

**2011-2012 Student & Parent Handbook
Board Approved July 5, 2011**

TABLE OF CONTENTS

Introduction

Letter from Superintendent.....	2
Board Members and Meeting Dates	3
Campus Map.....	4
2011-2012 Calendar.....	5
School Bell Schedule.....	6
Staff Listing	7
Attendance	8
Athletics.....	9
Awards/Recognition	11
Bus Transportation.....	12
Classroom Behavior.....	13
Discipline.....	14
Dress Code.....	19
Education Code Regulations.....	21
Eighth Grade Information.....	23
Food Service	24
General Information.....	25
Grades/Progress Reporting/Assessments.....	31
Health/Nursing Services	32
School Integrated Pest Management	34
School Compact.....	35
Internet Agreement	36
Uniform Compliance Procedures	39
School Photo or Publicity Release.....	42

Monson-Sultana Joint Union Elementary School District

*Roy L. Woods, Superintendent / Principal
P.O. Box 25 (559) 591-1634 - FAX (559) 591-0717
Sultana, California 93666*

Dear Students, Parents, and Staff,

I know that I speak for our teachers and staff when I say that we are excited about the 2011-2012 school-year. Monson-Sultana School offers so many great opportunities for each student to grow academically and socially in an environment that is safe and supportive.

In this handbook, you will find the District's established rules and guidelines that will explain all school matters in detail. Each year, state laws that affect the operation of schools change. This requires our District to periodically update the handbook in order to stay in compliance with current laws and regulations. I encourage parents to discuss the rules and regulations in this handbook with your child before signing the confirmation slip indicating that you have read and understand the contents of the handbook.

You will notice that our Governing Board has adopted a new Athletic Code of Conduct. If you are the parent of a 6th through 8th grade student who is considering trying out for an athletic team, I strongly encourage you to read this code of conduct. You will also notice that all students who wish to participate in athletics **MUST HAVE A SPORTS PHYSICAL ON FILE BEFORE THEY WILL BE ALLOWED TO TRY OUT**. This new policy is for your child's safety. Do not delay; get your child a physical as soon as possible.

As we begin this new school year, I encourage each of you to become active participants in your child's education. Communicate regularly with your child's teacher and monitor their progress closely. My wish is that every child will have a safe and successful year at Monson-Sultana School. Please feel free to contact me if you have any questions regarding the handbook.

Sincerely,

Roy Woods
Superintendent/Principal

Board of Trustees

Jeff Belknap Bette George Delbert Quintana Lynn Simmons Randy Veeh

BOARD OF TRUSTEES

The Board meets the first Tuesday of each month at 6:00 P.M., unless posted otherwise.

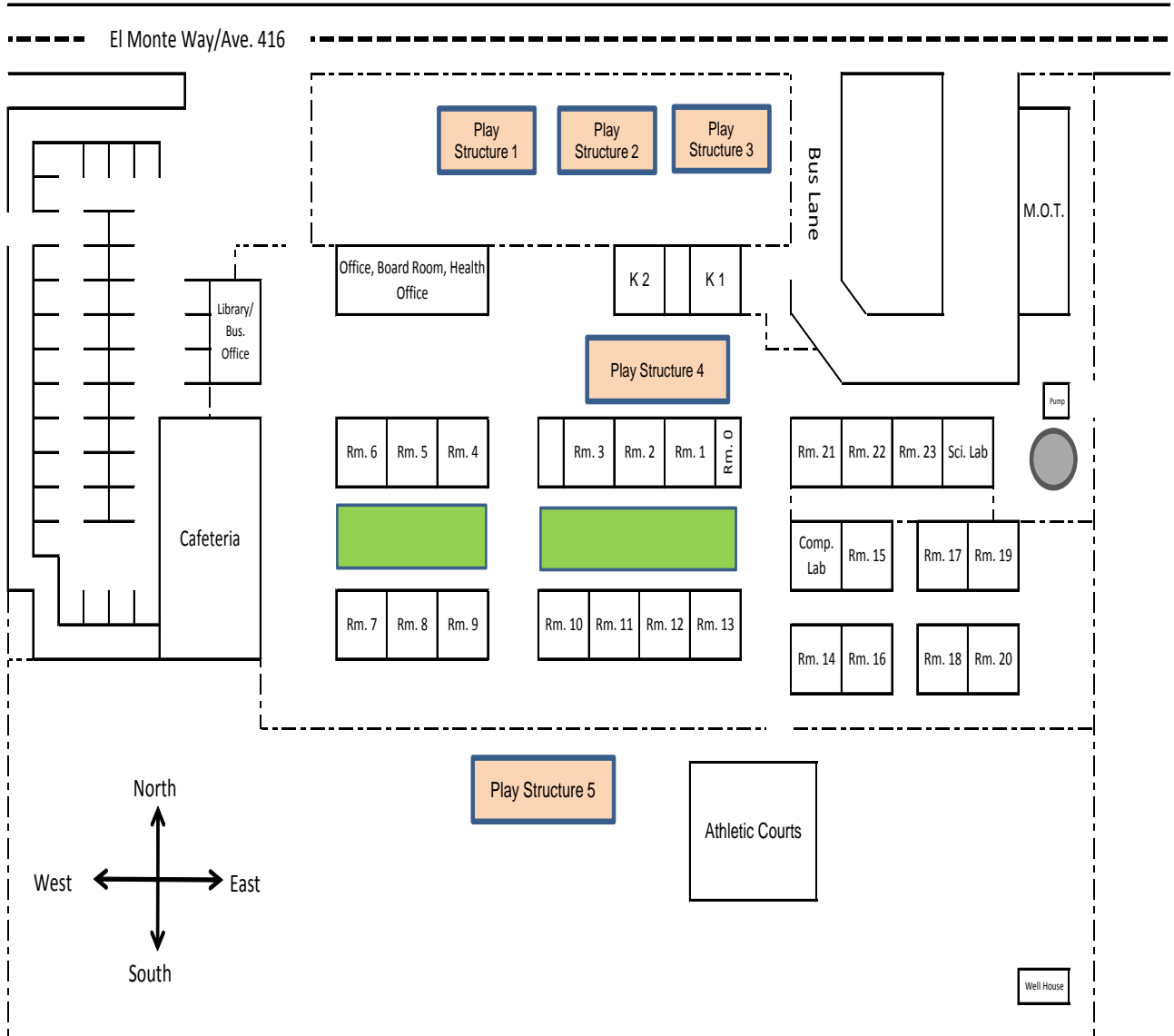
Randy VeehPresident
Jeff BelknapClerk
Lynn SimmonsMember
Delbert QuintanaMember
Bette GeorgeMember

2011-2012 Board Meeting Dates

July 5, 2011	6:00 P.M.
August 2, 2011	6:00 P.M.
September 6, 2011	6:00 P.M.
October 4, 2011	6:00 P.M.
November 1, 2011	6:00 P.M.
December 6, 2011	6:00 P.M.
January 3, 2012	6:00 P.M.
February 7, 2012	6:00 P.M.
March 6, 2012	6:00 P.M.
April 3, 2012	6:00 P.M.
May 1, 2012	6:00 P.M.
June 19, 2012	6:00 P.M.

Monson- Sultana School

2010-2011 Map & Emergency Evacuation Routes



MONSON-SULTANA JT. UNION ELEMENTARY SCHOOL DISTRICT CALENDAR FOR SCHOOL YEAR 2011-12

July 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	*	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	*	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	*	25	26
27	28	29	30	31		

June 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

District Holidays

July 4 — Independence Day
 Sep 5 — Labor Day
 Nov 11 — Veterans' Day
 Nov 24-25 — Thanksgiving
 Dec 23 — Christmas
 January 2 — New Year's
 Jan 16 — Martin Luther King, Jr.
 Feb 13 — Lincoln's Birthday
 Feb 20 — President's Holiday
 May 28 — Memorial Day

Special Dates

Aug 8-10 — Teacher Inservice Days
 Aug 11 — First Day of School
 Oct 10 — Teacher Inservice Day
 Nov 4 — Trimester Ends
 Nov 23-25 — Thanksgiving Break
 Dec 19-Jan 2 — Winter Break
 Feb 17 — Trimester Ends
 April 1-9 — Spring Break
 May 23 — Graduation
 May 24 — Trimester Ends
 May 24 — Last Day of School
 May 25 — Teacher Inservice Day

Minimum Days—1:15 P.M.

November 14-18, 2011
 December 16, 2011
 March 5-9, 2012
 May 24, 2012

BOARD APPROVED:
May 3, 2011

**Parent/Teacher
Conferences—1:15 Release**

November 14-18, 2011
 March 5-9, 2012

Grading Periods

Aug 11 — Nov 4 60 days
 Nov 7 — Feb 17 58 days
 Feb 21 — May 24 62 days

Legend

	Minimum Day 1:15 p.m.
	District Holiday
	P/T Conference Days (1:15 pm release)
	School Not in Session
	Teacher Inservice
*	Trimester Ends

BELL SCHEDULE (Regular Day Schedule)

Kindergarten

8:30 – 9:55	85 minutes of instruction
9:55 – 10:10	15 minutes of recess
10:10 – 11:15	65 minutes of instruction
11:15 – 11:45	30 minutes of lunch
11:45 – 12:00	15 minutes of recess
12:00 – 2:00	120 minutes of instruction/PE

Grades 1 – 3

8:20 – 9:55	95 minutes of instruction
9:55 – 10:10	15 minutes of recess
10:10 – 11:30	80 minutes of instruction
11:30 – 12:15	45 minutes of lunch
12:15 – 12:30	15 minutes of recess
12:30 – 3:05	155 minutes of instruction/PE

Grades 4 – 8

8:20 – 9:55	95 minutes of instruction
9:55 – 10:10	15 minutes of recess
10:10 – 12:00	110 minutes of instruction/PE
12:00 – 12:45	45 minutes of lunch
12:45 – 3:05	75 minutes of instruction

- **Students should be dropped off by parents no earlier than 7:45 A.M.**
- **Students are not to be dropped off at the East gate. That gate is only for bus transportation.**
- **Students must report to class at 8:15 A.M.**

SCHOOL STAFF

<u>Employee</u>	<u>Position</u>
Arrellano, Carmen	Instructional Assistant
Bedoya, Edward	Teacher, 7 th Grade
Bese, Denise	Teacher, 3 rd Grade
Bishop, Mindy	Speech
Blancas, David	Teacher, 6 th Grade
Cerda, Lisa	Food Service Assistant
Corcoran, Brandon	Director of MOT
Corcoran, Wendy	Director of Food Service
Cortez, Benita	Business Manager
de Leon, Juanita	Instructional Assistant
DeBaets, Don	Bus Driver/Custodian
Farhang, Susan	Teacher, 1 st Grade
Friesen, Connie	Teacher, 1 st Grade
Garrett, Carla	Instructional Assistant
Gomez, Elva	TCOE
Hartley, Gail	Technology Assistant
Heinrichs, Rollin	Teacher, 5 th Grade
Hernandez, Wendy	Teacher, 2 nd Grade
Hightman, Chantelle	Instructional Assistant
Johnson, Carol	Teacher, 4 th Grade
Jost, Kate	Teacher, 3 rd Grade
Kapheim, Karen	Teacher, 4 th Grade
Kerr, Michelle	TCOE
Larralde, Michelle	Teacher, 8 th Grade
Long, Rosie	Instructional Assistant
Lopez, Maria	Librarian
Lopez, Mary	Bus Driver/Custodian
Martinez, Virginia	Bus Driver/Custodian
McGee, Ronda	Computer Lab Assistant
Mendoza, Melissa	Teacher, Kindergarten
Miller, Stephen	Teacher, 6 th Grade
Miramontes, Erica	Teacher, Kindergarten
Montemayor, Ramon	Instructional Assistant
Montemayor, Rosemary	Administrative Assistant
Pauls, Mary	Music
Pruneda, Yolanda	Teacher, 2 nd Grade
Quintana, Kari	Instructional Assistant
Rush, Janice	Teacher, 5 th Grade
Simmons, Marissa	Registrar
Sparks, Vickie	Teacher, 8 th Grade
Stagg, Brian	TCOE Psychologist
Valdez, Melissa	Teacher, 7 th Grade
Valdez, Rosie	Teacher, Kindergarten
Woods, Roy	Superintendent/Principal
Worthley, Vicki	Director of Technology

ATTENDANCE

Did You Know?

There is much your child will be expected to learn in the new school year and we are very excited to help them achieve these goals. As parents, we hope you will give your student(s) and the school your total support and cooperation as we strive to meet the state standards and prepare your child academically for a successful future.

One critical demonstration of your support is having your child regularly and promptly attending school. Attendance is also a legal obligation. California has a compulsory attendance law which requires students to attend school. Education Code Section 48200 states the following: Each parent, guardian, or other person having control or charge of a child between the ages of 6 and 18 years is responsible for sending their child to public schools for the full time in which the public schools of the city, county, and or school district in which the child lives, are in session.

Your school is vitally interested in your child's attendance at school each and every day.

California State law requires that all children attend school every day until the age of 18 or until they graduate.

The average child misses only eight days of school per year. (Compare the average with your own child's attendance.)

Students must be present for a minimum of 50% of the school day to be eligible for a full day of school credit. Less than 50% of a school day will result in a school absence for field trips and special activities, unless accompanied by a doctor's note.

Why is Daily Attendance so Important?

Any child who misses school also misses important instruction. Students with excessive absences quickly fall behind academically, usually receive lower grades and are often considered for retention. With your support this can often be avoided.

Children need to be in school to learn. Trying to catch up on days of missed instruction can be an overwhelming and frustrating experience for many children. Make sure that when your child misses school, it is only for a legitimate reason. **Babysitting and family outings are not legitimate excuses.** Special provisions can be made with your school principal for a limited amount of independent study for students who **must** miss school.

Regular attendance also increases the amount of money your school has to spend on your child's education. Most important, good attendance helps your child's ability to learn and succeed in school.

Community agencies such as SARB, CARB, and Probation are also concerned about children who are not at school, especially if they are also not at home. They are often more likely to get into serious trouble.

Remember, it is your duty as a parent to call the school when your child is ill. This should be done the morning of your child's absence. If we do not hear from you, we will call your home. Absences not cleared within two (2) days will be classified as unexcused.

What Can You Do?

Impress upon your child the importance of prompt and regular attendance. If your child does miss school, clearly state the reason for the absence in your phone call or note.

Be sure to read all communication from your school. Your school might be trying to notify you about an attendance problem that you did not even know existed. If you are concerned about your child's attendance, call your school.

Absences/Enrollment

Compliance with State Compulsory Attendance Laws requires children ages 6 to 18 be enrolled in a full-time education program. (E.C. 48200)

When students are absent, school districts must still have a note from the parents to determine why the child is absent. In July of 1998 Senate Bill 727 mandated that school districts will not receive credit for student absences regardless of the excuse. This is a very serious issue because our district will only be paid for students who are at school on time regardless of the type of excuse for their absence.

A student's absence can only be cleared with verification from a parent or guardian. A note or phone call is acceptable.

Tardiness

Since prompt attendance is required by state regulations, students are expected to be in class on time and prepared to work.

If a student comes to school more than 30 minutes late, the student is considered truant for school and the district will have to report this as an absence. If the tardy is due to a medical appointment, a doctor's verification of appointment is necessary in order to have the tardy cleared. A student will not be counted as tardy on a foggy day unless they arrive after the last student bus has arrived (9:00 for plan A, 10:00 for Plan B).

If a student repeatedly reports to school tardy, they will be subject to disciplinary action. Three tardies per attendance period will result in a Citation, and Citations results in a loss of school privileges. (See Citations on page 11)

ATHLETICS

In April of 2011, the Board of Trustees adopted the following Athletic Code of Conduct:

Monson-Sultana School is proud of its athletes and athletic programs. We think of our athletes as leaders, and as such, they are expected to maintain and exhibit qualities of outstanding character, sportsmanship, and leadership at all times. Being a member of an athletic team at Monson-Sultana School is a privilege that is earned through positive behavior, academic excellence, regular attendance, and exemplary sportsmanship.

Participation in athletics, like other extracurricular activities, is contingent upon students meeting certain standards of conduct and maintaining academic standards. The rules and regulations for athletes adopted by the Monson-Sultana Board of Trustees will be known and referred to as the Monson-Sultana School Athletic Code of Conduct.

The consequences for failing to abide by the Athletic Code of Conduct are outlined in detail on the following page. In the event an incident occurs that is not addressed in the Code, the Athletic Director and the Principal will determine what, if any, action will be taken.

The purpose of the Athletic Code of Conduct is to promote an understanding of what is required to participate in the M-S School athletic program. Students should carefully consider their time, academic responsibilities, physical and physiological readiness, and team requirements before making the commitment to try out for an athletic team. Coaches will conduct try-outs for each athletic team and determine who is selected to be on the team.

We encourage all students to participate in athletic activities. All athletes and their parents are required to read the Athletic Code of Conduct and sign the “Acknowledgement of Receipt” page at the back of this packet. An athlete will not be allowed to participate in any games until this sheet is signed and returned to the Athletic Director or coach. If you have any questions regarding the athletic programs or this Code of Conduct you are encouraged to contact our Athletic Director, Mr. Blancas. Go Raiders!

Code of Conduct for Athletes & Parents

1. All athletes will show respect for teachers, coaches, and fellow students.
2. All athletes will maintain good attendance.
3. All athletes will maintain a 2.0 (a “C” average) grade point average.
4. All athletes will be respectful of all officials at all times.
5. All athletes will control his/her temper at all times.
6. All athletes will use appropriate language at all times. Profanity or vulgar gestures will not be tolerated.
7. All athletes will abide by school rules and discipline policies as set forth in the District Handbook.
8. All parents, guardians, or other family/friends attending games must demonstrate good sportsmanship or they will be asked to leave.

Absences or Tardies

1. If an athlete is absent from school on the day of a game they are not eligible to play in the game, travel with the team to the game, or sit on the bench with the team during the game.
2. If an athlete is absent from school they are not allowed to attend practice that day.
3. If an athlete had 3 tardies during the season, they will not be allowed to practice or play in any games for a period of one week commencing on the day of their third tardy and ending 1 week later. If this extends over a weekend in which there is a game or tournament, the student is not eligible to play on the weekend.
4. If a student has 2 unexcused absences during the season, the same applies as in number 3 above.

Academic Eligibility

1. Athletes must maintain a “C” average (2.0 GPA). The Athletic Director will submit a list of all athletes selected for each team along with their GPA from the most recent Trimester to the principal who will determine eligibility.
2. Athletes who fail to complete assignments will be given detention and not allowed to play or practice on the day assigned to detention.
3. Athletes assigned to mandatory academic interventions, detentions, community service, or Saturday School will complete all requirements before participating in athletic activities.

Behavior

1. Any student who is suspended from school for an Education Code violation during a season will be removed from the team for the remainder of that season. It is also possible that he/she may be ineligible to participate in other sports or activities depending on the severity of the offense.

If students are suspended they are not allowed on school grounds during the suspension and as such, will not be allowed to attend practices or games as a spectator or participate in any capacity.

2. Any student who is given a citation will not be allowed to participate in any team activity (including practice, traveling with team to games/tournaments, award ceremonies, etc) for a period of 1 week. This also includes any weekend games or tournaments.
3. Any student who receives their second citation during the season are not allowed to participate in school activities for 25 school days. A third citation during a season will result in the loss of all extracurricular activities for the school year.
4. Any student who is assigned a detention is ineligible for all team activities for the day of the detention.
5. Any student who is on independent study due to an expulsion, suspended expulsion, or other discipline related issue is ineligible to participate in athletics.

Physical Examinations

1. A student athlete must have a current physical on file prior to competing in any athletic tryout, practice, and/or contest. Physicals are good for one year. This is a student safety issue. No exceptions will be made.

School Uniforms

1. School uniforms should only be worn for games or sanctioned team events. Coaches may allow athletes to wear jerseys on the day of games as directed.
2. It is the responsibility of the athlete to maintain their uniforms. If a uniform is damaged during a game or practice the school will either issue a new uniform or repair the damaged one.
3. Students will not be allowed to participate in any extracurricular activities or play on other athletic teams until uniforms are either turned in or reimbursement is made for lost or damaged items.

AWARDS/RECOGNITION

Artist of the Trimester

Each trimester, one student from each classroom will be chosen as Artist of the Trimester. They will be honored and awarded a certificate at a school-wide assembly, and will then be treated to a reward.

Parents will be contacted by the student's classroom teacher and will be invited to attend the assembly where their child will be recognized.

Award Assemblies

Award assemblies will be held during the year to present awards in recognition of outstanding academic and athletic performances as well as other special achievements.

- Trimester 1 – (SOTT) Student of the Trimester/(MOTT) Musician of the Trimester/(AOTT) Artist of the Trimester, and football and volleyball awards
- Trimester 2 – SOTT/MOTT/AOTT, and basketball & soccer awards
- Trimester 3 – SOTT/MOTT/AOTT, and baseball & softball awards
- End of the year – achievement and other miscellaneous awards

Musician of the Trimester

Each trimester, one student from each classroom will be chosen as Musician of the Trimester. They will be honored and awarded a certificate at a school-wide assembly, and will then be treated to a reward.

Parents will be contacted by the student's music teacher and will be invited to attend the assembly where their child will be recognized.

Student of the Trimester

Each trimester, two students from each classroom will be chosen as Student of the Trimester. They will be honored and awarded a certificate at a school-wide assembly, and will then be treated to a reward.

Parents will be contacted by the student's classroom teacher and will be invited to attend the assembly where their child will be recognized.

Attendance Awards

Perfect Attendance Award: All students in grades K-8 who are present for all 180 school days will be eligible for a trip to Blackbeard's theme park in Fresno. If a student moves into the district and can prove perfect attendance at their previous school and has perfect attendance for the remainder of the year at MS School, they will be eligible for the trip.

Outstanding Attendance Award: All students in grades K-8 who miss just one day of school will receive Outstanding Attendance Awards at the year-end awards assembly.

BUS TRANSPORTATION

Student Bus Conduct

Because school bus passenger's behavior can directly affect safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including on field trips and other special trips. School personnel, parents/guardians, and students themselves must all see that these regulations are followed. Bus drivers have the authority to issue detentions or citations.

1. Riders shall follow the instruction and directions of the bus driver at all times. (cf.3542) – of School Bus Authority Drivers.
2. Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
5. Riders should be courteous to the driver and to fellow passengers.
6. Serious safety hazards and distraction of the bus driver can result from noise or inappropriate behavior. Loud talking, laughing, yelling, profanity, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges.
7. No part of the body, hands, arms or head should be put out the window. Nothing should be thrown from the bus.
8. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.

9. No animals shall be allowed on the bus.
10. Riders should be alert for traffic when leaving the bus.
11. All passengers will be quiet while the bus is stopped at railroad crossings.
12. On the bus ride home, the next student to exit the bus will sit to the driver's immediate right. The bus driver may assign seats as needed.
13. A student who rides the bus to school must ride the bus home unless the parent/guardian notifies the school in writing.
14. Parents who are requesting that their child be dropped off at another child's home must submit a note from both sets of parents prior to 11:00 am on the day of the changed drop off.
15. **Any change in transportation must be approved by the office by 11:00 am the day the change is to take place.**

Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.

Occasionally a bus rider will refuse to board the bus stating that they are supposed to go home with another student or that they are going to be picked up by a parent. We then received a phone call from a worried parent wondering why their child did not arrive home on the bus. As stated in items 13-15, in order to avoid this confusion students must have a written note from each parent involved, submitted to the office by 11:00 am the day this will be taking place.

CLASSROOM BEHAVIOR

The primary function of education is to prepare young people to live in the present as they prepare for the future. This preparation calls for a classroom atmosphere that allows the teacher to teach and the student to learn without other students interfering with that process.

Each teacher will inform students of what they expect in their classroom. Their rules are set in order that they can conduct class in an orderly, organized fashion. They are in the classroom to teach. If a student continually shows that he/she cannot obey the rules, cannot follow directions, or will not take advantage of educational opportunities, that student will be removed from the class until he/she is able to demonstrate a sincere effort to behave.

The following school wide rules and consequences have been developed:

Rules

1. Be on time and be prepared.
2. Behave in a way that does not disrupt teaching, students, and or learning.
3. Show courtesy and respect for self, others, and school and personal property.
4. Show consideration – do not hurt others physically or verbally.

Consequences

1. **Warning** – For a first disruption, the teacher will inform the student that his/her behavior is not acceptable to the classroom situation.

2. **Counseling** – Following the warning, the teacher will meet with the student individually in a counseling session to get a commitment from the student to change his/her behavior.
3. **Office Referral** – Students who continue to disrupt the classroom following the teacher-student conference will be removed from the classroom and sent to the office for corrective disciplinary action. Each referral to the office will be treated as an individual case and judged on its own merit. The basic goal will be to change inappropriate student behavior to acceptable behavior. We will consider the seriousness of the offense, the conditions under which it occurred, and the student's past school records. Some of the alternatives available are:
 1. Detention after school.
 2. Suspension from school.
 3. Expulsion or exclusion from school by Board action.

Computer Lab Rules

1. No student is allowed in the lab or media center at any time without an adult present.
2. Each teacher is to be sure his/her class is to leave the lab in the same condition they found it:
 - A: Computers logged off.
 - B: All chairs pushed back in place.
 - C: Overhead projector turned off (first; then projector panel turned off.)
 - D: No paper, pencils, books, trash, etc. to be left in the computer labor media center.
3. Students may not use software other than that which has been approved by the technology committee. The teacher is the only one who may install software or CD's.
4. Students are not to install software on the computer.
5. Only the TEC Department is allowed to configure a computer.
6. Only the TEC Department is allowed to load, adjust, or reset printers.
7. Only teachers or other adults are allowed to turn on, operate, or handle LCD projectors.
8. Computer lab door to be kept locked at all times when unoccupied.

DISCIPLINE

The Monson-Sultana School District utilizes all avenues provided by law for the discipline of students. These include, but are not limited to, advising and counseling students; conferencing with parents/guardians; detention; alternative educational environments; and, if necessary, suspension and expulsion.

The Governing Board recognizes that maintaining an educational environment which promotes learning and protects the health, safety, and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction for a period of time deemed necessary to correct the behavior of that student.

DETENTIONS

A detention will be given for the following:

1. Misconduct in classrooms and on campus – bouncing balls, throwing objects, and running on sidewalks, hallways, or other non-physical education areas.
2. Misuse of any academic or athletic equipment.
3. Being in improper places, such as outside row of trees, upper graders on primary side of campus (or vice versa), or in office area.
4. Possession of cell phones, game boys, radios, iPod's, walkman's, etc.

5. If a student's name is placed on the homework/Behavior Chart twice (2) in one week, the student will receive a detention. (2 homework misses=1 detention, 2 behavior=1 detention) Homework is defined as, "individual assignments".

Detention and citation guidelines will apply to cafeteria conduct.

Punishment

1. Students who receive detention will stay after school for one (1) additional hour. Detention is generally every Monday – Thursday, but may be rescheduled during short release days, vacation periods, or parent-teacher conference weeks. The detention notice will specify the date the student is to report to detention. Refusal to sign or return a detention will automatically turn the detention into a citation.
2. Upper grade students receiving a detention during the week may not participate in after school non-graded activities that week, excluding Saturday activities.

Refusal to Sign Detention

If a parent/guardian refuses to sign a detention, the student affected by the detention will not be allowed to participate in any school activity until the disposition of the detention is resolved with the school's administration.

Detention Record Keeping System

Notes for detention are to go home the day the detention is issued. If the signed detention note is not returned the next day, it will result in another detention. If the student does not serve the first and second detention that was issued, the student will be issued a citation. Teachers will keep record of their student's detentions.

Parent's Responsibility

Detention will be held Monday through Thursday from 3:05 – 4:00 p.m. Parents are responsible for picking up their children at the designated time that detention ends. Please remember that students who serve detention are not permitted to ride the bus home. Students serving detention are also not permitted to walk home after detention; they must be picked up at 4:00 p.m.

CITATIONS, DETENTIONS, SUSPENSION, OR EXPULSION

A citation, detention, suspension, or expulsion will be given for the following, depending upon the severity of the offense:

1. Defiance or disrespect to any member of the staff, credentialed or classified, is prohibited.
2. Use of profanity, vulgarity, or obscene acts.
3. Fighting, pushing or kicking others.
4. Unlawful vices – i.e., possession of firearms, knives, explosives, or other dangerous objects, tobacco, drugs, or being under the influence of any harmful substance is prohibited. (Education Code 48900)
5. Inappropriate displays of affection such as holding hands, kissing, etc.
6. Being out of class without permission.
7. Being off school grounds, in parking lot, or unauthorized area.
8. Defacing, destruction, or theft of any school or personal property.
9. Setting off false fire alarm. (Education Code 48900)
10. Intimidation, harassment, sexual harassment or bullying.
11. Cheating. Lying, forgery, and plagiarism.

12. Throwing food in the cafeteria.
13. Tardiness (K-5th, 3 per attendance period) (6th – 8th, 3 tardies per class) – teachers will keep track of this.
14. Chewing gum, eating candy, seeds, etc.
15. Violation of dress code rules (2nd violation).
16. Any personal belonging that displays inappropriate writing, pictures, or gang affiliation.
17. Possession of a cell phone.
18. Eyebrow notches.

Detention and citation guidelines apply to cafeteria conduct.

Punishment (Loss of all school activities includes all non-graded activities)

1. One (1) citation will exclude the student from all school activities for that week.
2. Two (2) citations in the same trimester or one suspension will eliminate a student from all school activities for 25 school days.
3. One citation results in two (2) detentions.
4. If a student has received two (2) detentions in one week, he/she will be given a citation.
5. Seven (7) detentions during the school year will result in a citation.
6. Three (3) citations will result in the loss of all activities for the remainder of the school year.
7. A suspension will result in the loss of all activities for a minimum of 30 school days commencing upon the student's return from the suspension. School administration will determine if more than 30 days is warranted.

Refusal to Sign Citation

If a parent refuses to sign a citation, the parent may request an appeal to the school leadership team. The appeal will be conducted within three days and a ruling on the disposition of the citation will be made. During the three days prior to the ruling on the citation, the student will not be permitted to participate in any school activities.

Citation Record Keeping System

1. Each citation will follow these steps:
 - A. White Copy – Student
 - B. Pink and Yellow – Office (Pink will be returned to the teacher after input in SIS)
2. Students must return the white copy with a parent signature to the teacher or to the office the following day.
3. If the citation is not cleared, the teacher will notify the office.
4. The front office will tabulate citations.

SUSPENSIONS

Suspension is the temporary removal of the pupil from ongoing instruction for adjustment purposes. (Education Code 48900, Sections [a] through [l]).

Reasons for Suspension

- §a: Caused, attempted to cause, or threatened to cause physical injury to another person.
- §b: Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects— unless the pupil had obtained written permission to possess the item from a certificated school employee, which is also concurred by the principal or the designee of the principal.

- §c: Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in Section 11007 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind.
- §d: Unlawfully offered, arranged, or negotiated the sell of any controlled substance as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; and/or sold, delivered, or otherwise furnished to any person another liquid, substance, or material represented as a controlled substance, alcoholic beverage, or intoxicant.
- §e: Committed robbery or extortion.
- §f: Caused or attempted to cause damage to school property or private property.
- §g: Stole or attempted to steal school property or private property.
- §h: Possessed or used tobacco, except as provided in Education Code Section 48901.
- §i: Committed an obscene act, or engaged in habitual profanity or vulgarity.
- §j: Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code.
- §k: Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- §l: Knowingly received stolen school property or private property.
- §m: Possessed an imitation firearm.
- §n: Committed or attempted to commit a sexual assault.
- §o: Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding.
- §p: Engaged in, or attempted to engage in hazing.
- §q: Engaged in the act of bullying, including, but not limited to, bullying committed by means of an electronic act directed toward a pupil or school personnel.

Administrative Suspension Procedures require

- A. That an informal conference be held with the student to allow the opportunity to present his/her version of the incident and evidence in his/her defense; and to advise the student of the reason for disciplinary action.
- B. That parents be given written and telephone notification of suspension within 24 hours.
- C. That parents or guardians respond to the school’s request for a conference.
- D. That parents be informed that suspensions are processed by the Superintendent or a designee.
- E. That a student may not be suspended for more than five consecutive days. Suspensions may be extended if expulsion is pending.
- F. That suspended students be allowed to complete and receive credit for all assignments and tests missed during the suspension which can reasonably be provided by the teacher.
- G. That suspended students must remain under parent supervision and are not to be on any school campus or attend school activities for the duration of the suspension.

Suspension by Teacher (Education Code §12401)

“Teachers may suspend, for good cause, any pupil from the school for not exceeding one school day, and will report the suspension to the principal of the school for appropriate action.”

EXPULSIONS
(Education Code 12401)

Expulsion is the removal from enrollment in a school or the District as ordered by the Governing Board. Expulsion may be ordered by the Board when other means of correction have repeatedly failed to result in acceptable conduct or if the continued presence of the student causes danger to the safety of others. Pupils may be expelled only for those reasons for which they also may be suspended. State law provides for full due process and rights to appeal any order of expulsion.

Grounds for Suspension or Expulsion

1. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code, or committed a sexual battery as defined in Section 243.4 of the penal Code.
2. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

Sexual assault includes the crime of rape, sexual activity when consent is procured by inducing fear, sodomy, lewd or lascivious acts with a child under age 14, oral copulation, and penetration by foreign objects. Sexual battery includes the touching of an intimate part of another person when that person is unlawfully restrained.

- Education Code §48900 has been amended to divide subsection (a) into two parts. It now reads as follows:
3. Caused, attempted to cause, or threatened to cause physical injury to another person; or willfully used force or violence upon the person of another, except in self-defense.
 - Another cause for suspension or expulsion was created with the addition of Education Code 48900.7, regarding terrorist threats. The wording of the new section is:

Pupils may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terrorist threats against school officials or school property, or both.

For the purposes of this section, “terrorist threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school district property, to the personal property of the person threatened or his or her immediate family.

Mandatory Recommendation Offenses

For specified serious offenses, the principal or superintendent must recommend expulsion (unless it is inappropriate due to the particular circumstance). §48915(a). Whether or not the pupil is expelled is within the discretion of the governing board. The Board has the authority to suspend the expulsion and to request that the family enters counseling and or that the student be placed on independent study. The list of mandatory recommendation offenses is as follows:

- (1) Causing serious physical injury
- (2) Possession of any knife, explosive, or other dangerous object.
- (3) Unlawful possession of any controlled substance.
- (4) Robbery or extortion.
- (5) ASSAULT AND BATTERY, AS DEFINED IN SECTIONS 240 AND 242 OF THE PENAL CODE, UPON ANY SCHOOL EMPLOYEE.

Mandatory Expulsion Offenses

For the most serious offenses, both recommendation and expulsion are mandatory (§48915). The list of mandatory expulsion offenses is:

- (1) Possessing, selling, or otherwise furnishing a firearm.
- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a controlled substance.
- (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

Fighting – Policy and Procedure

This policy provides that any child (grades K-8) who is involved in a fight with another student will be suspended from school for the remainder of the day and for up to five additional full days. Fighting includes behavior such as hitting, slapping, kicking, and pushing/shoving. While students have the right to defend themselves, they do not have the right to retaliate against someone who has hit them. Parents are strongly encouraged to discuss with their children the difference between self-defense and retaliation. The parents will be called and asked to come to school to pick the child up or else the child will be brought home by school personnel. In those situations where no adult is at home, the child will be retained at school but removed from the classroom. Parents will also be requested to come to school for a conference with the teacher, principal, or both.

DRESS CODE

The Governing Board believes that the development of attitudes and behavior patterns in dress and grooming should be a part of each student's total educational experience. Dress, hairstyle, or makeup which is of a distracting nature or interferes with the study habits of students in the class or school is not acceptable. Therefore, the Board directs the superintendent to develop proper standards for personal appearance of students in cooperation with students, parents/guardians, teachers, and administrators. These standards shall be made a part of the administrative regulations of the district.

The district is legally and ethically responsible for the establishment of a classroom and campus atmosphere which creates the proper conditions and practice of orderly study.

The grooming standards that follow are directed toward the fulfillment of this obligation, attending to the concerns of health and safety, but granting, where possible, a reasonable expression of individual taste. Reflected with these standards is an appreciation for the current trends in style or fashion, but tempered with restrictions regarding extremes that are distracting, dangerous, or simply out of place at school. Clothing worn should correspond with the demands and attributes of the activity in which students participate. Dress code applies to all school functions and activities.

Students will not be permitted to show their membership in gangs by wearing gang colors or symbols, or clothing that signifies north or south. Students will not be permitted to "flash their colors", etc., to show gang membership at any time at school. Because the colors red and blue are the dominant colors of some known gangs in this community we ask that you do not allow your children to wear solid blues or solid reds to school.

Even though all students who wear solid red or blue colored shirts are not gang members, they could be mistakenly identified as a gang member from another community and may suffer the consequences. You can do your part as a parent in helping reduce the influence of gangs at school.

Footwear standards are aimed toward prevention of accidents and injury. Shoes shall be worn at all times except under specified conditions. Students must also consider physical education requirements in their selection of shoes. Open footwear such as flip-flops, or shoes lacking heel straps are unacceptable and not permitted.

The principal, staff, parents/guardians and students of the school may establish reasonable regulations regarding dress code for students who voluntarily engage in extracurricular or other special school activities. These supplemental regulations shall apply only during the length of the activity involved.

No restrictions on freedom of dress and adornment shall be imposed by the district which may violate a student's civil rights, which impose particular codes of morality or religious tenets, which attempt to dictate style or taste, or which do not fall within the direct or implied powers of the Board.

Periodic review of these standards for personal appearance should involve parents/guardians, school site council, teachers, administrators, and student representatives.

Girls Appropriate Attire

1. Simple dresses, skirts, pants, blouses, sweaters, etc. Shorts, skirts, and dresses must be long enough that they extend past the child's fingertips when the arms are extended down their sides.
2. Footwear which is comfortable for walking and substantial enough to protect feet from sharp objects (including sandals provided they are held securely to the feet with straps that are substantial enough they are not likely to break).

Boys and Appropriate Attire

1. Trousers that are neat, clean, and without holes. Shorts must be long enough to extend past the child's fingertips when the arms are extended down their sides.
2. Shirts and sport shirts.
3. Footwear which is comfortable for walking and substantial enough to protect feet from sharp objects (including sandals provided they are held securely to the feet with straps that are substantial enough they are not likely to break).

Boys and Girls Inappropriate Attire

1. Clothing which permits direct view of undergarments or see-through material.
2. Flip-flops, high heels, or shoes without straps/support on heels. Girl's shoes with heels must not be higher than two inches. Bare feet are prohibited at all times.
3. Hats and baseball caps are not to be worn in any school building. Caps must be worn with the visor forward, and may not be altered with any writing, coloring or stitching.
4. Designs painted on body or face with ink or makeup. Extreme makeup is not appropriate.
5. Clothing that displays alcohol, cigarettes, violence or gang affiliation is prohibited.
6. Only glasses prescribed by doctors are to be worn to school.
7. Tops that are low-cut, cut out or backless – including midriffs, halter tops, tube tops, tank tops, and tops with spaghetti straps. Short tops that show mid-section when arms are raised over top of the head.
8. Dresses, skirts and shorts that are more than four (4) inches above the top of the kneecap.
9. Hair styles that create undue attention are prohibited.
10. Earrings that are larger than the size of a nickel or longer than 1".
11. T-shirts that are longer than the student's inseam line.
12. Students are not permitted to wear makeup in grades K-6th. Students in 7th-8th grades may wear light make-up.

13. Face, nose and tongue piercing are prohibited.
14. No skin-tight or stretch pants without a shirtdress that covers to the mid-thigh area.
15. Clothing worn to school should not be suggestive, but modest and in good taste.
16. Oversized clothes are not allowed. "Oversized" is defined as shirts that hang longer than the student's inseam line or are way too baggy, or pants that are larger than actual waist size of the student or are too long in length. Rubber bands are not permitted at the cuff of pants.
17. All pants, shorts or coveralls must be worn around the waist. "Waist" is defined by the human anatomy above the top of the hips.

Remember that good grooming reflects credit upon your home as well as your school. Dressing according to the occasion, makes you and others around you feel more comfortable. Good grooming refers to cleanliness of body, use of deodorant, clean clothing and combed hair allows students to start the day with confidence.

Any time there is a question concerning dress or grooming, students or parents/guardians should check with the school principal. Your consideration as parents/guardians is appreciated.

Dress Code Enforcement

Enforcement (all grades K-8): The classroom teacher will notify each child of the content of the dress code. Any violations will be handled by a referral to the principal for appropriate action. Final determination of dress code violation will be made by administration. He/she will then notify parents/guardians by letter or telephone of any action taken.

1. First referral: Parents/guardians will be contacted, advised of violations, and reminded of the content of the dress code, and students will be asked to change.
2. Second referral: Parents/guardians will be contacted, advised of the violation, and asked to bring a change of clothes for the student. A citation will be issued and student will serve two days of detention.
If parents are not able to bring a change of clothes, students will be issued a Monson-Sultana t-shirt for a shirt violation and a pair of proper sized pants and belt for a pants violation (students will be required to tuck in their shirt). All clothing changes will take place in the office bathroom. The clothing issued will need to be washed and returned to the office the following day after the violation occurred. The referral will be logged into the district's student information system for accurate accounting of all student activity.

EDUCATION CODE REGULATIONS

Cigarettes (Education Code 28900 Section G California State Penal Code 308)

"Any person selling, furnishing, or providing cigarettes to a minor is guilty of a misdemeanor and is punishable by a fine of \$10 for the first offense; and a fine of \$50 or imprisonment for the second offense for not more than 30 days."

Disturbing School (Education Code 32210 and Penal Code)

"Any person who willfully disturbs any public school or any public meeting shall be guilty of a misdemeanor and liable to a fine of not more than \$500 dollars."

Hazing (Education Code 32051)

“No students shall conspire to haze, engage in hazing, or commit any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace any fellow student.”

Independent Study Program (Education Code 51745)

The independent Study Program is an alternative to regular classroom instruction. The program may range from an activity as part of a regular class to an activity completely separate from the regular program. Independent Study refers to an independent learning format arrangement in which a written agreement exists between a student and a designated supervisor in a school. The program does not allow parents to keep school-age children at home without legal reason.

Loitering (Penal Code 647A)

“Every person who loiters about any public place or near a school, which children attend, is a vagrant, and is punishable by imprisonment in the county jail for not exceeding six months, or by a fine of not exceeding \$500 or by both fine and imprisonment.” Ask your school friends to meet you *after* you get home from school. Students, particularly girls, are not to be picked up at school by boys without parents’ signed note to do so being on file with the school office.

Nondiscrimination (Public Fair Housing Law 1992-93)

The Monson-Sultana School District has a policy of nondiscrimination on the basis of sex in the admission of pupils in its educational programs and activities, including physical education and athletic programs.

Any individual who believes that his/her rights are being violated, or that he/she is being discriminated against because of his/her sex or race, may complain in writing to the Superintendent (please refer to the uniform complaint procedure in the parent rights handbook).

Secret Clubs

“It shall be unlawful for any pupil to join or become a member of any secret fraternity, sorority, or club. The Board of Trustees shall have full power and authority to enforce the provisions of this section, and to make and enforce all rules and regulations needful for the government and discipline of the schools under their charge. They are hereby required to enforce the provisions of this section, and to make and enforce all rules and regulations needful for the government and discipline of the schools under their charge. They are hereby required to enforce the provisions of this section by suspending, or if necessary, expelling a pupil who refuses or neglects to obey any such rules or regulations.”

Smoking, Profanity and Vulgarity (Education Code 48901)

“Continued willful disobedience, open persistent defiance of authority of the teacher, habitual profanity or vulgarity, or smoking cigarettes or having cigarettes upon the school premises, constitutes good cause for suspension or expulsion from school.”

Student Responsibilities

“Every student must attend school punctually and regularly; conform to the regulations of the school, obey promptly all the directions of his/her teachers and be obliging to schoolmates; and refrain entirely from the use of profane and vulgar language.”

Treatment of School Property (Penal Code 10606)

“Any pupil, who willfully cuts, defaces or otherwise injures in any way, real or personal property belonging to a district is liable to suspension or expulsion, and the parent or guardian shall be liable for all damages so caused by such a pupil.”

Truants – Definition (Education Code 48200)

Any child who has been absent from school without valid excuse for more than three days may be reported as a truant. Since prompt attendance is required by state regulations, students are expected to be in class on time and prepared to work.

If a student comes to school more than 30 minutes late, the student is considered truant for school and the district will have to report this as an absence. If the tardy is due to a medical appointment, make sure to provide a doctor’s appointment verification to have the tardy cleared.

If a student repeatedly reports to school tardy, they will be subject to disciplinary action. Three tardies per attendance period will result in a Citation and Citations result in a loss of school privileges. (See Citations on page 11)

Instruction in Topics Including Health, Family Life Education, and sexually Transmitted Diseases

The parent/guardian has the right to exempt his/her child from educational instruction in health, family life education, and sexually transmitted diseases whenever any part of that instruction conflicts with religious training, beliefs, or personal moral convictions.

The parent/guardian shall be notified in writing when the pupil is offered instruction in health, family life or sexually transmitted diseases at least fifteen days prior to commencement of instruction. The parent/guardian has the right to inspect the course materials and the right to request in writing that his/her child not participate in the instruction. The written request is valid only for the school year submitted. Notice will not be given if a description or illustration of the human reproductive organs appears in a text in science or health courses when the texts have been adopted pursuant to law.

EIGHTH GRADE INFORMATION

COMPONENTS:

1. Career Choice
 - A. Student must select a direction they think would be interested in pursuing upon completion of a high school curriculum.
2. Research of Career Choice
 - A. Student must research specified career choice and show pathway a student could take to achieve choice.

- B. Student must interview at least two persons in the community who are currently employed in this field.
- C. Use various methods to research:
 Internet, Library Resources, Interviews/Job shadow
 Colleges/Tech Schools/Specific Training Centers
 Company Brochures, Pamphlets, Handouts
- 3. Presenting of Research
 - A. Must present a typed research paper.
 - B. Must present to teachers, parents and others.
 - C. Must present based on a four-year high school career path and the option of college entrance.
- 4. Must complete project minimum requirements and receive a passing grade to go through graduation ceremonies.

Graduation Requirements

Each year, graduation exercises are held for the 8th grade students who have met the academic standards set by the State Department of Education and the local Board of Trustees.

Students:

- 1. Must complete the graduation project.
- 2. Must pass the Constitution test with a passing grade.
- 3. Must be in good standing on the discipline chart. Students with 3 or more citations are ineligible to participate in the graduation ceremony.
- 4. Must pay all outstanding debts.

8th Grade Trip Requirements

In order for students to be eligible to participate in the 8th grade trip, the following requirements must be met:

- 1. Must have fewer than 3 citations.
- 2. Must have no more than one suspension for the entire year. If the suspension was within 30 school days of the trip, the student will not be eligible to attend the trip (or if the Principal determined that the offense required more than 30 days, the student is ineligible to attend).

Transferring Students

- 1. All transfer students entering the school during 8th grade must meet with the superintendent and 8th grade teachers to determine what standards must be met.

FOOD SERVICE

Cafeteria Rules

- 1. Talk softly and enjoy yourselves, but you do not impose on others.
- 2. Dispose of all sacks and paper from food items in the refuse containers.
- 3. Absolutely no throwing of food or objects in the cafeteria.
- 4. Students are not permitted to bring sodas to school at anytime, unless they are specifically asked to do so by their teacher.

5. Glass containers of any type are also not permitted anywhere on school grounds.
6. Students may not leave the campus for lunch, unless they walk home for lunch and have a note from their parent giving them permission. Once they return from home, they will be expected to stay on campus.
7. Detentions and Citations will be given for inappropriate behavior in the cafeteria.

Breakfast Program

Students may participate in the school's breakfast program. Breakfast is served each morning from 7:55 – 8:10 a.m. All students qualify for a free breakfast.

Lunch

1. A hot lunch program is provided for all students in grades K-8.
2. Milk for sack lunches will be available during lunch.
3. Students with a sack lunch will eat with their class.

Adult Meal Prices

Adult meal prices: Lunch only \$3.00 Milk: \$.25

GENERAL INFORMATION

After-School

Students must go home after school, and may return to the south playground area after 4:30 p.m.

If you pick up your children, please insure that you pick them up when school is dismissed. Pupils will not be permitted to remain after school, unless participating in a school program.

Backpacks

Backpacks are permitted for students in grades 6-8. However, students in grades K-5 will use binders or folders for homework or any other take home assignments. Students in grades K-5 will not be permitted to bring backpacks and/or trapper keepers to class.

Back to School Night

In the Fall, parents are encouraged to attend the Annual Enchilada Dinner and Back-to-School-Night. This is a great opportunity to meet your child's teacher, to see their classrooms, and view samples of student work. This evening is not designed for parent-teacher conferencing.

Balloons/Flowers

No balloons or flowers may be delivered to students in class.

Bicycles

If your child rides a bike to school, he/she must walk the bike while on school grounds and use the bike rack provided on campus. We encourage student to lock their bike to secure it properly.

Do not “joyride” around the parking lot or in the vicinity of the school. Bikes are private property, and are not to be tampered with or ridden without the owner’s permission. In such event, disciplinary action will be taken, and the student will be required to cover the costs for any damage to bikes. The school assumes no financial responsibility for any damage or theft.

Bringing Inappropriate Things to School (Education Code 48900 Section K)

There are some things which a student must not bring to school because they are dangerous to the student or other students, or they interfere with the rights of others to learn. Some examples of things that must not be brought to school are personal electronic devices such as iPods, video games, pagers, and MP3 players. Other items not allowed in school include: toys, games, water balloons, fireworks, lighters, matches, medications, laser pointers, or any other item determined to be dangerous or disruptive to the educational environment by the Principal. Inappropriate items will be confiscated and turned over to the Principal. Depending upon the seriousness of the offense, detention and citation procedures will apply. The school district is not responsible for the loss of personal items brought to school.

Cell Phone Use by Students (Education Code 48900 Section K)

Ringling or vibrating cell phones can disrupt classes and distract students who should be involved in the lesson at hand. Cell phones can be used for text messaging and could be used to cheat on tests or other classroom work.

Most cell phones have cameras that can be used to take photos of exams or inappropriate and unauthorized photos of other students. Cell phone use by students will not be allowed during school hours. Students are allowed to use the telephone in the office in the event of an emergency (see “Telephone” on page 23). Parents who allow their child to carry a cell phone to school must take responsibility for ensuring that their child keeps the phone turned off and out of view at all times. School staff that sees a student with a cell phone in hand will confiscate the phone and take it to the office where it will be kept until a parent comes to meet with the Principal. Depending upon the seriousness of the offense, detention and citation procedures will apply. The school district is not responsible for the loss of personal items brought to school.

Cyber bullying (Education Code 48900 Section R)

Recently enacted legislation allows schools to discipline students in grades 4-12 for engaging in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel. The most common types of Cyber bullying are harassment, threats, intimidation, sexual harassment, or hate violence. The activity must be related to school activities or school attendance and if it occurred off campus, it must cause a substantial disruption of school activities to meet the criteria of the Education Code.

Christmas Program

Each year a Christmas program will be presented by the Music Department. Parents will be notified of the time and date well in advance of the program.

Closed Campus

With the exception of those who go home for lunch and for those students whose parents pick them up at school, the Monson-Sultana School campus is a closed campus. A closed campus means that a pupil must remain on the campus from the time he/she arrives until school is out. If the student rides the bus to school, he/she is expected to ride the bus home, unless written permission is given by the parent to do otherwise.

Dog Searches

The administration has contracted services with a company that will provide the students with an assembly to explain the role of search and sniff dogs. The company will do random visits throughout the school year. The administration wants to continue providing the students with a safe drug-free school.

Equipment

During lunch time, recreational equipment is made available for use on basketball courts and athletic fields. Students normally have free access to these areas, but will not be permitted to be in the classroom area during lunch. During rainy weather, the children will remain in their respective areas during lunch period and may go to their classrooms if they choose.

Field Trips

Due to varying ages of students in our school we have set a limit for the number of chaperones that may attend field trips.

Kindergarten chaperones:	1 per 3 students
1 st – 3 rd grade chaperones:	1 per 4 students
4 th – 6 th grade chaperones:	1 per 5 students
7 th – 8 th grade chaperones:	1 per 8 students

Annual field trips are taken by each class. Parent volunteers are sometimes needed to help chaperone the students on their field trips. Chaperones must be a parent, grandparent, or legal guardian. (Aunts, uncles, brothers, and sisters are not permitted to attend field trips).

Field Trips (3 categories – Approved by the Board)

- ◆ All-day Trips – lunch is provided at the regular school rate for students and staff only.

Chaperones need to bring their own lunch and may store their lunches in the school ice chest during the day.

1. Regular field trips shall be within a 50-mile radius.
 2. Cafeteria and transportation shall be notified at least one week in advance.
 3. Each teacher is responsible for seeing that their yard duty schedule is covered.
 4. A written schedule and list of adults shall be submitted to the superintendent two (2) days prior to field trip.
 5. Buses will return to school by regular departure times for primary or upper grades.
 6. Classes will double up when necessary.
 7. Parents are encouraged to attend and the adult/child ratio must be at least one adult to ten students.
- ◆ Short Trips – no lunch provided.
 - ◆ Overnight Trips
 1. SCICON (6th) and Sacramento (8th) are overnight trips that are district and student-funded through fundraising activities.

Fire Drill

Fire drills may be held at any time of the day without warning. Should the fire alarm sound during class time, go quickly and quietly from the classroom to your assigned area. Remain outside until the drill is completed. In case a fire alarm should sound during lunch or between periods, evacuate all buildings. There must not be any talking during this or any other emergency drill from the time the alarm is sounded until the return to the classrooms, or until further instructions are given. Fire drills are required to be held four times per year by state law.

Homework Assignments

Students who fail to return homework assignments and any other school related documents that are considered to be homework will receive a detention for not returning these items. (Example: handbook signature page, permission slips, fund raising slips etc). After 7 detentions a citation will be issued.

Leaving Campus

Pupils are permitted to leave campus only upon the request of the parent or guardian for matters such as medical appointments, necessary trips with parents, etc. Medical appointments should be arranged after school hours when possible and other requests should be kept to a minimum. All students are to be signed in or out when arriving late or leaving school early.

Lost and Found

If you lose an item, check with your teacher and he/she will assist. Students are urged not to bring valuables to school because of the possibility of losing them. Names should be marked on all articles of clothing and equipment.

Office Conduct

1. When a student has business in the office, he/she is expected to be courteous, quiet and take directions from the office staff.
2. No student may come to the office without permission or direction from his/her teacher.
3. District policy forbids use of the office telephone except in an emergency.
4. All business pertaining to students should be conducted before school starts, if possible.

Outdoor Education Program

As part of the Monson-Sultana School District instructional program, 6th grade students participate in an outdoor education program held by the "Friends of SCICON" using the SCICON Staff at the Clemmie Gill School of Science and Conservation, located eight miles north of Springville on Bear Creek Road at an elevation of 2,300 feet.

The curriculum for this program includes hiking, physical education, conservation, ecology, geology, California history, and the experience of meeting other students from other schools. The week at camp provides a practical laboratory for such experiences. Before the program, students participate in a week of culminating activities in their own classroom. Therefore, this is an integral part of our social science and science curriculum for our students.

Pets and Animals

It is against school rules to have animals at school (mice, rats, snake, etc.) unless they are part of a class experiment or activity or project, which must first be arranged with the Superintendent and teacher prior to any such activity. Absolutely no animals may be transported on the bus.

Please insure that your pets do not follow students to school if they walk or ride bikes. Repeated violations would necessitate calling the animal shelter. We are never sure how an animal would react in a given situation; for the safety of the children, please keep animals at home. The drug, alcohol, and weapons dogs we use are the only animals allowed on campus.

Pictures

Individual pictures of all pupils will be taken twice during the school year, in the Fall and later in the Spring. Students may bring cameras to school only when given permission by their teacher for special occasions.

Playground

Students are to use playgrounds in areas assigned for their grade level, and are expected to play without being too rough (wrestling, piling on, fighting, or any activity that might lead to an injury). Never throw anything! Students who are observed out of their assigned playground area will receive a detention. Hanging on basketball rims or nets will result in an immediate citation.

Pupil Records

Pupil records maintained by the Monson-Sultana School District consist of personal identifying information, subjects taken, grades received, standardized test results, attendance record, and health record. Pupil records are maintained at each school the pupil attends. The school principal and staff are responsible for maintaining each type of pupil record and the information contained therein.

Pupil records are accessible only to parents or legal guardians; a pupil 16 years or older, or who has completed the 10th grade; or school personnel who have a legitimate educational interest in the pupil. Parents/guardians have a right to revise and challenge the contents of their child's records. Copies of the pupil record may be obtained by the parent/guardian.

School Hours

Students are not to be on school grounds before 7:45 a.m. There is no adult supervision until that time. Once school lets out, students are not to come back to school until after 4:30 p.m.

Students are not permitted to attend after school athletic contests unless they are supervised by their parent/guardian.

Students are not permitted in the 6th – 8th grade classroom area until after the 8:05 a.m. bell rings.

School Romances/Public Displays of Affection

School is not the place for young people to openly display their affections for each other. Hand holding, embracing, or any other physical display of affection is not permitted and will result in a citation.

Student Binders

Students will be required to maintain academic binders. The binders are not to have insert compartments for pictures and students will not be permitted to write on the outside of their binder covers.

Substitute Teachers

Our school is fortunate to have highly qualified substitutes to help us whenever our regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of the school will be carried into the community.

Let us be certain that these are good impressions by being polite, helpful and considerate, as you would be to your regular teacher. Disrespect for substitute teachers will not be tolerated.

Telephone

The telephone may be used by pupils only with the permission of the office staff in addition to a teacher's permission slip. Pupils may use the phone only in the event of an emergency. Pupils will not be called out of class to receive a telephone call.

Textbooks

Although all textbooks are furnished free of charge, pupils are required to pay for loss or damage beyond normal wear. If students withdraw prior to the end of the year they must return all library and textbooks or pay the appropriate replacement cost.

Toys and Equipment

Toys are not to be brought to school, except for designated show-and-tell times in the lower grades. Please do not permit children to bring any toys to show-and-tell that could be injurious to them or their classmates. Certain equipment items for the upper grades such as mitts and masks are permitted provided the owner realizes that the school has sufficient supply. Baseball bats can create a problem on the bus in particular and should be left at home.

Unpaid Bills

Students who owe money to the school may lose privileges such as graduation, field trips and special activities. Diplomas and report cards will be held until all debts are cleared. (Bills may accrue each year and must be paid prior to graduation).

Video Surveillance

The Monson-Sultana School District is committed to nurturing a safe, caring and positive environment. Consequently, the safety and well-being of students and staff while on district property and attending district functions and the protection of district property are important functions of the school district. The monitoring of individuals who enter upon the school grounds or school property is a significant factor in maintaining order and discipline and in protecting students, staff, and visitors on district property. The district recognizes the value of video surveillance systems and monitoring activity on school property or on school grounds, and its use in the maintenance of order and discipline within the school settings. Accordingly, the Board authorizes the use of video surveillance practices, in accordance with the guidelines established within the Board Policy.

Visitors

Student visitors (cousins, younger brothers, sisters, other relatives, or friends) are **not permitted**. Any person coming onto the school grounds during school hours must first report to the office to secure permission to be on the grounds and/or to conduct any business and/or to see any teacher or student. This law applies to any person, parent, student, salesperson, or police officer.

Withdrawal from School

If it becomes necessary for a student to transfer to another school before the end of the year, please notify the office and his/her teacher. The student must then return all school property, including textbooks and library books.

If textbooks or library books are not returned, parents will be charged the replacement cost for those items. Any other outstanding fines or fees must also be paid the student's school records will be forwarded upon request to the new school. School records include health records, personal data, and report cards. At no time will report cards be given out prior to the day indicated on the school calendar. All fourth quarter report cards will be given out the last day of school.

GRADES/PROGRESS REPORTING/ASSESSMENTS

A school term is composed of three trimesters. Report cards are sent home with each pupil at the end of each trimester. In addition to report cards, parent-teacher conferences are held twice per year. A pupil must be in the district at least five weeks before he/she can receive a report card.

Four weeks prior to the end of each grading period, teachers are responsible for sending a progress report to the parents of any student who is doing failing or near failing work. If parents have any questions regarding their child's grades or the grading system, please contact your child's teacher or the director of curriculum.

Report Cards/Progress Reports

Student report cards are issued on a trimester basis. Progress is reviewed during parent-teacher conferences at the beginning of the second and third trimesters. The parent-teacher conference is a well-designed intervention to allow for the parents' direct observation of students' work, attendance, and social behavior expectancies.

The report cards provide parents with an evaluation on how students are progressing in relationship to teacher expectations as well as how they are progressing in relation to the rest of the class and the grade level expectancies.

Monsoon-Sultana has added an additional measure of performance called the eighth grade graduation project. This project measures writing, career development and community involvement requirements. See additional information under "Eighth Grade Information".

Assessments

I.E.P. Testing

Monson-Sultana School recognizes that students with special needs are evaluated on measures that are more sensitive to their particular situations. I.E.P. students receive equal access to the school's core curriculum as well as supplementary services without their designation.

The Woodcock Johnson test is the most common measure of achievement in this area. This exam gives Monson-Sultana staff a one-on-one testing instrument that we use to measure growth. Special Education staff utilizes a battery of tests that are aligned and appropriate for the students.

Limited English Proficiency Evaluation

All students that indicated a second language on the Home Language Survey (HLS) are evaluated to determine their proficiency in English. Beginning in May of 2001 the assessment tool used to determine English proficiency is the CELDT (California English Language Development Test). Students enrolled less than 12 months in a California school are subject to take the APRENDA III and will be required to take the standardized test in Spanish.

This assessment allows for the classroom teacher and the instructional assistants to become more accurate in developing lesson plans and materials to help students gain a better understanding of interpreting individual scores on the CST's. The Limited English Proficiency Evaluation is a method in which re-classification is conducted.

Standardized Testing

The California Standards Test (CST), teacher made examinations, grade level benchmarks, DIBELS assessments, Observation Survey, and classroom experiences are the measures that Monson-Sultana School uses to provide a basic assessment of experiences and skill level development. Students are given the CST in late spring and the results of this test provide student achievement information to all staff members and parents.

HEALTH/NURSING SERVICES

Communicable Disease Control

Pupils who have a communicable disease are not permitted to attend school. The school should be notified as soon as possible by parents. Pupils will be readmitted to school when the danger of communicating the disease to other students no longer exists.

Students who have been diagnosed with head lice and/or nits must return to school on the following day. A lice check will be performed on that student by the school nurse before he/she is allowed to return to class.

Students who have been diagnosed with pink eye, must see and receive treatment from a doctor. The student will not be allowed to return to school for twenty-four hours after treatment has been administered.

Immunizations

Every pupil below the age of 18 years is required by the California School Immunization Law to be up-to-date with their immunizations (shots) to attend school. Schools are required to enforce immunization requirements and maintain records. It is recommended, but not required, that 7th graders receive a TB booster if more than 5 years have passed since their last dose.

The following are exceptions to this mandatory requirement: (a) a pupil with a temporary or permanent exemption may be granted under certain circumstances with a signed note from a physician, (b) a personal belief exemption shall be granted by filing a letter of affidavit with the school district from the pupil's parent/guardian stating that such immunization are contrary to his/her beliefs.

First Aid and Illness

The nurse's office is located in the office building. If you are ill and need assistance, inform your teacher and receive a pass to the office.

Students and their parents should keep teachers and the office staff informed of any special health matter concerning the student. Each student is expected to have a current emergency card on file. (It is very important that the school be notified of any changes to telephone numbers and contact names). Students may not leave the campus when ill without notification of a parent or guardian through the office.

Any campus injury should be reported to a teacher, who will be responsible for filling out an accident report and informing the superintendent.

Group Accident Insurance

The Monson-Sultana School District does not provide medical or dental expense insurance for students injured while at school or while participating in school activities. Many parents who do not have other insurance programs may wish to subscribe to a group insurance plan for their children enrolled in the district.

The district does provide insurance coverage for students participating in sports.

Individual Instruction for Pupils with Temporary Disabilities in Hospitals outside the School District

A pupil, with a temporary disability, who is in a hospital or residential health facility, except a state hospital, shall be deemed to be a resident of the school district where the hospital is located. The parent/guardian has the primary responsibility to notify the school district in which the pupil with the temporary disability is to reside because of the hospitalization. The resident school district will offer individualized instruction if the pupil qualifies unless the pupil's prior school district provides such individualized instruction.

Physical Examination

All kindergartners are required to have an oral health exam provided by a dentist or an exam waiver on file at school. State law requires that the parent/guardian of a pupil entering the 1st grade must submit to the school written proof that his/her child had a physical examination within the time period of 18 months prior to entry and 90 days after entry into the 1st grade.

Screening

The school district is required to screen every 7th grade girl and 8th grade boy for scoliosis (curvature of the spine). The school nurse will screen all 7th and 8th grade students. The parent/guardian has the right to submit to the school a written request that the pupil not participate in the screening program.

The state of California mandates vision and hearing screening for students in Kindergarten or 1st, 2nd, 5th, and 8th grade students. All students enrolled in these grades and new students to the district will be screened by the school nurse. The parent/guardian has the right to sign an affidavit of personal belief exempting his/her child from a physical examination, including vision, hearing, and scoliosis screening.

Medication while in school

Medication can be given to students during the school day if it is necessary for them to attend school. Before administration of any prescribed medication is given to a student the district must have written authorization from the student’s prescribing health care provider and from the student’s parent/guardian initiating the request. Prescriptions are also required for over the counter medications, inhalers, nutritional supplements, and herbal remedies.

School Integrated Pest Management (IPM)

The Healthy Schools Act of 2000 was signed into law in September 2000 and required that all schools provide parents or guardians of students with annual written notification of expected pesticide use on school sites.

This notification identifies the active ingredients in each pesticide product. The following pesticides may be utilized during the upcoming school year.

<u>Name of Pesticide</u>	<u>Active Ingredient(s)</u>
Siege	Hydramethylnon
Empire 20	Chlorpyrifos
Demon TC	Cypermethrin
Tempo 20 WP	Cyfluthrin
Dragnet FT	Pyrethrin
Roundup Ultra	Glyphosate

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation’s Web site at <http://www.edpr.ca.gov> and click on the school IPM Program link.

Parents and guardians may request prior notification of individual pesticide applications at the school site. At the beginning of each school year, people listed on the registry will be notified at least 72 hours before pesticides are applied. If you would like to be notified every time we apply a pesticide, please complete and return the request form below and mail it to: Monson-Sultana Joint Union Elementary School District, PO Box 25, Sultana, CA 93666, Attn: IPM Coordinator.

**REQUEST FOR INDIVIDUAL PESTICIDE APPLICATION NOTIFICATION FOR
MONSON-SULTANA ELEMENTARY SCHOOL**

I understand that, upon request, the school district is required to supply information about individual pesticide applications at least 72 hours before application. I would like to be notified before each pesticide application at this school.

I would prefer to be contacted by (circle one) U.S. Mail E-mail Phone

Name of Parent/Guardian: _____ Date: _____

Address _____ Day Phone _____ Evening Phone _____

E-Mail _____

Return to: Monson-Sultana Elementary School
 Attn: IPM Coordinator (Brandon Corcoran Director of MOT)
 PO Box 25, Sultana, CA 93666

(This is your copy and does not need to be filled out and returned to school)

MONSON-SULTANA SCHOOL DISTRICT
Title I Parent Involvement Policy

Whereas the Monson-Sultana School community recognizes:

- That there is a continuing need to increase the involvement of parents in school-wide activities.
- That parents need information regarding how children grow and develop.
- That there is need for effective home-school communication

Be it resolved that the Monson-Sultana Elementary School community:

- Will comply with Monson-Sultana School District Title I Board policy 61714, Administrative Regulations.
- Will encourage parent involvement in all school programs and activities.
- Will offer parent information on how children grow, develop, and learn through a variety of planned activities.
- Will offer parent training in helping so they help students review and practice skills learned during the school day.
- Will inform parents regarding all supplemental and district funded programs.
- Will arrange for parents to observe classroom instruction and to volunteer their assistance at school.
- Will involve parent advisory groups in the governance of categorical and other school programs and development of the school plan.
- Will support the attendance by parent advisory members and other parents in parent education conferences and workshops.
- Will implement a Title I “Parent School Compact” program which includes an annual Title I parent information meeting.
- Will conduct a Title I School-Wide Program Evaluation as a part of its Annual School Program Evaluation.
- Will be given an opportunity to comment on the contents of the school plan.

Monson-Sultana Compact for Students Success

School Staff Will:

- Provide rigorous curriculum for all students through basic auxiliary and supplemental services.
- Meet with parents to discuss curriculum and take suggestions.
- Report student progress to parents through conferences, phone calls, written reports, achievement test results, performance test results.
- Provide opportunities for parents to learn how to help students: conferences, family curriculum nights, newsletters, articles, and assemblies.

Parents will:

- Read to their children every night.
- Provide time, place, and support for homework activities.
- Ensure regular punctual attendance.
- Provide for rest and nutrition.
- Attend school conferences and meetings.

Student will:

- Come to school on time, ready to learn.
- Take responsibility for completing assignments and projects.
- Work cooperatively with classmates.
- Support learning of self and others with good school behavior.

Parent Signature/Date: _____

Student Name: _____ Student Signature: _____

Teacher Name: _____ Teacher Signature: _____

(This is a sample copy and does not need to be signed and returned to school)

**MONSON-SULTANA SCHOOL DISTRICT
Electronic Information Resource Contract**

We are pleased to announce that Internet Services are now available to students and teachers in our district. Monson-Sultana School District strongly believes in the educational value of such learning in our district. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Monson-Sultana School District will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with the internet. All users must be continuously on guard to avoid inappropriate and illegal interaction with the internet. **Please read this document carefully.** When signed by you and, of appropriate, your guardian/parent, it becomes a legally binding contract. We must have your initials where indicated and your signature and that of your guardian/parent before we can provide you with access to the internet. Listed below are the provisions of this contract. If any user violates these provisions, access to the internet may be denied and you may be subject to disciplinary action.

Terms and Conditions of this Contract

1. **Personal Responsibility.** I understand that I may only access the Internet with a school staff member in the room. As a representative of this school, I will accept personal responsibility for reporting any misuse of the computer network I am aware of to the system administrator. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below. All the rules of conduct described in the District publication entitled “Monson-Sultana School Parent/Teacher/Student Handbook” apply when you are on the network.

I have read and understand this provision. Initial _____

2. **Acceptable Use.** My use of the internet must be in support of education and research and with the educational goals and objectives of the Monson-Sultana School District (these may be found in the District document entitled “Grade Level Expectancies and Standards”). I am personally responsible for this provision at all times when using the electronic information service.
 - a. Use of other organization’s networks or computing resources must comply with rules appropriate to the network.

- b. Transmission of any material in violation of any United States or other state organizations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- c. Use of commercial activities by for-profit institutions is generally not acceptable.
- d. Use of the product advertisement of political lobbying is also prohibited. I am aware that the inappropriate use of electronic information resource can be a violation of local, state, and federal laws and that I can be prosecuted for violating those laws.

I have read and understand this provision. Initial _____

3. **Privileges.** The use of the internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. Each person who receives Internet access will participate in an orientation with a Monson-Sultana School District faculty member as to proper behavior and use of the computer network. The school board and the district office will decide what appropriate use is and their decision is final. The system administrator may restrict Internet access at any time deemed necessary. The administrator, staff, or faculty of Monson-Sultana School District may require that the system administrator deny, revoke, or suspend a student's Internet access.

I have read and understand this provision. Initial _____

4. **Network Etiquette and Privacy.** You are expected to abide by the generally accepted rules of computer network etiquette. These rules include but are not limited to the following:
- a. **BE POLITE.** Never send, or encourage others to send abusive messages.
 - b. **USE APPROPRIATE LANGUAGE.** Remember that you are representative of our school and district on a non-private system. What you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
 - c. **PRIVACY.** Do not reveal your last name, home address, or personal phone number or the address and phone numbers of students or colleagues.
 - d. **ELECTRONIC MAIL.** Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities.
 - e. **DISRUPTIONS.** Do not use the computer network in any way that would disrupt use of the network by others.
 - f. **OTHER CONSIDERATIONS:**
 - Do be brief. Fewer people will bother to read a long message
 - Do minimize spelling errors and make sure your message is easy to understand and read.
 - Do use accurate and descriptive titles for your articles. Tell people what it is about before they read it.
 - Do address the most appropriate audience for your message, not the widest.
 - Do remember that humor and satire is very often misinterpreted.
 - Do remember that if you post a message to multiple groups, specify all groups, in a single message.
 - Do cite references for any facts you present.
 - Do forgive the spelling and grammar errors of others.
 - Do keep signatures brief.
 - Do remember that all network users are human beings. Don't "attack" correspondents: persuade them with facts.
 - Do post messages only to groups you know.

I have read and understand this provision. Initial _____

- 5. **Services.** Monson-Sultana School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Monson-Sultana School District will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, misdeliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Monson-Sultana School District specifically disclaims any responsibility for the accuracy of information obtained through its Internet services.

I have read and understand this provision. Initial _____

- 6. **Security.** Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the system administrator or your teacher at once. Never demonstrate the problem, notify the system administrator or your teacher at once. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

I have read and understand this provision. Initial _____

- 7. **Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy hardware or data of the school district, another user, or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

I have read and understand this provision. Initial _____

- 8. **Updating.** The information service may occasionally require new registration and account information from you to continue network and internet service. You must notify the information system (through your teacher) of any changes in your account information.

I have read and understand this provision. Initial _____

Required Signatures

STUDENT:

I understand and will abide by the provisions and conditions of this contract. I understand that any violation of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to the “Monson-Sultana School Parent/Teacher/Student Handbook” which apply when I am on the computer network.

Student Name (please print): _____

Signature: _____ **Date** ____/____/____

PARENT OR GUARDIAN: (Students must also have the signature of a parent or guardian who has read this contract.) As the parent or guardian of this student, I have read this contract and understand that it is designed for educational purposes. I understand that it is impossible for Monson-Sultana School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired on the network.

I also agree to report any misuse of the information system to the Monson-Sultana School District system administrator. Misuse can come in many forms, but can be viewed as any messages sent or described above. I accept full responsibility for the supervision if any when my child's use is not in a school setting.

I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct. I acknowledge that I have received a copy of this contract for my records.

Parent or Guardian Name (please print): _____

Signature: _____ **Date** ____/____/____

SPONSORING TEACHER: I have read this contract and agree to promote this agreement with the student. As the sponsoring teacher, I agree to instruct the student on acceptable use of the computer network and proper network etiquette. I also agree to report any misuse of the information system to the Monson-Sultana School District system administrator. Misuse can come in many forma, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other described above.

Teacher's Name (please print): _____

Signature: _____ **Date** ____/____/____

WILLIAMS UNIFORM COMPLAINT PROCEDURES

The Governing board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures.

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 1135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or groups with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance. (5CCR 4610)

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and technical training programs, child care and development programs, child nutrition programs, and special education programs. (5 CCR 4610)

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to health or safety of students or staff, and teacher vacancies and mis-assignments shall be investigated pursuant to the district's Williams Uniform Complaint Procedure (AR 1312.4)

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process.

This may include keeping the identity of the complainant confidential, as appropriated and except to the extent necessary to carry out the investigation or proceedings, as determined by the superintendent or designee, on the case-by-case basis.

The Board prohibits any form of retaliation against any complainants in the complaint process, including but not limited to a complainant's filing of complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in dispute. In accordance with uniform complaint agree to try resolving their problem through mediation the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

**WILLIAMS UNIFORM COMPLAINT PROCEDURES
NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:
COMPLAINT RIGHTS**

Parents/Guardians, Students, and Teachers:

Education Code 35186 requires that the following notice be posted in each classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe, and functional as determined by the Office of Public School Construction.
3. There should be no teacher vacancies or mis-assignments as defined in Education Code 35186(h) (2) and (3).

Mis-assignments means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

4. To file a complaint regarding any of the above matters, complaint forms can be obtained at the principal's office or the district office, or can be downloaded from the school districts or California Department of Education website.

(This is a sample form for your information)

**Monson-Sultana School District Uniform Complaint Procedure Form
For Education Code Section 35186 Complaints**

Education Code Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or mis-assignment.

The complaint and response or public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested: ___ Yes ___ No

Name: _____ Address: _____

Phone Number: _____ Day: _____ Evening: _____

Issue of complaint (please check all that apply):

1. Textbooks and Instructional Materials

- A pupil, including an English learner, does not have standards-aligned textbook or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to textbooks or instructional materials to use at home or after school.
- Textbooks or instructional materials are in poor unusable condition, have missing pages, or are unreadable due to damage.
- A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Facility Conditions

- A condition poses an urgent or emergency threat to the health or of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows, or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district may determine appropriate.

3. Teacher Vacancy or Mis-assignment

- Teacher vacancy: a semester begins and a teacher vacancy exists.
(A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- Teacher mis-assignment: a teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- Teacher mis-assignment: a teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem: _____

Location of Problem (School Name, Address, and Room Number or Location):

Course or Grade Level and Teacher Name: _____

Please describe the issue of your complaint in detail. Attach additional pages if necessary to fully describe the situation.

Please file this complaint at the following location:
Monson-Sultana School District, 10643 Ave 416, Sultana, CA 93666 (Attn: Roy Woods)

MONSON-SULTANA SCHOOL
PHOTO OR PUBLICITY RELEASE

Monson-Sultana School occasionally releases photos or newspaper articles which publicize school activities or accomplishments.

You have the right to request that you and/or your child's name or photograph not be included as part of any publicity.

Please indicate below if you give permission for inclusion of your child's and/or your name or photograph as part of any publicity.

- Yes, I give permission to Monson-Sultana School to use my child's and/or my name and photograph to publicize the school.

- No, I do not want my child and/or myself to be included in publicity for Monson-Sultana School.

Student Name (Print): _____

Parent Name (Print): _____

Parent Signature: _____

(This is a sample form for your information)