiring a fee of \$25 per trimester (\$75 for the entire school year) if you regularly need to drop your child off before 8:00 AM (Please note that this does not apply to those students who participate in our school's zero-period electives of Choir, Strings, and Spanish I). Teachers who have early morning supervision will be taking attendance during this time and parents will be contacted for arrangements of payment. Payment options will be available in the office.



KINDERGARTEN REGISTRATION

The birthdate of students registering for kindergarten must be verified by a birth certificate, affidavit, hospital or baptismal certificate. Students will be admitted to kindergarten if they will be five years of age on or before September 1 of the current school year.

In the spring, a kindergarten registration period will be held for the students who are eligible to enter school at the beginning of the next school year. New enrollees must have current immunizations, social security number and proof of age. The date of this registration period will be publicized in the school newsletter, and on our website.

The California School Immunization Law **requires** that children be up-to-date on their immunizations to attend school or childcare.

Required Immunizations due at time of registration:

Polio:

4 doses at any age, but 3 doses OK if one was given on or after the child's 4th birthday.

DTP/Tdap:

5 doses at any age, but 4 doses OK if one was given on or after the child's 4th birthday.

MMR:

2 doses, both given on or after the child's 1st birthday.

Hepatitis B:

3 doses

Varicella:

1 dose or health care provider documentation confirming chickenpox disease/immunity.





HEALTH AND FIRST AID SERVICES

The Redding School District Nurse is on campus periodically to monitor health needs and to conduct required state testing. Mandated health screenings are conducted as follows:

- K-hearing, vision, dental
- 1st grade - color vision, dental
- 2nd grade - hearing, dental
- 3rd grade - vision, dental
- 4th grade - none
- 5th grade - hearing, dental
- 6th grade - none
- 7th grade - Scoliosis screening
- 8th grade - none

New students are fully assessed as necessary, and other screening occurs per request of teachers or parents. If a deficiency is discovered, a note will be sent home.

Basic first aid will be administered in the case of accident or sudden illness. First aid will be rendered by the Health Clerk or a qualified staff member. When necessary, parents will be notified to pick up a sick/injured child by health clerk or office staff.

In case of an accident requiring the services of a doctor, every attempt will be made to contact the parent or guardian before the student is taken to the hospital. For this reason, **we request that parents immediately inform us of any change in address or telephone numbers.**

Administration of Medication Policy:

To conform to California Education Code #49423, only those medications that are prescribed by a physician, accompanied by parent's signed Health Services Form, and brought by the parent to the school office in the original prescription container, will be given. If your child needs to take an over-the-counter medication during the school day, you must contact your physician about providing a written prescription. **Students may not carry prescription or non-prescription medications on their person while on the school grounds.**

First Grade Physicals:

California State Law requires that all first graders have a complete physical and dental examination, although it is encouraged that this requirement be met for kindergarten entry as to ensure your child is healthy and ready to begin school. The school office has forms called Certificates for School Entry that must be filled out, signed by a doctor and dentist, and then returned to school.

7th Grade DDP/Tdap:

All students entering the 7th grade must have the DDT/Tdap immunization per California School Immunization Law.



SCHOOL CLOTHING

Turtle Bay, like all places of business, has a dress code. Clothing or apparel worn to school is to be in good taste, be modest, not be detractive to the educational climate, or cause a safety concern to students or staff. All clothing should be comfortable and appropriate for the school setting, which at Turtle Bay School will involve walking trips to the Arboretum and PE.

1. Clothing, hairstyles or makeup should not be detrimental to one's health and safety, of others, or be disruptive to the educational process.
2. Clothing is to be modest and conducive to learning
 - a.. No bare midriffs, halter tops, tube or strapless tops..
 - b. No sagging pants. Pants are to fit appropriately at the waist and undergarments must be covered.
 - c. No loose-fitting or thin-straped tank tops. Tops must be modest and have straps that are a minimum 1 inch (2 finger tips wide) and cover all parts of undergarments. (some exceptions may be made for K-3 at administration's discretion)
 - e. No loose fitting muscle shirts or see-through clothing.
 - f. No bandanas (rags) in pockets, belts, or hair.
 - g. Hair shall be clean and neatly groomed. No spray-on-color or aerosol of any kind is allowed at school.
 - e. Shorts, skirts and dresses must be neat, clean, hemmed, and no shorter than mid-thigh. Pants must also be hemmed, not touch the ground, or be frayed. Clothing cannot be torn or shredded above the mid-thigh, unless lined so that no skin or pockets show through.
3. Appropriate footwear must be worn for health and safety reasons. Shoes must be appropriate for walking, running, and various P.E. activities.No flip flops or shoes without a back strap.
4. Hats are allowed on campus but may be worn **only** when the student is outdoors. Once inside, students must remove hats, and or jacket hoods. Hats must also be worn in the appropriate manner (i.e., baseball caps cannot be worn backwards or sideways).
5. Clothing and hats that advertise illegal substances (cigarettes, alcohol, drugs, etc.) depict violence, death, sex, obscene acts, or are offensive to another's race, creed, gender or religion are not allowed.
6. **Clothing, footwear, graffiti, symbols, signs, etc. that are deemed as symbolic of gang affiliation by the administration are prohibited.**

7. Clothing, backpacks, and other personal items may only be marked or identified by the student's legal name. We do not allow drawings, symbols, or graffiti on these items or writing on one's body at any time.

LUNCH PROGRAM

The current cost of lunch (including milk) is \$2.50 for all grades K-8. Breakfast (including milk) costs \$1.25. Lunches can be purchased daily, weekly or monthly. Your child may prepay for meals for your convenience. You may also check your child's lunch account balance and pay for lunches on the Turtle Bay School web page at <http://turtlebay.reddingschools.net>

Cafeteria Student Expectations:

1. Follow directions of adult supervisors at all times.
2. Sit appropriately at the table and with bottom on the bench.
3. Stay seated at all times until given permission by an adult to get up.
4. No running in the cafeteria, ever.



Lunch and Playground Supervision:

Students will be supervised by staff during lunch and recess periods. During meals, students will be encouraged to eat all of their food and be required to use appropriate table manners. Students who behave poorly will be assigned to eat in another location.

REPORT OF SCHOOL PROGRESS

Parent-teacher conferences are held in the fall to discuss student progress. In addition, three times annually, a report card will be issued to each student in kindergarten through eighth grades. We encourage parents to request conferences any time they have a question or concern. The conference may be by telephone or in person. 8th grade students at risk of graduation eligibility will be noticed of mandatory parent/guardian conference.

TURTLE BAY SCHOOL **ELIGIBILITY FOR DIPLOMA AND** **GRADUATION CEREMONIES**



In order to be eligible for a diploma of promotion at the end of eighth grade, students must meet the following requirements.

1. During the eighth grade year, achieve at least a 1.0 grade point average the first and second trimesters and a 2.0 grade point average the third trimester with no "F" grades for the third trimester.
2. Students who do not meet the above criteria must complete one of the following to receive a diploma:
 - a. If a class is failed, a credit recovery opportunity will be arranged at the school and must be completed with a passing grade.
 - b. If more than one class is failed, then multiple credit recovery opportunities must be arranged and completed with a passing grade.

In order to be eligible to participate in graduation activities (including the ceremony, 8th grade field trip, and graduation party) the student must:

1. Satisfy the requirements in (1) and/or (2) above.
2. Be present 90% of the time (162 days).
3. Demonstrate good behavior in accordance with school rules; 3rd trimester suspension may result in loss of graduation activities.
4. Turn in all textbooks, library books and pay cafeteria charges and/or any fines.

Parent/Guardian Notification

1. When a student's work falls below a "C-" in any class by or after the middle of a reporting period, the teacher will notify the parents/guardians in writing.
2. A letter will be sent to the parents/guardians of each eighth grade student who is not meeting promotion standards at the end of the reporting period.

Appeals of these regulations may be made and will be considered by the principal when special circumstances exist.

INSTRUCTIONAL AND SUPPORT PERSONNEL

Qualified personnel in the school district and the county provide such services in the following areas: district psychologist, site counselor, instructional coach, language/speech/hearing specialist, resource specialist, district nurse, and ELL individualized learning teacher. The administration, teachers, and parents work together through conferencing as part of the referral process to these services.



HOMEWORK POLICY

Regular homework which extends student learning is an integral part of our academic program. Homework assignments vary according to grade level and are designed to challenge students by teaching them to apply skills and concepts they have learned in their classrooms. Homework assignments are reviewed by the teachers, who then provide feedback to the students. These assignments encourage students to think about concepts they are learning and to communicate these thoughts to their parents.

FIELD TRIPS



Field trips are part of the educational program of the school and are under the supervision of the classroom teacher. Buses may be used. If a student is suspended from the bus, he/she will not be permitted to take the bus for a field trip. Walking trips within the area of the school are also a part of the school program. Permission slips will be sent home. **Inappropriate behavior on a field trip may result in a loss of future field trip privileges.**

LIBRARY

We have a full-time Informational Specialist at Turtle Bay School. Tablets will be made available before school commences for AR testing purposes only. **All lost books must be replaced or costs reimbursed two weeks previous to the conclusion of the school year or your child may lose year-end field trip privileges and/or 8th grade graduation eligibility.**

SCHOOL PROPERTY

We require students and their parents to reimburse the school for any lost or damaged textbooks, library books, or school materials. Students using computers in the classroom will be responsible for use and care of equipment. Each student signs a telecommunication contract at the beginning of the school year.

PERSONAL ITEMS AT SCHOOL

Personal items should not be brought to school. We are not responsible for any such items. Teachers may give permission for students to bring special items to school for sharing or other pre-approved use. Any unapproved personal items that are seen or heard will be taken to the office. This includes but is not limited to: Gaming cards, athletic equipment not intended for organized team sports, and miscellaneous toys.



CELL PHONES

Turtle Bay School is not responsible for stolen, lost, or damaged electronic devices that are brought to school. If your child needs to contact you during the school day, arrangements can be made to call from the office. Please note the following regarding cell phone use at school:

- Upon arriving to campus and until after dismissal, all phones should be off and in the student's backpack.
- Students are not to use the photo feature on cell phones while on school premises or on the bus.
- Cell phones that are seen or heard will result in the following:
 - 1st Offense: Device will be confiscated and student must retrieve their phone from the front office at the end of the school day.
 - 2nd Offense: Device will be confiscated and will have to be picked up by the student's parent or guardian upon meeting with the principal or vice-principal at the end of the school day.
 - 3rd Offense: Will result in complete revocation of cell phone privileges for the duration of the school year.

We appreciate your understanding and support in this effort to provide the best and safest learning environment for your child. Please sign a cell phone contract in the office if your child will be bringing a cell phone to school.

LOST AND FOUND

It is important that all clothing, lunch boxes, backpacks, etc. be clearly marked with the student's name. Please be sure to check the Lost and Found barrel, located by the restrooms next to the cafeteria, if an item has been lost. For small items, check with the school office. Unclaimed lost and found items they will be donated to charity.



STUDENT RECOGNITION

Turtle Bay has three trimester awards assemblies to honor students. Among the awards are Honor Roll and other academic, attendance & character awards. Parents are invited by both an invitation and/or a phone call from the teacher. Awards to recognize students at Turtle Bay are as follows:



Perfect Attendance
Character
Hawk Award

Honor Roll
Superintendent's Honor Roll (4.0)
Principal Honor Roll (3.5-3.99)
Honor Roll (3.0-3.49)



ATHLETICS

Turtle Bay School has interscholastic sports. Before students try out for athletics, they must have **PARENT PERMISSION, PROPER INSURANCE, AND A GRADE POINT AVERAGE OF 2.00 ("C" AVERAGE) with no F grades.** An "F" in any subject or a GPA lower than 2.0 during the season puts a student on athletic probation. In such occurrences, a student will be ineligible until grades meet the above stated athletic standards. Good sportsmanship is expected while students participate in organized sports. Any inappropriate behavior can result in a suspension from athletics. We recommend that students get a physical before participating in any sport. Turtle Bay School sets the highest standards. Our athletes are ambassadors for our school.

DANCES

Dances are typically for 6th-8th grade students only and dances are considered a privilege earned by maintaining appropriate attendance, academic, and behavior standards. **Students who are failing or whose behavior falls below school standards may be restricted from the dances.** Once students enter the dance, they will not be permitted to leave until parents/guardians sign the student out. Students who are not attending the dance or who are restricted from the dance are not to be on or near the school campus.



HARASSMENT, DISCRIMINATION & BULLYING POLICY

Turtle Bay School believes all students have the right a safe and civil learning environment. Discrimination, harassment, intimidation, and bullying are all disruptive behaviors which contribute to a hostile school environment. As such, Turtle Bay School prohibits any acts of discrimination, harassment, and bullying related to school activity or school attendance. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location,

through school-owned technology, and through other electronic means, consistent with this policy.

Bullying

Bullying is an unwanted, aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and involves repetition or potential repetition of a deliberate act.



Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. Physical bullying that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures
2. Verbal bullying that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
3. Social/relational bullying that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public
4. Cyberbullying, such as sending demeaning or hateful text messages or emails, sending rumors by email or by posting on social networking sites, or posting embarrassing photos, videos, web site, or fake profiles

(Board Policy 5131)

To the extent possible, Turtle Bay School shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents of threats, and the consequences for engaging in bullying. Students are encouraged to notify school staff immediately when they are being bullied or suspect that another student is being victimized.

Sexual Harassment

Any student who engages in the sexual harassment of anyone may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment of a student may be subject to disciplinary action up to and including dismissal. Prohibited sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature (**Education Code 48900**).

Racial Harassment

Any student who engages in racial harassment may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in racial harassment of a student may be subject to disciplinary action up to and including dismissal.

SUSPENSION AND EXPULSION

A student can be suspended or expelled if he/she commits any of these above acts at school, on the way to or from school, during lunch (on or off campus), during or on the way to or from a school activity. A student who is suspended during a trimester may be restricted from attending school activities which may include, but not limited to, dances, field trips and athletic games.

TOBACCO-FREE SCHOOLS/WORKPLACE

The Redding School District governing Board believes it is the best interests of students, employees, and the general public to prohibit the use of tobacco products anywhere and anytime on district property and in district vehicles

MEDIA

Periodically, the local news media will be on campus to take pictures and report happenings at Turtle Bay School. All students must have on file an Image/Video Release form in the office in order to be used in photographs, videos, school and district websites, and local news media. This form is updated yearly.

INSURANCE

Turtle Bay School does not carry insurance on any student. Medical care and payments are the responsibility of the parents. Parents of students who cause malicious injury may be held liable for costs. **We highly recommend that parents purchase school insurance if they do not have any other type of coverage for their child.**

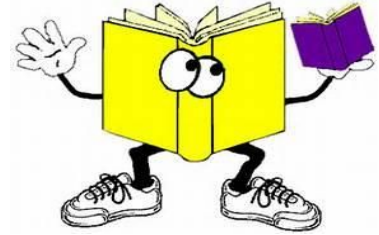
SCHOOL IMPROVEMENT PROGRAM

A K-8 School Based Coordinated Program (SBCP) is available at each of the district's elementary schools. The Turtle Bay Site Council is composed of the principal, teachers, one classified employee, and parents of children attending the school. The purpose of the Site Council is to develop and implement the Single Plan for Student Achievement and to make decisions on how state funds are spent at the school. The Council's meetings are held five times throughout the year. The Site Council is continually re-evaluating and implementing the needs of Turtle Bay School.



TURTLE BAY PARENT FACULTY CLUB

Turtle Bay School has a strong and active Parent/Faculty Club which links with the staff at announced monthly meetings to plan and support school activities. The meetings are scheduled for the first Tuesday of every month at 6:00 in the library. Child care is provided.



Parent participation is welcomed and encouraged at Turtle Bay School. Parents play a very important role in the education of our students, so we encourage you to visit our school and spend time in your child's classroom. Your attitude about school has a great impact on your child.

There are many ways parents can be involved in our school. We encourage parents to be active in the classroom and hope you will contact your child's teacher if you can help. Each classroom needs a Room Mother (or Father!) to organize class activities and parties. In addition, there are a number of events sponsored by the Parent/Faculty Club that really depend upon parent volunteers. They include:

Book Fairs: Students are able to look at the books, indicate which ones they would like, and bring a list home. Parents can also preview the books before purchasing any. Proceeds from this event are used to purchase discounted books for the school library.

Carnival/Fall Festival: This is one of the most enjoyable activities put on by the teachers in conjunction with Parent/Faculty Club. Included are games with prizes, activities like face painting, balloons, food, drink, popcorn, and baked goods, booths, etc. It requires a lot of parent help, and the result is great fun and enjoyment for all.

Career Day: This 4th -8th grade activity involves about 20 college and career presentations followed by a luncheon for our guests which the PFC sponsors.

In addition, the PFC assists with Open House, 8th Grade Parent Night, Mother/Son and Father/Daughter Dances.

Detailed information about each of these activities is sent home prior to the event. The decisions about what activities to sponsor and how to spend money for the school are made at monthly Parent/Faculty Club Meetings. All parents are urged to attend. At the beginning of the school year, we send out a survey for parents to complete. The survey lists the various activities that need parent involvement and gives you an opportunity to indicate your interests. The survey helps coordinate parent participation in the numerous activities that occur throughout the year.





Turtle Bay School Handbook

Student _____

Teacher _____

Please sign and return this **acknowledgement page**
only to Turtle Bay School

___ I have read and understand the Turtle Bay School Handbook

___ I have reviewed the Turtle Bay School Handbook with my child

Student Signature

Parent Signature

Date