

***EXETER UNIFIED SCHOOL DISTRICT***

*“Learning. Leading. Innovating”*

***Exeter Community  
Day School  
Student/Parent Handbook  
2018-2019***



711 West Chestnut Street

Exeter, California 93221

Phone: (559) 671-0446

Fax: (559) 592-5536

School Website: <https://cde.exeter.k12.ca.us>

Beth Micari, Principal

*\*Una versión en español de este manual está disponible a petición.*



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**Beth Micari**  
Principal

Dear Students, Parents, and Friends:

As principal, it is my privilege to lead the students, staff, families and community of the Exeter Community Day School. I look forward to implementing and ensuring educational and support services opportunities for students. We provide a non-traditional educational setting that imbeds a variety of counseling services to ensure success in all students.

Exeter Community Day School is an alternative education school that services grade forth through twelve within the Exeter Unified School District. The school includes a self-contained classroom that offers smaller class sizes, standards based curriculum, direct teaching, computer based options, and counseling for students. The small class size ratio allows for students to receive individualized instruction and counseling to achieve social skills, personal growth and academic achievement.

Our staff is conscientious, caring and supportive of all student's individual needs and circumstances. We work together with the support of intra-agency services in order to build structure and success for students. We support that family communication and involvement is essential in students' progress and success. As a part of holding students and parents accountable for their success, we welcome parent communication, involvement and will provide opportunities for all students and families to succeed. I look forward to the opportunities for growth for the students of the Exeter Community Day School and our community.

We look forward to the upcoming school year. If we can be of any assistance to your student, please don't hesitate to give us a call, come see us, or send us an e-mail. Make sure you visit our school website to receive up-to-date information, schedule and contacts: <https://cde.exeter.k12.ca.us>.

Respectfully,

*Beth Micari*

Beth Micari  
Principal  
Exeter Community Day School



## **EMERGENCY INFORMATION**

Exeter Unified School District and each of its school sites have plans and preparations for major emergency situations. Parents are asked to do the following in case of an emergency:

- Do not telephone the school. Telephone lines will be needed for emergency communication.
- Do not drive to the school. Streets need to be clear for emergency vehicles.
- Answer your phone. Parents will receive messages and/or instructions by way of our automated phone system.

## **FOGGY DAY PROCEDURE**

*Only students who, regularly, ride the bus will be affected by a foggy day schedule. All other students need to arrive at school by 8:00 am. Media will announce foggy day transportation scheduling for Exeter Unified Schools by indicating one of the plans listed below, using only the letter designation, such as Plan "A." Parents and students should be familiar with these plans.*

**PLAN "A"**                      Bus transportation and classes will start on regular schedules

**PLAN "B"**                      Bus transportation will be delayed by one and one-half (1 ½) hours.

**PLAN "C"**                      All morning bus routes will be cancelled.

### **ROAD AND TELEVISION STATIONS USED TO ANNOUNCE PLANS**

KTHX – Dial AM 1400  
KXEX – Dial AM 1550  
KSEQ – Dial FM 97.4  
KMPH – Dial FM 107.5

KJOP – Dial AM 1270  
KJUG – Dial FM 106.7  
KMJ – Dial AM 580

KVPT – TV Channel 18

KFSN – TV Channel 30

KSEE – TV Channel 24

**EXETER UNIFIED SCHOOL DISTRICT  
TRANSPORTATION OFFICE  
(559) 592-5573**

# EXETER UNIFIED SCHOOL DISTRICT

## School Attendance Expectation

To receive the highest benefit of a compulsory education, students of Exeter Unified School District should attend school at a rate of at least 94% or higher (this is equivalent to no more than 10 absences per academic year).

### Explanation of Attendance:

1. **Students must be in class at least 94% of the academic school year to receive full instructional benefits (no more than 10 absences per year).**
  - a) ***For middle school students***, as a requirement to participate in graduation, all three years of middle school attendance must average 94% or above. (BP 6147.2)
  - b) ***For high school students***, as a requirement to participate in commencement, all four years of high school attendance must average 94% or above. (BP 6147.2)
2. **What counts as an absence?** Any absence will be counted against the 94% attendance expectation. The type of absence does not matter, with the following exceptions (California Education Code §48205 for a complete listing):
  - (1) Absence from school with a verified medical, dental, optometry, chiropractic or court note, or quarantine order.
  - (2) Funeral services for a member of the immediate family (limited to one day in-state, and three days out-of-state).
  - (3) Absence to care for student's child with illness or medical appointment (verified by a medical note).
  - (4) For the purpose of spending time with a member of the pupil's immediate family, who is leaving, on leave, or returning from active duty combat zone deployment.
  - (5) Prior principal's approval for reasons, which may not be included elsewhere, but are pursuant to uniform standards established by the governing board and California Education Code.
3. **Clearing student illnesses** - A parent/guardian may confirm student illnesses without a doctor's note for up to 6 calendar days in a school year. After 6 days of illness, a doctor's note will be required for each day the student is ill. If a doctor's note is not provided, the illness days will calculate towards the student's truancy count.

4. **Chronic illness** - For students with chronic or recurring illness, which may affect truancy, please contact your student's School Nurse to discuss available options.
5. **Making up an absence** - Saturday School (when available) attendance may clear an absence (all four hours). Banking of Saturday School credit is NOT allowed. Attendance in Saturday School must be completed within four (4) weeks of the unexcused absence.

**ABSENCES AFFECT A STUDENT'S ABILITY TO EARN CREDITS AND GRADUATE.**  
**PLEASE \*\*\*READ THIS SECTION CAREFULLY\*\*\***

### **ABSENCES**

**Call (559) 671-0446, or email [bmicari@exeter.k12.ca.us](mailto:bmicari@exeter.k12.ca.us), to verify an absence.** The State requires us to have every absence verified by a parent/guardian. Therefore, we need you to call us or send a note so we can document why your student is absent. You can leave a message 24 hours a day! If we do not receive a call from a parent or guardian, any absence will be processed as a cut (truancy). Students receive detention for cuts and parents will be referred to Court through the SARB process.

If an absence occurs, it is up to the student to contact his/her teacher to obtain any make-up work. Absent or not, students are still responsible for their work.

### **ABSENCES AND ACADEMIC CREDITS**

To receive full academic credit (5 credits per course, per semester), students must meet minimum attendance standards. For each course, students must be present in class (seat time) 75% of the time. For students not meeting this attendance requirement, the number of credits received will be lowered or eliminated altogether.

### **ILLNESS AT SCHOOL**

If your student becomes ill during the school day and needs to go home, someone listed on the Emergency Card must arrange to have them picked up. We cannot release students to walk home by themselves. If they are too sick to sit in class, they are probably too sick to walk home.

### **TARDIES**

Any student arriving tardy (after 8:20 AM) must sign in at the attendance office. Tardy students will be scheduled make-up time afterschool.

Any arrivals after 8:30 AM will be considered a cut. Cuts will be served during afterschool detention.



## RELEASE OF STUDENTS DURING THE SCHOOL DAY

Students who need to leave campus must be signed out by parent/guardian in the office as they depart campus and must sign back in at the office if they return prior to the close of the school day. Students *will not* be permitted to leave school with any person who is not their parent, guardian or emergency contact person (previously authorized in writing by the parent or guardian). Individuals picking up students may be required to show valid identification. Students leaving campus must sign out at the Front Office as they depart.

## MOVING - CHANGING SCHOOLS

If a student has to leave school because he/she is moving or transferring, the parent/guardian must contact the Front Office. Failure to do this will result in a delay or refusal in transferring records and may result in receiving an unexcused absence for every day your whereabouts are unknown.

# EXETER UNIFIED SCHOOL DISTRICT STUDENT ATTENDANCE REVIEW BOARD (SARB)

SARB is the Student Attendance Review Board for Exeter Unified School District. Representatives from the police department, probation, children's services, mental health and community health serve on the panel. The goal of SARB is to work cooperatively with parents/guardians to create a plan to increase their student's attendance.

Any student who is absent from school without a valid excuse for more than three days, or tardy or absent for more than any 30-minute period during the school day without a valid excuse, is truant and shall be reported to the attendance administrator or superintendent of the school district (Education Code Sec. 48260) and may be summoned to SARB.

Prior to reaching the SARB panel, school sites make every effort to meet with parents/guardians regarding their student's absences. SARB letters are part of this process of communication.

### **SARB LETTERS:**

*After 3 unexcused absences, or 6 parent/guardian excused absences (without a doctor's note), a SARB Warning Letter will be sent home.*

*After 5 unexcused absences, a SARB Meeting Letter will be sent out. At this point, a face-to-face meeting with the Assistant Principal is necessary.*

*After 7 unexcused absences, a final SARB Letter will be sent out followed by a referral to the SARB Panel.*

## **TRUANCY PENALTIES:**

SARB will ask the parent and the student to sign an attendance contract. Failure to comply with the contract will result in the order of a citation to appear in court.

1<sup>st</sup> Conviction: A fine of not more than \$100.00 plus penalties up to \$375.00.

2<sup>nd</sup> Conviction: A fine of not more than \$320.00 plus penalties up to \$750.00.

3<sup>rd</sup> or Subsequent Conviction: A fine of not more than \$500.00 plus penalties up to \$1,000.00.

13202.7 V.C.: Any minor under the age of 18 years old who is habitual truant may have his/her driving privilege suspended for one year.

SARB will report truancy cases to Child Welfare Services, CalWorks, Social Security and Tulare County Social Services. A truant child may result in a reduction or elimination of individual or family benefits from these agencies.

## **DISCIPLINE**

*(things you **SHOULD NOT** do!)*

## **SCHOOL RULES**

### **ACADEMIC INTEGRITY**

Cheating, in any form, is strictly prohibited. All assignments must be completed solely by an individual student. Penalties for cheating:

First Offense:

- Parent notification by instructor/administrator.
- Referral filed with the principal.
- Grade of "0" on the work.
- Student counseled as to seriousness of offense.

Second Offense:

- Parent notification by the principal.
- Grade of "0" on the work/assignment.
- Referral for disciplinary action.
- Student removed from the class with a final grade of "F".

### **AEROSOL CANS**

Aerosol cans (for example - paint, hair products, pepper spray, etc.) are not permitted. Special permission to have such product may be obtained for special projects or activities.

## BUS RULES – TO AND FROM SCHOOL

In order to ride school provided transportation, students must obey state transportation laws and cooperate with the bus driver at all times. The school district is not compelled by law to furnish transportation. The privilege of riding an EPS bus may be denied to anyone at any time.

## CELL PHONES, MP3 PLAYERS, & ELECTRONICS

To minimize classroom distractions, cell phones and electronic devices will not be permitted during instructional time. Students will be required to check their cell phone or electronic device in and out at the beginning and end of the day. In the event of an emergency, students may use the school phone or be given permission to use their phone. Parents may also call the school in an emergency and need to talk to the student.

If a cell phone is out during class, here are the consequences:

**1<sup>st</sup> Offense** – The student’s phone will be confiscated and will be returned at the end of the day after a meeting with the principal.

**2<sup>nd</sup> Offense** – The student’s phone will be confiscated and will be retrieved by a parent or guardian after school.

**Additional Offenses** – Progressive discipline, including school suspension for defiance of school rules will apply.

Refusal to give up a cell phone, when asked, is defiance. This is extra punishment with minimum 2 days detention and can go up to suspension/transfer. Students are encouraged to comply with the rules.

Other than a cell phone, any other electronic device is not permitted on campus. Portable speakers are not allowed. The school is not responsible for stolen, lost or damaged devices; including confiscated items. Students bring these items to school at their own risk.

## CURSING (OR THREATS) TOWARDS STAFF

Cursing at, or threatening, a staff member will result in immediate suspension up to 5 days. The CDS staff will treat your students respectfully, there is no reason to curse or threaten staff. If a student is having a difficult time with a staff member, they may see the Principal or Counselor immediately to help problem solve.

## DRESS AND GROOMING RULES

Research has shown that student dress and appearance affect student attitudes and conduct. These guidelines are intended to define “appropriate student attire” and personal grooming. Their purpose is to prevent disruption of the classroom atmosphere, enhance classroom decorum, and eliminate disruption of the learning process.