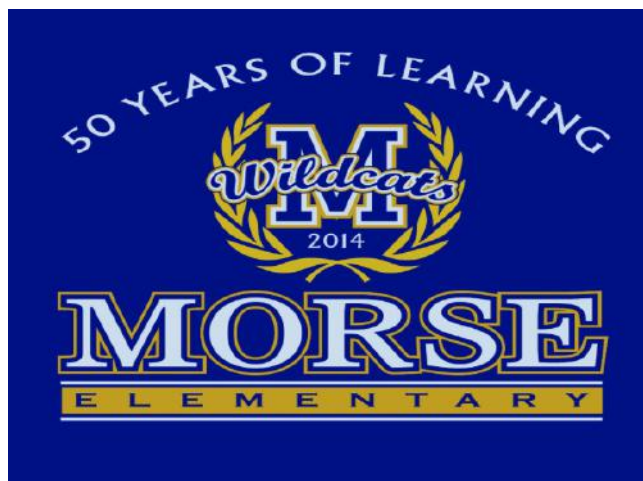


PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT

PARENT-STUDENT HANDBOOK

2018-2019

"Morse Wildcats are Responsible, Respectful, Prepared, and Kind."



2016

California Gold Ribbon School



2014 & 2016 California Title I Academic Achievement Award



2006

California Distinguished School Award

Placentia-Yorba Linda Unified School District

THE PYLUSD ADVANTAGE 2013-2018

Vision

We are committed to being a dynamic learning community that prepares each and every student for success now and in the future.

Mission

We hold high expectations for all students through rigorous and relevant educational experiences that challenge them to become responsible, ethical, and engaged citizens.

Focus Areas (How We Achieve Our Mission and Vision)

Focus Area 1.0—Academic Achievement

Student achievement is at the core of the PYLUSD mission and vision. We expect all students to demonstrate continued and improved academic achievement in order to emerge college and career ready. In addition, students are provided an array of enrichment opportunities to expand their educational experience.

Focus Area 2.0— Effective Instruction/Leadership

A dynamic, high-quality instructional program facilitates life-long habits of intellectual inquiry. We actively engage each student in the learning process through the implementation of the core curriculum and effective instructional strategies, including the use of technology. To this end, we strive to attract, train, and retain employees as well as develop strategic leaders who embrace the vision and values of our district.

Focus Area 3.0— Engaged Community

Stakeholders play a vital role in the educational process. We value their opinions and feedback and seek to involve them in decisions which impact the education of our students. We establish a culture which encourages positive relationships among our students, staff, and parents as well as educational, business, and community partners.

Focus Area 4.0— Safe and Respectful Environment

A safe and respectful environment is essential to student success. We foster a culture that promotes the emotional health, safety, and well-being of students, staff, and parents.

Focus Area 5.0— Optimized Resources

A critical measure of a school district's performance is the effectiveness with which it utilizes and generates resources. We ensure that all fiscal and capital resources maximize educational opportunities.

In an effort to avoid duplication of items, information already included in the district PYLUSD Handbook will not be included here. Reference may be made to them; and it is expected that you will review that handbook and discuss applicable information with your children. The handbook is available on the PYLUSD website. We also have hard copies available in our school office. After you have reviewed both District and Morse handbooks, please sign and return the tear-off sheet on the last page.

A MESSAGE FROM THE PRINCIPAL

Welcome, Morse Wildcats!

Morse Elementary is a school with a history of academic success. Morse staff and students work diligently to achieve and exceed yearly goals. To be prepared for the school year and school wide expectations, it is important that all students, teachers, staff members, and families understand what it means to be a Morse Wildcat.

Morse Wildcats are responsible, respectful, prepared, and kind. Our mission is to ensure a high level of literacy and maximum achievement for all students. Working with parents and the community, we provide a motivating and challenging curriculum within a safe and nurturing environment. Students are taught 21st Century college and career readiness skills: collaboration, communication, technology, and creativity, along with academic subjects so students are prepared to live in a diverse world. We are very proud of the students, staff, and parents who make this school a GREAT place to learn!

Please read and discuss the information in this handbook regarding school wide expectations, policies, and procedures. If you have any questions regarding the information found in this handbook, please contact the school office.

We look forward to wonderful school year. Go Wildcats!

Sincerely,

Tonya Gordillo
Principal

MORSE ELEMENTARY SCHOOL MISSION

The mission of Morse Elementary School is to ensure a high level of literacy and maximum achievement for all students. Working with parents and community, we will provide a motivating and challenging curriculum within a safe and nurturing environment. All students will have the opportunity to achieve outstanding academic and behavior standards, build varied technological and career skills, and become productive, lifelong learners prepared to live in a diverse world.

CORE BELIEF

All children can learn. All administrators, teachers, support staff, parents, and students are responsible for accomplishing that mission and ensuring that each child is successful.

MORSE ELEMENTARY SCHOOL VISION

- ✓ WE ARE A UNITED STAFF AND COMMUNITY, WORKING TOGETHER TO ENSURE THAT ALL STUDENTS ARE MAKING PROGRESS AND ACHIEVING SUCCESS AT THEIR ABILITY LEVEL
- ✓ WE PROVIDE A NURTURING ENVIRONMENT WHERE STUDENTS FEEL COMFORTABLE LEARNING
- ✓ WE VIEW ALL STUDENTS EQUALLY
- ✓ WE MOTIVATE ALL STUDENTS
- ✓ WE PROVIDE STUDENTS WITH TOOLS TO MEET ACADEMIC AND SOCIAL CHALLENGES IN LIFE
- ✓ WE EXPECT EVERY STUDENT TO BECOME A PRODUCTIVE CONTRIBUTOR TO OUR SCHOOL AND SOCIETY
- ✓ WE EDUCATE PARENTS AS TO THE EXPECTATIONS AND STANDARDS FOR CHILDREN
- ✓ WE IMPROVE STANDARDIZED TEST SCORES
- ✓ WE EXPECT EVERY STUDENT TO BE LEARNING TO THEIR HIGHEST POTENTIAL

MORSE ELEMENTARY SCHOOL GOALS

- ✓ FOCUS ON ACADEMICS AND DIRECTLY TEACHING STANDARDS IN THE CLASSROOM
- ✓ PROVIDE QUALITY OPPORTUNITIES AND PROGRAMS FOR ALL STUDENTS
- ✓ MAXIMIZE INSTRUCTIONAL TIME-LIMIT INTERRUPTIONS TO TEACHING
- ✓ HOLD HIGH EXPECTATIONS FOR ALL STUDENTS IN A NURTURING ENVIRONMENT
- ✓ PROVIDE SUPPORT AND INTERVENTIONS-DURING SCHOOL
- ✓ PARTICIPATE IN STAFF DEVELOPMENT AND PROFESSIONAL GROWTH OPPORTUNITIES
- ✓ PROVIDE A POSITIVE ENVIRONMENT THAT ENCOURAGES STUDENTS TO LEARN
- ✓ UTILIZE TECHNOLOGY RESOURCES TO SUPPORT INSTRUCTION
- ✓ INVOLVE PARENTS IN THEIR CHILD'S EDUCATION

MORSE ELEMENTARY SCHOOL COMPACT

*All students at Morse Elementary have the right to be respected, be in a safe, clean environment, learn without disruptions, and have access to a challenging, academic curriculum. Please review this compact with your children.
We expect all school community members to fulfill their responsibilities.*

PARENT RESPONSIBILITIES

- I will monitor my child's work and check it for completion.
- I will provide a quiet place for my child to study.
- I will set a positive example for my child.
- I will support and reinforce school behavior expectations.
- I will encourage self-discipline in my child and provide appropriate consequences.
- I will volunteer whenever I can in the classroom or at school.
- I will teach good nutrition, hygiene, and health habits to my child.
- I will ensure that my child will arrive at school on time every day with all needed materials.
- I will ensure my child's constant attendance in school.
- I will read all school communications.
- I will spend at least 20 minutes per day reading with my child and/or encourage him to read for 20 minutes daily.
- I will attend Back-to-School Night, Parent Conferences, Open House, and Parent Information Nights.
- I will support the school and its activities.
- I will communicate with my child about what he is learning at school.
- I will try to schedule appointments for my child before/after school.

STUDENT RESPONSIBILITIES

- I will be responsible for my own learning and behavior.
- I will keep my hands, feet, and belongings to myself.
- I will be responsible, respectful, prepared, and kind.
- I will arrive at school on time, ready to learn, with all the materials I need and only school-appropriate items.
- I will remain within designated areas at all times.
- I will respect the rights of others to learn without distraction or disruption.
- I will turn in assignments on time and completed.
- I will show respect for personal and school property.
- I will discuss with my parents what I am learning at school.
- I will take all school communications home and give them to my parents.
- I will actively participate in school activities.
- I will show respect to other people and to myself.
- I will be a good role model for younger students.
- I will be honest and responsible.
- I will learn to the best of my ability.

TEACHER & STAFF RESPONSIBILITIES

- I will provide a safe, healthy, and positive learning environment.
- I will regularly communicate the progress of each child via the STAR folder.
- I will communicate classroom and homework expectations.
- I will teach all necessary concepts before homework is assigned.
- I will strive to address the needs of each child.
- I will teach appropriate skills and concepts as reflected in grade level standards.
- I will assess and return work in a timely manner.
- I will be professional while working with students, parents, and peers.
- I will strive to be a positive role model for the staff, students, and parents.
- I will explain and consistently enforce classroom, playground, and District rules.
- I will approach students positively with a rationale for consequences and/or citation.
- I will investigate student concerns.

ACADEMIC EXPECTATIONS

Morse has rigorous but realistic academic and behavior standards and expectations. Students are required to make every effort to achieve their potential. Demonstration of acceptable effort will result in higher passing grades and grade advancement at the end of each year. Students who demonstrate a lack of effort will earn lower grades and possible grade level retention. They may also be denied certain special privileges. As a staff, we realize student abilities differ and conditions may prevent a child from doing his or her best work during a brief period of time. Our teachers make adjustments to accommodate individual needs. If you have any questions or concerns about your child's progress, please call the school to schedule an appointment with your child's teacher.

HOMEWORK

Children need to establish a nightly routine, Monday through Thursday, for home study. This will promote good study habits that will benefit them throughout their school years. Select a place and time that will be conducive to concentration and free from distractions (TV, radio, friends, etc.). The study time should be consistent each night whether or not the child says he/she has homework. (Setting a timer works well). Homework expectations are explained and detailed by grade level in the **PYLUSD Parent Information Packet**. If you have questions or problems about the assignment or length of home study, please contact your child's teacher after checking in the planner (grades 3-6).

THE ADVANTAGES OF HOMEWORK

- Keeps parents in touch with the school program.
- Provides practice and review of concepts and standards taught during the school day.
- Develops responsibility and self-discipline for students.
- Promotes and encourages working independently and good study habits.

HOMEWORK POLICY DURING ABSENCES

Teachers will provide homework, upon request, when a student is absent. Work for each day absent will be available at the end of the next day. Homework can be sent home with another child or picked up after the dismissal time. Work for planned extended absences (5 or more consecutive days) is in the form of Independent Study Contract. This must be approved by the principal two weeks prior to the absences. This information is also included in the PYLUSD Parent Information Packet.

ATTENDANCE: ABSENCES AND TARDIES

If your child is absent, please call the school by 8 AM. Students are required to have a written excuse for absences upon returning to school if telephone contact has not been made. **Absences and tardies will be closely monitored to provide each student with maximum learning time.** The school year calendar is included in the PYLUSD Parent Information Packet and on the website. Please plan your family activities so as to facilitate maximum school attendance.

Tardiness can be a serious problem at school. Please ensure your child's success and bring him/her on time. When a child is late, **it creates a disruption to the learning process for all students.** Punctuality sets a positive habit for student responsibility and success in the classroom. Tardiness can be a serious concern at school. Punctuality sets a good tone for student responsibility. **Excessive tardiness and/or absences (more than 3 days in a trimester) will result in structured recess with the principal and/or referral to the district Attendance Review Board.**

ARRIVALS AND DEPARTURES

- Students may arrive on campus **no earlier than 7:20 AM.** There is **no supervision** for students prior to this time.
- Before school, Morse staff will welcome students at the front and back gates. Parents/Guardians with a scheduled appointment or volunteers entering campus will need to sign in at the office and obtain a visitor's sticker.
- All volunteers on campus will need to wear a visitor's sticker at all times.
- Students arriving before 7:20 a.m. will be asked to wait inside the school gate in the designated area. The morning supervisor will meet students at the designated area and walk them to the lunch tables.
- After school, students will walk with their teachers to the front of the school where they can be picked up or walk home.
- Students who take the bus will be walked to the bus by a supervisor.
- The front gate by the main office will be open prior to 7:15 a.m. and after 2:45 p.m. for students in our Child Care program. Parents arriving between 7:15 am and 2:45 pm need to check in at the office and get a visitor's sticker before walking on campus to Child Care
- Students need to be in their class line on the upper grade blacktop **at 7:40 a.m.**
- If arriving tardy to school, students must report directly to the office for a pass to class. If students arrive after 8:00, a **parent must enter the office with them to sign them in. All tardies will be strictly monitored, and three unexcused tardies in any trimester will result in a structured recess with the principal.** Parents will be notified by letter if students

have been tardy three or more times a trimester. Excused tardies include illness or a doctor/dentist appointment. A note from the doctor or dentist is required.

- Students must stay on the sidewalks when walking to and from school, always crossing streets carefully at corners or crosswalks, and **obeying the crossing guard's instructions at all times**. Parents should plan with children to take the safest route. **Students should never walk/run on the property of our neighbors.**
- Following dismissal, students must go directly home unless enrolled in that day's enrichment class or Child Care. **The school does NOT provide supervision after school hours**, except in **Child Care**.
- If your child is to be detained after school for some reason, you will be notified ahead of time. Your child will not be kept after school in excess of 10 minutes unless you have been contacted.
- If it is necessary for you to pick up your child during school hours, please send the teacher a note ahead of time and then come to the office to sign him/her out. This policy protects your child by allowing him/her to leave only when signed out by an adult listed on your child's emergency card. As a courtesy to our teachers, **no student may be signed out if there is only 30 minutes or less left of the school day.**
- **Do not park in the BUS ZONE or in the RED ZONES on Morse Avenue** to drop off or pick up your children. It is illegal to park there, and it creates a safety hazard.
- **Please be aware that City Ordinance forbids a left hand turn from the exiting driveway.** The city does issue citations.
- The Morse Valet Program operates from 7:30 to 7:45 AM daily in the parking lot to improve speedy school drop off. Please follow guidelines carefully. **DO NOT PARK** in the Valet Zone at any time.
- Children waiting for a parent who is late must remain in front of the office (not on the playgrounds or down the street at the corner). Please help us with child safety by picking up your child on time.
- Children are encouraged to walk home in groups.
- If using the 2nd parking lot, pull into a marked space before allowing anyone to enter or exit the vehicle. **PLEASE DO NOT DROP OFF OR PICK UP STUDENTS IN THIS PARKING LOT IF NOT PARKED IN A MARKED SPACE. The parking lot will be closed at 7:45 for parking.**
- The City of Placentia conducts street sweeping on designated Monday mornings. Do not park on the city street in front of the school on Mondays. The city does issue citations.

BICYCLE RIDING/SCOOTER/SKATEBOARD RULES

Students in grades 4 through 6 may ride bicycles to school. Students must follow all safety laws and wear a helmet to and from school. For safety reasons, students must walk their bikes, when entering and leaving school grounds and on sidewalks and walkways. It is recommended that students always lock them up in the bike racks. Bikes are not allowed inside the school campus. Only those students who are riding a bike may be in the bike rack area. **Scooters or skateboards are not allowed as there is no safe and secure area for storage during the school day.**

BUS TRANSPORTATION

In order to ride the bus to/from school daily, students must have a bus pass. Bus passes are issued at the District Transportation Office. Call 714-985-8418 for information.

- Student safety is of utmost importance. All children must obey the bus driver at all times. He/she is the District authority at the bus stop and on the bus.
- All children must remain seated during the entire trip and must keep head, arms, and belongings inside the bus.
- All children must speak quietly and with only those students in the same seat.
- All children must get on and off the bus only at their regular stop.
- Only routine supplies (books, lunch, etc.) are to be carried on the bus. No animals or balloons, etc.
- Objects may not be thrown inside the bus or out of the windows.
- Eating food or drinking beverages on the bus is prohibited.
- School behavior rules must be followed on the bus.
- Any person who receives a report of misconduct may be denied permission to ride the bus. The bus driver and/or the Supervisor of Transportation shall make the decision in this matter.
- **You must notify your child's teacher and the school office in writing if you do not want your child to ride the bus on a specific day. Unless we hear from you, your child will be sent to the bus after school.**
- Additional bus riding information is included in your PYLUSD Parent Information Packet.

BEHAVIOR EXPECTATIONS: GUIDELINES

Each student is expected to follow the Morse School Motto, "**Morse Wildcats are responsible, respectful, prepared, and kind.**" This respect extends to all members of the school staff and student body, as well as to the rights and property of others. All school rules must be followed. Students are taught the rules at school and can expect that others will follow them also. Conflict

Management Strategies are also taught to all students as a means to resolve any problems. The basic conflict management strategies are listed below.

CONFLICT MANAGEMENT

Stop! - Student being bothered puts up his/her hand and tells the student that is bothering him/her to stop. Say it firmly and mean it.

Walk! - If the bothering student does not stop then the student being bothered is to turn slightly and walk to where there are others, preferably an adult.

Talk! - Talk with an adult about the problem and what happened when the bothering student was told to stop.

BEHAVIOR REWARDS AND INCENTIVES

We strive to focus on the positive and have many incentives available. All students have the opportunity to receive:

Cat Cards

These cards are to be given for any positive behavior that merits recognition. Students may save their Cat Cards and redeem them **weekly** for rewards in the Wildcat Warehouse. Cat Cards may be **carried over into the next trimester** but expire at the end of every school year.

Award Recognition

An Awards Assembly is scheduled at the end of each trimester to recognize students overall academic achievement. Invitations are sent to parents of students who will be honored.

Honor Roll

Students in grades 3, 4, 5, and 6 have the opportunity to be additionally recognized for high academic success at the end of each trimester. Those earning one of the three honor rolls (Honors, High Honors, Principal's Honor Roll) are presented with certificates at the awards assemblies. Parents of the award recipients are invited to attend the primary and/or upper grade assemblies.

Wildcat Awards

These awards may be given for:

- overall improvement
- good sportsmanship
- voluntary acts of kindness or thoughtfulness
- consistent responsibility
- superior participation in school activities or events
- good and/or improved work habits, behavior, interaction, peer teaching
- good organizational skills
- volunteering to help in or outside of class
- using good problem-solving strategies
- being student of the day/month
- outstanding academic achievement



BEHAVIOR EXPECTATIONS: CONSEQUENCES

Please review the school-wide behavior expectations and the school-wide Discipline Plan at the end of this handbook.

EVENINGS AND WEEKENDS

The school is not responsible for injuries that occur on the campus when authorized supervision is not present. Please do not send children to play at school unattended before/after school or on weekends. There is no skateboarding, roller blading, bicycle riding, or riding razors on campus during or after hours. **If you see anyone vandalizing or destroying school property, please call the Placentia Police Department at 714-993-8164 or the District hotline at 714-996-6060 immediately. The Police Dept. keeps a database of all evidence of past events for comparison purposes. Please be aware that dogs are not allowed on campus at any time.**

CHILD CARE

Child Care is offered on the Morse campus on school days from 6:30 AM to 6:00 PM. Students must be enrolled to participate. Further information is available by calling the Child Care Director at 714-524-6300, ext 34048 or 714-993-5465.

EQUIPMENT

Only items recommended by the classroom teacher may be brought to school. No toys, trading cards, or sports equipment (soccer balls etc.) may be brought from home unless the teacher or principal gives written approval. This includes all electronic devices. While students are allowed to have cell phones, **they must remain off and in the students' backpacks during the school day.** Consequence: items will be taken away and returned to the parent or guardian at an appropriate time. **No laser pointers or similar objects may be brought to school.** Other important details, especially those for which a student can be expelled, are described in the PYLUSD Parent Information Packet.

HEALTH AND SAFETY PROCEDURES

The health needs of your child are important to us. Our health office is staffed with a part-time health clerk and a school nurse that has Morse Elementary as part of her assignment. The health clerk and school nurse are in communication frequently regarding the health needs of the students. Should you have any question and/or concern regarding the health of your child, please contact the health clerk. If your child becomes ill or is injured at school, you will be notified promptly. Please complete the online registration (for new, incoming students) or data confirmation (for returning students) on AERIES and indicate any health issue your child has. You will need to communicate directly with the health clerk if the nature of the health issue requires management while at school. Please update AERIES and the health clerk if there is a new health issue or change. If your child requires medication (prescription or over the counter) to be taken during school hours, the health care provider and parent must fill out the Request for Medication form. This form can be obtained from the health office or the district's website (go to Family Resources, choose Health Services, then Forms). Medication will not be accepted unless accompanied by a completed medication form.

HOME/SCHOOL COMMUNICATION

Morse School makes every attempt to communicate effectively with parents. You may request a meeting with your child's teacher at any time. The main vehicles for communication include:

- TUESDAY LETTER (bi-monthly) from the principal or PTA Newsletter
- STAR FOLDERS - This folder goes home every Tuesday and includes corrected assignments, memos to parents, notes from teachers, upcoming assignments, and school newsletters. **Please read and check thoroughly. Sign where necessary and return the STAR folder to the teacher every Wednesday.**
- PLANNER BOOKS - All students in grades 3 through 6 write daily assignments for parents to review. Notes can be written to teachers regularly.
- BACK TO SCHOOL NIGHT - A night to explain the curriculum, instructional strategies, and classroom management procedures. (parents/guardians only)
- PARENT CONFERENCES - K-6 once a year in November. (parents/guardians and students attend)
- PARENT INFORMATION NIGHTS - Family nights are held several times per year. Evenings for parents to learn more about school curriculum and programs and receive information to help improve student learning. These include parent education nights and assemblies.
- OPEN HOUSE - A night where students share their work in progress during the school year. (parents/guardians and students attend)
- MEETINGS - PTA (monthly), School Site Council, English Language Advisory Committee, Parent Advisory Committee where school information is discussed.
- MARQUEE - Information posted in front of school.
- WEBSITE - www.morseschool.net

LIBRARY CHECK OUT RULES

- Students in grades 1-6 may check out two library items at a time. Kindergarten students may only check out one item at a time.
- All library items are due one week from when they are checked out. If a student has not finished the book or magazine, it may be renewed for another week; but it must be brought back to be renewed. Most items may be renewed several times.
- If a student has any overdue items, he/she may not check out or renew any other items until the overdue item is cleared.
- Students are responsible for all items that are checked out to them. If an item is lost, damaged, or stolen while checked out, the student is responsible for paying for that item. He/she may not check out or renew any other items until the account has been cleared. A letter will be sent home for parents, letting them know how much must be paid for the lost or damaged item to clear the account. Privileges will be reinstated as soon as the account is cleared.

LOST AND FOUND

Please LABEL jackets and sweaters, lunch containers, and back packs. Articles of clothing and lunch pails that remain unclaimed are taken to the "Lost and Found" cart in the Multi-Purpose Room. **At the end of the TRIMESTER**, unclaimed and unmarked items are donated to a charitable organization.

MEALS AT SCHOOL

We are committed to providing a safe and welcoming environment for all of the children at our school. Many children have known food allergies that could potentially be **life-threatening**. As a result, **the Morse staff has collectively determined that classroom birthday celebrations will not include food of any kind.**

Classroom Birthday Celebrations: The following are suggestions for families to celebrate special events in lieu of sending treats/food for the class:

- Donate a book to the school library or classroom in honor of your child's birthday with his/her name inside
- Make a donation toward playground or physical education/activity equipment such as jump ropes or balls for their classroom

In keeping with the **District Wellness Policy**, please adhere to the following guidelines:

- If your child forgets to bring a lunch to school, you may drop off a sack lunch in the school office. Students will be instructed to check in the office before their lunch period. To ensure quality instructional time, children will not be called out of class to pick up lunch.
- **Fast food lunches (i.e.; McDonald's, Burger King etc.) for students are highly discouraged.**
- **District policy prohibits carbonated beverages** of any kind on campus for children.
- Large bags of chips, (such as Flaming Hot Cheetos, Doritos, etc) beyond the lunch size, or candy are not allowed during lunch or break
- **For student safety (potential allergic reactions), students may not share their lunch or bring food to share with other students during the lunch hour.**
- **Students will be able to charge meals only up to \$5.50. If a student comes through the meal line and has charged the maximum \$5.50, an alternate meal will be provided.** Nutrition Services has a new system in place that allows all students to use the Student ID (which is the number they use for the computer) as the Cafeteria PIN; therefore, students only have to learn one number!

Breakfast and lunch meals are available at Morse. Breakfast, including a beverage is \$1.50; and lunch, including milk, may be purchased for \$2.75. A breakfast and lunch menu will be included in your child's STAR folder at the first of each month. Information about prepaying for your child's meals is available in the PYLUSD Parent Information Packet, including either sending a check or the opportunity to prepay using an online system through the District website www.pylusd.org.

- Students bringing lunch may purchase milk for 50¢ or juice for 75¢.
- Students without lunch or lunch money will be permitted to call home for a lunch. Occasionally, if no one can be contacted, students will be provided with crackers and milk. The school is unable to loan money to students.

LUNCH TABLE RULES

Students must follow the directions of all adult supervisors at the lunch tables and on the playground.

1. All food must be eaten at the lunch tables.
2. Proper table manners are to be used.
3. Shouting is not permitted.
4. Students will place refuse in trash containers carefully, leaving the eating area clean.
5. Students are to remain at the lunch tables until all trash is disposed of and their table is dismissed to walk to the yard by the noon supervisor.

SCHOOL DRESS STANDARDS

Morse Elementary School dress standards have been established in order to promote high expectations for behavior, academic performance, and a policy of modesty. Students should come to school dressed appropriately for the task of learning both in the classroom and during Physical Education class. All clothing should be in good repair and of appropriate size. Clothing and personal appearance should be conducive to a positive educational atmosphere so as not to interfere with the learning process.

- All garments, including hats, may not have printed messages or pictures relating to drugs, alcohol, tobacco, or violence. Any messages must positively relate to school and others. No WWE pictures or graphics.
- **TOP WEAR** - All tops must have at least "two finger width" of fabric at the shoulders or must have a crew, collar, shallow neckline. All top wear must be size appropriate. **No backless or spaghetti straps are allowed.** Undergarments must be covered.
- **OUTER WEAR** - Appropriate top wear must be worn under jackets, sweaters, and sweatshirts.
- **BOTTOM WEAR** - All pants, shorts, capris, skirts, and skorts must fit properly at the waist, must not be worn lower than the top of the hip, must be hemmed (not frayed) at appropriate length (not extending beyond the heel of the shoe). Shorts, skirts, jumpers, and skorts may not be shorter than mid-thigh range. Bottom wear must be belted or properly fitted at the waist. Belts must be of appropriate length. No wide, baggy, sweats may be worn. Shredded fabric for school clothing is not permitted.
- **DRESSES/JUMPERS** - All dresses and jumpers must follow the same guidelines for Top Wear and Bottom Wear.
- **HEADWEAR** - Headwear may be worn outside **for sun protection or warmth only.** Headwear with a bill must be worn with the **bill in the front.** Headwear **should be marked** with the student's name to avoid loss. In the interest of hygiene, students **must not wear other students' headwear.**
- **SAFETY/LEARNING ENVIRONMENT** - To prevent children from wearing clothing that may interfere with their own safety or that may disrupt the learning process, the following are **not allowed**:
 - Flip flops, thin strap sandals, backless shoes, open-toed footwear, jellies, high heels, heeled shoes, or other shoes that might interfere with safe footing.
 - Jewelry or accessories that constitute a distraction or a safety hazard e.g. large hoop, spike, or dangling earrings, studded bracelets, necklaces, and heavy chains.
 - Apparel, jewelry, or accessories that promote racial, ethnic, or religious prejudice or inappropriate logos or slogans such as beer, alcohol, tobacco or drug advertisements, weapons, or sexual/profane language. Items or sayings that send negative messages are not allowed.
 - Clothing that is too tight or revealing, which does not reach below the waist, or which allows underclothing to show, e.g. mesh, tank, skimpy, backless, short, halter, sheer or low cut tops or those with spaghetti straps.
 - Extremes in style or color of hair that distracts from the learning process.
 - Makeup
 - Chewing gum
- **Consequences** - Any student who wears clothing that is inappropriate will be asked to change to appropriate attire, or parents will be called to bring appropriate clothing. Students with extreme hair color or style or makeup will be asked to wash up in the Health Office.

SCHOOL VOLUNTEERS OR VISITS

All teachers welcome extra hands in the classroom! There are a number of ways that you can help. Your child's teacher will communicate with you the ways in which they might need your assistance. If you are interested in volunteering in your child's classroom, please contact the teacher to arrange a consistent day and time during the week. **District policy does not permit non-school age children (siblings) in classrooms while volunteering.**

- If you would like to visit or observe your child's class, please call or send a note to request a visitation **at least 24 hours prior** to your requested date. The teacher will coordinate with the principal a date and time for your visit.
- We will try to schedule the time when your child is engaged in an activity at which he/she is successful. Having the parent observe him/her succeeding at school will improve his/her attitude toward studies, as well as self-esteem. To avoid disruption to the classroom environment, and remaining consistent with District practice, observations are **limited to 20 minutes while accompanied by an administrator.**
- Teachers are unable to confer with parents during class hours and may also have playground duty during recess. Teachers will be happy to schedule an appointment to discuss concerns or student progress.
- Always report to the school office and receive a volunteer/visitor pass prior to going on campus during school hours. Stop by the office before leaving to check out as well.
- Volunteers must only stay in the classroom they are volunteering for during their assigned time. For the safety of all students, visiting playgrounds or other classrooms is not allowed.

A Message from your PTA President

Dear Morse Families,

Welcome back to all of our returning Morse families and a warm hello to the new Wildcat families. I hope you all had a wonderful summer, and I look forward to making 2018-2019 a productive and fun year.

My name is Adriana Larios, and I am the PTA President for the 2018-2019 school year. I feel extremely honored to be able to serve Morse in this capacity as I truly believe we have the best teachers around with the most dedicated principal, as well as a beautifully diverse community of families that comes together for the same purpose: our children.

To the Morse PTA Executive Board, committee chairs and our volunteers, I look forward to working with you this school year. I have no doubt the year ahead will be great because of the dedicated and amazing volunteers we have on the PTA.

PTA believes in the team effort of a parent and teacher association to help provide the best learning environment for all children. I am looking forward and encouraging our Morse families to get involved with our PTA this school year. Our PTA depends on volunteers, and we are looking for those of you to help make a difference in the lives of our children, our school, and our community. Every positive mark we make on our children can go a long way. We encourage you to look for opportunities to volunteer and share your experience and talents. Small or big, there is a place for you!

I look forward to a wonderful school year!

Adriana Larios
PTA President
Morse Elementary
MorseElementaryPTA@gmail.com

PTA Activities and Programs

- **Box Tops** - The school receives monies for each "box top" collected.
- **Carnival** - This is a great opportunity for everyone to come together and just have fun.
- **Disaster Preparation** - The PTA supports the maintenance of proper supplies needed in the event of emergency or disaster.
- **Family Nights** - A family event that includes entertainment, parent information, or curriculum focus such as reading, math, or science and technology nights, as well as bingo or a movie.
- **Fundraisers** - These include our Fall Fundraiser and our Jog-a-Thon. Proceeds from these events benefit the many student programs, incentives, assemblies, field trips, library, supplies, and technology.
- **Holiday Gift Giving** - This is a chance for us to give back to our community by collecting food and distributing it to the needy.
- **Honorary Service** - We honor teachers, parents, and other outstanding individuals who have served the school and the community.
- **Classroom Volunteer Parents** - Parents help teachers with class projects and prepare classroom materials.
- **Tuesday STAR Folder Crew** - These are very important volunteers who copy and distribute information for our weekly STAR folders.
- **Loved Ones' Day** - Parents, aunts, uncles, grandparents, and other loved ones come to the school and enjoy a few hours of fun activities and reading with students. This event happens in conjunction with Read-Across-America and Dr. Seuss's birthday.
- **Outdoor Education** - Sixth graders attend the Orange County Department of Education Outdoor Science School.
- **PTA Monthly Board Meetings** - are open to anyone interested in attending and getting involved. They are held on the second Monday of every month. Please check our website for any changes due to holidays.
- **PTA Membership** - This offers the opportunity to support or be part of a network of people who believe in the promotion of parent and public involvement in schools and communities. We strive for 100% participation.
- **Red Ribbon Week** - is part of a nationwide celebration encouraging healthy, drug-free lifestyles.
- **Reflections** - is National PTA's cultural arts program in which all students are encouraged to express their thoughts and feelings through the creative arts.
- **Talent Show** - Morse stars shine in our talent show.
- **Yearbooks** - Ordered yearbooks are distributed at the end of the school year and serve as a meaningful memento of students' Morse Elementary experiences.

MORSE VALET-MORNING DROP OFF

We need **YOUR** help to make the Morse Valet a safety success! The Valet service has been designed to make the most of our resources. In order for us to assist you, we are asking that you follow these helpful safety rules for arrival:

1. **We strongly urge that families arrive at school between 7:20-7:35 for the convenience of getting their child to school on time and avoiding traffic congestion.**
2. As you enter the parking lot, move to the right and enter the Morse Express lane designated by the orange cones. **Children may exit the car from the passenger side only** onto the curb. Make sure that you communicate to your children to report straight to the lunch area where there is supervision.
3. Please pull as far forward into the yellow lane as possible. Remember, this lane is a moving lane, with no cut-ins, so prepare to keep moving forward until all cars are stopped and your child can exit your car. ***If your child is not ready for drop off, please exit the lot and return to the lane. For the program to be successful, it is essential that we keep the curbside traffic moving. Everyone cooperating together will reduce the time and stress of drop off. It is never safe or acceptable to drop a child off in the middle of the lot. Please do not stop at the double gates and have your children exit when there is room to pull forward.***
4. You may park in the east parking lot, (the one near the fields,) before 7:45 where children can use the sidewalk and enter the gates onto the field or blacktop. After that time, students will be exiting the blacktop and reporting to their classrooms. **The parking lot will be CLOSED at 7:45 am in the mornings.** All students after 7:45 will use the gates at the front of the school or office to enter. **Remember – students are in their seats in the classroom at 7:50.**
5. Carpools will have the best success at drop off in the east parking lot since it is less congested.
6. Please have your child report promptly to the lunch area where there is supervision. **DO NOT** park or get out of your car while in the yellow lane. It will block traffic. **Our goal is to keep traffic flowing smoothly and safely, allowing vehicles to exit quickly.**
7. Please **DO NOT** pull into or park in the bus lanes on the street in front of the school. Bus and fire vehicles need to have clearance for safety reasons.
8. Come to a complete stop for drop off service.
9. Make eye contact with the student valet or supervisor, and indicate to your child that it is safe for them to open the passenger door(s) for the student(s) to exit.
10. Students or supervisor are to open and close the car door(s).
11. Students **MUST** exit on the passenger side of the car **ONLY!** (curb-side)
12. Drive slowly through the lane and out of the parking lot. **City ordinance requires right turns only** from driveway since they allow for better flow of traffic.
13. Please be mindful of the safety crosswalk as you exit the parking area.
14. Students may **NEVER** be dropped off in the middle of the parking lot. Drop off will be for those entering the yellow lane. Refrain from walking across the lane. Students should NEVER cross the parking lot unescorted by an adult.
15. Please **DO NOT** park on the opposite side of the street in front of the houses and cross the busy street blocking traffic. We encourage you to use the marked crosswalks and sidewalks to enter the schools grounds safely.

As always, thank you for your cooperation and support! You have been a great key to the success of the morning valet, and we are working diligently to ensure the safety of our students.

MORSE EXPRESS VALET-AFTERNOON PICK-UP

We need **YOUR** help to make the Morse Express Valet Program a safety success! Our program has been designed to make the most of our resources. In order for us to assist you, we are asking that you follow these helpful safety rules for dismissal:

1. Before entering the Morse Express lane, be sure your child has been dismissed and is aware that you will be waiting. Make sure that you communicate so that children will know to come straight to the pickup area without stopping or talking with friends.
2. You may park in the east parking lot, (the one by the fields) before 2:15, or 1:15 on Wednesdays. After that time, students will be exiting the building and crossing the parking area to get to the bus lanes. We cannot allow cars to cross the student crosswalk and endanger our children. Please pull forward into the yellow lane **AFTER 2:15** to pick up your child. Remember, this lane will be a moving lane, with no cut-ins, so prepare to keep moving forward. *If your child is not available for pickup, please exit the lot and return to the lane. For the program to be successful, it is essential that we keep the curbside traffic moving. Everyone cooperating together will reduce the time and stress of pick up.*
3. Carpools and daycare vans will have the best success at pickup in the east parking lot since it has less congestion. You can park and wait; and there is a convenient sidewalk for the children's safety. Encourage your partners to meet you there.
4. Please remind your child to report promptly after class dismissal to the front of the school building in front of the main office. This will make it easy to locate students. Advise your child to watch for your vehicle and move forward as you approach. If your child takes a long time to pack up for dismissal, you may want to enter the lane a little later after the bell, knowing that you will not be able to wait more than 3-5 minutes in the lane to pick up. **Some parents have found it to their advantage to arrive at school a few minutes after the bell has rung so their children have time to walk to the front of school.**
5. **DO NOT** park or get out of your car while in the yellow lane. It will block traffic. Our goal is to keep traffic flowing smoothly and safely, allowing vehicles to exit quickly.
6. Please **DO NOT** pull into or park in the bus lanes on the street in front of the school. Bus and fire vehicles need to have clearance for safety reasons.
7. Pull up as far forward as possible next to the yellow curb.
8. Come to a complete stop for pick-up service.
9. Make eye contact with your child, indicating approval for them to open the passenger door(s) to enter.
10. Students or duty teachers are to open and close the car door(s).
11. Students **MUST** enter on the passenger side of the car **ONLY!** (curb-side)
12. Drive slowly through the lane and out of the parking lot. Right turns only are permitted since they allow for better flow of traffic.
13. Please be mindful of the safety crosswalk as you exit the parking area.
14. Students may **NEVER** be picked up in the middle of the parking lot. Pickup will be for those entering the yellow lane. Refrain from walking across the lane. Crosswalks and walkways are provided for your safety.
15. Please **DO NOT** park on the opposite side of the street in front of the houses and cross the busy street blocking traffic.

As always, thank you for your cooperation and support! You have been a great key to the success of the program, and we are working diligently to ensure the safety of our students.

Morse Wildcats are responsible, respectful, prepared and kind.

School Wide Behavior Expectations

Location or Time / Expectation	Responsible	Respectful & Kind	Prepared
Playground	<ul style="list-style-type: none"> • Play in assigned area • Appropriate use of equipment • Use P.E. Rules 	<ul style="list-style-type: none"> • Treat others with respect, students and adults • Eating – at lunch tables or if 1-2 against 600 bld. • “Expect Respect” 	<ul style="list-style-type: none"> • Use restroom and get drinks during recess • Take out things needed or wanted at recess
Bathrooms	<ul style="list-style-type: none"> • Get in, do your business and get out • Flush toilet • Wash hands (TPM) • Trash in trash can 	<ul style="list-style-type: none"> • Respect other’s privacy • If supplies or cleaning are needed then tell an adult • Use inside voices • If all facilities in use, wait outside 	<ul style="list-style-type: none"> • Use during recess
Lunch Area	<ul style="list-style-type: none"> • Pick up all trash on ground and tables • Monitors for class cleans tables • Trash in cans • Sit at assigned tables 	<ul style="list-style-type: none"> • Treat others with respect, students and adults • Visit with appropriate volume voices • Quiet when whistle blown • Wait at tables until dismissed by supervisor • Stand in orderly line with hands and feet to self 	<ul style="list-style-type: none"> • Bring your lunch to school in the morning or get a school lunch. • Leave playground equipment/lunches in designated area
MPR	<ul style="list-style-type: none"> • Walk in and out quietly, orderly and with hands and feet to self. 	<ul style="list-style-type: none"> • Sitting quietly • Clap appropriately 	
Transitions	<ul style="list-style-type: none"> • Walk 	<ul style="list-style-type: none"> • Be quiet 	<ul style="list-style-type: none"> • Take what you need when you leave

Arrival / Departure	<ul style="list-style-type: none"> • BE ON TIME • Be only in supervised areas <ul style="list-style-type: none"> ○ In the morning, line up on the Blacktop ○ After school, leave campus or wait at front of school for ride • Walk! • Any student brought cell phones are kept in backpacks and are turned off. • Dress for learning 	<ul style="list-style-type: none"> • Treat others with respect, students and adults 	<ul style="list-style-type: none"> • Arrive at school with homework completed and necessary supplies • Take home work and necessary materials when leaving for the day.
Classroom	<ul style="list-style-type: none"> • Active listening / Whole body listening/look like a student • Dress according to dress code, including hair • Do your work, on time • Be a problem solver 	<ul style="list-style-type: none"> • Treat others with respect, students and adults • Allow others to learn – stay in your seat/listen during lessons 	<ul style="list-style-type: none"> • Come in with necessary materials, right away
Office	<ul style="list-style-type: none"> • During school day, must come with a pass 	<ul style="list-style-type: none"> • Enter quietly 	<ul style="list-style-type: none"> • If there as a consequence, then bring work or a book
Library & Computer Lab	<ul style="list-style-type: none"> • Clean up after yourself • Treat equipment and materials with respect • Work quietly 	<ul style="list-style-type: none"> • Follow directions the first time • Treat others with respect, students and adults • Raise your hand for help • Walk to and from quietly 	<ul style="list-style-type: none"> • Arrive with what you need to do your work
Bus – Inside and Out	<ul style="list-style-type: none"> • Walk directly to the bus • Sit three to a seat without instruction from driver • Not eating or drinking • Stay seated until told to get up 	<ul style="list-style-type: none"> • Wait patiently • Keep hands & feet to your self 	<ul style="list-style-type: none"> • Bus pass attached in visible location on back pack
Everywhere	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> • Treat others with respect, students and adults 	

School-Wide Discipline Plan
Behavior Expectations, Consequences and Positive Recognition
Morse Wildcats are Responsible, Respectful, Prepared and Kind.

Our goal at Morse is to make the school environment safe for children in every aspect. The staff demonstrates an overall sense of caring, provides safety and protection, promotes and models respect for diversity and share equally in the responsibility of maintaining a safe, respectful and inclusive learning environment. All staff is responsible for enforcing the Schoolwide Discipline Plan and for correcting inappropriate behavior of every Morse student.

School-Wide Expectations

- **Follow directions of all staff on campus**
- **Use appropriate language**
- **Keep, hands, feet and objects to ourselves**
- **Care for property (This includes school, personal property and the property of others)**

Classroom Behavioral Expectations & Consequences

When a problem behavior is observed, every effort is made to teach - reteach – redirect – and/or reinforce expected behavior. When teacher interventions appear to not help to correct behavior, classroom teachers apply their classroom consequences. These are explicitly taught and posted in clear view for students to see. They are also reviewed with parents at Back to School Night.

Schoolwide & Classroom Consequences

- Verbal Warning
- Written Reflection/Documented conversation
- Loss of Privileges/Parent Notification
- Time Out (in buddy classroom)/Parent Notification
- Classroom Behavior Ticket
- **An Office Referral occurs when:**
 - Student has received **three classroom** behavior tickets
 - **three playground** behavior tickets
 - **Severe Clause** - This plan is activated when there is an immediate threat or harm to a staff member and students and shall provide for the staff and students to be returned to a safe learning condition. Removal of a student from the classroom is a drastic measure reserved for students who pose a harm to themselves or others.

Playground Tickets During Recess & Lunch

Students are expected to follow all playground rules during recess and lunch. P.E. rules govern all games played. Fair and consistent application is important. If a student is observed not following a rule, the process followed by supervisors and teachers is typically the following:

- verbal warning
- 5 min timeout
- **Playground behavior ticket**

The playground tickets are turned in to the classroom teacher. After receiving **three behavior tickets**, the classroom teacher submits an office referral and attaches the playground tickets.

Office Referral Consequences

When a student is sent to the office for disciplinary reasons, a conference with the principal or designee is required; and appropriate consequences are assigned. A note will be sent home to the parents for signature indicating the reason for the referral and that they have received and reviewed the notice with their child. Consequences will depend on severity and frequency of misconduct and can result in loss of privileges, in-house suspension, formal suspension, and possible school transfer.

NON-DISCRIMINATION STATEMENT

The Placentia-Yorba Linda Unified School District prohibits discrimination, harassment, intimidation, and bullying in all district activities, programs, and employment based upon actual or perceived gender, gender identity, gender expression, race, ethnicity, color, religion, ancestry, nationality, national origin, ethnic group identification, sex, sexual orientation, marital or parental status, pregnancy, age, physical or mental disability or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. Reference: BP 0410; 1312.3; 4111.1; 5145.3; 5145.7; 4119.11/4219.11/4319.11.

Any student who engages in harassment/bullying of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and may be subject to disciplinary action. Disciplinary action may be progressive and may include suspension and/or expulsion.

As it relates to school activity, "bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Education Code § 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupil's person or property.
2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
4. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school

Types of conduct which are prohibited in the district and which may constitute harassment or bullying include, but are not limited to:

1. Direct physical contact, such as hitting or shoving.
2. Threats to harm another person.
3. Oral or written assaults, such as teasing or name-calling.
4. Social isolation or manipulation.
5. Posting harassing messages, direct threats, social cruelty, or other harmful texts, sounds or images on the Internet, including social networking sites.
6. Posting or sharing information about another person that is private.
7. Pretending to be another person on a social networking site or other electronic communication in order to damage that person's reputation or friendships.
8. Posting or sharing photographs of other people without their permission
9. Spreading hurtful or demeaning materials created by another person (e.g. forwarding offensive emails or text messages)
10. Retaliating against someone for complaining that they have been bullied.

Any student who feels that he/she is being or has been subjected to harassment/bullying as defined above shall immediately contact a school employee. A school employee to whom a complaint is made shall report it to the principal or designee. Any school employee who observes any incident of harassment/bullying on any student shall immediately report his/her observation to the principal or designee, whether or not the victim makes a complaint. [EC 48900 (r), 220; PC 422.55; BP 5145.3, AR 5145.3]

For complaints regarding harassment /bullying, site-level grievance procedures are:

1. The principal or designee shall investigate complaints of harassment/bullying. In so doing, he/she shall talk individually with:
 1. The student who is complaining
 2. The person accused of harassment/bullying
 3. Anyone who saw the harassment/bullying take place
 4. Anyone mentioned as having related information
2. The student who is complaining shall have an opportunity to describe the incident, present witnesses, other evidence of the harassment, and put a complaint in writing.
3. The principal or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the principal or designee also may discuss the complaint with the following persons:
 1. The Superintendent or designee

2. The parent/guardian of the pupil who complained
3. The parent/guardian of the person accused of harassing/bullying someone
4. A teacher or staff member whose knowledge of the pupils involved may help in determining who is telling the truth
5. Child protective agencies responsible for investigating child abuse reports
Legal counsel for the District

DISTRICT ANTI-BULLYING POLICY

The Board of Education believes every child is entitled to a safe school environment free from bullying. Bullying is defined as any severe or pervasive physical or verbal act, including communications made in writing or by means of an electronic act, committed by a student or group of students directed towards other students

Students or parents who have knowledge of discrimination, harassment, intimidation or bullying are encouraged to inform a teacher or school administrator as soon as possible. Contact may be made directly via email to an administrator, a phone call, or in-person. Students and parents may make such complaints anonymously.

Anonymous reports must provide sufficient corroborating evidence to justify the commencement of an investigation. Because of the inability of investigators to interview anonymous complainants, it may be more difficult to evaluate the allegations and, therefore, less likely to cause an investigation to be initiated.

The identity of a complainant alleging discrimination, harassment, intimidation, or bullying shall remain confidential as appropriate within the dual contexts of the District's legal obligation to ensure a learning environment free from discrimination, harassment, intimidation and bullying, and the right of the accused to be informed of the allegations. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the District will comply with requests for confidentiality to the extent possible. Students who violate this policy may be subject to discipline, ranging from counseling, detention and/or parent notification to suspension and/or expulsion pursuant to the District's discipline policies and procedures.

The district also is mindful that, at times, behavior that is rude or insensitive may nevertheless be constitutionally protected in the context of a public school environment.

Such conduct can best be prevented with effective strategies that involve pupils, parents and school employees in collaborative efforts to promote respectful relationships and to improve or change inappropriate behaviors while teaching acceptance and ensuring equal educational opportunities for all.

SEXUAL HARASSMENT & BIAS-RELATED INCIDENTS

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. Disciplinary action may include suspension and/or expulsion.

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact a school employee. A school employee to whom a complaint is made shall immediately report it to the principal or designee. Any school employee who observes any incident of sexual harassment on any student shall similarly report his/her observation to the principal or designee, whether or not the victim makes a complaint. [EC 48980 (h), 231.5, 212.5; BP 5145.7, AR 5145.7, 5CCR 4917]

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Cary Johnson, Director, Educational Services
1301 E. Orangethorpe Ave., Placentia CA. 92870
714-985-8656
carjohnson@pylusd.org

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.
3. The conduct has the purpose or effect of a negative impact on the pupil's academic performance, creating an intimidating, hostile or offensive educational environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual flirtations or propositions
2. Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, notes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about pupils enrolled in a predominantly single-sex class
7. Touching an individual's body or clothes in a sexual way
8. Purposefully cornering or blocking normal movements
9. Limiting a pupil's access to educational tools
10. Displaying sexually suggestive objects

For complaints regarding sexual harassment site-level grievance procedures are:

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

When a report or complaint of sexual harassment involves off-campus conduct, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures. Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer and his/her designee shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3. Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision.

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee who shall determine who will investigate the complaint.

CONFIDENTIALITY

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

RESPONSE PENDING INVESTIGATION

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

In addition to those procedures, for complaints of sexual harassment, the following steps will also be included:

Complainant requests to remain anonymous will be honored but the district will inform the complainant that this request may result in a limited investigation and/or actions the district can take. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

UNIFORM COMPLAINT PROCEDURES

The Placentia-Yorba Linda Unified School District has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, sexual harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP). We will investigate all allegations of unlawful discrimination, harassment, sexual harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- After School Education and Safety
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education and Career Technical and Technical Training
- Career Technical Education
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content
- Economic Impact Aid
- Education of Pupils in Foster Care and Pupils who are Homeless
- Every Student Succeeds Act / No Child Left Behind
- Local Control Accountability Plans
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education
- State Preschool

PUPIL FEES COMPLAINTS

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred. A pupil fees complaint is filed with the Placentia-Yorba Linda Unified School District and/or the principal of a school.

FILING UNIFORM COMPLAINTS UNRELATED TO PUPIL FEES

Complaints other than issues relating to pupil fees must be filed in writing with the following persons designated to receive complaints:

1. Employee complaints: Kevin Lee, Assistant Superintendent, Personnel (714) 985-8406 kelee@pylUSD.org
2. Title IX Sexual Harassment and any other discrimination complaints: Cary Johnson, Director, Educational Services (714) 985-8656 carjohnson@pylUSD.org
Complainants may also refer Title IX inquiries to the US Department of Education Office for Civil Rights.
3. Americans with Disabilities Act complaints: Richard McAlindin, Director, Executive Services (714) 985-8727 rmcAlindin@pylUSD.org
4. Bullying, intimidation complaints: Rick Riegel, Administrator, Student Services (714) 985-8761 rriegel@pylUSD.org

PROCEDURE

- A. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
- B. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
- C. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
- D. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.
- E. If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances. If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation reveals that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.
- F. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
- G. The Board is required to adopt and annually update the LCAP and shall consult with teachers, principals, administrators, other school personnel, employee bargaining groups, parents/guardians, and students as a part of the comprehensive, data-driven planning process. The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP.
- H. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.
- I. A foster youth or homeless student who transfers into a district high school or between district high schools shall be notified of the district's responsibility to:
 1. Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed.
 2. Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency.
 3. If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1.
- J. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision. In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.
- K. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision

CIVIL LAW REMEDIES

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining order or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

UCP POLICIES AND REGULATIONS AVAILABLE UPON REQUEST

A copy of our UCP compliant policies and procedures is available from any school office or from the Placentia-Yorba Linda Unified School District office, free of charge. UCP complaint policies and procedures are also available on the District's web site at www.pylusd.org.

Please sign and return only this portion to school with your student.

I have reviewed the 2018-2019 Morse Elementary Parent / Student Handbook, the PYLUSD 2018-2019 Back To School Parent Information Handbook, and the Morse Home-School Compact for Learning. I have also discussed the applicable sections with my children that attend Morse Elementary.

Parent or guardian Signature

Parent or guardian name - Printed

Please print the name of your student that attends Morse.
