



Family Handbook | 2019-2020
Mariposa Upper Elementary

San Carlos School District

Welcome Mariposa Upper Elementary

August 2019

Hello Mariposa Families,

Welcome to the 2019-2020 school year! We are so glad you are a part of the Mariposa community!

At Mariposa, we are proud to be an inclusive community and continually strive to strengthen this aspect of our school. It is important to us that all members feel welcomed, valued, respected, safe, and heard. When we listen to each other, value input from diverse perspectives, and utilize the skills and talents of our community, we allow our students the opportunity to thrive in the deepest of ways. We encourage everyone to become involved, and we invite you to learn about the many opportunities available to you.

Our goal is to ensure that your time here on our campus will allow the entire school community to feel a sense of belonging and deep connection. Being a new school, we are in the beginning stages of forming our identity and establishing our own traditions. This is a wonderful opportunity for you to be involved and innovative with us as we begin this important work. Please stay connected by checking our website for important updates, and reviewing our Monarch Newsletter to learn about school and district events, as well as opportunities for getting involved with the PTA and the San Carlos Education Foundation. Additionally, you will receive periodic Principal Posts with information about how we are working towards our instructional goals and how you can support your child's growth.

With warm regards,

Alexandra Friel, Principal

Mariposa Background and Philosophy

SCSD Vision

The San Carlos School District shall provide an innovative and engaging learning experience that fosters the development of the Whole Child to ensure each student is well prepared for success in the 21st Century, as evidenced by:

- Reaching his/her highest academic, social, emotional, intellectual, and physical potential; and
- Becoming a problem solver, critical thinker, risk-taker, designer, collaborator, and innovator; and
- Developing into a contributing, empathic citizen and leader who is a responsible steward of his/her world and cares about equity and justice, both locally and worldwide.

Mariposa School Mission Statement

Our mission is to inspire our 21st Century learners to achieve their highest academic, social, emotional, intellectual and physical potential, while developing a strong sense of character, community, and stewardship. We aspire to amplify each child's natural curiosity and love of learning so they can become caring and enthusiastic lifelong learners.

We believe:

- Project Based Learning (PBL) experiences, developed from Common Core State Standards (CCSS), promote learning through authentic experiences that encourage critical thinking, collaboration, communication, and social responsibility.
- Personalized learning, designed to adapt to student learning styles and academic needs, can ignite student passions while leading to targeted student growth and ownership over one's own learning.
- Small teams of 5th (and soon 4th) grade classes cultivate a safe environment for individual learning and self-discovery, while also building a deep sense of belonging.
- High expectations for character and behavior creates a school culture exemplified by physical and emotional safety, integrity, compassion, and respect.
- Shared school traditions and celebrations support personal growth, collaboration, and a strong sense of school community.
- Multiple means of assessment, including portfolios and student-led conferences, along with academic reports, hold students accountable for the highest quality of work.
- Physical fitness, outdoor activities, and visual and performing arts are an integral part of students' daily lives.

An Education for the 21st Century

We recognize that the world is rapidly changing. Success in the 21st Century requires us to think differently and to transform the way in which we educate our students for this changing world. One way that we are shifting our practices is by placing a greater focus on the Habits of Mind for 21st Century Learners, which include: Communication, Collaboration, Critical Thinking & Problem Solving, Creativity & Innovation, Citizenship/ Stewardship (from local to global), and Ownership. A description of each of these habits is listed below.

Habits of Mind for 21st Century Learners

- Communication – To share ideas clearly and constructively, consider other ideas and perspectives, and seek mutual understanding.
- Collaboration – To work together constructively, reflect on different perspectives, build on the ideas of others, and take responsibility for my team and myself.
- Critical Thinking & Problem Solving – To be curious, motivated, self-reflective learners who ask thoughtful questions to deepen understanding, and ignite work worth doing.
- Creativity & Innovation – To share ideas courageously, pursue new paths of thinking, refine prototypes, and design innovative solutions.
- Citizenship/Stewardship - To take care of myself, other people, and the environment, so that we can make a positive impact as guardians of our school, local, and global community.
- Ownership - To be engaged and focused on my learning. To persevere, self-reflect, and recognize that mistakes and revisions are a part of learning and lead to quality work.

At Mariposa School, we are committed to ensuring all of our students acquire these habits so they are able to thrive in a changing world and be contributors to and within community.

Curriculum and Instructional Design

Mariposa School offers a hands-on curriculum that adheres to district and state standards. The goal is to foster academic achievement and character growth while instilling a love of learning and a sense of community.

- **Curriculum:** Academically rigorous projects and service learning inspire students to think and work as professionals do, contributing high quality work to authentic audiences beyond the classroom. Teachers also draw from a variety of sources to support Math, Science, Social Studies, Reading and Writing skill mastery.

- **Instruction:** Teachers use active learning in a variety of ways (Readers/ Writers workshop, Problem-based Math and Science/Engineering projects, etc.) to help students become engaged and collaborative learners where they: make connections, find patterns, see events from different perspectives, experiment, go beyond the information given, develop empathy and compassion for events, people, and subjects.
- **Assessment:** Teachers engage in ongoing data inquiry and analysis, examining everything from patterns in student work to results from state testing. Students continually reflect on and improve the quality of their work through the use of models, reflection, critique, rubrics, and work with peers and experts. Standards-based learning targets drive achievement.
- **School Culture and Character:** Mariposa School builds shared beliefs, traditions, and rituals in order to create a school culture which is characterized by a climate of physical and emotional safety, a sense of adventure, an ethic of service and responsibility, and a commitment to high quality work.
- **Leadership:** Mariposa School supports the development of leadership skills by identifying and supporting many ways to be a leader. Students develop the skills and self-confidence they need to lead their lives and succeed in school and beyond.

Diversity and Inclusion

We strive to foster a culture rich in diversity and inclusion. Our community includes students and families from different backgrounds and experiences. Students (and families) are encouraged to connect with those who are different from them, and to respect and honor those differences as a normal and enriching part of any vibrant community. One way our school honors these differences is by supporting all learners, including those with exceptional needs, encompassing those with accelerated learning needs to those requiring specialized intervention and differentiation. Our goal is to be inclusive of all learning styles and needs and to provide the least restrictive environment for all learners.

Parent/Community Engagement

As an evolving community of learners, we are welcome parent involvement at our school. Parents are encouraged to be involved in campus activities and events.

- Administrative: data entry, copying/printing/gathering/making instructional materials
- Fieldwork: driving, chaperoning, preparing(making calls, gathering materials)
- "Student-Led Club Support": In Upper Elementary School we focus on student-led programs. Our students create, plan and lead student-focused clubs. We need parent supervisors 1x a week at lunch to

support the groups.

- PTA (Parent Teacher Association): getting involved and helping with events, fundraising, communication and more
- School Day: yard duty/supervision, caring for garden plants, organizing materials/play equipment, supporting hot lunch program
- New ideas? We are open to suggestions.

Student Discipline

Our school is a Positive Behavior Intervention and Support School (PBIS). Expectations are learned, and it is our responsibility as a staff to teach the appropriate behaviors we expect in all areas. We recognize that sometimes students will have an 'off day' or forget to bring their best behavior and character traits to school. However, all students have the right to learn in an atmosphere that is safe, conducive to learning, and free from disruptions. Mariposa School will not tolerate behaviors that injure or harm others, whether physically, socially, or emotionally. When student actions do not meet the standards set by our school, a four-step disciplinary protocol will be followed:

1. **Teaching** – students will be engaged in discussions about behaviors, and the actions are reviewed: What did they do? How did this affect those involved? What could they have done differently? How might this have changed the outcome? What action or steps can be taken to fix the situation or repair the relationship?
2. **Removal** – if unable to calm down or re-focus, or if warranted by the nature of offense, students will be moved to another location away from problem location.
3. **Teacher/Principal Conference** – students whose inappropriate behavior continues or when the offense is serious will talk with either/both teachers and the principal. This conference will work towards developing a plan of action (either informally or formally) to address the behavioral issues. If warranted, parents/guardians will be notified. Office Referrals may be received at this stage.
4. **Teacher/Principal/Parent/Guardian Conference** – when step 3 is ineffective or when the initial offense is serious enough or once a student receives three Office Referrals, a meeting of all involved parties will occur. The required parental support in addressing the behavioral issues will be outlined, and either a formal or informal plan of action will be developed.

Initial behavioral issues will be resolved through student-teacher discussion. When warranted, students may receive Office Referrals where they speak with the Principal. As needed, behavioral files will be kept on offending students and parent/guardian conferences arranged if Office Referrals are a pattern (approximately 3 received). As much as possible, we attempt to not suspend students as a disciplinary measure, but in cases of extreme offense or when Step 4 is repeatedly ineffective, students may be suspended. All cases will be assessed on an individual basis. The following list represents offenses that violate

portions of Ed Code that would require the school to execute a suspension:

- Intended, attempted, and/or actual physical or emotional violence, including bullying, intimidation, verbal abuse, unwarranted touching, threats, and harassment
- Possession, selling, and/or arranging to obtain alcohol, tobacco, or any other drug considered illegal for those under 18 years of age
- Possession of firearms or weapons, including pocket knives
- Committing or attempting to commit theft or damage
- Possession of or attempting to possess stolen goods

We believe teaching, learning, and personal growth occur best in safe and supportive environments. Our entire community will work diligently to bring that about. We ask for parents'/guardians' commitment to this same goal. Thank you for your support!

Policies and Procedures

School Visitors

All visitors are required to check in and out at the office during school hours and wear a visitor badge while on campus.

Homework Policy

The San Carlos School District has been actively involved in rethinking the homework policy in our school system. This has led to the passage of our new [Homework/Learning Beyond School Hours](#) policy by the SCSD board. This policy supports the following practices for our 4th and 5th graders:

- Students (with the assistance of their teacher) will be encouraged to create personalized 'at-home learning' goals, which will also complement and deepen their in class learning experiences
- Students will be encouraged to work independently or collaboratively on activities that will enhance an assigned piece of writing, experiment or project
- Students are expected to engage in daily reading, which is considered key to each child's long-term success as a learner
- Students are expected to engage in near-daily Math practice and/or problem solving, as assigned by the teacher or further extended by the student (which might include online programs such as Khan Academy, Front Row, etc.)

In other words, we are finding ways to give students homework that makes sense. Ultimately, we want students to strengthen their academic skills but not at the expense of exploring extracurricular passions, connecting with friends and family, relaxing, eating and sleeping.

Attendance Policies

Punctual and regular attendance is extremely important for a student to be successful at school. Additionally, due to current funding laws for public schools, absences cause schools to lose funding for the day, regardless of whether these absence was excused or unexcused.

Absences

If a student is absent for any reason, a parent/guardian must inform the school office as soon as possible by calling the main office at 650-832-4201. The main office voicemail system is available 24 hours a day.

Tuancy

A student who misses school entirely or a portion of the day without appropriate permission is considered truant. Tuancy is a serious offense. If three or more days are missed and not excused, a letter will be sent home explaining the next steps in the process.

Tardiness

All students are required to be on time to school. Students are also expected to be on time to classes throughout the day. If a student is struggling with being on time to school or to his/her classes, the Mariposa school staff will discuss the problem and support the student to improve this behavior. If a student has 3 or more 30 minute or greater unexcused tardies, this is considered to be a truancy issue and thus will be addressed with a letter home outlining the next steps in the process to support the student.

Appointments during the school day

If a student must leave school during the day for any reason, a parent/guardian will need to make this request and inform the school office. When leaving school, a parent/guardian must sign out the student in the office. If the student returns to school after the appointment, a parent/guardian will need to sign the student back into class.

Dress Code

The purpose of this dress code is to ensure a safe and productive learning environment for students at Mariposa School.

- Clothing should be comfortable, appropriate for outdoor play and not distract from learning. Clothing with inappropriate themes is not permitted.
- Safe shoes should be worn daily – no flip-flops, wheelies, platform shoes or dress shoes. Tennis shoes are highly recommended!
- Caps, hats and sunglasses may be worn outdoors only.
- Jewelry and accessories can be distracting in class and are not recommended.

Cell Phone Policy

We are a “Cell Phone Free” school. While we understand it is the digital age and families may wish to provide their child a cell phone for emergency and safety reasons, **phones must be turned off and put in backpacks when students enter our campus.** No cell phones are allowed out on campus between 8:15 and 3:05. If you need to contact your child, please call our office. Likewise, we provide a student-phone in the office for students to call you during breaks. It is highly discouraged to provide your child with a Smartphone. Research shows that it can be detrimental to the mental health of younger students. We have also had a significant issue with peer conflicts via text message and social media outside of school. If you decide to provide your child with a phone, consider a “Gizmo” watch, flip phone, or other low tech device.

Health Policy

All injuries should be reported to a teacher or staff member. If a student becomes ill at school, he/she should report to the office after informing his/her teacher. The office personnel will assess the student and contact parents/guardians if the student needs to be sent home. If a student needs to take any form of medication at school, a signed authorization from the physician and medication in the original prescription container must be provided to the office. Over the counter medication is NOT available in the office. Students with special medical conditions or physical injuries that impact participation in P.E. must have a note brought to the office indicating what the student can and cannot do.

Wellness Policy

In order to create a more rigorous teaching and learning environment, and to promote better health and inclusion, we will follow the Wellness Policy established by SCSD. Research indicates that healthier bodies, minds, emotions,

and environments lead to more positive school and life learning experiences. Mariposa fully supports all avenues for increasing student success. We summarize below the main points of our Wellness Policy:

- Food will not be used as a reward or punishment
- Junk foods (candy, soda, chips, gum, etc.) are discouraged for snacks or lunches
- Students will be recognized on their birthdays with special Mariposa non-food related items. Please do not bring food to school to celebrate birthdays.

Technology Policy

All students are expected to handle school equipment with care and respect. Technology provides important educational tools, yet also requires some oversight. Strong software filters and teacher/staff supervision will be in place during Internet use. All student technology shall be turned off while on campus and use is not allowed, except with staff permission. Inappropriate use or handling of technology equipment while on campus or field excursions may elicit disciplinary action. Students may open their email accounts for at-school use (required for some programs we use, such as Google Docs). This year students and parents will be required to complete an additional technology agreement paper. This is to support in the transition to 4th and 5th grade where we do a great deal of work on the computers. We want to teach students how to use a computer safely. If you have questions about this, please refer to the District's Board Policy on Student Use of Technology: [<http://gamutonline.net/district/sancarlos/DisplayPolicy/937396/>], or speak with your child's teacher.

Emergency Drills

Emergency drills will be conducted monthly throughout the school year. All students are expected to listen to instructions, to follow established protocols, and to conduct themselves in a most respectful manner. Any parents/visitors on campus during a drill must participate.

Emergency/Disaster

In the event of an emergency situation, Mariposa and Tierra Linda both have emergency/safety plans to ensure the safety of the students and adults. Mariposa and Tierra Linda share a well-stocked emergency shed, including water, food, and medical supplies. Additionally, the campus is connected by emergency radio with the SCSD district office, and the other school campuses for coordination purposes. Both Mariposa and Tierra Linda coordinate emergency drills so that all students and adults are trained to respond to an emergency.

MARIPOSA FAMILY HANDBOOK AGREEMENT CONTRACT

Please thoroughly read and go over with your child. Signing this form indicates you understand and will follow the policies outlined herein.

I have read, understand, and agree to follow to the best of my ability the guidelines set forth in the Mariposa Upper Elementary Family Handbook.

Family Name: _____

Student Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

