

2019/20

Mitchell K-6



Cheetahs

Parent/Student Handbook

Cheetah "P.R.I.D.E."

- ✓ Prepared and on time every day
- ✓ Respectful of others
- ✓ In control of our actions
- ✓ Dedicated to giving 100% effort
- ✓ Enthusiastic about learning

## WHAT IS THE ROLE OF PARENTS IN SCHOOLING?

Parents are the school's partners in the educational process. The following is a suggested list of parents' responsibilities in this process.

- **To Assure Regular Attendance** except in case of illness. (And to keep a child at home and cared for when illness occurs).
- **To Send Children to School** well rested, fed, clean, and comfortably dressed.
- **To Prepare Children for Schooling** by providing them with opportunities for conversation, friendship and learning, and by teaching children basic information such as their address and phone number. Read to your children and show them you value reading by letting them see you read for pleasure.
- **To Motivate Children** by showing an interest in education, valuing education, and staying in touch with each child's day-to-day progress. Help your child to understand the importance of education to his/her future.
- **To Keep in Close Contact** with the child's teacher, and immediately communicate any concerns.
- **To Become Involved in School** to whatever extent is possible, by volunteering as a classroom helper, attending meetings, being a guest speaker, etc. Even the smallest effort you make to support the school shows your child that you care. And if you care, your child will care.
- **Monitor the Completion of Homework**, and help when necessary. See that your child has a set time and a quiet place to do his or her homework.
- **Support the Enforcement** of our classroom and school-wide discipline plans.

### **Mitchell K-6 Mission Statement**

**Mitchell K-6 is a dedicated and professional staff providing high academic standards through a delivery of diverse instruction that meet the students' individual needs while providing targeted and focused interventions based on multiple sources of data and regular collaboration. Mitchell K-6 strives to build partnerships with parents by empowering them with the tools, knowledge, and skills to support their children in developing character, accountability, and academic consistency to guide their children in becoming life-long problem solvers in the classroom and throughout the community.**

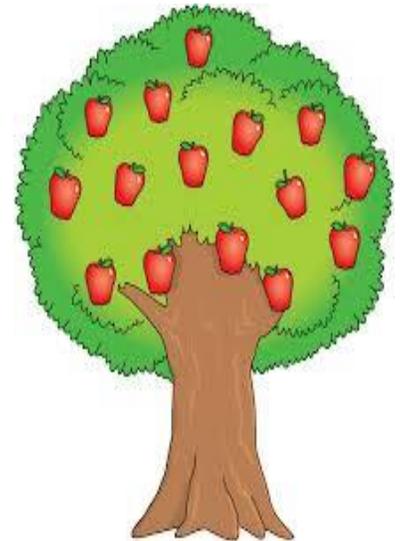
# GENERAL INFORMATION

## School Hours:

<b>Grades</b>	<b>Monday through Friday</b>
K-6	7:45 a.m. – 2:15 p.m.

## Office Information:

<b>Office Hours</b>	7:30 a.m. – 4:00 p.m.
<b>Office Phone Number</b>	209-357-6112
<b>Office FAX Number</b>	209-357-6505
<b>School Address</b>	1761 Grove Avenue, Atwater, CA 95301



## **ATTENDANCE:**

Attendance is a high priority at Mitchell K-6 School. **With the high academic expectations of our school, it is expected that every child attend school regularly and on time.** For every day a child misses from school, they fall at least two days behind their peers. **Reasonable absences** from school include: vomiting, fever over 100 degrees, infections, necessary doctor appointments, or family emergencies. **Unreasonable absences** from school could include family vacations, going out of town, other family members being sick, transportation trouble, taking care of siblings, other family members having doctor appointments, common cold, or oversleeping. If there are issues with attending school regularly, it is imperative that you contact the school principal so appropriate measures can be taken or issues resolved. **Excessive absences will result in loss of recess time to make up work, referral to the school principal, or referral to the District School Attendance Review Board (SARB).**

**If you are having difficulty with your child attending school regularly, it is recommended that you contact the school principal.**

## **TARDY POLICY:**

**Tardiness is harmful to the individual student, disruptive to the school environment, results in the loss of valuable instructional time, and fails to teach the student the value of promptness and punctuality.**

- School starts at 7:45 with the first bell. Students will proceed to their classroom line (1<sup>st</sup> – 6<sup>th</sup>) or their classroom for kindergarten students.
- If a child is not in their classroom or line, they are considered tardy and will proceed to the office for a tardy slip.
- Students are allowed up to four tardies a trimester. (We understand that things happen.)
- On the fifth and subsequent tardy per trimester, students can lose recesses, receive lunch detentions, have parent meetings with school administration, or a referral to the District Attendance Review Board.

**If you are having problems with tardiness, it is important to contact the school administration to discuss the matter.**

## **PERFECT ATTENDANCE:**

Perfect Attendance shall be considered for a student with no absences within the school year. Super Perfect Attendance shall be considered for a student with no absences, tardies, or early checkouts within a school year.

## **STUDENT ARRIVAL TIME:**

**Students are not to arrive at school before 7:00 a.m.** unless they are bus students arriving on the early bus. This will be strictly enforced due to no supervision provided until that time.

## **VOLUNTEER PROCESS:**

At Mitchell K-6, we are committed to welcoming parents/guardians to share their time, knowledge, and abilities to further enhance the educational experience. At the same time, it is imperative that we have procedures in place according to law and board policy to ensure that the students and staff at Mitchell K-6 are safe as well as maintain the integrity of the educational process. We understand and appreciate the desire for parents to want to volunteer their time and effort to support their child and to support the school. Below are guidelines for parents, guardians, family members, or visitors to follow:

- All volunteers shall act in accordance with District policies, regulations, state laws, and school rules while acting in a capacity of a volunteer and while on school grounds.
- To ensure the safety of students and staff and to avoid potential disruptions, all visitors, including any volunteers, shall register in the school office immediately upon entering any school building or grounds while school is in session.
- School volunteers are allowed at Mitchell K-6 School to assist in the classroom, work at school events, assist with fundraising, planning of school events, or to attend parent meetings. All Volunteers are under the direct supervision of the classroom teacher, school staff, or school administration, depending on the circumstances for which they are volunteering. There is no requirement for fingerprinting.
- If you wish to volunteer in any capacity at school, please contact the appropriate school staff to request to volunteer. The school staff member will notify the school office to record your volunteer service.

## **INDEPENDENT STUDY:**

The school is aware that at times special circumstances arise that may require a student to leave for an extended amount of time. The student *MAY* be granted an independent study agreement under the following provisions:

- The student will be absent for a minimum of five days and no more than 15 days of school.
- The independent study paperwork is to be filled out and turned in at least five days in advance.
- For K-6<sup>th</sup> grade students, independent study may be granted on the recommendation of the classroom teacher.
- Any student who is absent from school for more than 10 school days and is not on independent study will be dropped and required to reenroll.
- If a student is reenrolled there is no guarantee that the student will be placed in the same classroom based on enrollment numbers or continue to be enrolled at Mitchell K-6 if there is no room to place the student.

## **CAFETERIA:**

The district provides students with access to a variety of appealing foods that meet the state and federal requirements which are based on the USDA Dietary Guidelines. All students will receive free lunch and breakfast.

Parents whose students have medical or dietary conditions must contact the school nurse so that accommodations can be made.

Breakfast will be served in the Mitchell Cafeteria each morning from 7:00 to 7:30 a.m. for all students.

Parents are not allowed into the cafeteria for the breakfast program unless they have prior approval from the principal. Should your child have a special need or there are reasons for a parent to be in the cafeteria, parents need to contact the principal in the office.

## **ILLNESSES AND INJURIES AT SCHOOL:**

When a child becomes ill at school, a parent is contacted and arrangements are made for further care. Minor injuries are given first aid by the teacher, school nurse, or office personnel. If the injury requires further care, the parent is contacted.

### **Medication**

In accordance with State law, students required to take prescription or over the counter medication during school hours must have a written statement from their physician and parents before the medication can be administered. Forms for this purpose can be picked up in the school office and are also available on the AESD website. All medication will be kept locked in the school office. However, with specific physician and parent permission, inhalers and epinephrine auto-injectors may be carried and self-administered.

### **Illness**

Our district strives to provide a healthy and safe environment for our students. Some illnesses and situations require a child to be absent from school in order to prevent the spread of infection to other children and to allow the child to recuperate.

Children with the following symptoms or illness should be kept home from school:

**Fever:** Temperature 100.0 or above. May return when fever-free (below 100.0) for 24 hours without fever-reducing medications.

**Vomiting:** Unless determined to be caused by a non-contagious condition.

**Diarrhea:** Frequent loose stools not caused by food or medication.

**Illness:** Unable to participate in routine activities or needs more care than can be provided by school staff. Examples would be the child has uncontrolled coughing, difficulty breathing or other unusual signs for the child.

## **TELEPHONE:**

**Please, no telephone messages for students unless it is an emergency.** We cannot take phone messages for a child to take different bus, get off at a different bus stop, go to a friend's house, or anything which differs from what we know is his/her usual approved routine. We must also be informed by note if a different individual will come for your child after dismissal. **A note must be written to your child's teacher requesting a change in procedure - do not just tell your child about a change.** We have no way of knowing who might be calling to give messages to or for your child. Therefore, a note with your signature and date is required. Students are not allowed to use the school phone to call home unless it is urgent.

## **CLASSROOM PARTIES/TREATS**

The Atwater Elementary School District has adopted a school wellness policy in order to raise awareness of the foods that students eat at school and to ensure that students receive food that is of good nutritional value. We ask that parents do not bring classroom treats/snacks for student's birthday parties or other recognitions. Teachers can only have two classroom parties per school year. Teachers need to keep in mind the intent of the wellness policy and regulate the types of food that are offered at classroom parties. All school recognitions/rewards/treats will be in accordance with the district wellness policy.

### CELL PHONES:

The school acknowledges the importance of electronic communication between parents and students, particularly in an emergency situation. Further, the school recognizes that instructional time and the school environment must be protected from unnecessary disruptions and distractions.

Students shall be permitted to have cell phones in their possession under the following guidelines.

1. Cell phones may be used before and after school ONLY.
2. During the instructional day, cell phones must be turned off and placed in backpacks. Students may not have cell phones on their person. Having the phone on silent or vibrate does not fulfill the “off” requirement.
3. At no time are students to take pictures or send text messages with their cell phone while on school campus.
4. The school is not responsible for lost or stolen cell phones.
5. Violation of this policy will result in disciplinary action including confiscation of the phone and loss of privilege to possess a cell phone on campus. **Any cell phone that is confiscated will only be returned to the parent or guardian.**

### PERSONAL ARTICLES:

Pupils are responsible for their own clothing, money, and other personal articles. The school urges parents to mark all clothing and other personal articles. This is so they may be easily identified and returned when lost and found. The lost and found is located in the cafeteria. Several times during the year, lost articles will be exhibited near the cafeteria to give students the opportunity to “**FIND**” their lost item. **Radios, balls, toys, video games, collector cards of any type, or virtually any item that does not relate to the school curriculum are considered inappropriate for school. Any inappropriate items brought to school will be taken away from students.**

### VISITOR POLICY:

We at Mitchell K-6 are concerned about your child’s personal safety. We have rules and procedures to protect your children from strangers who may come on campus. Therefore, parents must sign in at the office and pick up one of our visitor badges. When you are finished, just come back to the office and return the badge when you sign out. As a visitor we ask that you not interfere with the teachers’ or campus supervisors’ authority.

### CLASSROOM INTERRUPTIONS:

It is imperative that teachers be allowed to teach without unnecessary interruptions. Such interruptions interfere with your child’s learning process. Staff members will be called away from the classroom only in the event of an emergency. Parents need to make appointments with teachers at least one day in advance if they wish to meet with their child’s teacher. This includes the time when teachers are trying to get their classes to the bus or released to go home after school. Formal Parent-Teacher Conferences are scheduled in the Fall and again in the Spring.

## **RELEASING CHILDREN BEFORE DISMISSAL TIME:**

It is important for your child to be at school at all times, therefore we discourage parents from removing their children from school unless it is an emergency or your child is seeking medical treatment. If such a dismissal is necessary, parents may be asked to identify themselves before the child is released. No child is permitted to leave the school with any person other than the parents, guardians, or people listed on the emergency cards that are filled out by parents unless we receive a written note from the parents. Please come in person to the school office ... **not to the child's room when picking up your child.** All students must be signed out through the office before they leave the school. **Do not request a release by telephone unless there is an emergency situation.**

Should you wish to pick up your child after dismissal, please do so promptly as there is only a short period of supervision provided for pupils after school is dismissed. Parents need to wait in front of the school until students arrive with their class. They may not walk back to the rooms to wait for their child, including the Kindergarten classes in rooms 15 and 16. **The school cannot be expected to watch your child should you be late in picking them up. We do allow for emergency situations, but these situations should not occur often.**

Unless specific arrangements are requested in writing by the parent, students will be sent home in the normal manner. We cannot accept a child's word for a change. Arrangements for alternate dismissal procedures by phone will only be made in the event of an emergency. If there are any court orders that the school needs to enforce, please bring a copy so the school can have it on file. All information is kept in strict confidence.

## **DROP OFF/PICK UP PROCEDURES:**

### **When Dropping Off Students:**

- You may use the driveway in front of the school or you can park on the street in front of the school.
- When using the driveway, **please pull as far forward as possible.** Please do not leave your vehicle unattended.
- Students are to exit the vehicle quickly and as safely as possible.
- Students are to ONLY walk on the sidewalk and walkways, and are NOT to walk across the driveway or parking lot.
- Never drop students on the street.

### **When Picking Up Students:**

- **The front driveway is not accessible for pick up of students except for approved day care providers.**
- Vehicles may park on the street and parent/guardians may walk to the front of school to pick up a student.
- Students waiting to be picked up will wait on the grass area in front of the office, the bench area next to the cafeteria, or the walkway on the west side of the front driveway. Please make arrangements with your child on where they will be picked up.
- Kindergarten pickup will be in the center of the front driveway area. Parents need to wait outside the gate area. The teacher will make contact with each parent prior to sending a child outside the gate area.
- Parents need to wait outside the gate area when picking up their child. If you need to speak with a teacher or have other school business, please check in with the office prior to entering the gated area.

## **STUDY TRIPS:**

Study trips are an important part of our instructional program. Teachers will notify parents prior to planned study trips about all details. Parents may be asked to accompany classes on some study trips as teacher helpers, but are not permitted to bring other children with them on these trips. Each teacher may have their own guidelines regarding inviting parents on their study trips. Students may not be allowed to attend study trips if their classroom behavior could indicate supervision problem. Teachers will try to notify parents well in advance if there is a possibility the students may not be allowed to go.

## **BICYCLES:**

Students may choose to ride bicycles to school. Pupils who ride bicycles to school must walk them on and off the school grounds and must park them in the bike racks. A lock must be used during the time that the bicycles are parked. The city code requires that all bicycles be licensed. The District will not be responsible for bicycles which are lost, stolen, or damaged.

The Governing board recognizes that bicycle helmets lessen the seriousness of head injuries. The Board expects that students who ride bicycles to and from school will consistently wear bicycle helmets, observe safety laws and rules, and display courtesy toward other riders and pedestrians.

Health and safety instruction and student handbooks shall include information related to state law that requires all minors to wear a properly fitted and fastened bicycle helmet when riding a bicycle on streets or public bicycle paths. The District will cooperate with community groups that provide bicycle safety information to students.

## **REVIEW STUDENT RECORDS**

As per the Family Educational Rights of Privacy Act, parents have the right to inspect and review any and all records, files and data related to their children which are kept by the school district. The files are available for such review by appointment during the regular school day. Concerns regarding the accuracy or appropriateness of any information or records should be brought to the attention of the building principal. (Public Law 93-380)

## **SPECIAL PROGRAMS AND PARENT ADVISORY COMMITTEES:**

Mitchell K-6 School receives funds from a number of supplemental programs including Title 1 funding, the School Based Coordinated Program (SBCP) and funds for English Language Learners. These programs require that a mechanism for parent involvement in decision making be established.

To do this, Mitchell K-6 School has a School Site Council (SSC) and English Language Advisory Council (ELAC). These committees may meet jointly or individually and put you as parent, at the heart of the school improvement process.

These committees are representative groups at our school site. These committees help in the planning, implementation, and evaluation of all programs offered at the school. It is made up of the principal, teachers, and parents.

Elections to these committees will take place in September. Meetings are held four to six times over the school year. Everyone is encouraged to attend these meetings. While voting membership on the committees is limited, the involvement and input of all parents is encouraged. Watch our monthly calendars for notices of meeting times.

**PARENT -TEACHER ORGANIZATION (PTO):**

The Mitchell K-6 Parent-Teacher Organization provides additional support to the students and staff. In the past, the PTO has provided funds to buy books for the school library, playground equipment, assisted with Outdoor Education expenses and sponsored positive behavior programs. The meetings are held monthly in the library. The meeting will be announced in the monthly calendars. Our goal is to increase the active parent participation this year. Translators will be provided, and all parents are welcome to join us.

**TITLE IX OF THE EDUCATION AMENDMENTS:**

**Equal Opportunities** for both sexes in all educational programs and activities run by the District is a commitment made by the District to all students. The opportunities apply to all employees and applicants for employment.

**Parents May File a Complaint** concerning violations of federal or state law or regulations governing special education related services. To file a complaint, write a description of the manner in which you believe special-education programs for handicapped students do not comply with state or federal laws or regulations and file with the Director of Special Programs, 1401 Broadway, Atwater, California 95301 (209) 357-6102).

**SEXUAL HARASSMENT:**

The Atwater Elementary School District is committed to an educational environment in which all students are treated with respect and dignity. Each student has the right to learn in an environment that promotes equal educational opportunity, and is free from discriminatory practices.

Sexual harassment is a violation of Title IX of the Education Act Amendments of 1972, Title VII of the Civil Rights Act of 1964, and California Education Code Sections 210 through 214, inclusive.

Therefore, the District strongly condemns, opposes, and prohibits sexual harassment of students whether verbal, physical, or environmental, by anyone in or from the District.

Any student who engages in sexual harassment of anyone in or from the District may be subject to discipline, up to and including expulsion.

**PROCEDURES FOR PARENT COMPLAINTS OR CHARGES AGAINST DISTRICT EMPLOYEES:**

The Board of Education has adopted a policy which establishes a procedure to permit consideration of a charge or complaint made by parents against an employee or against a specific school, office or department. Parents who do not have their concerns resolved informally should follow the procedure set forth in the policy.

Any serious charge or complaint concerning a District employee should be reported immediately to that employee by the individual receiving the complaint. Every effort should be made to resolve the complaint at the administrative level by progressing through the chain of command. In those cases where administrative resolution is not provided, and to assure due process, the matter may be channeled via the Superintendent to the Board of Education for hearing in accordance with established procedures.

**SCHOOL DISCIPLINE POLICY:**

Every school, just like an organization, must have a purpose. Mitchell K6 School’s purpose is to provide opportunities for academic, personal, and school growth in a safe and productive environment. Mitchell K-6 believes that there are certain responsibilities and behaviors that students must adhere to in order to ensure a safe and positive environment for students to learn. With this in mind, Mitchell K-6 has general expectations and guidelines for behaviors. We call these expectation and guidelines having **Cheetah P.R.I.D.E.:**

<b>P</b> repared – and on time every day
<b>R</b> espectful – of others
<b>I</b> n control – of our action
<b>D</b> edicated – to giving 100% effort
<b>E</b> nthusiastic – about learning

The school believes that all children are entitled to a first rate educational opportunity. The school also believes that children need the kind of opportunities that teach self-control and develop emotional stability. Therefore, our school will provide experiences which will promote understanding and attitudes which children will need to function in a school environment, in society, and in the future.

It is our responsibility to establish rules and to enforce them in order to prevent disorder and chaos, and to allow students to function productively. Students are expected to take advantage of the positive school environment to develop self-control and emotional stability. Students who behave irresponsibly will be held accountable for their behavior based upon school policy and the California Education Code. Students who behave responsibly will be rewarded for their good behavior. **This system works best when school personnel and parents work together.**

The following document describes the general behavioral expectations in each school setting at Mitchell K6:

	Classroom	Hallways	Recess	Cafeteria	Bathroom	Assemblies
Prepared	Have all books and materials ready.	Have a pass with you at all times.	Use the bathroom and get a drink before the bell rings.	Wait in quiet lines to enter the cafeteria.	Wash hands before returning to class.	Be prepared to follow directions. Be seated in a timely manner.
Respectful	Be respectful of all people and items.	Use quiet voices. Politely greet adults.	Wait for the whistle to walk to line.	Keep all food on the food tray.	Throw away all trash in the trash can.	Listen patiently to the presenter.
In Control	Use quiet voices. Keep hands to yourself.	Walk on the white lines.	Stop, look, and listen when the bell rings. Walk on the blacktop.	Use quiet voices. Keep hands to yourself.	Use quiet voices. Keep hands to yourself.	Keep hands to yourself.
Dedicated	Be here on time, every day, ready to learn.	Face forward in line and keep your hands behind your back or at your side.	Follow all game rules.	Wait patiently to be dismissed.	Flush the toilet and pick up trash from the floor.	Come in with an appropriate attitude based on assembly topic.
Enthusiastic	Participate and be supportive in all activities and group work.	Walk quickly and quietly to your destination.	Share equipment with others and include them in games.	Show class pride and keep your table area clean.	Use the bathroom quickly.	Cheer appropriately for your classmates.

## **Progressive Discipline Steps**

### **Verbal Warning**

Verbal Warnings are given to students as an initial step to correct misbehavior and to redirect to desired behaviors. This step does not necessarily require a parent phone call, but could, depending upon the situation. The warning may be skipped depending on the severity of the misbehavior.

### **Loss of Recess/Lunch Recess**

Students may lose all or one recess or lunch recess time for misbehaviors. For more serious misbehaviors or repeat misbehaviors, students may lose multiple recesses or lunch recesses as the teacher or administrator deems necessary to correct the behavior.

### **Parent Contact**

A parent contact will take place when a student does not correct his/her behavior with the above mentioned consequences. This is an attempt to notify parents/guardians that the student has had chances to correct certain behaviors and has failed to do so.

### **Behavior Incentive Time (B.I.T.)**

Behavior Incentive Time (B.I.T.) is a positive behavior reward time held every other Friday at the end of the day. The criteria to lose BIT time will be decided by each grade level and will be a part of each grade level's progressive discipline system. Students who lose BIT time privileges will spend the positive behavior reward time in a detention/reflection room where they will perform character building activities/lessons and/or reflect on their behavior. When a student loses BIT time, parents will be notified via a BIT referral that must be signed by the parent.

### **Classroom Referral**

A teacher/administrator may issue a written referral which is a formal warning when there is a problem they wish to have acknowledged by a parent/guardian. A referral is given to a student in an effort to remedy a situation before it gets out of hand. The referral must be signed by the parent/guardian and returned to the teacher issuing the referral on the following school day. A referral may be issued without a verbal warning depending on the severity of the misbehavior. Several classroom referrals will lead to a Principal Referral.

### **Detention**

A detention may be issued as an intermediary step to correct misbehavior. A detention will be served on the next available detention day. A detention slip will be sent home as well as call from the issuing teacher/administrator explaining the incident and when they have to serve the detention. There will be adequate notice given prior to the detention day so parents/guardians can make arrangements to pick up the child. Riding the bus in of itself will not exempt the student from serving the detention. Students will perform activities in detention that are appropriate for the misbehavior. These activities may include assigned class work, quiet reflection time, developing a behavior plan, writing an apology letter, or writing a behavioral journal entry.

### **Principal Referral**

After several classroom referrals or a severe misbehavior, a student will be issued a Principal Referral. The student will be required to meet with the Principal and explain their behavior. A Principal Referral is a serious matter and stringent consequences will be given up to and including suspension and expulsion. The Principal reserves the right to issue consequences based on school policy and the California Education Code.

### ***In-House Suspension***

The Principal may place a child on an informal suspension called an in-house suspension. A child placed on in-house suspension is allowed to attend school, but will spend the day in either the office or an in-house room. Students will not be allowed to go to recess, lunch recess, or attend any school functions while on in-house suspension. Students may be required to complete class work, write about their behavior, or participate in school clean-up. An in-house suspension is not a permanent record and does not get placed in the student's cum folder.

### ***Home Suspension***

The Principal may place a student on home suspension as allowed by California Education Code. Home suspension is a formal suspension where a student is required to leave school and to not return for a designated number of days.

### **SCHOOL DISCIPLINE POLICY (continued):**

While on home suspension, the student cannot come to school or participate in any school activity before or after school time. A formal suspension notice will be sent to the parents/guardian explaining the violation of Education Code, the number of days of suspension, when the student can return, and an explanation of the incident. A home suspension is a formal procedure and documentation will be placed in the student's cum folder.

### **DRESS CODE:**

Appropriate dress and good grooming contribute to a positive atmosphere and promote student safety. The District, in accordance with California Education Code, Section 48907, and with the best interest of our students, school and community in mind, adopt the following school dress code. This dress code applies to all school related activities. We appreciate your support and adherence to these guidelines.

- ❖ Hats are permitted, but must be appropriate – No offensive or questionable materials or images. Hats may not be altered in any way. Hats must be worn in a forward position and taken off when indoors. Hoods of sweatshirts may not be worn indoors.
- ❖ Pants/Shorts will be worn at the waist level without the need to use a belt. All belts must be worn through the loops.
- ❖ Backless, strapless, low-cut necklines or armholes, bare midriff tops, spaghetti straps, crop tops, and tube tops are considered inappropriate for school and shall not be worn. Straps must be at least one inch wide, and only one strap may be visible.
- ❖ Garments that show under clothing or expose the mid-section are a distraction and may not be worn at school.
- ❖ Shorts, skirts, and dresses must be at least “finger-tip length” to be worn at school.
- ❖ Footwear (closed toe) must be worn at all times. Steel-toed shoes, Cleats, or shoes with wheels shall not be worn at school. Students must have appropriate footwear for P.E.
- ❖ Pajama tops, bottoms, and/or slippers will not be allowed unless it's a school spirit day.
- ❖ Clothing, accessories, or jewelry with inappropriate language, pictures, inferences, or symbols which tend to mock, ridicule, provoke, demean or display words or pictures associated with alcohol, tobacco, profanity, sexually suggestive, or drugs cannot be worn at school.
- ❖ Sunglasses may be worn on campus. They must be removed when indoors.
- ❖ Accessories that may cause injury such as, but not limited to oversized or spiked jewelry, studded collars, safety pins, chains or long belts will not be allowed.
- ❖ Hairspray/gel, makeup, and cologne/perfume may not be brought to school. Only non-aerosol deodorant may be kept in the PE lockers. No face paint may be worn.
- ❖ Congregation of students wearing like colors may be perceived as gang affiliated behavior resulting in the request to discontinue the offensive behavior and/or duties.
- ❖ Holes in pants must be no higher than the top of the knee. Shorts and shirts with holes in them will not be allowed.

## **SCHOOL GANG-RELATED GUIDELINES:**

Our District cooperates with law enforcement in all anti-gang activities and anti-gang related “copy cat” behaviors. Look-alike gang behavior is prohibited at school. For the safety of our students, it is very important that parents do not purchase or allow student to wear any item that might be perceived as the showing of “colors”. This is clearly a campus safety issue, especially important as students move to and from school and in and out of neighborhoods.

Any dress, grooming, or appearance which disrupts or tends to disrupt the education process or affect the health or safety of individuals will be prohibited (EC 48900, EC35183, EC35294.1). Any attire/paraphernalia/symbol that displays a logo or other message promoting alcohol or controlled substances, promoting violence, illegal activity or relating to gangs may not be worn on campus.

Some items which are specifically prohibited include, but are not limited to:

- Gang writing, monikers, graffiti, symbols, or tagging on school or personal property.
- Webbed belts of any color or suspenders hanging down or dragging.
- Monogrammed or lettered belt buckles (S, N, M, R, B, X, 13, etc.).
- Red or blue shoe laces.
- Multiple items of red or blue.

## **HARASSMENT/BULLYING**

Harassment or bullying of any kind is taken very seriously and will not be tolerated. Bullying may include physical, verbal, emotional, or cyber. **Any harassment or bullying needs to be reported to the school immediately so corrective action can take place.** Harassment or bullying may take many forms including,

- Unwanted touching of a student
- Repeated hitting, kicking, tripping, pushing, elbowing, nudging, of another student
- Intimidation of a student
- Threatening of another student
- Spreading rumors about other students.
- Calling names, putting down, laughing or excluding other students.
- Drawing or writing about other students in a negative manner
- Threats, name calling, or spreading rumors through social media outlets.

We feel it is important to work together to provide a healthy and safe environment for students to learn and grow. Please refer to the Mitchell K-6 Anti-Bully Policy which is located in the beginning of year documentation and also in the lobby of the school office. If you have any concerns or questions in regard to Bullying Behavior, please contact school staff right away.

## Classroom/Playground Rules

VIOLATION	1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<b>Failure to Follow Classroom Rules</b>	- Warning - Loss of Recess	- Parent Contact - Loss of Recess - Referral	- Referral - Detention - Principal Referral
<b>Violation of Hands Off Policy</b>	- Warning	- Referral - Loss of Recess - Detention - 1-3 days In-House Suspension	- Referral - Detention - Principal Referral - 1-5 days In-House or Home Suspension
<b>Gum Chewing</b>	- Warning - Campus Cleanup	- Campus Cleanup - Referral	- Referral - Detention
<b>Violation of Dress Code Policy</b>	- Warning - Change Clothing	- Referral - Change Clothing - Detention	- Referral - Detention - Principal Referral
<b>Classroom Disruptions</b>	- Warning - Loss of Recess - Parent Contact	- Parent Contact - Referral - Loss of Recess	- Referral - Detention - Principal Referral
<b>Cell Phone</b>	- Warning - Confiscation of Phone	- Confiscation of Phone - Detention	- Confiscation of Phone - Detention - Principal Referral - 1-3 days In-House or Home Suspension - Loss of Cell Phone Privileges
<b>Use of Cell Phone Camera or Video Recorder</b>	- Confiscation of Phone - Detention	- Confiscation of Phone - Principal Referral - Possible 1-3 days In-House or Home Suspension - Loss of Cell Phone Privileges	- Confiscation of Phone - Principal Referral - 1-5 days Home Suspension - Loss of Cell Phone Privileges
<b>Use of Cell Phone Camera or Video Recorder to Record a Fight</b>	- Confiscation of Phone - Principal Referral - 1-3 days Home Suspension - Loss of Cell Phone Privileges	- Confiscation of Phone - Principal Referral - 2-5 days Home Suspension	- Confiscation of Phone - Principal Referral - 3-5 days Home Suspension - Possible recommendation to alternative education
<b>Disrespect/Defiance</b>	- Loss of Recess - Referral - Detention	- Referral - Detention	- Principal Referral
<b>Aggressive Playground Behavior</b>	- Warning - Loss of Recess	- Referral - Loss of Recess - Detention	- Referral - Detention - Principal Referral
<b>Foul or Abusive Language</b>	- Loss of Recess - Referral	- Referral - Detention	- Referral - Detention - Principal Referral

## Fighting/Intimidating/Bullying

VIOLATION	1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<b>Fighting – Cause/Attempt to Cause/Threaten to Cause Physical Injury</b>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- Conference w/Parent</li> <li>- 1-3 days In-House or Home Suspension</li> </ul>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- Conference w/Parent and/or School Resource Officer</li> <li>- 3-5 days In-House or Home Suspension</li> <li>- Possible referral for expulsion or alternative ed.</li> </ul>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- Immediate 5-day Suspension with recommendation for expulsion or alternative education</li> </ul>
<b>Threatening, Degrading, or Disgracing Behavior or Language</b>	<ul style="list-style-type: none"> <li>- Referral</li> <li>- Detention</li> <li>- Parent Contact</li> </ul>	<ul style="list-style-type: none"> <li>- Referral</li> <li>- Detention</li> <li>- Principal Referral</li> <li>- Possible 1-day In-House or Home Suspension</li> </ul>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 2-5 days In-House or Home Suspension</li> </ul>
<b>Racial or Ethnic Slur or Negative Comments in Regard to Gender or Religion</b>	<ul style="list-style-type: none"> <li>- Referral</li> <li>- Detention</li> <li>- Principal Referral</li> <li>- Possible 1-2 days In-House or Home Suspension</li> </ul>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 1-3 days In-House or Home Suspension</li> </ul>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 3-5 days In-House or Home Suspension</li> <li>- Possible recommendation for expulsion or alternative education</li> </ul>

## Theft

VIOLATION	1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<b>Taking or in Possession of Another Person's or School Property</b>	<ul style="list-style-type: none"> <li>- Referral</li> <li>- Detention</li> <li>- Principal Referral</li> <li>- Possible 1-3 days In-House or Home Suspension</li> </ul>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 2-5 days In-House or Home Suspension</li> </ul>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 3-5 days In-House or Home Suspension</li> <li>- Recommendation for expulsion or alternative education</li> </ul>
<b>Taking of Personal Property Using Force or Fear</b>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 5-days Home Suspension</li> <li>- Recommendation for expulsion or alternative education</li> </ul>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 5-days Home Suspension</li> <li>- Recommendation for Expulsion</li> </ul>	

## Gang Affiliation

VIOLATION	1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<b>Displaying, Flashing, Showing, or Drawing Signs, Symbols, Lettering or Coloring Associated with a Gang</b>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 1-3 days In-House or Home Suspension</li> <li>- Contact with School Resource Officer</li> </ul>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 2-5 days In-House or Home Suspension</li> <li>- Contact with School Resource Officer</li> </ul>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 3-5 days In-House or Home Suspension</li> <li>- Contact with School Resource Officer</li> <li>- Possible recommendation of expulsion or alternative education</li> </ul>

## Vandalism

VIOLATION	1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<b>Destruction of School or Personal Property</b>	<ul style="list-style-type: none"> <li>- Referral</li> <li>- Principal Referral</li> <li>- Possible 1-3 days In-House or Home Suspension</li> <li>- Work Detail</li> </ul>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 2-5 days In-House or Home Suspension</li> <li>- Work Detail</li> <li>- Contact with School Resource Officer</li> </ul>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 3-5 days In-House or Home Suspension and recommendation of alternative education.</li> <li>- Contact with School Resource Officer</li> </ul>

## Weapons

VIOLATION	1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<b>Real or Look Alike Weapons Possession of any Firearm, Knife, Explosive, or Other Dangerous Object at School or School Activity</b>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 5-days Suspension and recommendation of expulsion or alternative education.</li> <li>- Contact with School Resource Officer</li> </ul>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 5-days Suspension and recommendation for expulsion.</li> <li>- Contact with School Resource Officer</li> </ul>	

## Drugs/Alcohol/Tobacco

VIOLATION	1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<b>Tobacco Use or Possession During School, on the Way to or From School or any School Activity</b>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 1-3 days In-House or Home Suspension</li> </ul>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 2-5 days Home Suspension</li> <li>- Contact with School Resource Officer</li> </ul>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 3-5 days Home Suspension and recommendation of expulsion or placement in alternative education.</li> <li>- Contact with School Resource Officer</li> </ul>
<b>Possession, Use, Sales, Furnishing, or Under the Influence of any Controlled Substance During School, to and from School, or at any School Activity</b>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 5-days Home Suspension and recommendation for expulsion or placement in alternative education</li> <li>- Contact with School Resource Officer</li> </ul>		
<b>Alcohol Use or Possession During School, on the way to or from School or any School Activity</b>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 1-3 days In-House or Home Suspension</li> </ul>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 2-5 days Home Suspension</li> <li>- Contact with School Resource Officer</li> </ul>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 3-5 days Home Suspension and recommendation of expulsion or placement in alternative education.</li> <li>- Contact with School Resource Officer</li> </ul>

## Possession of Non-School Related Items

VIOLATION	1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<b>Possession of Items that Cause a Disruption to School Activities or are not Related to the Educational Setting. The Following Items are Some, but not Limited to: Cameras, Toys, CD Players, Radios, MP3 Players, Electronic Devices</b>	<ul style="list-style-type: none"> <li>- Item(s) confiscated and returned to parent</li> <li>- Warning</li> <li>- Referral</li> <li>- Detention</li> </ul>	<ul style="list-style-type: none"> <li>- Item(s) confiscated and returned to parent</li> <li>- Referral</li> <li>- Detention</li> <li>- Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>- Item(s) confiscated and returned to parent</li> <li>- Referral</li> <li>- Detention</li> <li>- Parent Conference</li> <li>- Principal Referral</li> <li>- Possible 1-day In-House Suspension</li> </ul>
<b>Possession of Pens, Sharpies, Spray Paint that are not Suitable for School</b>	<ul style="list-style-type: none"> <li>- Item(s) confiscated</li> <li>- Referral</li> <li>- Detention</li> <li>- Principal Referral</li> <li>- Possible 1-day In-House or Home Suspension</li> </ul>	<ul style="list-style-type: none"> <li>- Item(s) confiscated</li> <li>- Referral</li> <li>- Principal Referral</li> <li>- Possible 1-3 days In-House Suspension</li> <li>- Work Detail</li> </ul>	<ul style="list-style-type: none"> <li>- Item(s) confiscated</li> <li>- Principal Referral</li> <li>- 2-5 days In-House or Home Suspension</li> <li>- Contact with School Resource Officer</li> </ul>
<b>Possession or Use of Matches, Lighters, Smoke Bombs, Stink Bombs, Fireworks, Incendiary Devices</b>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 1-5 days In-House or Home Suspension</li> <li>- Contact with School Resource Officer</li> </ul>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 1-5 days In-House or Home Suspension</li> <li>- Recommendation for expulsion or placement in alternative education</li> <li>- Contact with SRO</li> </ul>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 5-days In-House or Home Suspension</li> <li>- Recommendation for expulsion or placement in alternative education.</li> <li>- Contact with SRO</li> </ul>

## Harassment/Bullying/Sexual Harassment

VIOLATION	1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<b>Repeated Bothering, Touching, Hitting, Pushing, Calling Names, Putting Down, Vulgar Name Calling, Spreading Rumors, Talking about Others, or Intimidating</b>	<ul style="list-style-type: none"> <li>- Warning</li> <li>- Referral</li> <li>- Loss of Recess</li> <li>- Detention</li> <li>- Contact parents</li> <li>- Principal Referral</li> </ul>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- Detention</li> <li>- Possible 1-3 days In-House or Home Suspension</li> </ul>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 1-5 days Home Suspension</li> <li>- Possible recommendation for placement in alternative education</li> </ul>
<b>Sexual Harassment</b>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 1-5 days Home Suspension and possible recommendation for expulsion or placement in alternative education</li> </ul>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 5-days Home Suspension and recommendation for expulsion or placement in alternative education</li> </ul>	
<b>Possession of Vulgar, Pornographic Material, or Accessing Pornography on the Internet</b>	<ul style="list-style-type: none"> <li>- Referral</li> <li>- Detention</li> <li>- Principal Referral</li> </ul>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- Possible 1-3 days In-House or Home Suspension</li> </ul>	<ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- 2-5 days Home Suspension</li> <li>- Possible recommendation for expulsion or placement</li> </ul>

**Forgery/False Information, Records/Cheating**

<b>VIOLATION</b>	<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
<b>False Signature, Copying Homework, Cheating</b>	- Referral - Detention - "F" on Assignment	- Referral - Detention - "F" on Assignment	- Principal Referral - 1-3 days In-House or Home Suspension
<b>Giving False Information to School Official/Lying to School Official</b>	- Loss of Recess - Referral - Detention	- Referral - Detention - Principal Referral - Possible 1-day In-House or Home Suspension	- Principal Referral - 1-5 days In-House or Home Suspension

**Fire Alarms**

<b>VIOLATION</b>	<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
<b>Tampering with Fire Alarms</b>	- Principal Referral - Detention - Possible 1-3 days In-House or Home Suspension	- Principal Referral - 3-5 days Home Suspension - Contact with School Resource Officer	- Principal Referral - 5 days Home Suspension - Possible recommendation for expulsion

**Gambling**

<b>VIOLATION</b>	<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
<b>Exchanging of Item or Money</b>	- Referral - Detention	- Principal Referral - Possible 1-3 days In-House or Home Suspension	- Principal Referral - 2-5 days In-House or Home Suspension - Possible recommendation for alternative education.

**Abuse of School Personnel**

<b>VIOLATION</b>	<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
<b>Physical Abuse or Attempted Abuse of School Personnel</b>	- Principal Referral - 5 days Suspension and Possible recommendation for expulsion or alternative education.		

The above mentioned behavior policy does not cover all possible behavior scenarios. All disciplinary incidents will be evaluated in regards to the incident, frequency, severity, and best possible means to correct behavior. The school Principal or Designee will have final say as to the disciplinary action taken in accordance with California Education Code.