



**CUTTEN
ELEMENTARY
SCHOOL DISTRICT**

**Family and Student
Handbook
2026-2027**

Ridgewood School
2060 Ridgewood Drive
Eureka, CA 95503
(707) 441-3930

Cutten School
4182 Walnut Drive
Eureka, CA 95503
(707) 441-3900

Office Hours:
7:30am-4:00pm, Monday-Friday

CUTTEN ELEMENTARY SCHOOL DISTRICT FAMILY AND STUDENT HANDBOOK

Welcome to the Cutten Elementary School District.

Disclaimer: This handbook is not designed to be a comprehensive list of all policies and procedures, but is intended to provide general information families and students need to know about our schools. The district reserves the right to amend the school year, modify curriculum, change policies or otherwise make changes in the best interests of the district and at the school's sole discretion.

Non Discrimination Policy:

District office staff are here to support you and your student from both sites.

District/Cutten Office	707-441-3900
Ridgewood Office	707-441-3930
Fax: District/Cutten Office	707-441-3906
Fax: Ridgewood School	707-441-3933
Becky MacQuarrie, Superintendent	707-441-3900 ext. 142
Vanesa Carillo-Salas, Business Manager	707-441-3900 ext. 141
Wendy Orlandi- Principal, Ridgewood School	707-441-3930
Tiffany Maher- Principal, Cutten School	707-441-3900 ext. 121
OPEN, Director of Special Education	707-441-3900 ext. 144
Jay Seeger, Director of Maintenance	707-441-3900
Jesse Shoghi, Technology Coordinator	707-441-3900 ext. 140
Alanzo Arenivaz, Food Services	707-441-3900 ext. 143
Karla Tice, Intervention and EL Teacher	707-441-3900
Anne Girard, Cutten School Social Worker	707-441-3900 ext.117
Ashly Luciani, Ridgewood School Social Worker	707-441-3930

SITE HOURS

Ridgewood:

Office Hours:	Monday - Friday, 7:30-4:00pm
School Day:	Monday, Tuesday, Thursday & Friday, 8:15am-2:00pm Wednesday, 8:15am-1:05pm
After School Program:	Monday-Friday after school until 5:30pm

Cutten:

Office Hours:	Monday - Friday, 7:30-4:00pm
School Day:	Monday, Tuesday, Thursday & Friday, 8:30am-2:50pm Wednesday, 8:30am-1:40pm
After School Program:	Monday-Friday after school until 5:30pm

INTRODUCTION

Cutten School District Vision and Mission Statement

The Cutten School District, in partnership with our community, provides students with the academic and social skills necessary to become contributing members of a global community. We accomplish our mission by creating a joyful, student-centered, and consistent learning environment rich in the arts and sciences, where everyone knows they are respected members of the Cutten-Ridgewood family.

Cutten Quick Facts

School Mascot	Tigers
School Colors	Blue & Gold
School Motto	Building a better world... one student at a time
School Song (Written by Katri Pitts)	Tiger Pride We've got (clap, clap)Tiger Pride. We feel (clap, clap) great inside. We use self control. That is our goal. We've got (clap, clap)Tiger Pride. Time for respect. We can be polite. We can listen and wait our turn. We do what is right. We are responsible. We can follow the rules. We can clean up after ourselves. And do our best in school. Great cooperation. Helping others out. Keeping a positive attitude. That's what it's all about. Encouraging safety. We give other people space. We use things as they're meant to be used. To keep everybody safe. Rise to success. We study for our tests. We always participate. And try our very best. We've got (clap, clap)Tiger Pride. We feel (clap, clap) great inside. We use self control. That is our goal. We've got (clap, clap)Tiger Pride

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PURPOSE OF THIS HANDBOOK

This Handbook was developed to answer many of the commonly asked questions students and families may have during the school year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook available for your use, either electronically or by printing out a copy. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise. The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. The Cutten School District reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be distributed to students and parents.

If you have any questions about the Handbook or any of its policies, please contact the site Principal, at (707)441-3900 (Cutten) or (707)441-3930 (Ridgewood).

ENROLLMENT AND REGISTRATION PROCESS

Registration Paperwork/Documentation:

To enroll a student, parents or guardians must obtain an enrollment packet from either CSD school site. The completed packet must be returned along with the following documents:

- A copy of the student's birth certificate
- Up-to-date immunization records
- Families who reside within district boundaries must also provide two documents confirming proof of residency. Acceptable verification documents include the following:
 - Electric, gas, or water/sewer bill (utility bill)
 - Rental agreement or mortgage statement
 - Cable or satellite bill
 - Other approved documents that clearly show the parent/guardian's name and current address

*Please Note: Enrollment is not complete until all required information has been submitted and verified by District personnel.

Open Enrollment:

The Cutten Elementary School District offers an Open Enrollment process that allows parents and guardians who live outside the district to apply for their children to attend either Cutten School or Ridgewood School.

Open Enrollment applications are accepted once a year, beginning December 1st, for the next school year. Application forms are available at both school sites. If the number of requests for a particular school exceeds available space, a waiting list will be created. The waiting list will determine the order in which students may be accepted if openings become available during the year.

All applications are considered equally, and each student in a family must submit a separate, completed application to be considered for enrollment.

Interdistrict Transfer Requests/Process:

Parents or guardians who wish to enroll their student in a school district other than their district of residence must complete the formal Interdistrict Transfer process. This process requires written approval from both the District of Residence and the District of Attendance and is consistent across all Humboldt County school districts which is obtained using the "Annual Interdistrict Attendance Transfer Agreement."

Interdistrict Transfer Agreement forms are on the Cutten District website. A completed form is required for any student who wishes to attend a school outside their district of residence. Interdistrict transfer requests must be submitted between December 1 and February 1, prior to the school year for which attendance is requested.

Interdistrict Agreements must be renewed each year during the designated enrollment period. Please note that both the District of Residence and the District of Attendance must approve the transfer for a student to be officially enrolled in the requested district.

Exiting/Transferring

When a student will be moving out of the district, parents or guardians are asked to notify the school in advance, preferably in writing, and indicate the student's last day of attendance. This advance notice helps the school prepare student records and ensure a smooth transition to the new school.

ATTENDANCE

Excused Absences:

No student will have their grade reduced or lose academic credit for any excused absence, as long as missed assignments and tests that can reasonably be provided are completed satisfactorily within a reasonable period of time. (Education Code 48980(k))

A student's absence shall be excused for the following reasons:

- Illness of the student
- Quarantine under the direction of a county or city health officer
- Medical, dental, optometric, or chiropractic appointments
- Funeral services of a member of the student's immediate family:
 - Up to one day if the service is in California
 - Up to three days if the service is outside California
- Illness or medical appointment during school hours
- Participation in a cultural ceremony or event
- Justifiable personal reasons, including but not limited to:
 - Court appearances
 - Attendance at a funeral service
 - Observance of a religious holiday or ceremony
 - Attendance at a religious retreat (limited to one school day per semester)
 - Other reasons approved by the principal or designee
- Spending time with an immediate family member who is an active-duty member of the uniformed services, called to duty, on leave, or recently returned from deployment. The duration of the absence is determined by the superintendent.
- Absences for the student's mental or behavioral health needs

Students who are absent for these reasons will have the opportunity to make up all missed assignments and tests. Teachers will determine assignments and tests that are reasonably equivalent, though not necessarily identical, to what was missed.

For this policy, "immediate family" includes the student's mother, father, grandmother, grandfather, brother, sister, or any relative living in the student's household.

Cutten Elementary School District follows Education Code 48205 and Board policy regarding absences for civic, political, and cultural events.

Unexcused Absences and Habitual Truancy:

Unexcused absences are absences that do not meet the criteria for excused absences under the California Education Code.

A student is considered habitually truant if, in one school year, they:

- Are absent without a valid excuse for three days, or
- Are tardy or absent for more than 30 minutes on three occasions without a valid excuse, or
- Have any combination of the above.

Habitually truant students will be reported to the District's attendance supervisor or the superintendent. (EC 48260)

A student may also be considered chronically truant under Education Code 48263.6 if they:

- Are subject to compulsory full-time or continuation education, and
- Are absent without a valid excuse for 10% or more of the school days in a school year, calculated from the date of enrollment to the current date.

Truancy:

A student is considered truant if:

- They miss a full day of school for an unexcused absence, or
- They are tardy three times, with each tardy lasting more than 30 minutes

After three unexcused absences, the student may be referred to the School Attendance Review Board (SARB) for review and support.

Excessive Absences and Tardiness:

Excessive student absences and tardiness, whether excused or unexcused, can be an early warning sign of academic struggles and may increase the risk of students falling behind or dropping out of school. All absences impede learning.

When a student is absent for 10% or more of school days in a school year, including excused absences, parents or guardians will be notified in writing. The notice will advise that additional illness-related absences may be considered unexcused unless:

- A doctor's verification is provided, and/or
- A Release of Information Form is completed.

The purpose of this procedure is to identify students at risk of chronic absenteeism early and to develop interventions to support their academic success.

Short Term Independent Study Agreement:

If it becomes necessary for a student to miss school due to travel or a special family event, parents/guardians are asked to request a Short-Term Independent Study Agreement. This agreement is made between the student, parent/guardian, and teacher.

The agreement provides lessons and activities for the student to complete while away from school, ensuring they stay current with classwork.

Parents should notify the teacher at least one week in advance of any planned absence for reasons other than illness.

The completed work must be returned to the classroom teacher on the first day the student returns to school for grading and attendance credit.

In cases of illness, parents may also request an Independent Study Agreement to make up missed work.

This process helps students maintain consistent learning and ensures that attendance requirements are met even when they must be away from school.

School Attendance Review Board (SARB):

For students with continued or persistent attendance or behavior challenges, the School Attendance Review Board (SARB) provides a systematic, collaborative approach to addressing barriers to school attendance.

The Eureka Regional SARB includes representatives from:

- Youth-serving agencies
- Law enforcement
- School staff
- The court system

SARB members work together to coordinate school, community, and home efforts to help students and their parents or guardians solve attendance and behavior challenges. The primary goal of SARB is to keep students in school and ensure they have a meaningful educational experience.

When necessary, SARB has the authority to refer parents or guardians to Attendance Court. (EC 48290)

For more information or to contact the SARB coordinator directly, please call: 441-2461.

Arrival & Dismissal:

Students are not to arrive more than 30 minutes before the start of the school day, unless attending a scheduled meeting, practice, or other supervised activity.

Students are not permitted to remain on campus before or after school to wait for activities that begin well before or after official school hours.

Supervision is provided only during designated arrival and dismissal times. The school does not have personnel available outside of these hours.

Families are asked to plan accordingly to ensure the safety and supervision of their children.

Leaving School During the Day:

No student in grades TK–6 is permitted to leave school during the day without authorization from the school office.

Parents/guardians must go to the school office to sign out their child for early release.

The office must be notified in advance if someone other than a parent/guardian will be picking up the student.

Once the adult is present and verified, the student will be called to the office and released to that trusted adult. Students will not be called to the office prior to an adult being present for their release.

Students may not be released to another minor and may not leave on their own during school hours.

CLASSROOM

Protection of Instructional Time:

Cutten and Ridgewood Schools are committed to providing as few interruptions as possible to students' daily instruction in the classroom. Please consider the following to eliminate unnecessary interruptions throughout your child's learning experience:

Arrival and Tardy Policy: Please get students to school on time each day. This is 8:15 a.m. at Ridgewood School and 8:30 a.m. at Cutten School. Students cannot arrive at Ridgewood before 7:45 a.m., or at Cutten before 8:00 a.m. as there is no adult supervision. If a student is tardy, please sign them into the office so they can return to class with a tardy slip.

Limiting Classroom Disruptions: Parents are asked not to visit classrooms or interrupt instruction unless set up in advance with the teacher or preapproved by the school office. Parents visiting the school should check in at the office to receive a visitor's pass.

Scheduled Appointments: If a child has an appointment (doctor, dentist, etc.) please - contact the child's teacher or the office in advance to inform them of the appointment.

Early Pickup Procedures: It is recommended not to sign your child out early from school unless it is an emergency or for a necessary medical appointment that cannot be scheduled after the school day. Please call the school office or inform your child's teacher if they will be dismissed early for an appointment. Children will be sent to the office when the authorized adult signs them out with approval of the school secretary.

Message Delivery: Please contact your child's teacher in advance if you know they will be missing school or showing up late. You may also contact the school office, especially if you do not get a response back from the teacher. Often, teachers are interacting and teaching students and may not be available to take messages. Students should make after school arrangements with friends before they come to school, not during school hours.

Birthday Parties & Classroom Events:

Cutten Elementary District encourages students to celebrate their birthdays in a way that is safe, inclusive, and minimally disruptive to the learning environment.

Classroom celebrations should be coordinated with the teacher in advance.

Edible treats must comply with district nutrition guidelines and allergy restrictions. Healthy alternatives or non-food items (stickers, pencils, etc.) are encouraged.

Party invitations may not be distributed at school unless the entire class is invited.

Balloons, flowers, or large decorations are not permitted in the classroom, as they may disrupt learning or pose safety concerns. If delivered, students will be instructed to pick them up after school in the office.

These guidelines help ensure that all students feel included and that the school day remains safe and focused on learning.

Class placements:

Each year, our staff takes the placement of students very seriously. In the spring, current grade-level teachers work collaboratively with support staff and the principal to thoughtfully place students into classrooms for the following school year.

Many factors are considered in this process, including—but not limited to—academic strengths and areas for growth, work habits, interpersonal relationships, and social-emotional development. Our goal is to create well-balanced classrooms that provide the best possible learning environment for every student.

Please note that we cannot guarantee specific placements, whether in regard to a particular teacher or other students. We also ask that families refrain from contacting individual teachers or staff members to request specific placements.

If you have concerns or insights you wish to share about your child's placement, you are encouraged to write a letter to the administration explaining the type of learning environment in which your child is most successful.

Due to the thoughtful consideration of classroom placements, changes will not be made once class lists have been posted.

We appreciate your trust and partnership as we work to ensure that every student has a positive and successful school experience.

Parent Conferences:

Parent-teacher conferences at all grade levels provide an important opportunity for families and educators to work together, share insights about a child's progress, and develop strategies that support the student's academic, social, and emotional success.

Conferences are held twice each year:

- November (end of the 1st trimester)
- March (end of the 2nd trimester)

Progress Reports are shared:

- During the November conference
- During the March conference
- At the end of the academic year

Homework:

Homework reinforces and reflects classroom learning, as well as communicates to parents what their child is learning. It is independent practice for most students. Modifications are made as necessary to differentiate for students who need it. Homework at every grade level involves reading.

Daily Reading Expectations:

15 minutes in K

20 minutes in 1st

25 minutes in 2nd

30 minutes in 3rd - 6th

* Includes independent reading, being read to, discussion of books, sight words practice.

Students will be held accountable by teacher/grade level choice of method.

Other Subject Areas:

0 minutes in K (reading only)

10 minutes in 1st grade

15 minutes in 2nd grade

15 minutes in 3rd grade

20 minutes in 4th grade

20 minutes in 5th grade

30 minutes in 6th grade

Total Time Spent on Homework:

Reading in K

No more than 30 minutes for 1st grade

No more than 40 minutes for 2nd grade

No more than 45 minutes for 3rd grade

No more than 45 minutes for 4th grade
No more than 50 minutes for 5th grade
No more than 60 minutes for 6th grade

California Content Standards:

The California State Board of Education sets curriculum standards in the areas of English language arts, mathematics, science, history/social science, and visual and performing arts. California has adopted standards benchmarked against international standards called Common Core State Standards (CCSS). The mission of the CCSS is to provide a consistent and clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers.

Standardized Testing:

California Department of Education • April 2025:

Every year, California students take several statewide tests. When combined with other measures such as grades, class work, and teacher observations, these tests give families and teachers a more complete picture of their child's learning. You can use the results to identify where your child is doing well and where they might need more support.

Your child may be taking one or more of the following California Assessment of Student Performance and Progress (CAASPP), English Language Proficiency Assessments for California (ELPAC), and Physical Fitness Test assessments. Pursuant to California Education Code Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments. There is no exemption for the ELPAC or Physical Fitness Test.

CAASPP - Smarter Balanced Assessments for English Language:

Arts/Literacy (ELA) and Math:

Who takes these tests? Students take these tests in grades 3–8 and grade 11.

What is the test format? The Smarter Balanced assessments are computer-based.

Which standards are tested? The California Common Core State Standards are tested.

CAASPP - California Alternate Assessments (CAAs) for ELA and Math:

Who takes these tests? Students whose individualized education program (IEP) identifies the use of alternate assessments take these tests in grades 3–8 and grade 11.

What is the test format? The CAAs for ELA and Math are computer-based tests that are administered one-on-one by a test examiner who is familiar with the student.

Which standards are tested? The California Common Core State Standards are tested through the Core Content Connectors.

CAASPP - California Science Test (CAST):

Who takes the test? Students take the CAST in grades 5 and 8 and once in high school, either in grade 10, 11, or 12.

What is the test format? The CAST is computer-based.

Which standards are tested? The California Next Generation Science Standards (CA NGSS) are tested.

CAASPP - California Alternate Assessment (CAA) for Science:

Who takes the test? Students whose IEP identifies the use of an alternate assessment take the CAA for Science in grades 5 and 8 and once in high school, either in grade 10, 11, or 12.

What is the test format? The CAA for Science is a series of four performance tasks that can be administered throughout the year as the content is taught.

Which standards are tested? Alternate achievement standards derived from the CA NGSS are tested.

CAASPP - California Spanish Assessment (CSA):

Who takes the test? The CSA is an optional test for students in grades 3–12 that tests their Spanish reading, listening, and writing mechanics.

What is the test format? The CSA is computer-based.

Which standards are tested? The California Common Core State Standards en Español are tested.

COMMUNICATION

Clear and respectful communication between home and school is essential to supporting student success. We value ongoing communication with families and use a variety of methods to stay connected, including voicemail, email, ParentSquare, and face-to-face meetings. Staff members will respond to voicemail and email messages within 48 hours whenever possible. To ensure that teachers can remain focused on student learning and supervision during the school day, the administration asks that families respect teachers' instructional responsibilities and schedule appointments in advance for conferences or extended conversations. Immediate or urgent needs should be communicated directly through the school office.

Parent Portal:

Our district uses SchoolWise's online parent-student portal for important information on your student's performance. Here, you can view and access things such as score reports and attendance. Not signed up yet? Head to cutten.schoolwise.com and click the "Parent Sign Up" option!

ParentSquare:

Remind (our current parent-teacher communications platform) is being replaced with Parentsquare for the 2026-2027 school year. Parentsquare makes it easy to stay up-to-date with what's going on in both your student's class and the school as a whole, with an easy-to-use

app and website! We'll be communicating more about accessing the platform as it comes online this year.

Email:

Messages may be sent to individual staff members. All individual email addresses are the staff member's first initial followed by their last name, then @cuttensd.org.

Voicemail:

If you would like to leave a voicemail message after school hours, please call (707)441-3900. If you know the extension of the person you wish to reach you can dial it at any time during the recording. You may also leave a message with the person's name you are trying to reach and it will be forwarded to them.

BEHAVIORAL STANDARDS

Student Behavioral Expectations:

Our District is proud to be a State-Recognized Positive Behavioral Interventions and Supports (PBIS) school. PBIS is a proactive, school-wide framework that teaches and reinforces positive behavior, establishes clear expectations, and supports students in making responsible choices. Through PBIS, students are recognized and celebrated for demonstrating respect, responsibility, safety, and kindness throughout the school community.

District wide expectations: Safe, Respectful, Responsible, and Kind.

Specific Practices and Supports include:

- Clearly defined Behavior Expectations
- System of Acknowledging Appropriate Behavior
- System for Correcting Inappropriate Behavior
- Addressing Continuing Behavior Concerns
- Interventions

Ridgewood and Cutten School Tiger Pride

Self control is our goal!

	We are Safe	We are Respectful	We are Responsible
Everywhere, Always	· Keep hands, feet, and objects to yourself · Stay in your assigned area · Wear appropriate clothing and footwear	· Be kind · Take turns · Use good manners · Listen with attention · Use appropriate voice level · Follow the dress code	· Be honest and fair · Accept consequences · Follow directions quickly · Leave gum and candy at home · Keep cell phones, smart watches, earpods, and personal electronics turned off and in backpack all day

Classroom	· Use materials appropriately	· Take care of school property	· Be on time · Stay on task · Keep your area tidy
Playground	· Listen to adults · Follow game rules · Use equipment properly	· Include everyone · Show sportsmanship	· Put away equipment · Put trash in trash can · Line up quickly
Lunch	· Face forward · Walk to and from your lunch spot	· Keep your food to yourself · Ask permission appropriately	· Eat what you take · Keep your area clean
Assemblies	· Sit seat to seat	· Clap when appropriate	· Ask questions only when prompted to do so
Hallways	· Face forward · Walk at all times · Stay in line with your group	· Walk quietly	· Wait patiently
Bathroom	· Wash and dry your hands · Report problems to an adult immediately · Use the bathroom for its intended use	· Respect privacy	· Flush toilet · Use paper appropriately · Conserve water; keep soap and water in the sink · Return quickly to class
Bus & Bus Stop	· Wait on the sidewalk and stay out of the street · Stay still while the bus is pulling up, and board after the door is fully open · Sit, seat to seat, back to back while the bus is moving	· Respect private property at bus stops · Select a seat quickly and quietly	· Hold onto your belongings · When safe, leave promptly
Arrival & Dismissal	· Follow parking lot safety rules · Walk your wheels on school grounds · At dismissal, check with the teacher before leaving the class group.	· Leave the classroom promptly at the end of the day	· Arrive no earlier than 7:45 (Ridgewood) or 8:00 (Cutten), wait at the designated area or go directly to breakfast room · At dismissal, pack your belongings quickly
Library	▪ Always walk in the library ▪ Keep hands and feet to self ▪ Use chairs, tables, book sticks and computers appropriately	▪ Enter the library quietly ▪ Return books to proper places ▪ Push chair in ▪ Take care of library property ▪ Clean-up your space before leaving	▪ Return Books on Time ▪ Use kind words ▪ Use a 0-1 voice ▪ Handle books with care ▪ Be Patient while waiting your turn
Music	● Use instruments appropriately and at a safe volume. ● Be aware of others and give them space.	● Listen to others when they are speaking/singing/playing. ● Encourage your classmates. ● Value other students' creativity ● Clean up your materials after class	● Give your best effort in all activities ● Follow directions quickly ● Use instruments as directed

Student Discipline:

The goal of student discipline is to promote a safe, respectful, and positive learning environment where all students can thrive academically, socially, and emotionally.

School staff use a progressive and restorative approach to discipline that emphasizes teaching appropriate behavior, problem-solving, accountability, and making positive choices. When behavioral concerns arise, school personnel will work with students to understand the situation, repair harm when appropriate, and develop strategies for future success. Consequences are designed to help students learn from their actions and make better choices in the future.

Examples of behaviors that may result in disciplinary action include, but are not limited to:

- Disrupting the learning environment
- Defiance or disrespect toward staff or students
- Bullying, harassment, or intimidation
- Inappropriate language or gestures
- Damage to school property
- Unsafe behavior
- Violations of school or classroom rules

Consequences for misconduct may include:

- Verbal reminder or redirection
- Re-teaching of behavioral expectations
- Reflection activities or restorative conversations
- Loss of privileges
- Parent/guardian contact
- Behavioral support plans
- Office referral
- Community service
- Time in office or supervised consequence
- Suspension, when warranted and in accordance with district policy and state law

The district strives to implement alternatives to suspension when appropriate, often through restorative practices.

A key component to student discipline is our school social workers. Although administrators are ultimately responsible for disciplinary actions, our school social workers provide a bridge to resolving conflicts with students and helping to determine appropriate action. Our school social workers help implement effective and non-punitive disciplinary approaches. Key professional actions include advocacy for students; direct service with at-risk students to minimize negative behaviors; educating teachers and administrators about effective, nonpunitive approaches to student discipline; and assisting students with conflict resolution and anger management.

Parents and guardians are important partners in supporting positive student behavior. School staff will communicate with families regarding significant behavioral concerns and work collaboratively to support student growth and success.

Cell Phone And Personal Electronics:

In order to create a distraction-free and safe learning environment for students while ensuring effective communication between the school and parents/guardians, the following guidelines are included in our Cell phone and Personal Electronic Devices policy.

No cell phones and other personal electronic devices (PED) during school hours. Cell phones and other personal electronic devices must be turned off and stored in students' backpacks from the time they arrive on school property until the end of the school day, including while on a school bus and while in ASP (if applicable).

Parents and guardians are encouraged to support the school's policy by:

- Discussing the cell phone and PED policy with their child.
- Ensuring that their child's phone and/or PED is turned off and put in their child's backpack during school hours (or kept at home).
- Communicating with the school office, if needed, during the school day.
- Not calling or texting their student on their personal device during school hours.
- Responding promptly to any communication from the school regarding cell phone and PED violations.

The principal may make exceptions to this policy for students with documented special circumstances that require cell phone and/or PED use for medical purposes. Such exceptions will be determined on a case-by-case basis.

Drugs And Alcohol:

Use, possession, distribution, or being under the influence of drugs or alcohol is strictly prohibited on school grounds, at school-sponsored events, and during any school-related activities. This includes alcohol, tobacco products, vaping devices, cannabis, and any controlled or illegal substances, as well as misuse of over-the-counter or prescription medications.

If a student needs to take medication during the school day, it must be provided and administered in accordance with school and district policies through the school office.

Any violation of this policy will result in disciplinary action and notification of families, and may include involvement of law enforcement and possible suspension or expulsion. The school may also provide or recommend counseling and support services.

Families are encouraged to talk with their children about making healthy choices and understanding the importance of maintaining a drug- and alcohol-free school environment. Working together helps keep our school community safe and supportive for all students.

Weapons and Look-Alike Items:

To maintain a safe and secure learning environment, students are not permitted to bring weapons or items that resemble weapons to school. This includes, but is not limited to, firearms, knives, explosive devices, toy weapons, replica guns, water guns, or any object that could reasonably be mistaken for a weapon.

Even items intended for play can cause fear, confusion, or disruption to the school environment. Any such item brought to school will be confiscated, and disciplinary action may follow.

Families are encouraged to regularly check backpacks and discuss with their children the importance of school safety. If a student becomes aware of a weapon or concerning item on campus, they should immediately report it to a staff member.

DRESS CODE

General Guidelines:

- Students may wear sun-protective clothing, including but not limited to hats, outdoors during the school day.
- Shoes must be worn at all times. Open-toed or backless shoes are not acceptable.
- Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, violent or sexually suggestive, or exhibit drug, alcohol or tobacco company advertising, promotions and likenesses, or advocate racial, ethnic or religious prejudice.
- Hats, caps and other head coverings shall not be worn indoors, except under special circumstances.
- Clothes shall be sufficient to conceal undergarments at all times and shall fit appropriately. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are inappropriate at school.
- The principal, teachers, and coaches at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other school activities.
- The principal has the final say about the appropriateness of attire.

*If a student arrives out of dress code, parents/guardians may be contacted to bring proper attire.

Halloween Costume Guidelines:

Halloween is an exciting day at our schools each year! It is a time used to dress up as someone or something other than oneself. It is important to acknowledge that some costumes sold in stores/online can be insensitive or offensive to other people and cultures. If your child plans to dress up in a costume, please consider the impact the costume may have on other students and staff in our Cutten/Ridgewood family. Our goal for Halloween is that everyone has fun and feels safe and respected.

- Masks may be worn during the parade only.
- Please leave ALL handheld accessories at home.
- Students must wear school appropriate footwear, and be able to learn comfortably and play safely.
- We request school appropriate themes only, avoiding suggestive or violent themes.
- Also, because of their fragility and the space they require, we ask that inflatable costumes not be worn to school.

ENRICHMENT/ASSISTANT PROGRAMS FOR STUDENTS**Digital Literacy & Citizenship Curriculum:**

Philosophy on Digital Citizenship: Our schools focus on responsible online behavior and actively teach digital citizenship through the Common Sense Media curriculum. Teachers discuss social media and how it can be used positively and safely. Administrators and teachers supervise students while on social media platforms and facilitate open communication and establish clear rules when online. If students do not follow the rules of expected online behavior, parents/guardians will be notified by an administrator or teacher. Included in our philosophy are the following:

- Establishing screen time limits
- The impact of online posts
- The role of privacy settings

ELPAC:

Who takes the test?

Students who have a home language survey that lists a language other than English will take the Initial test, which identifies students as an English learner student or as initially fluent in English. Students who are classified as English learner students will take the Summative ELPAC every year until they are reclassified as proficient in English.

What is the test format? Both the Initial and Summative ELPAC are computer-based.

Which standards are tested? The 2012 California English Language Development Standards are tested.

ELPAC (Alternate):

Who takes the test? Students whose IEP identifies the use of an alternate assessment and who have a home language survey that lists a language other than English will take the Alternate Initial ELPAC, which identifies students as an English learner student or as initially fluent in English. Students who are classified as English learner students will take the Alternate Summative ELPAC every year until they are reclassified as proficient in English.

What is the test format? Both the Alternate Initial and Alternate Summative ELPAC are computer-based.

English Learner Program:

Students who are identified as English Language Learners (ELLs) receive instruction and support designed to help them develop English language proficiency while accessing grade-level academic content. English language development support may be provided within the regular classroom setting and, when appropriate, through small-group or pull-out instruction. Services are based on individual student needs and language proficiency levels. The goal of ELL instruction is to help students build listening, speaking, reading, and writing skills in English while achieving academic success in all subject areas.

Indian Education Program:

The Indian Action Council of Eureka provides school-based tutoring services to support the academic achievement and positive self-concept of American Indian students within our district. Tutoring services may be provided within the classroom (push-in support) or through small-group and individual sessions outside the classroom (pull-out support), depending on student needs and program availability. The program is designed to strengthen academic skills, promote cultural pride, and encourage student success in school. Families will be notified if their child is selected to participate in this service.

Homeless Student Education:

The McKinney-Vento Homeless Education Assistance Act is Title X, part C of the Every Student Succeeds Act. This legislation ensures that children and youth experiencing homelessness have full and equal access to an appropriate public education and that they experience success in school. Each school district designates an education liaison for youth experiencing a lack of stable housing. The McKinney-Vento Act defines homeless children and youth as individuals who lack a fixed, regular, and adequate nighttime residence.

Students are guaranteed enrollment in school by the federal McKinney- Vento Act and California state law if they live:

- In a shelter (family, youth or domestic violence shelter; or transitional living program)
- In a motel, hotel, or weekly rate housing

- In a house or apartment with more than one family because of economic hardship or loss
- In an abandoned building, in a car, at a campground, or on the street
- With friends or family because you are a runaway or an unaccompanied youth

If students live under any of these conditions, they may enroll or attend school even if they lack:

- School Records
- Legal guardianship papers
- A permanent residence
- Immunization records or TB skin-test results

Students Participate fully in all school activities and programs for which they are able to:

- Continue to attend the school in which they were last enrolled or school of residence
- Receive transportation assistance back to their school of origin or school of residence
- Qualify for child nutrition programs
- Have the right to receive partial credit for productive seat time.
- Have the right to reduced credits needed to graduate in certain circumstances
-

Further information on support can be accessed by contacting the school social worker at either Cutten School (707) 441-3900 or Ridgewood School (707) 441-3130.

GATE (Quest):

The Cutten School District recognizes that gifted learners' needs are highly complex and diverse and that it is important to provide services that not only challenge their special aptitudes but address their social and emotional needs as well.

Students can be recommended for assessment for the GATE program by classroom teachers, parents/guardians, or other school staff when they are in the 4th grade or beyond. Assessment for GATE is completed in the Fall (generally in October or November). The assessment is given at Cutten and consists of eleven subtests. This assessment differs from most in that it is designed to measure not what the student has learned, but how the student learns. High scores on the assessment indicate giftedness – learning abilities far beyond those of chronological peers.

Once a student qualifies for the GATE program they remain eligible throughout their stay at Cutten School. If you would like to request a student be assessed for the GATE program during the next testing window email Cutten GATE coordinator and teacher.

GATE identified students at Cutten are served through a combination of classroom differentiation (which means adding breadth and depth to the regular curriculum), and a pull-out program taught by a credentialed teacher. The pull-out program provides an opportunity to work with other students with similar abilities for roughly 2 hours every other week during the spring. Lessons move quickly, are cross-curricular, and are designed around breadth, depth, and complexity.

Physical and Health Education:

Cutten School District provides a comprehensive grade TK-6 physical education program designed to promote lifelong health, fitness, and wellness. Students receive regular, developmentally appropriate instruction with Spark Physical Education Curriculum, which emphasizes physical fitness, movement skills, teamwork, sportsmanship, and healthy lifestyle choices.

Throughout the year, students participate in activities and programs that encourage healthy decision-making and promote well-being. During Character Counts! and/or Red Ribbon week each October, students engage in age-appropriate lessons and discussions focused on making positive choices, demonstrating good character, and maintaining healthy lifestyles.

In the Spring, fifth and sixth graders participate in Human Growth and Development instruction. Families will receive information about the curriculum, along with a permission form, prior to the start of instruction.

Cutten School District also offers after-school athletic opportunities for fifth and sixth grade students. Students wishing to participate in athletics must have a current sports physical completed by a licensed healthcare provider and submitted to the school before tryouts. form from a doctor on file before trying out. Information regarding athletic programs will be distributed at the beginning of each school year.

FIELD TRIPS

Field trips are an important extension of the classroom learning experience and provide students with opportunities to explore educational concepts in real-world settings. Throughout the school year, classes may participate in a variety of field trips that support curriculum goals and enrich student learning.

In accordance with California public school guidelines, field trips are provided at no cost to students. In some cases, families may be invited to make voluntary donations to help offset transportation or program expenses; however, donations are not required, and no student will be excluded from participation based on a family's ability or decision to contribute.

Parents/guardians will receive advance notice of all field trips, including details about the destination and schedule. A signed permission slip is required for students to participate. Students are expected to follow all school rules and demonstrate respectful, responsible behavior while representing our school in the community. Parent volunteers may be invited to assist with supervision and help make field trip experiences safe, enjoyable, and educational for all students. Siblings are not permitted to attend field trips.

FOOD POLICY

Outside Food/Beverage:

To promote student health, safety, and inclusion, outside food and beverages brought to school must follow these guidelines:

- Students may bring lunches or snacks from home, but may not share food with other students due to allergies and dietary restrictions.
- Birthday treats or special foods must be approved by the teacher or administration and comply with district nutrition and allergy guidelines.
- Energy drinks, soda, and other sugary and/or caffeinated beverages are not permitted on campus and will be confiscated and disposed of.
- Only water from the class fountain or student water bottles is permitted in classrooms unless it is lunchtime or a class celebration.

Food delivery from restaurants, third-party services, etc. is not permitted during school hours. If food is brought in, the student will be required to eat in the office or designated space, or be asked to pick up the food from the office after school.

Glass bottles and containers are not permitted on school campuses.

LCAP

The Local Control and Accountability Plan (LCAP) is a three-year plan that outlines the district's goals, actions, services, and expenditures to support positive student outcomes. The LCAP is developed with input from families, staff, students, and community members and focuses on improving student achievement, school climate, parent engagement, and access to educational opportunities. The district reviews and updates the plan annually to ensure that resources are aligned with student needs and district priorities. Families are encouraged to participate in the LCAP process by providing feedback through surveys, meetings, and other opportunities for providing input.

LIBRARY SERVICES

The school libraries provide students with access to a wide variety of books and resources that support literacy, learning, and a love of reading. Students are encouraged to use the library regularly and are responsible for the care and timely return of all borrowed materials.

Library Checkout Guidelines:

- **Ridgewood School:** Students may check out one library item for a one-week loan period.
- **Cutten School:** Students may check out two library items for a two-week loan

period.

- Library materials must be returned on or before the due date in order to be renewed.
- Students may renew an item one time, provided it is not overdue or on hold for another student.

Overdue notices are distributed to students approximately twice each month. Library materials that are more than 28 days overdue will be considered lost, and a replacement fee may be assessed to the student and parent/guardian. Notices regarding outstanding materials and fees will continue to be issued monthly until the item is returned or the replacement cost is paid.

Students are expected to take good care of library materials. Payment for lost or damaged items is required before library checkout privileges can be reinstated.

Parent Resource Library:

Families are invited to utilize the Parent Resource Library located in the Cutten School Library. The collection includes books and materials on a variety of topics relevant to parenting, child development, education, and family support. Parents and guardians from both schools are welcome to check out materials and take advantage of this valuable resource.

LOST AND FOUND

A Lost and Found area is maintained at each school for items that have been misplaced. Students and families are encouraged to check the Lost and Found regularly for missing belongings. Please label jackets, lunch boxes, water bottles, backpacks, and other personal belongings with your child's name.

Unclaimed items will be donated to local charitable organizations periodically throughout the school year, typically before Winter Break and at the end of the school year.

While school staff will make reasonable efforts to maintain the Lost and Found area, students and parents/guardians are responsible for checking for and claiming lost items. The school cannot guarantee the return of personal property and is not responsible for monitoring the Lost and Found for individual student belongings.

Student Valuables:

To help keep our classrooms safe and focused on learning, students shall leave personal or non-school items at home. These items can be easily lost, broken, or become a distraction during the school day.

Students should not bring valuables to school, such as large amounts of money, electronics, or special treasures. The school cannot be responsible for items that are lost, stolen, or damaged.

MEDICAL

Wellness Policy:

Illnesses can spread quickly in a school setting due to close contact among students. Common illnesses include colds, the flu, strep throat, and pink eye.

To help prevent the spread of illness, please keep your child home if they are sick. Children should remain home until they have been fever-free for at least 24 hours without the use of medication and have had no vomiting or diarrhea during that time.

Encourage good hygiene practices such as frequent handwashing, covering coughs and sneezes, and avoiding the sharing of personal items.

If your child feels too unwell to participate in normal school activities or requires medication to manage symptoms such as a persistent cough, they should remain at home to rest and recover.

Signs your child is too sick for school:

- Fever: A fever (100.4°F or higher) is a key indicator that a child should stay home until they have been fever-free for 24 hours without medication.
- Gastrointestinal issues: Vomiting or diarrhea, especially if it's frequent or causes accidents, means a child should stay home.
- Persistent or severe cough: A cough that is disruptive or doesn't improve should be a reason to keep a child home, as it can indicate a more significant illness and make it hard for them to focus.

Other symptoms: Watch for symptoms like a sore throat, listlessness, no appetite, or symptoms of a contagious infection like pink eye (bloodshot eyes, discharge).

*General unwellness: If your child "doesn't seem like themselves," it's best to err on the side of caution and keep them home to rest.

Student Medication:

In accordance with California Education Code, students are not permitted to possess or self-administer medication—whether prescription or over-the-counter—at school or during school-sponsored activities unless specific authorization requirements are met. These procedures are in place to ensure the health and safety of all students.

Prescription Medications:

All prescription medications must be provided in a container labeled by a licensed U.S. pharmacy and include the following information:

- Student's full name
- Physician's name
- Medication name, dosage, schedule, and route of administration (e.g., by mouth)

- Duration of use (end date or number of days)

Parents/guardians may request a second labeled container from the pharmacy for school use.

Over-the-Counter (OTC) Medications:

Over-the-counter medications must:

- Be provided in the original manufacturer's container
- Be treated with the same requirements and procedures as prescription medications for school administration purposes

Medication Administration Requirements:

- A new medication authorization form must be completed annually for all medications administered at school.
- Parents/guardians must notify the school nurse or school administrator and submit an updated, physician-completed and parent/guardian-signed Medication Authorization Form whenever there is a change in medication, dosage, health status, or healthcare provider.
- All medications are stored securely by the school nurse, administrator, or designee in a locked cabinet, secure storage area, or refrigerator when required.
- Unused medications will be returned to parents/guardians at the end of the school year. Any medication not picked up will be disposed of safely through a local pharmacy in accordance with disposal regulations.
- Medication needed during field trips must be arranged in advance through the school nurse or office designee.
- Injectable medications require prior coordination with the school nurse or designee to ensure proper procedures, training, and emergency protocols are in place.

Self-Administration of Medication:

Students may only self-administer medication in limited circumstances and only with documented approval from both a physician and parent/guardian, as well as school authorization.

Students with asthma may be permitted to self-administer medication if:

- A physician and parent/guardian complete and sign the required Medication Authorization Form
- The student is determined to be capable of safely self-administering the medication
- School personnel or the nurse may consult with the prescribing physician as needed
- A signed release of liability is on file, as provided in the Medication Authorization Form, in accordance with Education Code sections 49423 and 49423.1

Head Lice:

If a student is found to have adult lice in their hair, their parent or guardian will be notified and provided with information about recommended treatment procedures.

If one or more students in the same classroom are found to have active lice—or report having active lice—the principal or designee may, at his/her discretion, notify parents/guardians of students in that class or school and provide them with information about the detection and treatment of head lice.

Students are not required to leave school due to head lice. However, parents or guardians may choose to take their child home to begin treatment.

Immunization Requirements:

Effective January 1, 2020: Parents/guardians of students in any school, whether public or private, will no longer be allowed to submit a personal beliefs exemption for a currently-required vaccine.

Personal beliefs exemptions, which have been filed before January 1, 2016, will remain in effect until the student advances to the next grade span. Grade spans are birth to preschool, kindergarten through grade 6, and grade 7 through 12. For example, a 3rd grade student with a personal exemption on file will maintain their personal exemption. However, upon entering 7th grade, all mandated immunizations will be required and the personal exemption will no longer be valid.

Exemptions from CAIR-ME are required to be completed by the parent, physician and district of attendance prior to entry of preschool, kindergarten or 7th grade.

Dosage and Age Requirements:

1. Diphtheria, Tetanus, and Pertussis (DTap, DTP, Tdap, or Td) – 5 doses
 - 4 doses OK if one was given on or after 4th birthday
 - 3 doses OK if one was given on or after 7th birthday
2. Polio (OPV or IPV) – 4 doses
 - 3 doses OK if one was given on or after 4th birthday
3. Hepatitis B – 3 doses
4. Measles, Mumps, and Rubella (MMR) – 2 doses, both given on or after 1st birthday.
5. Varicella (Chickenpox) – 2 doses.

*The Humboldt County Health and Human Services Public Health Clinic provides immunizations for children. HCHHSD is located at: 529 I Street, Eureka, CA. Please call 707-445-6200 for information.

*Additional information on immunizations can be located at <http://www.shotsforschool.org>

Oral Health Assessment Requirements:

Oral Health Assessment Education Code section 49452.8 - State law requires that children have a dental check-up by May 31 of their first year of school. An assessment within the 12 months before entering school also meets this requirement. Complete information and standardized assessment forms are distributed to parents with kindergarten registration materials. More information is available at www.cda.org.

Mandated Screening:

Vision and Hearing are required at specific intervals and grade levels in California. CSD conducts screenings in all grades. Screenings can be requested or referred. All 5th graders get tested for Vision and hearing towards the beginning of the school year based on the availability of the school nurse through HCOE. Mandated scoliosis screening is currently suspended in the state of California.

Home and Hospital:

A student with a temporary disability, which makes school attendance in the regular day classes or alternative education program in which the student is enrolled impossible or inadvisable shall receive individual instruction in the student's home or in a hospital or other residential health facility, excluding state hospitals (Education Code 48206.3). Home and Hospital Instruction is one of the most restrictive individualized educational placements available and by law must be viewed as the placement of last resort, to be utilized for the shortest period of time.

Note: Home and Hospital Instruction is not an alternative education option.

The student shall receive at least one hour of instruction for every day of instruction offered by the District in the regular education program. No student shall be credited with more than five days of attendance per calendar week or credited with more than the total number of calendar days that regular classes are offered by the District. Home and Hospital Instruction is not the same as everyday classroom instruction because the Home and Hospital Instruction Teacher time is limited and the teacher may not have the academic background to teach all subjects. Therefore, students may be behind the class with assignments and knowledge when he/she returns to class.

EdCode Section 48206.3, Section 48207.3, Section 48207.5, Section 48208.

PARENT/GUARDIAN GROUPS

Parent Teacher Association (PTA):

Parent Teacher Association (PTA) is a volunteer organization with more than one million members in California. The PTA meets once a month and communicates with families through the District Newsletter and Facebook page, as well as at parent events. Parents are encouraged to join. A membership drive is conducted at the beginning of each school year, and principals can provide information about membership.

School Site Council:

School Site Council is composed of a principal, teachers, parents/guardians, and classified employees. The Site Council annually approved the District Safety Plan and School Plan for Student Achievement. Parents are encouraged to run for positions on the School Site Council.

PARENT/GUARDIAN GRIEVANCE PROCEDURE

California public schools encourage families to first address concerns informally by communicating directly with the teacher or staff member involved. If the concern is not resolved, parents may submit a formal written complaint through the school district's complaint procedures, often referred to as the Uniform Complaint Procedures (UCP). Complaints may involve issues such as discrimination, harassment, bullying, instructional concerns, or violations of state or federal education laws. Written complaints are typically submitted to the school principal or superintendent, and the district is required to investigate and provide a written response within established timelines. Information regarding complaint procedures and forms is available through the school office or district website.

PET POLICY

For the safety and well-being of all students, dogs and other pets are not allowed on school grounds at any time, in accordance with county health regulations and Education Code 39839, except for service animals.

Students and parents/guardians should not bring pets from home without prior approval from school administration.

Please leave pets at home or in your vehicle during student drop-off and pick-up times.

Only service animals are permitted on school buses.

These measures help ensure a safe and healthy environment for all students, staff, and visitors.

SAFETY AND SECURITY

The safety and security of students, staff, and visitors is a top priority for our district. The District maintains a comprehensive School Safety Plan that is reviewed annually by the School Site Council and approved by the Board of Education. The plan, which is available for review on the district website, outlines Crisis and Emergency Management procedures and details the responsibilities of staff members during emergencies or crises.

In the event of an emergency, families will be notified through ParentSquare, phone calls, email, and/or the district website regarding the nature of an emergency and the actions being taken.

Every classroom is equipped with an emergency backpack and earthquake kit, as well as building maps, evacuation plans, and emergency procedures. In addition, weather and fire conditions are continually monitored.

For campus security, all visitors are required to enter through the main office, sign in, and wear a visitor badge while on campus.

The district also works closely with the Sheriff's Department and local Fire Department to support the ongoing safety and security of our schools and all occupants.

Emergency Cards:

Each fall, parents/guardians are required to complete a new Student Information/Emergency Card for their child. This information is essential for maintaining accurate and up-to-date records to ensure the safety and well-being of every student.

Parents/guardians are responsible for updating this information throughout the school year whenever changes occur, including phone numbers, addresses, medical information, or emergency contacts.

Please include at least one local, 24-hour emergency contact person who can be reached if the school is unable to reach a parent or guardian.

In the event that a student becomes ill or is injured at school, the school will make every effort to contact a parent/guardian or listed emergency contact as quickly as possible.

Maintaining current and accurate emergency information is critical to ensuring the school can respond appropriately in any situation involving student health or safety.

Surveillance System:

Both Cutten School District sites are equipped with a surveillance camera system. Research shows that such systems deter student misconduct and improve school security and climate.

Cameras are stationary and placed in common areas only.

- No camera is placed in locations where students have a reasonable expectation of privacy.
- Cameras are not continuously monitored by personnel, but monitors are available in the main office.
- Recordings may be reviewed by staff to assist with investigations of misconduct or vandalism.

The surveillance system is intended to provide an additional layer of safety for students, staff, and school property.

Emergency Drills:

Students, staff, and administrators participate in monthly safety drills, including fire, earthquake, and lockdown drills, to ensure familiarity with emergency protocols.

SPECIAL EDUCATION

The district is committed to providing a free and appropriate public education (FAPE) to students with disabilities in the least restrictive environment. Special education services are available to eligible students who have been identified through an assessment process and qualify under state and federal guidelines. Services are designed to meet each student's unique needs and may include specialized academic instruction, speech and language services, occupational therapy, counseling, and other supports as determined by the student's Individualized Education Program (IEP) team. Families are important partners in the special education process and are encouraged to participate in the development and review of their child's IEP.

AFTER SCHOOL PROGRAM (ASP)

The Cutten School District offers an After School Program (ASP) at both school sites on every regular school day. The program operates from student dismissal until 5:30 p.m. and provides a safe, supervised environment that includes academic support, enrichment activities, recreation, and opportunities for social development. Program fees are based on a sliding scale to help make services accessible to families.

Students currently enrolled in ASP are automatically offered a space for the following school year. New students wishing to participate must complete a registration form. Enrollment is subject to available space and, at times, a waitlist may be necessary. Families enrolled in the program will receive a separate ASP Handbook containing detailed program policies, procedures, and expectations.

SUMMER SCHOOL AND SUMMER CAMP

The district offers a six-week Summer School and Summer Camp program each year to provide students with continued academic support and engaging enrichment opportunities during the summer months. Program locations, schedules, grade levels served, and daily formats may vary from year to year based on staffing, enrollment, and available funding. While all students may apply to attend, priority may be given to students with identified academic needs or financial hardships. Registration information is shared with families each spring, and enrollment may be limited based on available space. Families are encouraged to carefully review annual program details and attendance expectations before registering.

TECHNOLOGY

The Cutten School District provides students and staff with access to Chromebooks, computing devices, and the Internet to support educational learning, collaboration, and communication. Students must submit an annual Acceptable Use Agreement each year in order to use school technology resources.

Internet access is filtered and supervised to help ensure safe and appropriate use consistent with district educational goals.

Users are expected to follow all school rules, practice respectful digital citizenship, protect personal information, follow copyright laws, and use technology responsibly and safely.

Inappropriate use—including bullying, harassment, vandalism, hacking, accessing inappropriate material, or illegal activity—may result in loss of technology privileges, disciplinary action, and possible involvement of law enforcement.

Students and families are financially responsible for school devices that are intentionally damaged or damaged through misuse or carelessness.

Social Media:

The District maintains an active presence on Facebook and Instagram to share updates, celebrations, and school activities, and each year families complete a photo release form indicating whether their child's image may be included in school communications and social media posts.

TRANSPORTATION

The school bus is considered an extension of the school campus, and students are expected to follow the same behavior expectations while riding the bus as they do at school. This includes demonstrating respect for the driver and other students, following directions promptly, and contributing to a safe and orderly environment.

Bus drivers provide clear instructions and expectations for safe bus behavior. When concerns arise, they are documented and communicated to school administration and families. The goal of these procedures is to support student safety and encourage appropriate behavior while using school transportation.

Bus transportation is a privilege that may be adjusted or revoked if unsafe or inappropriate behavior occurs. School administration will determine appropriate responses based on the nature and severity of the behavior, in accordance with district policy and California Education Code. Responses may include interventions, parent/guardian communication, assigned seating, temporary suspension of bus privileges, or longer-term loss of transportation access when necessary.

The district school buses are equipped with monitoring systems. The use of monitoring systems on school buses helps to ensure the safety of students and bus drivers, deter misconduct and improve discipline, and prevent vandalism.

Families are encouraged to reinforce safe and respectful bus behavior with their children to help ensure a positive transportation experience for all students.

Bus Schedules:

Bus schedules are available on the district website at www.cuttensd.org. Families are encouraged to review schedules regularly, as routes and pickup/drop-off times will vary on early dismissal days or when transportation services are operating with a single bus.

VISITORS

Parents and guardians are welcome to visit their child's classroom. To help us plan for a positive experience, please contact your child's teacher in advance to make arrangements for your visit.

For safety reasons, visits by children who are friends or relatives of students are not permitted during the school day.

All visitors must report to the school office upon arrival, sign in, and receive a Visitor or Volunteer Name Tag before entering any classroom or school grounds. This tag must be worn at all times while on campus. Visitors must also sign out in the office before leaving. These procedures help us monitor who is on campus and ensure the safety of all students and staff.

The principal or designee has the right to refuse or revoke a visitor's permission to be on campus if they reasonably determine that the visitor's presence or actions could:

- Disrupt the school, students, or staff
- Cause damage to property
- Involve the distribution or use of a controlled substance

A visitor's registration may also be revoked if their presence interferes with the peaceful conduct of school activities or disrupts the learning environment.

VOLUNTEERS

Volunteers play a valuable role in the success of Cutten School District and are an important part of our school community. We welcome and encourage parents, guardians, family members, and community members to support student learning through classroom assistance, school events, and extracurricular activities.

To ensure the safety and well-being of our students, all volunteers who have ongoing contact with students must comply with applicable California and federal requirements. The volunteer approval process begins with the site principal and includes submitting the district volunteer application form, with a copy of their CA Identification, providing current tuberculosis (TB) clearance from a healthcare provider or the local health department and the completion and clearance of a background check (live scan fingerprinting).

Please contact your school office for current field trip volunteer procedures.

We are grateful for the time, talents, and support our volunteers provide. If you are interested in volunteering, please contact your school site to learn about available opportunities and requirements. Thank you for partnering with us to support student success!