

## MCUSD ELEMENTARY SCHOOL HANDBOOK

Dear Parents/ Guardians, and Students:

Welcome! On behalf of faculty and administration, we welcome you to this academic school year. We are pleased that you are a part of our school community. We look forward to your involvement and support in making this year successful.

This packet has been prepared to help answer many questions students and parents usually have concerning the activities, procedures, and rules for the successful daily operation of an elementary school. We believe that following these will help us to have an orderly school conducive to learning. A common ground of clearly understood policies and procedures will enable us to provide the best possible educational experiences for every student. In the event that problems or concerns evolve, we are available to discuss and help resolve any situation. Please note, specific aspects of certain topics may not be listed in this handbook. Please contact your student's school if you have questions regarding topics not covered in this handbook.

James Freeman, Principal, El Portal Elementary School, Yosemite Valley School and Yosemite Park High School.

El Portal: 209-379-2382, fax # 209-379-9138; Yosemite Valley School: 209-372-4791, Yosemite Park High School: 209-379-2414 fax 209-379-9138,  
or log on to [www.mcusd.org](http://www.mcusd.org) and click on El Portal Elementary School, Yosemite Valley School, or Yosemite Park High School.

Lisa Corder, Principal, Greeley Hill Elementary and Coulterville High School.

Phone: 209-878-3028; fax: 209-878-3067 or log on to [www.mcusd.org](http://www.mcusd.org) and click on Greeley Hill Elementary School.

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Erin Vereschagin, Principal, Mariposa Elementary School.

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Shawn Page, Alternative Education Principal, Sierra Home School and County Community School.

Phone: 209- 742-0290, fax: 209- 742-0212, or log on to [www.mcusd.org](http://www.mcusd.org) and click on Alternative Education Programs.

Teresa Voeltz, Principal, Woodland Elementary School.

Phone: 209-742-0310, fax: 209-742-0313, or log on to [www.mcusd.org](http://www.mcusd.org) and click on Woodland School.

### **ABSENCES**

When your child has been absent or tardy for any reason, he/she must bring a note the day he/she returns signed by a parent/ guardian stating the reason for the absence. This is a legal requirement 5 CCR 306. Absences remain unexcused until parent/ guardian notification is received. An absence may be verified by calling the office as well.

#### *Sample Absence Excuse:*

Please excuse the absence of John Smith from school on Tuesday, September 25. He was ill with an upset stomach (If not ill, give exact reason for absence).

Sincerely,  
Mrs. Bill Smith

### **ATTENDANCE POLICY**

Education Code §48260 – Any pupil subject to compulsory full-time education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

Absences considered to be unexcused include but are not limited to the following: family visiting from out of town, shopping, vacations, holiday travel days, babysitting.

Truancy letter #1 will be sent within 5 days of the 3<sup>rd</sup> unexcused absence.

Truancy letter #2 will be sent after two additional unexcused absences and a conference with the principal or designee will be scheduled.

Truancy letter #3 will be delivered by the Probation Officer or designee if two more unexcused absences occur.

If there are two more unexcused absences following the third truancy letter, the student will be referred to Student Attendance Review Board (SARB) and a hearing will be scheduled.

An excessive excused letter will also be sent when absences go over 10% of total days that school has been in session. The same process as stated above occurs for excessive excused absences. Absences considered to be excused include, but are not limited to, the following: illness, doctor/dentist/counseling appointments, religious instruction or exercises, funerals and court appearances. Ed. Code 48205. Please note, a doctor's note is requested annually for students having a chronic condition resulting in multiple absences. Permissive absences may include any unforeseen occurrences, such as family emergencies or weather and road conditions.

### **WITHDRAWING FROM SCHOOL**

Students leaving school during the academic year are required to notify the school office of intended departure and new location. The teacher and librarian will be notified and will confirm the return of all textbooks and library books. All school debts must be paid prior to the student's last day. If not, transfer information may be withheld.

### **MAKEUP WORK**

All students are responsible for obtaining class work missed due to absences. Students who are absent from school more than one day may request homework by calling the school office or contacting the homeroom teacher. The requested makeup work may be picked up from the Office at the end of the school day, or may be emailed to the student. Failure to complete make-up work may result in a grade of "F" for the work not completed. Students are encouraged to have a study buddy or classmate from whom they can obtain the missed work.

### **ARRIVAL AND DEPARTURE FROM SCHOOL**

The playground is supervised from the time the first bus arrives at approximately 7:30 a.m. This may vary slightly depending on your child's school site. Children cannot be dropped off at school before 7:30 a.m. Children are to go directly home after school. If your child needs to stay after school for a sporting activity, an adult (coach or coach's designee) has to supervise your child at all times after dismissal. A written note from the parent/ guardian describing the special situation is required.

The same high level of behavior, including respect for property and person, is expected of children when coming to and from school. Each child is subject to disciplinary action by the school for acts of misbehavior committed while en route to and from school.

Students arriving late to school need to be checked into the office by their parent/guardian.

### **PETS AT SCHOOL POLICY**

If children wish to bring pets on “share” day at school, a parent should plan well in advance with his/her teacher. The teacher and principal must give prior approval before any pet is brought to school. If approval has been given, all pets must be caged and brought to school by a parent and taken by parent at the end of the presentation. Pets will remain in the cage while at school. Naturally, poisonous animals or reptiles cannot be brought to school. No pets, even though caged, are allowed on the bus. Please do not allow dogs and cats to follow children to school or allow pets out of your car when in a school parking area or while you are on campus.

### **BUS PASSES**

Students are to ride their assigned bus, unless they have a valid bus pass. Bus passes are for temporary changes in your child’s permanent transportation schedule and are only granted to established bus stops. Exceptions are allowed for valid emergencies. Requests for a bus pass are to be in writing from a parent/ guardian, and this note is to be given to the school office before 10:00 a.m. Failure to obtain a bus pass will result in the student being denied transportation on a different bus. Requests for bus passes must include the date, student name, teacher name, and (if applicable) the daycare provider’s name, address, and phone number. BP 5131.11.

### **BUS RULES**

Bus transportation is a privilege extended to students who display good conduct when preparing to ride, while riding and when leaving the bus. Transportation privileges can be revoked if the rules are not followed. Please refer to the MCUSD Annual Notification to Parents (ANTP) Handbook for further information. MCUSD Transportation Department can be reached at (209) 742-0275 if you have questions related to transportation, routes and bus stops.

### **CLOSED CAMPUS**

Elementary schools are designated as "closed campuses." This is to prohibit students from leaving school grounds without expressed permission from teachers or the office.

### **COMMUNICABLE DISEASES**

If a child has a contagious disease, California State law requires that he/she remain at home as follows for these that are most common:

<i>Measles:</i>	Seven days from first appearance of rash.
<i>Chicken Pox:</i>	After temperature is normal, may return one week after the last crop of blisters have appeared.
<i>Scarlet Fever:</i>	After being on antibiotics for 24 hours and cessation of fever.
<i>Impetigo and Ringworm:</i>	May not return until under treatment and must be covered with a band aid. To be readmitted to school by a health aide or secretary.
<i>Pediculosis (Head Lice):</i>	Must be treated with medication (i.e. RID, R&C Shampoo, Quit Nits) and treatment with nit combing is recommended. A student should not be excluded from nits.
<i>Strep Throat:</i>	After being on antibiotics for 24 hours and cessation of fever.

Other communicable diseases that are less common are Fifth Disease, Hand, Foot & Mouth, Hepatitis, Meningitis, Mononucleosis, Mumps, Pertussis, Rubella, Scabies & Tuberculosis. Exclusion from school guidelines varies and you may obtain that information through your health provider or by contacting the school office or the District Nurse. The school may exclude any child believed to have a communicable disease pending medical evaluation.

### **LATE DAY/EMERGENCY DAY INFORMATION**

Mariposa County Unified School District's automated phone system will call your primary phone number if a late or emergency day will be in effect for the school day. You can also log on to the District website at [www.mcusd.org](http://www.mcusd.org) and click on the link to transportation or call the transportation department at 209-742-0275. Please update your Aeries Parent Portal and/or notify the school office if you change your primary phone number and email so that you receive these important messages.

### **EMERGENCY TELEPHONE NUMBERS**

The school must always be informed of the parent/guardian's current home and work telephone numbers or emergency numbers in the event your child becomes ill or is injured at school and requires your presence. It is imperative that the emergency contact information in Aeries Parent Portal be updated prior to each school year and as needed. The school office should be notified immediately of any change in a pupil's address or telephone number in the emergency contact information on file.

## **FIELD TRIPS**

When a field trip is to be taken, your child will bring home a permission form giving the destination and date. This form must be signed and returned to the teacher before your child will be allowed to go on the trip. If parents provide student transportation for a field trip, appropriate release forms need to be obtained and signed in advance. In addition you must have a completed H6 form from the DMV, a copy of your automobile insurance policy, driver's license, current vehicle registration, and clearance from the District Transportation Department. If this transportation involves a student other than the child of the parent driving, both parents must sign releases.

## **CLASSROOM VOLUNTEERS AND FIELD TRIP CHAPERONES**

All parent/ guardian volunteers and chaperones for field trips must have a current TB test and be fingerprinted. The following procedure must be followed to obtain a volunteer application from the District:

1. Bring a copy of a current negative Tuberculosis test or complete risk assessment form to the school office.
2. Sign a waiver at the school office.
3. You will then receive a pink form to be taken to the District Personnel office. The cost for fingerprinting is \$15 (subject to change). Please bring the exact dollar amount.\*
4. The District Office will give you a Live Scan form to be taken to the Sheriff's Department for fingerprinting.
5. The Sheriff's office will give you a form to be taken back to the District office.
6. Parents/Guardians receive a volunteer card when their fingerprints have cleared. Parents cannot start volunteering in the classroom or go on a field trip until they receive a phone call from the school office stating that they have been cleared. This process may take two weeks or longer. Parents/Guardians will need to update their TB risk assessment every 4 years.

Parents/Guardians who wish to be cleared to drive for school-related activities must take additional steps to drive students, which includes providing sufficient insurance information, current registration and driver's license, and an H-6 report from the DMV. See section regarding field trips. Additional information regarding transporting students is available at your child's school office.

*\*Please contact your school office should the cost of fingerprinting be a financial hardship for you to find out about waiver qualifications.*

## **FIRE AND OTHER DISASTERS**

Comprehensive school site safety plans have been established to safeguard your child in the event of fire, flood, earthquake, enemy attack, or other disasters. Drills are held regularly to ensure that both children and teachers are prepared in the event of an emergency.

## **ILLNESS AND INJURIES AT SCHOOL**

If your child becomes ill during the school day, they will be sent to the office where an office staff person will see him/her. Your child's temperature may be taken, and every effort will be made to ensure the child's comfort. If it becomes necessary to send your child home, you or an adult designated by you will be called to pick them up. If a child suffers a very minor injury, such as a skinned knee or elbow, it will be taken care of by the teacher in the classroom or an adult staff member in the office. You will be notified by phone if your child's illness or injury is more serious. It is imperative that the school has an up-to-date phone number on the student's emergency card where the parent/ guardian or other designated adults can be reached during the day. You or your designee must come to the office and sign out the child if you are taking them off campus due to illness or injury.

## **INDEPENDENT STUDY**

Students, who will be out of school due to trips, visitations, extended illness etc. for at least 3 consecutive school days, can receive attendance credit if prior arrangements have been made with the school office and teacher(s). BP 6158. Permission from the site administrator must be obtained and the following needs to occur:

### **GUIDELINES FOR SHORT-TERM INDEPENDENT STUDIES**

- Advance notice (minimum of 48 hours) must be given to the school site;
- Minimum of three (3) days and a maximum of fourteen (14) days;
- Independent Study Contract signed by parent, student and teacher(s);
- Complete and return all assignments;
- Participation is voluntary on the part of the student, parent and the district.

## **LEAVING SCHOOL DURING THE DAY**

Pupils may not leave the school grounds before the end of the school day without permission of the principal. If it becomes necessary for you to request us to release your child during school hours, please follow this procedure in accordance with district rules and regulations:

- Arrange to pick up your child at the office.

- Either you or a designated adult (with proof of identity) on your child's emergency contacts must come to the school office and sign for the child. Your child will not be released to any adult who is not on your child's emergency contact information and who does not provide proof of identity with a valid identification card.

### **LIBRARY MEDIA CENTER**

Our school library media center is a source of pride and is a vital part of our instructional program. Through regularly scheduled class times and open library time, students are encouraged to explore the many books and research materials that our library media center contains. In order to maintain an adequate collection, pupils, teachers, and parents must cooperate to see that materials are returned in good condition. If materials are not returned, a charge equal to the current replacement price will be assessed to your child's account. At the end of the school year, report cards and participation in swimming pool parties/ merit trips will be withheld for lost library books, damaged library books, lost or damaged textbooks, and outstanding balances on your child's account. BP 6161.2, Ed. Code 48904.

### **LOST CLOTHING AND ARTICLES**

Items left in the lost-and-found are turned over to charity in January and June. Parents are urged to mark all sweaters, coats, hats, raincoats, lunch boxes, lunch bags, etc., with the child's first and last name. Children can be forgetful; if you want it returned, please label it. All personal items lost when brought to school are not the responsibility of the school personnel. The school assumes no obligation for lost or stolen items left unattended.

### **SCHOOL LUNCHES**

The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate in sodium, low in saturated fat, and zero grams' trans-fat per serving (nutrition label or manufacturer's specification); and to meet the nutrition needs of school children within their calorie requirements. The school meal program's aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs. BP 5030.

Lunch time for students and staff is on a staggered basis. Every child has the opportunity to participate in the school lunch program. Please make sure your child is aware whether they will be obtaining a school lunch or bringing a lunch from home so that s/he can communicate that information to his/her teacher each day. Each child not participating in the school lunch program,



should bring a wholesome lunch in a sack or lunch box marked clearly with the child's name and room number. It is recommended that all students should bring a snack from home for the morning break time.

### **INFORMATION FROM SCHOOL**

During the year, school newsletters are posted on websites, emailed, or sent home. Newsletters and/or social media posts provide information about school curriculum, activities, rules, ways to help your child learn at home, and other important information. Be sure to include your email address on the “Student Emergency” card and/or Aeries Parent Portal so that you can receive updates from the school.

### **PHYSICAL EDUCATION**

*Physical education* is a sequential educational program that teaches students to understand and participate in regular physical activity for developing and maintaining physical fitness throughout their lifetime, understand and improve their motor skills, enjoy using their skills and knowledge to establish a healthy lifestyle, and understand how their bodies work. Instruction in physical education shall be provided for at least the following minimum period of time: (Education Code [51210](#), [51222](#), [51223](#))

1. For students in grades 1-6, 200 minutes each 10 school days, exclusive of recesses and the lunch period
2. For students in grades 7-12, 400 minutes each 10 school days

All children are required to participate regularly in all physical education activities, unless a written note is received by the school from the parent or guardian. If a child is to be excused for more than three days, an excuse must be written and signed by a medical doctor, health advisor, or religious practitioner. Children need to wear shoes that are safe for activities in PE and recess.

The Superintendent or designee may grant a temporary exemption from physical education under either of the following conditions (Education Code 51241) 6142.7 BP

1. The student is ill or injured and a modified program to meet the student's needs cannot be provided.
2. The student is enrolled for one-half time or less.

### **PROGRESS REPORTS/SEMESTER REPORT CARDS**

Progress reports are accomplished in two ways: by report cards/progress reports and by parent-teacher conferences. Progress reports and report cards will be issued three to four times each year depending on the grade level. Student progress can also be monitored by reviewing your student's homework, reviewing student work sent home, viewing Parent Portal on Aeries, and/or looking through student work portfolios.

At least one parent-teacher conference may be scheduled. If necessary, your child's teacher will contact you and arrange a mutually convenient meeting time. Conferences are held at school. We encourage all parents to initiate a conference whenever they have questions or feel it necessary.

At the final reporting period of the school year, report cards will be withheld and students will not be able to participate in the end of the year extra-curricular activities if s/he has unpaid fines due to lost library books, textbooks, calculators, classroom books and supplies, and unpaid meal charges, or any other school or district fine. In such cases, parents will be notified in writing that a charge is due.

### **PARENT TEACHER GROUPS (PTG)**

Our PTG is very active. Throughout the year many educational, fun-filled and fundraising events take place. You will receive a notice of the time and date of special events and PTG meetings through our school newsletter and website. Membership information will be available at Back-to-School events and Open House.

### **AWARDS AND RECOGNITION**

Elementary schools recognize students who excel academically, have good citizenship and character, and participate in school activities. The following are examples of the various awards and recognition celebrations which will vary depending on the grade level and school site:

- Commendations
- Reward trips
- Academic Awards
- End of the year awards assembly

### **ELEMENTARY SCHOOL PARTIES**

During the school year there may be times when there is a party or holiday celebration in your child's classroom. Parents choosing to bring food items to a party, please review #5 below to make sure that students are being provided with healthy food choices and modifications are being

made for possible dietary restrictions. Also, please obtain permission from your child's teacher before bringing food for students to the classroom; your child's homeroom teacher can make you aware of dietary restrictions/concerns so that the needs of all students are supported. Please note that candy, gum, soda, and caffeinated items are not allowed. BP 5030E.

Parties / Celebrations:

1. It is recommended and encouraged that all foods provided during parties, etc. be purchased through the food services department or other entity.
2. Parties/celebrations will be limited to one time per month per classroom.
3. To the greatest extent possible; celebrations will be held after lunch.
4. Parties/celebrations will make every attempt to include physical activity and foods which, at a minimum, meet California Nutrition Standards (References: Education Code sections 49430, 49431, 49431.5, 49431.7; California Code of Regulations sections 15500, 15575, 15577, 15578).
5. Healthy classroom celebration food ideas include:
  - Fresh fruit ~ cut up or whole
  - Yogurt tubes/cups served with fresh fruit
  - Fruit roll-ups
  - Healthy granola bars
  - Graham crackers
  - Apple slices with topping
  - Whole Grain Animal crackers
  - Applesauce
  - Popcorn
  - Baked Chips
  - Additional ideas detailed in full policy
  - Pre-packaged healthy store bought items

## **PRESENTS AND BALLOONS**

Delivery of balloons, presents, flowers, and other gift items is disruptive to classroom activities and will not be delivered to students during the instructional day. Students will be notified to come to the office at the end of the day to pick it up. Please be advised that oversized bouquets and balloons are not allowed on the bus.

## **SPECIAL SERVICES**

Teachers with professional preparation in speech, language, and other SPED services, will teach students in the least restrictive environment appropriate for each individual child. The continuum of services for students includes resource services, self-contained classes, speech therapy, occupational therapy, or the assistance of paraprofessionals. Many students are recommended for placement in general education classes with support services to target specific areas of need. If you have questions about any special education services, the MCUSD Special Education Department can be reached at (209)742-0231.

## **STANDARDS OF DRESS**

The purpose of the district student dress and grooming regulations is to encourage students to come to school properly attired to participate in the educational process or a school sponsored activity. A student may not remain in the classroom dressed in a manner which (1) creates a safety hazard, (2) constitutes a distraction to the learning process, (3) disrupts the campus order, or (4) conflicts with the District Board policy or regulations regarding the prevention of substance abuse and gang activity.

Parents and students have primary responsibility for seeing that proper attire is worn to school and that the dress and grooming guidelines are followed. School personnel have responsibility for maintaining proper and appropriate conditions conducive to learning. The following guidelines will be strictly enforced:

### **BE PROUD – Dress to Show Respect**

- Clothing should not contain words or graphics that are suggestive, lewd, obscene, vulgar, distracting, or offensive.
- Clothing should not display or promote violence, or be associated with a gang or group that promotes violence.

- Clothing should not display, promote, or imply the use of alcohol, tobacco, weapons, or drugs.
- Hats, beanies, and hoods should not be worn in primary grade classrooms TK-6th grade.

### **BE PREPARED – Dress to Learn**

- Shirts should have two straps and not be cut lower than one inch below the armpit.
- Shirts should not be low cut in the front or back.
- Midriffs should be covered (shirts must be at least touching the top of pants).
- Shorts and skirts should be mid thigh or lower; shorts should be a 4+ inch inseam.

### **BE SAFE – Dress to be Prepared for the Day**

- Pants, shorts, skirts, dresses should cover all undergarments (sheer and see-through clothing should not be worn).
- Clothing with holes should not appear above mid-thigh front or back.
- Appropriate footwear should be worn at all times; students should be able to walk comfortably and participate in school activities. No slippers are to be worn at school. Flip flops are not allowed in grades K-5 for safety reasons (bark in playground areas, etc).
- Blankets are not to be worn as a clothing item.

Shoes that are appropriate for school activities must be worn at all times. Socks or sock-like footwear, slippers, flip flops and shoes with wheels are not safe or appropriate for school and are not allowed. Sandals must have a strap around the heel for primary aged students.

Students shall adhere to the Dress Code for all school functions – school dances (including the 8<sup>th</sup> grade dance), athletic events, or any activity on or off the school campus. The Principal or designee shall have the discretion to prohibit any student from wearing any attire or hair coloring that is disruptive/ distracting to the classroom, school, or the safety of the students (education code 35291.5). The principal shall have the discretion to make reasonable exceptions to the above for special days or special events. Any violation of the Dress Code may result in a citation or equivalent disciplinary warning to the student. Students may be sent home to dress properly or change into appropriate attire at school. Continual infractions may result in alternative consequences and/or suspension.

Administrators, teachers, and coaches may impose more stringent dress requirements to accommodate the special needs of certain sports, classes, and extracurricular school activities. In case of questionable dress and/or grooming not covered by the guidelines, the site administrator or designee will determine the appropriateness and make the final decision. The following progressive consequences are necessary to implement the seriousness of the Dress Code:

- First Offense: Verbal warning with explanation and review of dress code policies in the handbook. Parents will be notified to bring acceptable clothing. If this is not possible, the student may be supplied a suitable garment from the school site in trade for their clothing item. If neither option is available, the student may remain in the office for the remainder of the school day.
- Second Offense: Conference with student. Parents will be contacted to bring acceptable clothing.
- Third Offense: Conference with student. Parents contacted to bring suitable clothing and the student may receive other means of correction/disciplinary consequences.
- Fourth Offense: Parent conference required. Other means of correction/disciplinary action applicable.
- Fifth Offense: Alternate school or educational placement or other means of correction/discipline as deemed appropriate by the site principal.

### **TELEPHONE**

The school telephone is for business calls only. Necessary plans should be made with children before they leave home in the morning. Children are called to the telephone only in case of emergency. If you wish to speak to a teacher, leave your number, and she/he will return your call as soon as possible.

### **TEXTBOOKS AND SCHOOL SUPPLIES**

Textbooks and some school supplies are furnished by the school. Parents/ guardians will be charged the full replacement price of textbooks or school supplies that are lost or damaged beyond reasonable use. A charge equal to the current replacement price will be assessed to your child's account. At the end of the school year, report cards and participation in swimming pool parties/ merit trips will be withheld for unpaid fines. BP 6161.2, Ed. Code 48904, 48904.3.

### **CHROMEBOOKS - UPPER PRIMARY**

Each student (dependent on grade level) will be issued a Chromebook and charger and must return the Chromebook at the end of the school year. Chromebooks will be accessed with the

students' MCUSD student email address and is connected to the student's Gmail, Google Classroom and Google Drive. Students will be able to research, work process, and turn in class assignments from their Chromebooks in addition to enhancing learning and advanced technical skills.

Students are expected to have their chromebook properly charged and in good repair. If a student arrives at school and realizes they do not have their device or it is not properly charged, they may go to the library or office and check out a device for the day and/or charge their device. Please reference the District Chromebook Guide for detailed information on proper care, storage and documentation in case of damage or loss.

Fees are assessed by the MCUSD Technology Department.

### **CELL PHONE USE**

Students may possess electronic signaling devices including but not limited to pagers, beepers, and cellular/digital telephones, provided that such devices do not disrupt the educational program or school activity. Communication devices are not to be visible or turned on during class time. Students are to make arrangements with their parent(s) or guardian(s) to contact the school office when attempting to reach their student during the school day.

Students are not permitted to use any type of personal communication devices on campus without staff permission. The communication device must remain turned off during the instructional school day. BP 5131.3. It is a violation of this provision to use any communication device capable of taking or transmitting pictures in any classroom, locker room, bathroom, changing room, or other private area.

If a student receives permission by school administration to use a communication device, it shall not disrupt the educational program. If disruption occurs, the school staff shall direct the student to turn off the device and or confiscate it. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes.

Violation of the cell phone policy will result in the following disciplinary actions:

**First violation** – Warning by teacher. Staff instructs student to put the phone in their backpack for the remainder of the day.

**Second violation** – The cell phone will be confiscated by school staff and secured in the school office. Incident noted in Aeries. Citation or disciplinary equivalent may be issued. The cell phone will be returned at the end of the day to the student, and/or parent/guardian.

**Third violation** – The cell phone will be confiscated by school staff and secured in the principal or designee's office. The cell phone must be picked up by the parent/guardian. Citation or disciplinary equivalent may be issued. Parent and student are informed that further disciplinary actions may be taken if further incidents occur.

**Fourth violation** – The cell phone will be confiscated by school staff and secured in the principal or designee's office. The cell phone must be picked up by the parent/guardian. The student will no longer be able to possess a cell phone during the instructional day, and a plan will be developed by the parent and administration if the student needs to bring the phone to school (e.g., the phone will remain in the office and be picked up at the end of the day). The student is subject to additional disciplinary actions.

### **VISITING CLASSROOMS AND CAMPUS**

Parents are an important and vital part of our school community. Your participation in school activities is welcomed. For the safety of our students, we do have guidelines for all visitors on campus.

Visitors may be authorized to be on campus for occasions such as school events, special occasions, volunteering or a scheduled classroom visit. Please understand that the teacher and staff cannot hold a conference with you during class time. For classroom visits, prior permission needs to be obtained from the principal at least 24 hours in advance. AR 5020, Ed. Code 49091.10, 51101.

Any person coming onto the school grounds during school hours for reasons, such as those listed above, must first report to the office, sign on a log sheet, and wear a visitor sticker to secure permission to visit a classroom or be on campus. AR 1250, Penal Code 627.2. Pre-school or non-enrolled school age students are not permitted to spend the day or any part of it in a classroom during regular instructional time. During non-instructional time, an adult must accompany pre-school or non-enrolled students at all times.

### **AFTER-SCHOOL PROGRAM**

After school programs are available at most of the elementary school sites. Student enrollment space is limited. These programs offer literacy and math instruction, homework assistance, physical education and enrichment activities. In order to provide a continually safe environment, portions of the playground are limited to only those students enrolled and staff involved in the after-school program. Please contact your student's elementary school site to obtain information about the after school program.



## **INTER/INTRA DISTRICT TRANSFER POLICY**

If you reside outside of Mariposa County, and wish for your student to attend a school in the Mariposa County Unified School District (MCUSD), you should obtain an interdistrict transfer request form from the school district in which you reside and submit it to your district of residence. If you reside in Mariposa County and wish for your student to attend a school outside of Mariposa County, you should obtain an interdistrict transfer request from MCUSD and submit it to MCUSD. Upon receiving a permit for transfer into MCUSD that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a MCUSD student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of any interdistrict attendance agreement between the districts. Board Policy 5117.

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. There are specific guidelines to establish residency which can be found at 5111.1AR. If you have questions related to residency please contact your school's office.

The Superintendent or designee shall grant priority for the enrollment of a student in a district school outside of the student's attendance area, if the student:

1. Is enrolled in a district school designated by the California Department of Education as "persistently dangerous." (20 USC 7912; 5 CCR 11992)
2. Is a victim of a violent crime while on school grounds. (20 USC 7912)
3. Is a victim of an act of bullying committed by another district student, as determined through an investigation following the parent/guardian's submission of a written complaint with the school, district, or local law enforcement agency pursuant to Education Code 234.1 (Education Code 46600) If the district school requested by the student is at maximum capacity, the Superintendent or designee shall accept an intradistrict transfer request for another district school. (Education Code 46600)
4. Is experiencing special circumstances exist that might be harmful or dangerous to the student in the current attendance area including, but not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers. To grant priority under these circumstances, the Superintendent or designee must have received either:
  - a. A written statement from a representative of an appropriate state or local agency, including , but not necessarily limited to, a law enforcement official, or a social worker, or a properly licensed or registered professional,

- including, but not necessarily limited to, a psychiatrist, psychologist, marriage and family therapist, clinical social worker, or professional clinical counselor
- b. A court order, including a temporary restraining order and injunction
  - 5. Is a sibling of another student already attending that school.
  - 6. Has a parent/guardian whose primary place of employment is that school.

In order to ensure that priorities for enrollment in MCUSD schools are implemented in accordance with law, applications for intradistrict open enrollment shall be submitted between November 1 and January 1 of the school year preceding the school year for which the transfer is requested. The Superintendent or designee shall calculate each school's capacity in a non arbitrary manner using student enrollment and available space. (Education Code 35160.5) Except for priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever the school receives admission requests that are in excess of the school's capacity. (Education Code 35160.5) Enrollment decisions shall not be based on a student's academic or athletic performance. However, existing entrance criteria may be used for enrolling students in specialized schools or programs, provided that the criteria are uniformly applied to all applicants. Additionally, academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

### **NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES**

*(Please refer to Board Policy 5145.3 for further description)*

The Board of Trustees is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on their actual or perceived race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; or association with a person or group with one or more of these actual or perceived characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

### **DISCIPLINE AND STUDENT CONDUCT**

One of the most important lessons education should teach is self discipline. It is the shared responsibility of the home and school to accomplish this goal. In partnership with families, we strive to create environments that develop self-control, character, orderliness, and efficiency.

Students are expected to put forth their best effort and to behave in a manner that will promote a safe, orderly learning environment for all.

School and classroom rules and behavioral expectations are explained to students on the first day of school and reinforced throughout the school year. Positive school culture is established by recognizing and praising good behavior and taking corrective action when behavior is not conducive to the learning environment. Any behavior or inappropriate language which causes the learning atmosphere to deteriorate or be disrupted, or which infringes upon the rights of others in the school, will not be tolerated and may subject the student to corrective measures. Acceptable corrective measures may include, but are not limited to, the following:

1. Teacher-student conference.
2. Limitation of privileges or preferred activities.
3. Time-out in the classroom or office.
4. Communication with parent via note, telephone, or conference.
5. Referral to principal.
6. In-school suspension or out-of-school suspension.<sup>1</sup>
7. Other means of correction as outlined by Ed. Code and Site Administrator guidance.

Routine classroom control is a responsibility that rests with the classroom teacher. Unacceptable behavior in the classroom and/or on the playground that exceeds the reasonable limits of routine student conduct shall be handled by use of the Student Discipline Referral System. A first referral is generally a warning, an explanation, and review of school rules. A second referral carries with it some form of restriction. Referral #3 may be an in-school suspension, or out of school suspension depending on the circumstances, and in line with Ed Code guidelines. This may be modified by site administration to meet the needs of the child. Subsequent referrals may result in longer suspensions and/or a recommendation for expulsion and/or other means of correction as deemed appropriate by site administration. Proper student conduct is expected at school and all school functions. Students will respect and obey all staff members and adults in authority at school.

### **STUDENT BEHAVIOR EXPECTATIONS**

1. To be respectful to yourself and everyone.
2. To be respectful to school property and individuals' property.
3. To be respectful at school and on the school bus.
4. To be respectful when visiting other places.

The expectations out on the playground are as follows:

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<sup>1</sup> State law prohibits suspension on the grounds of "willful defiance" for grades Kindergarten through Eight.

1. Use all school equipment, restrooms and drinking fountains properly and safely.
2. Keep hands and other body parts to themselves.
3. Eat in designated areas only.
4. Keep all toys at home. They will be confiscated and parent will need to pick them up.
5. Always be seen by a yard supervisor while out on the playground.
6. Follow the rules of the game being played and be a good sport.
7. Always show respect for adults and other students while out on the playground. To be respectful means being polite to others, showing care for and consideration for people, places, and things.
8. When the bell rings, immediately get off the equipment, stop playing, and walk to the classroom or designated area.

### **FORGERY**

Forging a parent or guardian's signature on a document. Examples of student forgery are on progress reports, notes for absence, or other forms requiring a signature will result in disciplinary action.

### **COPYING CLASSWORK & HOMEWORK**

Students caught copying another student's work (whether homework or tests) will receive a consequence appropriate to the incident, including, but not limited to, the assignment resulting in a zero and a citation or referral.

### **VANDALISM (damage to public property)**

- Parents will be notified.
- Student will be required to make restitution for the damage.
- Student may receive additional duties such as campus beautification or working after school.
- Privileges may be forfeited.
- All day in school suspension or suspension from school.
- Reward activities/ merit trips may be forfeited.
- Other means of correction as outlined by Ed. Code and Site Administrator guidance.

### **THEFT**

- Parents will be informed of crime.
- Student will be asked to return the item taken or make restitution.
- Student may be restricted from activities.

- All day in school suspension or suspension from school may be assigned.
- Teachers will be informed to provide appropriate supervision at all times.
- Reward activity privileges may be forfeited.
- Law enforcement may be contacted to file a report.
- Other means of correction as outlined by Ed. Code and Site Administrator guidance.

### **FIGHTING**

- Restriction from class requiring completion of assigned tasks in the Office.
- Law enforcement may be contacted.
- Notification of parents that the fight has occurred and may result in off campus suspension from school for 1 to 5 days, depending upon the circumstances.
- Conference with parents.
- Loss of privileges may be appropriate, such as representing the school in student council or participating in activities such as dances, and graduation (if infraction occurs in the last month of school).
- Forfeiture of reward trip privileges.
- All day in school suspension or out of school suspension, depending upon the circumstances.
- Other means of correction as outlined by Ed. Code and Site Administrator guidance.

### **DISCIPLINE INVOLVING LAW ENFORCEMENT**

Staff members shall notify the principal or designee immediately upon suspecting a student is selling or providing alcohol or other drugs. The principal or designee may notify law enforcement officials prior to confronting or searching the student. A search may be made in accordance with the provisions of law, board policy, and administrative regulations.

When there is good evidence that a student has actually sold or provided alcohol, other drugs, or drug paraphernalia on or about the school premises, on a school bus, or at school-sponsored functions, law enforcement officials will be notified. Law enforcement authorities will decide whether they or the school officials will notify the parent/guardian of subsequent measures.

### **TOBACCO**

Using tobacco in any form, or possession of tobacco, including the holding of it for another person is prohibited per Board Policy and the Education Code. BP 3513.3, Education code 48900 & 48901. Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of District employees. BP 5131.62. Any student who violates the District's

tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

The California Education Code provides that use or possession of tobacco is an offense that can be punishable by suspension. Ed. Code 48900(h). However, suspension shall be used only when other means of correction have failed to bring about proper conduct, except when students' presence causes a danger to themselves or others or they commit a single act of a grave nature or an offense for which suspension or expulsion is required by law.

## **TRUANCY**

Students leaving campus without permission are considered truant and face consequences. A student is truant after missing three days of school without a valid excuse in one school year, or is absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. This includes unexcused tardies or leaving school early for 30 minutes or longer during the day. The following measures will take place when a student is truant from school:

- After **3 unexcused absences**, a student is considered truant, a call will be made to the parent/guardian and a letter with the First Notification of Truancy will be issued to the home. A copy of this letter will be forwarded to the Probation Department.
- After **2 more unexcused absences**, a call home will be made to the parent/guardian to set up a meeting with the school principal. A second letter with the Second Notification of Truancy will be issued to the home. A copy of this letter will be forwarded to the Probation Department. The parent/guardian must attend this meeting and an Attendance and Behavior Contract will be reviewed and signed.
- After **2 more unexcused absences**, a letter with the Third Notification of Truancy will be delivered to the home in person.
- After **2 more unexcused absences**, a call home will be made to the parent/guardian to set up a meeting with the school principal or designee. A Fourth Notification of Truancy and Referral to the Student Attendance Review Board (SARB) will be issued to the home. This referral will be forwarded to the District Office and an Attendance Hearing will be scheduled for the parent/guardian and student before the SARB panel.

**SARB:** The Student Services Department is responsible for conducting the SARB meeting and making necessary referrals to the district attorney. SARB is intended to help students solve their problems and divert them away from the juvenile court system.

If a parent fails to attend SARB meetings or fails to comply with the SARB directives (that is, fails to get the child back in school), the school district may file a criminal complaint against the parent

or guardian for violating the compulsory education laws (Education Code sections 48200 through 48324).

### **MANDATORY REFERRALS FOR EXPULSION**

The items and actions listed below will not be tolerated in school buildings, on school grounds, on buses, or at any school-related or school-sponsored activity away from school. Ed Code 48915(c)

- Possession of loaded or unloaded firearms
- Brandishing a knife
- Selling of a controlled substance
- Committing or attempting to commit sexual assault or battery
- Possession of explosive devices

No exceptions shall be made in the case of the possession of a firearm, brandishing a knife, the selling a controlled substance, intent to commit sexual assault or battery or possession of an explosive. In addition to an immediate suspension from school and possible expulsion, students shall be reported to law enforcement authorities for prosecution of Penal Code violations.

### **7<sup>th</sup>/8<sup>th</sup> GRADE FOCUS**

#### **LANGUAGE ARTS**

All students are required to enroll in a Language Arts class. The core curriculum centers on literature and composition, with special attention to grammar, punctuation, spelling and vocabulary development.

#### **HISTORY**

World History presents world cultures and is required of all seventh graders. All eighth graders are required to take United States History. This class focuses on the American story, from the Colonial Period through the Industrial Revolution.

#### **MATHEMATICS**

Mathematics is required of all students. All seventh and eighth grade students are enrolled in Math 7 or Math 8. Students, based on test results and recommendations, may be able to take an auxiliary advanced math class as an 8<sup>th</sup> grader. Please see your child's 8th grade math teacher for further information and to see if your child may qualify.

## **SCIENCE**

All students take a full year of Science in both the seventh and eighth grades. In grade seven, the focus is on the study of life science, while eighth graders investigate energy with respect to the physical sciences. An inquiry lab approach is emphasized at both grade levels in order to teach and reinforce the scientific method.

## **ELECTIVES**

Students in 7th and 8th grades will take an elective class as part of their instructional day. Elective courses will vary from year to year at each school site. Examples of electives include the following: Band, Arts/Crafts, Math Intervention, Student Assistant, Leadership, Drama, and Ecology. Please contact your child's school office to inquire further about electives being offered this year.

## **MIDDLE SCHOOL SPORTS**

Students have an opportunity to compete athletically and develop physical skills by being a member of one of several athletic teams. In the fall, student athletes compete in football, volleyball and soccer. In winter, basketball, wrestling and soccer are offered. In the spring, teams are selected to compete in baseball and softball.

There are requirements that students must be met to participate in a school sponsored sport. Please refer to the middle school athletic policy provided by your child's coach, the athletic director and/or your school's office. For more specific information, contact Ryan Ballinger at [rballinger@mcusd.org](mailto:rballinger@mcusd.org).

## **SCHOOL ACTIVITIES/SCHOOL SPIRIT**

Some elementary school sites offer school activities such as Student Council/ASB and Club Live. These activities allow students to design a wide variety of activities to build school spirit, increase student involvement, and develop leadership. Please contact your student's elementary school site to obtain specific information about the school activities available to your student.

## **DANCES AND ACTIVITIES**



Students who wish to attend school dances and other activities during the quarter must meet eligibility. Parents/ guardians are to drop off and pick up students from activities at scheduled times. No students may leave an activity before it is over, unless a parent/ guardian comes to the entrance for them. If an adult other than the student's parent/ guardian is to pick your child up, arrangements must be made in writing, and approval must be given by the principal or his designee.

Students must be in good standing with the school in order to participate in a school activity. Students with referrals or a suspension and/or failing marks are not permitted to attend. Please refer to the dance/reward activities information provided by your school site for 7th and 8th grade students for more specific information about the eligibility requirements. Please read each activity information letter and permission slip. Dancing in a sexually provocative or inappropriate manner will not be tolerated when attending a school dance.

There will be no refunds if an expense has been incurred by the school for an activity, i.e. tickets or transportation reservation. Any request for other refunds must be in writing, signed by the parent/ guardian.

### **ACADEMIC ELIGIBILITY**

In order to participate in any extracurricular activity students must maintain a 2.0 grade point average (or a "C" average,) with no more than one "F" during each quarter grading period. If a student is unsuccessful in raising the grades to the required standard, the student is ineligible for extracurricular activities during the next grading period.

### **CELEBRATION EVENTS**

If possible, at the end of the 1<sup>st</sup> semester and toward the end of the school year, students who attend school greater than 90% of the time, have earned a 2.5 or higher grade point average, have citizenship marks of "Satisfactory" or "Outstanding," and have no referrals/suspensions are rewarded with special celebration trips or activities. These events are our way of saying 'thank you' for being a positive influence on campus. Please note, eligibility evaluation is made one week prior to the celebration trip or activity. These trips/events vary depending on the school site.

For students ineligible for the reward activity or for those who qualify and choose not to participate, regular school instruction will be held on campus.

### **END-OF-THE-YEAR AWARDS**

At the end of the year, several prestigious awards are presented to seventh and eighth grade students who have consistently shown school pride, excelled in classes, and have demonstrated outstanding citizenship. Teachers honor outstanding students at the annual Awards Assembly the last week of school.

### **HOMEWORK**

Homework is an extension of class work and is an important component of the learning process. Its purpose is to apply and reinforce what is learned in class. Students should anticipate approximately 30 minutes to two hours of homework Monday through Thursday nights and, occasionally, homework on weekends.

### **MAKEUP WORK**

All students are responsible for obtaining class work missed due to absences. Students are also responsible for requesting makeup work or explanations. Students who are absent from school more than one day may request homework by calling the office. The requested makeup work may be picked up from the office at the end of the school day. Failure to complete make-up work may result in a grade of "F." Students are encouraged to have to have a study buddy or partner from whom they can obtain the missed work.

### **CLOSED CAMPUS POLICY**

For the safety and welfare of students, all elementary school sites maintain a closed campus policy. This is intended to assure the protection of students. When a student leaves campus, a parent or other person authorized in the emergency contact information on file must sign him/her out. The student must check in with the office if returning later in the day. Parents must come to the office for their child in order to guarantee student safety.

Campus boundaries are defined as follows:

1. Students may use the area inside the perimeter of the fence in identified areas specific to grade level.
2. Students may not go to the parking lot or to adjoining property at any time, unless with an authorized adult.
3. The multi-purpose room is off limits, unless during lunch or when participating in a school related activity with an adult supervising.

4. No student is to go over a fence, cross the entrance road, or leave the grounds without permission from a teacher, yard supervisor, or office staff member.
5. Students must eat lunch in the designated lunch areas.