

## **2021-2022 Student & Parent Handbook**

**Board Approved – June 15, 2021**

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## Monson-Sultana Joint Union Elementary School District

10643 Avenue 416  
Sultana, California 93666  
(559) 591-1634 / Fax (559) 591-0717

Dear Monson-Sultana Students and Parents,

Welcome to the 2021-2022 school year at Monson-Sultana! I think it is safe to say that we are all looking forward to seeing our students return to school this year more than ever. The COVID-19 pandemic has tested us all, and we could not be more excited to have your students returning this year.

As I write this letter to you, it is not completely known what rules and guidelines we will have to follow as students and staff return. However, our goal is to return to in person learning and create a learning environment as normal as possible. We will adapt as we continue to monitor health conditions and new guidelines are provided from our county and state officials.

Enclosed with this handbook is the parent notification packet. We are required by law to provide you with these notifications and we must keep a record on file to verify that you were provided with the packet. Please take a few moments to fill out the cover page of the packet and return it to school with your child. Only one page is required per family.

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.**

Monson-Sultana School is a special place, and I look forward to continuing the work with all of you to provide the best educational experience possible for all of our students. As always, I encourage you to get involved with your students' education, stay in communication with your students' teachers, and look for ways to support your students. One of the best ways to do this is to get involved in some of the events, booster club, and participate in parent education opportunities. Together, we can make this a great year for your students.

Should you have any questions, please do not hesitate to call or stop by.

See you on August 9!

Sincerely,

Chris Meyer, Principal/Superintendent

## **BOARD OF TRUSTEES**

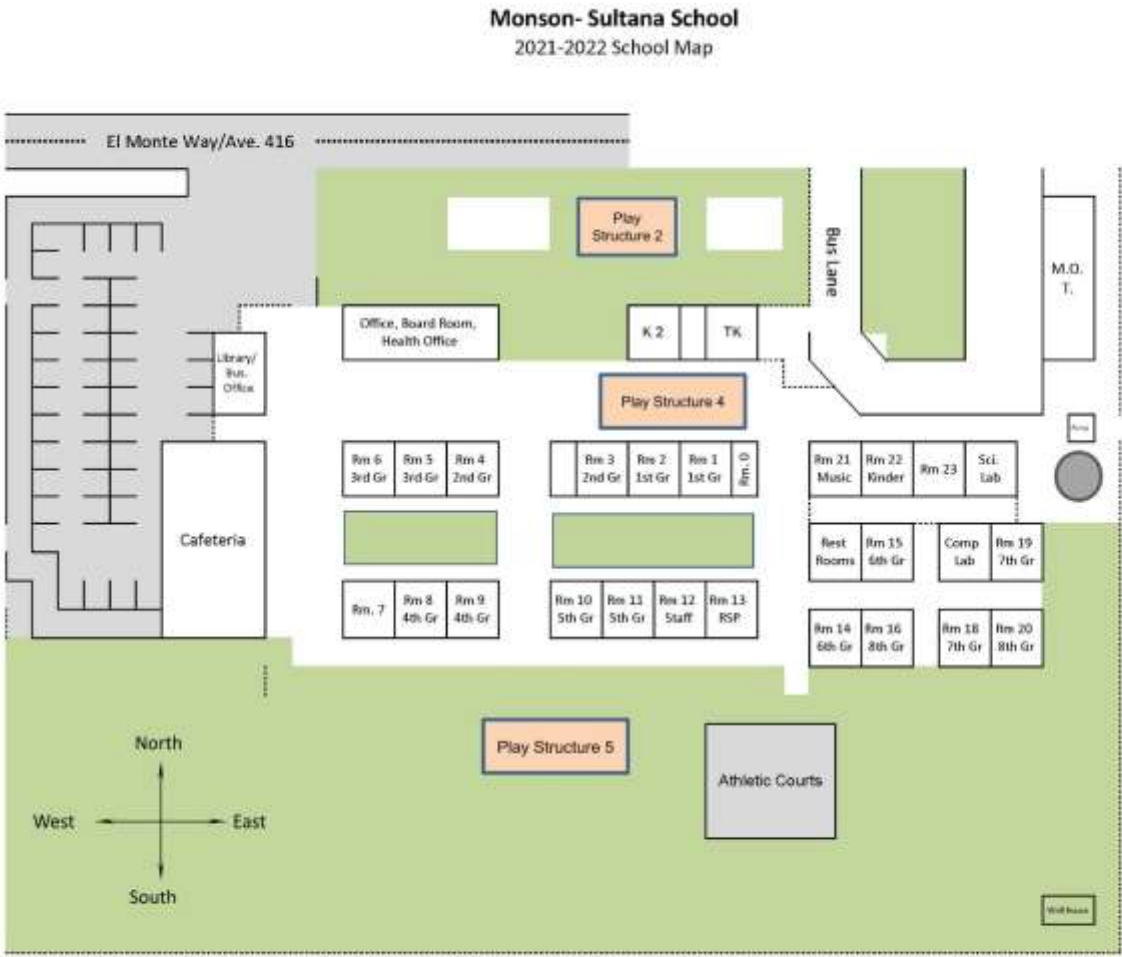
The Board meets the first Tuesday of each month at 6:00 P.M., unless posted otherwise.

<b>Bette George</b>	<b>President</b>
<b>Lynn Simmons</b>	<b>Clerk</b>
<b>Jeff Belknao</b>	<b>Member</b>
<b>Robert Cepeda</b>	<b>Member</b>
<b>Delbert Quintana</b>	<b>Member</b>

## **MONSON-SULTANA SCHOOL 2021-2022 Board Meeting Dates**

<b>August 3, 2021</b>	<b>12:00 P.M.</b>
<b>September 7, 2021</b>	<b>6:00 P.M.</b>
<b>October 5, 2021</b>	<b>6:00 P.M.</b>
<b>November 2, 2021</b>	<b>6:00 P.M.</b>
<b>December 14, 2021</b>	<b>12:00 P.M.</b>
<b>January 4, 2022</b>	<b>6:00 P.M.</b>
<b>February 1, 2022</b>	<b>6:00 P.M.</b>
<b>March 1, 2022</b>	<b>6:00 P.M.</b>
<b>April 5, 2022</b>	<b>6:00 P.M.</b>
<b>May 3, 2022</b>	<b>6:00 P.M.</b>
<b>June 7, 2022</b>	<b>12:00 P.M.</b>
<b>June 21, 2022</b>	<b>8:00 A.M.</b>

2021-2022 School Map





# **MONSON-SULTANA JT. UNION ELEMENTARY SCHOOL DISTRICT** **CALENDAR FOR SCHOOL YEAR 2021-2022**

## **July 2021**

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 2021 (17)**

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 2021 (21)**

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 (12)**

July 5 — Independence Day (Obsv)  
 Sept 6 — Labor Day  
 Nov 11 — Veterans' Day  
 Nov 25-26 — Thanksgiving  
 Dec 24 — Christmas Eve / Christmas (Obsv)  
 Dec 31 — New Year's Eve / New Year's (Obsv)  
 Jan 1 — New Year's Day  
 Jan 17 — Martin Luther King, Jr.  
 Feb 7 — Lincoln's Birthday (Obsv)  
 Feb 21 — President's Day  
 April 15 — Easter Friday  
 May 30 — Memorial Day

## **October 2021 (20)**

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 2021 (16)**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	*	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 2021 (13)**

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	

### **Special Dates**

Aug 4-6 — Teacher Inservice Days  
 Aug 9 — First Day of School  
 Oct 15 — Teacher Inservice Day —  
 No School for students  
 Nov 5 — Trimester Ends  
 Nov 15-19 — Parent Conferences Min. Days  
 Nov 22-26 — Thanksgiving Break  
 Dec 17 — Min. Day  
 Dec 20-Jan 4 — Winter Break  
 Jan 5 — School Back in session  
 Feb 14 — Valentine's Day  
 Feb 25 — Trimester Ends  
 March 7-11 — Parent Conferences Min. Days  
 April 11-18 — Spring Break  
 May 25 — 8th Grade Graduation  
 May 26 — Last Day of School/Trimester Ends  
 May 27 — Teacher Inservice Day

## **January 2022 (18)**

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 2022 (18)**

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	*	26
27	28					

## **March 2022 (23)**

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		

### **Minimum Days—1:15 P.M.**

November 15-19, 2021  
 December 17, 2021  
 March 7-11, 2022  
 May 26, 2022

## **April 2022 (15)**

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 2022 (19)**

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	*	27	28
29	30	31				

## **June 2022**

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		

### **Legend**

	<b>Minimum Day</b> 1:15 P.M. Release
	<b>District Holiday</b>
	<b>P/T Conference Days</b> 1:15 P.M. Release
	<b>School Not in Session</b>
	<b>Teacher Inservice</b>
*	<b>Trimester Ends</b>

### **Board Approved:**

April 6, 2021

### **Parent-Teacher** **Conferences—1:15 Release**

November 15-19, 2021  
 March 7-11 2022

### **Grading Periods**

Aug 9 — Nov 5 63 days  
 Nov 8 — Feb 25 59 days  
 Feb 28 — May 26 58 days  
 180 Student Instruction Days

# **MONSON-SULTANA SCHOOL**

## **BELL SCHEDULE (Regular Day)**

### **Kindergarten/Transitional Kindergarten**

8:20 – 9:55	95 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

### **Grades 1 – 3**

8:20 – 9:55	95 minutes of instruction
9:55 – 10:10	15 minutes of recess
10:10 – 11:45	95 minutes of instruction
11:45 – 12:15	30 minutes of lunch
12:15 – 12:30	15 minutes of recess
12:30 – 1:45	75 minutes of instruction
1:45 – 2:00	Recess
2:00 – 3:05	65 minutes of instruction

### **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
12:00 – 12:45	45 minutes of lunch
12:45 – 1:45	60 minutes of instruction
1:45 – 2:00	Recess
2:00 – 3:05	65 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 loading and unloading.**
- **Students must report to class at 8:15 A.M.**



## **SCHOOL STAFF**

### **Employee**

Aldinger, Cameron  
Arellano, Carmen  
Bedoya, Edward  
Bese, Denise  
Bray, Benton  
Caldera, Stephanie  
Carrion, Mike  
Carrizales, Jake  
Casillas, Lilia  
Cerde, Lisa  
Cervantes, Stephanie  
Corcoran, Brandon  
Corcoran, Wendy  
Cortez, Benita  
Cristobal, Mosera  
Cuevas, Wendy  
Garcia, Caryn  
Garcia, Israel  
Garrett, Carla  
Gomez, Elva  
Gonzalez, Florencia  
Gonzalez, Priscilla  
Gutierrez, Mariana  
Hartley, Gail  
Hightman, Chantelle  
Jimenez, Maria  
Larralde, Michelle  
Lopez, Mari  
Lopez, Maria  
Lopez, Mary  
Marin, Aaliyah  
McGee, Ronda  
Melban, Jennifer  
Mendoza, Melissa  
Meyer, Chris  
Miller, Stephen  
Miramontes, Erica  
Montejano, Jaqueline  
Moreno, Elva  
Ortega, Mayra  
Pauls, Mary  
Peterson, Emily  
Pruneda, Yolanda  
Quintana, Kari  
Rico, David  
Rico, Joseph  
Ruhl, Audrie  
Ruiz, Lisa  
Sandoval, Samantha  
Serna, Fermin  
Simmons, Marissa  
Valdez, Melissa  
Wagenleitner, Kristyn  
Zaragoza, Catalina  
Zavala, Olga

### **Position**

Director of Technology  
Teacher, 1<sup>st</sup> Grade  
Teacher, 7<sup>th</sup> Grade  
Teacher, 3<sup>rd</sup> Grade  
Teacher, 8<sup>th</sup> Grade  
Teacher, Kindergarten  
Bus Driver/Grounds  
Physical Education Teacher  
Teacher, TCOE Education Specialist  
Food Service Assistant  
PE Instructional Assistant  
Director of MOT  
Director of Food Service  
Business Manager  
Instructional Assistant  
Teacher, 4<sup>th</sup> Grade  
Teacher, 4<sup>th</sup> Grade  
Instructional Assistant  
Instructional Assistant  
TCOE Instructional Assistant  
Teacher, Kindergarten  
Teacher, Independent Study/Intervention  
Clerk/Receptionist  
Technology Assistant  
Instructional Assistant  
Instructional Assistant  
Teacher, 5<sup>th</sup> Grade  
Health Service Aide  
Library Technician  
Bus Driver/Custodian  
Instructional Assistant  
Instructional Assistant  
Teacher, 6<sup>th</sup> Grade  
Teacher, 2<sup>nd</sup> Grade  
Superintendent/Principal  
Academic Coach  
Teacher, 1<sup>st</sup> Grade  
Administrative Assistant  
Food Service Assistant  
Teacher, 8<sup>th</sup> Grade  
Music  
Teacher, 3<sup>rd</sup> Grade  
Teacher, 2<sup>nd</sup> Grade  
Instructional Assistant  
Teacher, 6<sup>th</sup> Grade  
Teacher, 7<sup>th</sup> Grade  
Teacher, 5<sup>th</sup> Grade  
Instructional Assistant  
Instructional Assistant  
Bus Driver/Custodian  
Instructional Assistant  
Learning Director  
Teacher, Transitional Kindergarten  
Instructional Assistant  
Food Service Assistant

## **AFTER SCHOOL**

Students must go home directly after school unless they have been assigned to detention or if they are participating in an extra-curricular activity. Students are not allowed to stay on campus and play, but they 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.

Monson-Sultana is proud to offer an after school program to students in grades 1-8. The After school program, Future Unique Enthusiastic Leaders (FUEL) runs from the dismissal of school (3:05 most days) until 6:00 p.m. Students are required to attend the full three hours each day. Transportation is the responsibility of parents or guardians (this includes students who normally would walk home). You may obtain an application for the FUEL program at the front desk in the main office.

## **ANTI-DISCRIMINATION POLICY**

The Superintendent/Principal is responsible for the implementation and enforcement of the Anti-Discrimination policy. Board Policy 0410(a) states that, "District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group, age, religion, marital or parental status, physical or mental, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics."

Any allegation of discrimination, harassment, intimidation, or bullying shall be investigated immediately by the Superintendent/Principal (see "Complaints" section of this handbook).

## **ATTENDANCE**

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 child 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 ensuring that your child attends school regularly and promptly. 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."*

### **Why is Daily Attendance so Important?**

One of the most important predictors of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. 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. Research has shown that students who have good attendance generally achieve higher grades, enjoy school more, and are more successful after leaving school.

### **What Can Parents 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.

### Excused Absences

The following shall be considered excused absences:

- a) A student who is temporarily ill or injured or whose absence is approved by the principal on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature, which cannot be taken care of outside of school hours.
- b) A student who is absent for an extended period due to physical, mental or emotional disability.
- c) A student who is attending any school-sponsored activity or activities of an educational nature with advance approval of the principal.

The district may require suitable proof regarding the above exceptions, including written statements from medical sources. Make-up work shall be provided for any subject from whom a student has an excused absence unless otherwise determined by the principal. The student must pick up make-up assignments on the same day he or she returns to school. Students are allowed the number of days absent plus one to complete make-up work. A student's absence can only be cleared with verification from a parent or guardian. A note or phone call is acceptable. Although an Excused Absence is "excused", it is still an absence and eliminates students from attendance incentive programs. California law (Ed Code 46010.1) requires that each year parents and students in grades 7-12 are notified that, *"school authorities may excuse any student (grades 7-12) from the school for the purposes of obtaining confidential medical services without the consent of the pupil's parent or guardian."*

### Unexcused Absences

An unexcused absence is defined as any absence that is not covered as an excused absence. In accordance with state law, the district may impose academic penalties which relate directly to assignments missed while unexcused. Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and as an incentive to attend school. Assignments or other graded activities missed during an unexcused absence may be made up within a timeframe and level of credit to be determined by the teacher.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 3 days during any school year. Once a student has accrued 3 unexcused absences in any school year, parents will receive notice that their child has been declared Truant under state law. School administration is required by law to report habitually truant students to the County Probation Department and the District Attorney for possible judicial proceedings against the parents. These referrals may also result in the loss of any state aid through social services.

### School Notification and Re-admittance Process Day of Absence

Parent or guardian should call school to confirm student absence. If the parent or guardian has not called within one hour after school begins, office personnel will make a reasonable attempt to contact the parent or guardian to confirm the absence.

### Return from absence

When a student returns to school after an absence, he/she will need a note from the parent or guardian stating the reason for the absence. State law requires a written confirmation of any absence.

### Tardiness

Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, teachers may require tardy students to make up any lost instructional time during recess or lunch periods. Tardies of more than 30 minutes shall be counted as an unexcused absence for the period and count toward the total of 3 unexcused absences for determining Truancy.

Students 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 detention.

#### Student Attendance Review Board (SARB)

At three (3) unexcused absences, or tardies of more than 30 minutes, the SARB process will be initiated. Continued absences that are unwarranted or excessive, will trigger further action through the School Attendance Review Board (SARB) process, including parents and students to be called to a hearing. Should a hearing not bring about improved attendance, students and parents will be referred to Court Attendance Review Board (CARB) for further action. The district encourages parents to communicate and work with school officials to positively impact student attendance.

### **ATHLETICS**

#### 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 in the following page(s). 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. Carrizales. 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 have no more than one (1) "F".
5. All athletes will be respectful of all officials at all times.
6. All athletes will control his/her temper at all times.
7. All athletes will use appropriate language at all times. Profanity or vulgar gestures will not be tolerated.
8. All athletes will abide by school rules and discipline policies as set forth in the District Handbook.
9. 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. The Athletic Director will work with the teaching staff to ensure student athletes maintain a 2.0 GPA. Students who do not meet a 2.0 GPA will be declared ineligible.
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. Progress reports are issued every two weeks. If an athlete is placed on academic probation, their standing will not be reconsidered until the next progress report is issued.
4. 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.
2. 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.
3. 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.
4. Any student who receives their second citation during the season is 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.
5. Any student who is assigned a detention is ineligible for all team activities for the day of the detention.
6. 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

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**

### **Award Assemblies**

Award assemblies will be held 5 times per year to honor students for their achievements in Language Arts, Math, PE, Choir, and The Raider Award (Positive Character/Behavior).

### **Attendance Awards**

**Attendance awards are in the process of being revised in response to the COVID-19 pandemic.**

## **BACKPACKS**

Backpacks are permitted for students provided they do not cause a disruption to the learning environment. Students are responsible for the contents of their backpack. They may not be used to conceal any toys, weapons, or any other items that are illegal or not allowed on the Monson-Sultana campus. Monson-Sultana School is not responsible for lost or stolen backpacks, or the items stored in the backpacks. Students may choose to use a backpack at their own risk. If a backpack becomes a disruption to the school environment in anyway, a student may not be allowed to continue to bring a backpack for the remainder of the year as determined by the principal.

## **BALLOONS, FLOWERS, AND FOOD DELIVERIES**

No balloons, flowers, or food may be delivered to students in class. All deliveries must come to the office. Office personnel will notify the teacher who will determine when the item may be picked up. Also, please note: If you would like to celebrate your child's birthday at school. This needs to be prearranged with the classroom teacher and typically will be held the last 15 minutes of the school day to ensure that the learning process is not interrupted.

## **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 students to lock their bike to secure it properly.

Do not ride 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 48900k)**

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. Things that must not be brought to school include, but are not limited to, personal electronic devices such as iPods, video games, cell phones, 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, citation, and suspension or expulsion procedures will apply and law enforcement may be summoned. **The school district is not responsible for the loss of personal items brought to school.**

## **BUS TRANSPORTATION**

Riding the bus to and from school is a privilege, not a right. School districts are not required by law to provide transportation for students. Any student who fails to abide by the following rules and procedures may lose that privilege. Because a bus passenger's behavior can directly affect their 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 to students who do not follow these instructions.

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. This usually results in 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.

### **CANINE (DOG) SEARCHES**

The Board of Trustees and school administration makes providing students with a safe and drug-free campus a top priority. As a result, the school has contracted with a company who will periodically conduct unscheduled and unannounced searches of classrooms, restrooms, and other areas of the campus. The canine detection company does not inform the school when they will conduct the school visits in order to ensure a completely random testing pattern. These searches are conducted as follows:

1. When the search dogs enter a classroom, the classroom teacher will escort all students out of the room. Search dogs will not enter restrooms if students are inside. At no time will the dog come in contact with students or search students.
2. Once all students have left the room, the dog handler will take the dog around the entire room, allowing it to sniff all furniture, backpacks, trash cans, etc.

3. Dogs are trained to sit when they detect the odor of illegal drugs or alcohol. If a dog “alerts” on a student’s desk or personal items such as a backpack, the principal will bring this student into the room and conduct a search in the presence of the student.
4. If contraband is found, the student will be subject to disciplinary action. If the search does not turn up any contraband, the student will not face disciplinary action.

### **CELL PHONE USE BY STUDENTS (EDUCATION CODE 48900k)**

Ringling or vibrating cell phones 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 32). 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. Phones need to be kept off while on school provided transportation as well.

School staff that observes 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, citation, and suspension procedures will apply. The school district is not responsible for the loss of cell phones brought to school.

### **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 expectations for behavior have been developed:

1. Be a person of positive character
2. Be prepared to learn
3. Be safe at all times
4. Be responsible for knowing and following all school rules

### **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/Notification of Parent – 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. The teacher should contact parents to inform them of the behavioral issues that is taking place.
3. Office Referral – Students who continue to disrupt the classroom following the teacher-student conference and parent notification 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:



- a. Detention after school
- b. Community Service (i.e., campus cleanup, etc.)
- c. Suspension from school.
- d. Expulsion or exclusion from school by Board action.

### **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.

### **COMMON CORE STATE STANDARDS (CCSS)**

Educational standards describe what students should know and be able to do in each subject in each grade. In California, the State Board of Education decides on the standards for all students, from kindergarten through high school. The California Department of Education helps schools make sure that all students are meeting the standards.

Since 2010, 45 states have adopted the same standards for English and math. These standards are called the Common Core State Standards (CCSS). Having the same standards helps all students receive a quality education, even if they change schools or move to a different state. Teachers, parents, and education experts designed the CCSS to prepare students for success in college and the workplace. For more information on California's CCSS please visit <http://www.cde.ca.gov/re/cc/tl/whatareccss.asp>.

### **COMPLAINTS**

The Superintendent/Principal shall determine whether a complaint should be considered a complaint against the district and/or an individual employee, and whether it should be resolved by the district's process for complaints concerning personnel and/or other district procedures (Administrative Regulation 1312.1). All complaints shall be submitted in writing to the Superintendent/Principal. If the complaint is related to the Superintendent/Principal, the complaint should be submitted to the Governing Board. Staff responsible for investigating complaints shall attempt to resolve the complaint to the satisfaction of the parties involved within 30 days.

Uniform Complaint Procedures (UCP) concern complaints alleging failure to comply with laws related to unlawful discrimination, harassment, intimidation, and bullying. UCP are also used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state/federal laws in consolidated categorical aid programs, migrant education, child nutrition programs, and special education programs (Board Policy 1312.3(a)).

All complaints shall be investigated by the Superintendent/Principal and resolved within 60 calendar days of the District's receipt of the complaint. (5 CCR 4631)

#### **Step 1: Filing of Complaint**

Any individual, public agency, or organization may file a written complaint of alleged noncompliance with federal or state laws or regulations governing educational programs. (5 CCR 4630) Complaint(s) alleging unlawful discrimination, harassment, intimidation, or bullying may be filed by a person who alleges that he/she personally suffered unlawful discrimination harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may

extend the filing period for up to 90 calendar days. (5 CCR 4630) A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

### **Step 2: Mediation**

Within three business days of receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. If the parties agree to mediation, the compliance officer shall make all arrangements for this process. Before initiating the mediation of a complaint alleging discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the District's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

### **Step 3: Investigation of Complaint**

Within 10 calendar days of receiving the complaint, the compliance officer shall provide the complainant and/or his/her representative an opportunity to present the complaint and any evidence, or information leading to evidence, to support the allegations in the complaint. The compliance officer also shall collect all documents and interview all witnesses with information pertinent to the complaint.

Refusal of the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation, or engage in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegations. (5 CCR 4631)

In accordance with law, the District shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the District to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

### **Step 4: Response**

Within 30 working days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the District's investigation and decision, as described in Step 5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision is final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the District's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR)

### **Step 5: Final Written Decision**

The report of the District's decision shall be written in English and, when required by Education Code 48985, in the primary language of the complainant (cf. 5145.6 - Parental Notifications)

The report will contain the following elements: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. Conclusion of law
3. Disposition of the complaint
4. The rationale for such a disposition
5. Corrective actions, if any are warranted
6. Notice of the complainant's right to appeal the District's decision within 15 calendar days to the California Department of Education and procedures to be followed for initiating such an appeal

The District's Williams uniform complaint procedures, AR 1312.4, will be used to investigate and resolve any complaints related to sufficiency of textbooks and instructional materials, facility conditions, teacher vacancies and/or misassignments.

### **COVID-19**

As the 2021-2022 school year commences, the COVID-19 pandemic continues to evolve and impact our daily practices in our schools. The District is responsible for following updated guidelines from the California Department of Health (CDPH), CAL OSHA, and Tulare County Health and Human Service (TCHHS). These guidelines are continually changing. When guidelines are updated, the District is responsible for following these guidelines for the safety and well being of all students and staff. The District will communicate with students and parents as changes occur. Students are expected to follow all safety and health guidelines. Failure to do so could result in disciplinary action. Should any student have any exposure to COVID-19, contract COVID-19, or encounter any other COVID-19 related issue, they need to contact the school nurse as soon as possible to ensure all precautions are taken to avoid the spread to other students, staff, or the public. Should you have any questions, please contact the school nurse or the Superintendent.

### **CYBERBULLYING (EDUCATION CODE 48900r)**

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.

### **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; community service; 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.

Monson-Sultana School has a progressive discipline policy. Depending upon the severity or frequency of the misbehavior, school staff may assign consequences that range from simple conferences with the student, to loss of privileges, to detention, to citation, to suspension or expulsion. Each of these is explained in the following paragraphs.

#### **Conference with Student**

Teachers will conference with misbehaving students, informing them of the rule they are violating and its impact on the educational process of the school. Repeated violations of the same rules by the same student will lead to loss of privileges. Teachers/staff will notify parents of inappropriate behaviors.

### Loss of Privileges

Students who continue to violate school rules or who have been found to be in violation of any Education Code 48900 acts will lose school privileges. Students can lose privileges as a result of inappropriate behavior at the discretion of school administration.

### Detention

A detention will be given for the following:

1. Disruption in classrooms and on campus; excessive talking or noise-making, 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 or unacceptable use of electronic devices (if a student brings a cell phone to school, it must be out of sight, turned off, and not used during school except in a time of emergency).
5. If a student's name is placed on the homework/Behavior Chart twice (2) in one week, the student may receive a detention. (2 homework misses=1 detention, 2 behavior=1 detention) Homework is defined as, "individual assignments".
6. Detention and citation guidelines will apply to cafeteria and bus conduct.

Students who receive detention will stay after school for one (1) additional hour. Detention is generally every Tuesday through Friday, 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 result in 2 detentions (one for the original detention plus another). If either of these detentions are missed, a citation will be issued or the principal may suspend the student for defiance of school personnel (Ed Code 48900k).

Detention will be held Tuesday through Friday 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

A citation is given for more serious offenses or for multiple detentions/violations. A student who receives a citation will:

1. Be excluded from all school activities for a period of one week (5 school days from the date of the citation).
2. Be assigned to two (2) after school detentions.

If a parent refuses to sign a citation, the parent may request an appeal to the principal. The appeal will be conducted within five (5) school days and a ruling on the disposition of the citation will be made. During the five days prior to the ruling on the citation, the student will not be permitted to participate in any school activities including athletics.

Students who receive two (2) citations in the same trimester will not be allowed to participate in any extracurricular activities including athletics, music performances, and non-educational field trips for 25 school days. Each citation will follow these steps:

White Copy – Given to student to take home for parent signature. The student must return the signed white copy the following school day. Failure to return the citation signed by a parent the following day will result in additional consequences.

Pink – Teacher keeps on file

Yellow – Office

### Suspension or Expulsion

Suspensions or expulsions are reserved for the most serious violations of the Education Code or when other means of

discipline have failed to bring about desired behavior. Some sections of the Ed Code require school administration to contact law enforcement when a student has been found in violation of the law. These are noted below with the following symbol: \*

Suspension or expulsion will be given for the following Ed Code sections, depending upon the severity of the offense:

1. Caused, attempted to cause, or threatened to cause physical injury to another person. \*
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects. \*
3. 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. \*
4. Unlawfully offered, arranged, or negotiated the sale 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. \*
5. Committed robbery or extortion. \*
6. Caused or attempted to cause damage to school property or private property. \*
7. Stole or attempted to steal school property or private property. \*
8. Possessed or used tobacco, except as provided in Education Code Section 48901. \*
9. Committed an obscene act, or engaged in habitual profanity or vulgarity. \*
10. 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. \*
11. 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. \*
12. Knowingly received stolen school property or private property. \*
13. Possessed an imitation firearm. \*
14. Committed or attempted to commit a sexual assault. \*
15. Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding. \*
16. Engaged in, or attempted to engage in hazing. \*
17. 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 (on school grounds or off campus). \*
18. Inappropriate displays of affection such as holding hands, kissing, etc.
19. Being out of class without permission.
20. Being off school grounds or in any unauthorized area.
21. Setting off false fire alarm. \*
22. Intimidation, harassment, sexual harassment or bullying. Creating a hostile educational environment. \*
23. Cheating, lying, forgery, and plagiarism.
24. Throwing food in the cafeteria.
25. Tardiness (K-5<sup>th</sup>, 3 per attendance period) (6<sup>th</sup> – 8<sup>th</sup>, 3 tardies per class) – teachers will keep track of this.
26. Chewing gum, eating candy, seeds, etc.
27. Violation of dress code rules.
28. Possession of a cell phone.
29. Eyebrow notches or other gang-related acts such as whistles, flashing signs, gang-affiliated clothing, or gang writing on notebooks or other school materials. \*

A suspension will result in the loss of all non-educational 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.

Suspension procedures require 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. Parents shall be given written and/or telephone notification of suspension within 24 hours. Parents or guardians

are required by law to respond to the school's request for a conference. All suspensions are processed by the Superintendent or a designee.

Students may not be suspended for more than five consecutive days, however, suspensions may be extended if expulsion is pending. Suspended students must be allowed to complete and receive credit for all assignments and tests missed during the suspension which can reasonably be provided by the teacher. 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.

### Expulsion

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 Expulsion

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. For some offenses, 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 are as follows:

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.

### 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. The 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 affiliation with gang activity. 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 dominate 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.

#### Appropriate Attire

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. 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).

#### Inappropriate Attire

- Clothing which permits direct view of undergarments or see-through material (lace, racer back, etc.)
- Slides, flip-flops, wedges, 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.
- 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.
- Designs painted on body or face with ink or makeup. Extreme makeup is not appropriate.
- Clothing that displays alcohol, cigarettes, violence or gang affiliation is prohibited.
- Only glasses prescribed by doctors are to be worn to school.
- Tops that are low-cut, cut out or backless, off the shoulder – including midriffs, racer back, 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.
- Dresses, skirts and shorts that are more than four (4) inches above the top of the kneecap.
- Hair styles that create undue attention are prohibited.
- Earrings that are larger than the size of a nickel or longer than 1". Sharp or pointed jewelry (i.e., "gauges) create a safety issue and will not be worn during school hours.
- T-shirts that are longer than the student's inseam line.
- Students are not permitted to wear makeup in grades K-6<sup>th</sup>. Students in 7<sup>th</sup>-8<sup>th</sup> grades may wear light make-up.
- Face, nose and tongue piercing are prohibited.
- No skin-tight or stretch pants without a shirtdress that covers to the mid-thigh area.
- Clothing worn to school should not be suggestive, but modest and in good taste.
- All pants or shorts must be worn around the waist. "Waist" is defined by the human anatomy above the top of the hips.
- Hoods shall not be worn indoors and outside during warm weather (administration will determine if weather warrants hoods to be worn outside).

Remember that good grooming reflects credit on your school. Dressing according to the occasion, makes you and others around you feel more comfortable. Good grooming refers to cleanliness of the 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.

- 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.
- 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.

### EIGHTH GRADE INFORMATION

Eligibility to participate in 8<sup>th</sup> grade activities such as the graduation ceremony and the 8<sup>th</sup> grade field trip is based on students meeting all of the following requirements:

#### Graduation Requirements and Graduation Ceremony \*

Each year, graduation exercises are held for the 8<sup>th</sup> grade students who have met the academic and behavioral standards set by the Board of Trustees. In order for a student to be eligible to participate in the graduation ceremony, each of the following must be met:

1. Students must not have more than one suspension for the entire year. If the one suspension was within 30 school days of the trip (or more if determined necessary by the principal), the student is automatically ineligible to participate in the trip.
2. Students must have no more than 2 citations. Bus citations and citations from the cafeteria count in this total.
3. Students who owe the school for lost or damaged property will not be eligible.
4. Students must not have been placed on independent study for disciplinary action, safety concerns, or other reasons which may cause a significant distraction or disruption to the event.
5. Students must not have missed more than ten (10) days of school, **excused or unexcused**, including suspensions (3 tardies equals one unexcused absence, and tardy or early departures greater than 30 minutes equals an absence). A parent or guardian may appeal the exclusion in extreme cases to the Superintendent in writing.
6. Students must maintain a cumulative GPA of 2.0 or better for all three trimesters.
7. Students must have a cumulative (average of all 3 trimesters) passing grade in all core subjects (ELA, Math, Science, Social Science).
8. Students must complete three (3) hours of approved community service (8th grade staff to preapprove all community service activities).

Students who are exempted from participating in the graduation ceremony but who meet all academic requirements will receive a diploma.

**Final determination of eligibility to participate on the 8th grade trip will be made on May 2, 2022, and 8th grade graduation ceremony eligibility will be determined on May 13, 2022.**

\* Final determination will be determined by the administration, and reviewed by the Monson-Sultana School Board.



### **8th Grade Field Trip**

Participation in the 8th grade trip is an earned privilege. The 8th grade field trip will be an overnight field trip to Sacramento and San Francisco during the month of May. Due to the nature of the trip, only students who meet the graduation ceremony requirements above will be permitted to take part. All eight (8) requirements listed above are required to participate in the 8th grade trip.

**Final determination of eligibility to participate on the 8th grade trip will be made on May 2, 2022.**

### **Transferring 8<sup>th</sup> Grade Students**

All transfer students entering the school during 8<sup>th</sup> grade must meet with the superintendent and 8<sup>th</sup> grade teachers to determine what standards must be met.

### **FAMILY LIFE EDUCATION, HEALTH, AND SEXUALLY TRANSMITTED DISEASE INSTRUCTION**

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 15 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.

### **FIELD TRIPS**

The number of parent volunteers/chaperones that can help supervise students on school field trips are limited by the number of seats available on a school bus. Ideally, the school would like to have the ratios of students to adults as follows, but sometimes limited space on the bus may reduce the number of adults selected:

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

If there is not space on the school bus transporting students, parents may opt to drive their own vehicle to the location of the field trip. Students will still be required to ride the bus with their class if a parent drives their own vehicle.

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 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. Regular field trips shall be within a 50-mile radius.

Cafeteria and transportation shall be notified at least one week in advance. Each teacher is responsible for seeing that their yard duty schedule is covered.

- Short Trips – no lunch provided.
- Student Funded Trips- SCICON (6<sup>th</sup>) and Sacramento (8<sup>th</sup>) are student-funded trips that are funded partially through fundraising activities.

## **FOOD SERVICE**

Monson-Sultana School serves breakfast and lunch to all students under the National School Lunch Program, Provision 2. Under Provision 2, students are not charged for school meals.

In order to ensure a safe and orderly environment, the following rules apply to all students when eating in the cafeteria:

- Talk softly and enjoy yourselves, but you do not impose on others.
- Dispose of all sacks and paper from food items in the refuse containers.
- Absolutely no throwing of food or objects in the cafeteria.
- Students are not permitted to bring drinks other than water to school.
- Students should not bring outside food with them to school unless prior staff approval has been granted.
- Glass containers of any type are also not permitted anywhere on school grounds.
- 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.
- Detentions and Citations will be given for inappropriate behavior in the cafeteria.

### **Breakfast Program**

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

### **Lunch**

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

### **Adult Meal Prices**

Adult meal prices:      Lunch only \$4.00      Milk: \$.25

## **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.

Grades for students in 6th-8th grade will be available for online access. Grades will be updated at least once every two weeks (1st and 3rd Wednesday of each month).

### **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.

## **INDIVIDUAL INSTRUCTION FOR STUDENTS IN HOSPITAL OUTSIDE OF 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.

## **HAZING (EDUCATION CODE 32051)**

Monson-Sultana School is committed to protecting its students, employees and school guests from bullying or harassment of any type, for any reason. "Hazing" is a form of bullying done for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for, membership or acceptance, or continued membership or acceptance, in any school or school sponsored team, organization, program, or event.

No school employee, student, or guest, may engage in bullying or hazing: (1) on school property, (2) at a school related or sponsored event, (3) on a school bus, (4) at a school bus stop; or (5) while the school district employee or student is traveling to or from a location or event described above.

## **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 7<sup>th</sup> graders receive a TB booster if more than 5 years have passed since their last dose.

Beginning with 2016-2017 school year, the only exemptions granted are for medical reasons. Exemptions must be in writing from a licensed physician.

### **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.

### Screenings

The school district is required to screen every 7<sup>th</sup> grade girl and 8<sup>th</sup> grade boy for scoliosis (curvature of the spine). The school nurse will screen all 7<sup>th</sup> and 8<sup>th</sup> 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 1<sup>st</sup>, 2<sup>nd</sup>, 5<sup>th</sup>, and 8<sup>th</sup> 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.

### **HOMELESS EDUCATION**

If your family or the family of someone you know lives in any of the following situations they may be eligible for services and support from the U.S. Department of Education and the National Center for Homeless Education:

- Living in a shelter
- Living in a motel or campground due to lack of an alternative accommodation
- Living in a car, park, abandoned building, or bus /train station
- Doubled up with other people due to loss of housing or economic hardship

The State of California provides homeless children with the right to:

- Receive a free and appropriate education
- Enroll in school immediately, even if lacking documents normally required for enrollment
- Enroll in school and attend classes while the school gathers documentation
- Enroll in the local school or continue to attend their school of origin if that is feasible
- Receive transportation to and from the school of origin if requested
- Receive education services comparable to those provided to other students

### **HOMEWORK**

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of school staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Homework grades are modified based on students' individual needs (i.e. IEP, 504 Plans).

#### Homework assignments include:

- Practice exercises to follow classroom instruction
- Preview assignments to prepare for subsequent lessons
- Extension assignments to transfer new skills or concepts to new situations
- Creative activities to integrate many skills toward the production of a response or product

#### Time

Actual time required to complete assignments will vary with each student's study habits and academic skills. If your child is spending an inordinate amount of time doing homework, you should contact your child's teacher. Students are encouraged to pursue non-assigned, independent, leisure reading.

#### Late Work Policies

Students are expected to turn work in on time. Students who turn in late assignments on a consistent basis will receive any of the following based upon individual teacher discretion or grade level policy.

- partial credit
- no credit
- missed reward activity

- communication with parents
- after school detention

Students who fail to return homework assignments and any other school related documents that are considered to be homework may 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.

### **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 contact the school at 559-591-1634 and your name will be added to the registry and you will be notified prior to pesticide application.

### **INTERNET USE POLICY**

The Internet was developed as a research tool and it has the potential to be a tremendous resource for students and teachers at all levels. The use of an assigned account must be in support of educational research and within the objectives and goals of Monson-Sultana Jt. Union Elementary School District. You must realize that you are personally responsible for this provision at all times when using the electronic information. The use of this information system is a privilege, not a right. Before using the Internet and other on-line resources, each student and their parent/guardian sign and return the Electronic Information Resource Contract. Failure to abide by all terms of the Acceptable Use Policy (AUP) will result in students' loss of technology privileges, and could warrant further disciplinary action depending on the seriousness of the offense.

### **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.

### **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.

### **OFFICE CONDUCT**

When a student has business in the office, he/she is expected to be courteous, quiet and take directions from the office staff. No student may come to the office without permission or direction from his/her teacher.

District policy forbids use of the office telephone except in an emergency. All business pertaining to students should be conducted before school starts, if possible.

### **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. **Dogs are not allowed on campus at any time.**

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.

### **PHYSICAL AND DENTAL EXAMINATIONS**

All kindergarten students 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 1<sup>st</sup> 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 1<sup>st</sup> grade.

### **PICTURES AND PHOTOGRAPHY**

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 may result in a citation.

### **SCHOOL ACCOUNTABILITY REPORT CARD (SARC)**

Since November 1988, state law has required all public schools receiving state funding to prepare and distribute a SARC. The purpose of the report card is to provide parents and the community with important information about each public school. A SARC can be an effective way for a school to report on its progress in achieving goals. The public may also use a SARC to evaluate and compare schools on a variety of indicators. The profile usually summarizes the school's mission, goals, and accomplishments. State law requires that the SARC contain all of the following:

- Demographic data
- School safety and climate for learning information
- Academic data
- School completion rates
- Class sizes
  
- Teacher and staff information

- Curriculum and instruction descriptions
- Postsecondary preparation information
- Fiscal and expenditure data

The most recent SARC for Monson-Sultana School can be viewed on the school's webpage ([www.msschool.org](http://www.msschool.org)). Parents may also request a printed copy in the school office.

### **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 6<sup>th</sup>-7<sup>th</sup>-8<sup>th</sup> grade classroom area until after the 8:05 a.m. bell rings.

### **SCHOOL ROMANCE/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 may result in disciplinary action.

### **SCICON**

As part of the Monson-Sultana School District instructional program, 6<sup>th</sup> grade students participate in an outdoor education program offered by the Tulare County Office of Education at the Clemmie Gill School of Science and Conservation (SCICON), located eight miles north of Springville on Bear Creek Road at an elevation of 2,300 feet

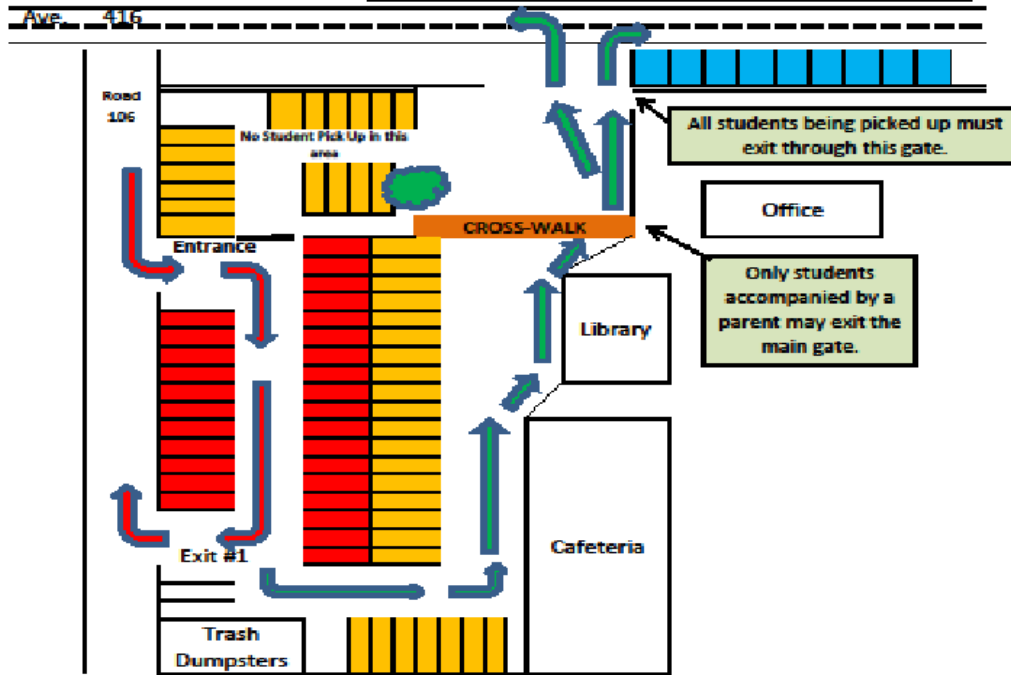
The curriculum for this program includes hiking, physical education, conservation, ecology, geology, California history, and the experience of meeting other students from other schools. The week at camp provides a practical laboratory for such experiences. Before the program, students participate in 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.

### **STUDENT DROP-OFF AND PICK-UP**

Safety of our students, parents, and staff is the primary concern when it comes to traffic flow in and around our school. Traffic in the parking lot can become very congested, especially after school, which leads to situations in which students are exposed to dangerous situations. In an effort to create a safe and more orderly traffic flow through the parking lot during the after-school pick-up period, the following procedures have been adopted:

- The exit gate near the dumpsters allow parents who park and come on campus to pick up their child to exit the parking lot without traveling through the congested traffic area near the main gate (see the red arrows on the map that follows). These parents should park in the red parking spaces to allow easy access to the new exit (exit #1 on the map).
- A cross walk that extends from the main gate to the area under the large tree in the parking lot allows parents and their children to cross the parking lot safely.
- Parents who wish to remain in their cars and pick up their child should get in the pick-up line (green arrows on the map) and continue to pull forward until they reach the area where students are to be picked up. Students who are being picked up will only be allowed to exit through the gate at the end of the pick-up lane (near the blue parking spaces on the map).

## Student Drop-off and Pick-Up Procedures



	Parents may park in red spaces and come on campus to pick up their children. They must return to their car via the orange cross-walk. They may exit the parking lot at the gate near the dumpsters.
	Parents may park in the blue colored spaces and wait until their child comes to the car.
	Parents staying in their cars to pick up children must merge into either the west exit lane or the east exit lane. You should pull all the way to the north filling in empty spaces until your child exits the gate. Do not leave your vehicle.
	Yellow areas are for staff parking and should not be used for student drop off or pick up.

The primary reason for these procedures is to ensure the safety of your children. The parking lot area often becomes congested during drop-off and pick-up times and we encourage you to follow these directions and those of school personnel directing traffic in the parking lot to make certain that every child stays safe.

### STUDENT 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 10<sup>th</sup> 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.

### **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 and students will be referred to the principal for disciplinary action.

### **TELEPHONE**

The office 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 AND LIBRARY BOOKS**

Although all textbooks and library books 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.

### **TITLE I PARENT INVOLVEMENT POLICY & FAMILY AND SCHOOL COMPACT**

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 Joint Union Elementary School District

## School-Parent-Student Compact 2021-2022

The staff, students, and parents of the Monson-Sultana School community, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children strive to achieve at the highest standard.

### School Responsibilities

The Monson-Sultana Staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that supports children in meeting the state's student academic achievement standards.
- Provide parents with frequent reports on their children's academic and behavioral progress. In each classroom we will provide progress reports through Parent/Teacher conferences, samples of student work, updates on reading, writing and math assessments. We will initiate a parent contact at the first signs of a pattern of behavior that interferes with student learning.
- Set high expectations for staff, students and parents by ensuring challenging curriculum, implementing programs targeted at increasing student achievement and committing to recruit, retain, and train qualified staff. Also, highlight/prepare ways that the parent can advance the learning environment at home.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as appropriate.
- Provide parents reasonable access to staff.

### Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Establish routines to support my child's success in school:
  - appropriate bedtime
  - monitor attendance
  - homework & reading
  - nutrition
  - grooming & hygiene
- Communicate the significance of success in school & its relationship with success in life.
- Volunteer time to the school during the school year.
- Ensure that my child attends school on a regular basis and arrives at school on time.
- Make sure that my child's homework is completed and returned to school on time.
- Stay informed about my child's education and communicate with the school by promptly responding to all notices received from the school district.

### Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and strive to achieve at the highest standard. Specifically we will:

- Attend school regularly and arrive at school on time
- Complete all daily homework and return it to school on time.
- Model the schoolwide expectations for behavior.

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Parent Signature

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Student Signature

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Teacher Signature

### **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.

**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

**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 \_\_\_\_\_

1. **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 \_\_\_\_\_

2. **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 the system administrator deny, revoke, or suspend a student's Internet access.

I have read and understand this provision. Initial \_\_\_\_\_

3. **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, phone number or 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 \_\_\_\_\_

4. **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 \_\_\_\_\_

5. **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 \_\_\_\_\_

6. **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 \_\_\_\_\_

7. **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 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 forms, 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.

## **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 instruction 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.

**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 Misassignment**

- ☐ 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 misassignment: 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 misassignment: 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.



**(This is a sample form for your information)**

**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: \_\_\_\_\_