

# Parent and Student Handbook 2017-2018



**McCabe Elementary**  
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**Mendota Elementary School**  
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District Website  
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## **Mendota Unified School District**

### **District Mission Statement**

The Mendota Unified School District will build upon student's individual strengths while addressing challenges by providing the highest quality education. We develop model citizens that are academically, socially, physically, and morally prepared to meet the demands of technology, education, and society. We provide the opportunities designed to produce scholars, leaders, and champions to excel in the 21st century.

### **Vision Statement**

We will engage and support all students in learning and promote parental, community, and district involvement to become a model and distinguished school. We will provide an educational experience that will impact our diverse Pre-K – 12 to adult students, parents, and community. This vision will be accomplished by creating a positive, healthy environment and productive relationships between our school, families, the community, and local businesses.

### **Message from site administration**

**McCabe Elementary ♦ Mendota Elementary ♦ Washington Elementary**

Site administration believes students can and will be successful. We believe in each child's ability to learn and that all students have the right to learn. We will strive to build college and career ready students. We are committed to helping our students ***set goals, be responsible, persevere, be respectful, and have pride.***

***“Building Scholars, Leaders, and Champions”***

***8/2/17***

## **Mendota Unified School District**

### **Events At A Glance**

First Day of School – August 14

Back to School Night K-6 (5-6:00pm) – August 17

Parent Teacher Conferences

- First Quarter – October 10-13
- Second Quarter – January 16-19

Winter Program K-6 – December 12-14

MES Fall Carnival – October 27

Red Ribbon Week – October 30 - November 3

2<sup>nd</sup> Quarter Parent Night – November 2

Thanksgiving Break – November 20-24

Winter Break – December 18 - January 5

100<sup>th</sup> Day of School – February 2

3<sup>rd</sup> Quarter Parent Night – March 22

Spring Break – March 26 - April 2

Washington/McCabe Spring Carnival – May 4

Teacher Appreciation Week – May 7-11

Open House K-6 – May 17

Last Day of School – June 7

## **Mendota Unified School District**

### **School Schedule**

All classes begin at 8:05 am

TK – Second Grade	8:05	-	2:20
Third Grade	8:05	-	2:30
Fourth – Sixth Grade	8:05	-	2:40

Please refer to the school websites for specific daily schedules and or visit the school office for a copy.

### **Breakfast**

Breakfast is provided to all students beginning at 8:05 am. Please ensure your child is on time to take advantage of this important meal.

### **Snacks/Lunch From Home**

Students may bring their own lunch from home. It is to be eaten only during the student's scheduled lunch time. In cases where a special diet is needed, please communicate with the site principal for appropriate direction.

Prior approval from the site administrator is needed before any snacks are brought to school for any classroom function. Snacks must meet the district wellness policy.

### **Student Behavior**

School behavior plans are in effect at our schools in order to support our mission of student achievement, school safety, and a positive school learning community. Student behavior is very important in maintaining a safe campus and an appropriate learning environment. All elementary schools implement the Positive Behavior Intervention and Supports (PBIS) program. Students are expected to follow the Aztec way at all times.

#### **Aztec Way:**

1. Be Respectful
2. Be Responsible
3. Be Safe

#### **Consequences:**

- Step 1: Warning
- Step 2: Teacher and Student Conference
- Step 3: Parent Contact
- Step 4: Office Referral
- Step 5: Possible Home Suspension

Students and parents can refer to the site PBIS expectations banners for each area of campus for specific behavioral expectations.

*“Building Scholars, Leaders, and Champions”*

8/2/17

## Mendota Unified School District

### **Student Referral to the Office**

Each time a student is sent to the office for discipline, the incident is recorded in a discipline log. If a student is referred to the office, the parent/guardian will be called to communicate the referral and consequence.

### **Suspension**

Students can be suspended for fighting, threatening others, vulgar language, stealing, damaging school or private property, defying the authority of a supervisor, sexually harassing another, possessing a controlled substance or disrupting school activities.

### **Grounds for Suspension and Expulsion – Ed Code 48900**

A Pupil shall not be suspended from school or recommended for expulsion unless the Superintendent or the Principal of the school in which the pupil is enrolled determines that the pupil has:

- (a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 11007 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind.
- (d) Unlawfully offered or arranged or negotiated to sell any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, except as provided in Section 48901.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property. "No pupil shall be suspended or expelled for any of the acts enumerated unless such act is related to activity or school attendance. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, but not limited to, any of the following:
  - (a) While on school grounds.
  - (b) While going to or coming from school.
  - (c) During the lunch period, whether on or off the campus.
  - (d) During, or while going to or coming from, a school sponsored "activity."
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

## **Mendota Unified School District**

- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in subdivision (b) of Section 245.6 of the Penal Code.
- (r) Engaged in the act of bullying, including but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a)

In addition to the reason specified in Section 48900, a pupil may be suspended or recommend for expulsion for committing any of the following acts:

48900.2 – Committed sexual harassment as defined in Section 212.5

48900.3 – Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in subdivision (e) of Section 233

48900.4 – Intentionally engaged in harassment, threats, or intimidations, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

48900.7 – Made terrorist threats against school officials or school property, or both.

### **Morning Drop Off**

For the safety and wellbeing of all students and staff, we ask that all parents/guardians vacate the campus at the time of the 8:05 a.m. morning bell. Any parents/guardians choosing to remain on campus after the 8:05 a.m. morning bell must report to the front office to sign in and receive a visitors pass.

Also, Parents/Guardians/Family in automobiles who are dropping off students, please adhere to drop off procedures, signs posted, and administrators/staff directing traffic.

### **Dismissal**

Please clarify any change of after school routines with your child before they come to school. Parents are responsible for arranging for their child to be picked up immediately following the end of the school day. Please make other after school arrangements if you are not able to pick up your child. It is necessary for parents/guardians to communicate any changes to the student's after school routine to the site administration to ensure their safety.

## **Mendota Unified School District**

Dismissal varies by grade level, please be patient as the students are walked to the dismissal area after school. Please respect all staff members helping at dismissal. They provide safety and encourage proper pedestrian and traffic procedures. It is unsafe for a student to exit or enter a car from the middle of the street. Please pull to the curb before beckoning your child to the car.

### **After School Program**

The After School Program is provided for students after school and is limited in attendance. Parents can pick up an after school program application in the office. Students may be placed on a waiting list if there is no longer space. Parents are responsible for arranging for their child to be picked up immediately at the program ending time.

The After School Program is a privilege. Students who are uncooperative or who continuously misbehave will be excluded from participation in this program.

Please contact Mrs. Rosario Vasquez for further information regarding the after school program at any of the sites.

### **Emergency Cards**

Emergency cards will be sent home on the first day of school. Please complete the card with all the requested information and return it to school within the first week of instruction, by August 18th. It is important we have this information in case of an accident or illness. Only the people listed on the emergency card, age 18 or older, can be allowed to remove a child from school. Please keep your emergency card updated with current telephone numbers, addresses, and emergency contacts.

### **Visitors**

For the safety of our students and staff, all visitors must report to the school office to sign-in and get a visitor's pass to wear while on campus.

If you plan on volunteering at any of our school sites, please speak to the site principal to make the necessary arrangements which includes a volunteer form, fingerprinting requirements, and other necessary documentation. We would like to communicate that if you are choosing to visit or volunteer in one of our classrooms, please understand that you are considered either an observer or a helper. If visiting as an observer, understand that you are to only observe and not engage in the instructional process. If visiting as a helper, understand that you will help at the teacher's/administrator's direction. A helper is there to help all students in the capacity needed as determined by the teacher or administrator.

## **Mendota Unified School District**

Mendota Unified School District will be implementing a new safety procedure for visitors to our sites. Personal ID's will be scanned to ensure that all visitors to our campus are free of any convictions that would pose a threat to the safety of our students and staff. For more information you can contact your child's school office

### **Medications and Illness**

A doctor must prescribe medications that are taken at school. A parent or guardian must bring in the medication in the original container and with complete instructions. A consent form signed by the parent or guardian and the physician explaining the time and dosage to be given at school along with any special instructions must be on file. Medications will be stored in a locked cupboard in the nurse's office.

Notify the school office if your child has a health condition that may affect his/her activities at school.

If your child becomes sick during the school day, the parent will be contacted. If the parent cannot be reached another person on the emergency card will be contacted. Students cannot be released to walk home. Students who are ill can only be picked up by someone who is listed on the student's emergency card and is over 18 years of age.

### **Dress Code**

At McCabe, Mendota, & Washington Elementary Schools we base our dress code on the principles of safety, a positive and effective learning environment, and proper grooming.

The Mendota Unified School District endorses the principle that appropriate dress and grooming of students is the responsibility of the student and parent or guardian and that good taste and good grooming are part of the learning process. It is expected that all students shall attend school dressed and groomed in a manner that is conducive to the creation of a good learning environment. Dress and grooming of students that obstructs, inhibits, or tends to detract from the instructional program, or creates safety concerns, shall be prohibited. Parents of students who do not come with the proper attire to school will be contacted. A change of clothes may be requested and/or parents will be informed of the dress code violation. Frequent dress code violations may result in disciplinary action for the student.

1. Clothing must be worn, as its design was traditionally intended. Underwear-type shirts, tube tops, tank tops and halter-tops are not acceptable.
2. Any see-through or bare midriff clothing may not be worn. Midriff should not show if arms are raised.



## **Mendota Unified School District**

3. Headwear must be removed inside the classrooms or office and must be worn in an appropriate manner. Please communicate any religious observations pertaining headwear to the site principal.
4. Shoes must be worn on campus and at school functions at all times. Students are involved in daily PE activities. Tennis shoes or closed-toed shoes are highly recommended for the safety of your child. **No sandals without a back strap.**
5. Clothing with inappropriate advertising, such as beer, liquor, tobacco, etc. is unacceptable. No clothing or hats with sports logos that can be associated with gangs or violence will be allowed at school. Vulgar, violent, or offensive pictures or language are prohibited.
6. Dresses, skirts and shorts are acceptable as long as they are extended no more than six inches (6") above the knee. Shorts must be hemmed and not form fitting. All leggings, bike shorts (spandex), frayed shorts, or pants with large or inappropriate holes are unacceptable. Tights acceptable under dresses or skirts.
7. Attire that might create a safety issue, such as steel-toed boots, cleats and chains are prohibited.
8. Earrings are acceptable for ears only and should not hang below the earlobe. No facial or tongue piercing are allowed.
9. No saggy or baggy pants may be worn. Pants or shorts must be hemmed. Pants or shorts, when not worn with a belt, must stay up at the waistline. No belts hanging: belts must be secured with a belt loop.
10. Gang-related symbols, colors or insignias are not to be worn or displayed.
11. All tattoos must be covered at all times.
12. Haircuts and hairstyles, which attract undue attention to the wearer or distract from the educational process, are not acceptable; i.e. unusual designs, colors, mohawks, tails, faux hawks, or unusual razor cuts.
13. Sunglasses, unless prescription, are not to be worn inside the classroom.
14. Any apparel, shoes, hairstyle, cosmetics, accessory, or jewelry, even if not specifically mentioned above, that creates a safety or health concern or tends to detract from the education process is prohibited.

### **District Safety Plan**

The school has a plan in place and has regular drills throughout the year to handle emergency situations. Our students will be trained to evacuate the school or playground and how to respond in a lockdown or earthquake situation. Fire drills are practiced monthly. Responsibilities are assigned to school employees, in case of an emergency, to insure the safety of our students. This detailed plan is on file in the school office.

### **Permission to Leave School**

Any student leaving school is to be signed out in the office by the parent or person authorized on the emergency card. No child is to leave the school grounds during the school hours unless the school office has granted approval. Students will only be released to parents or adults listed on the student's

## Mendota Unified School District

emergency card. Be aware that students being checked out early will not be credited for perfect attendance during end of the year recognition. Perfect attendance is recognized for those students with no tardies, no early checkouts, and no absences.

### **Prohibited Items**

Toys are not to be brought to school. Bringing toys can distract from the learning environment and cause unnecessary distractions. If toys are brought to school a teacher or administrator will take the toy away and may request that the parent pick up the toy. Toys can only be brought when administrator approval has been granted under specific instructional circumstances.

Cell phones cannot be carried on any MUSD Elementary campus. If your child has special needs, please talk to an administrator. Pagers, laser lights or anything that may be considered a weapon may not be brought to school. These are prohibited and may result in suspension or expulsion.

Lost and Found items are kept in the office. At the end of each quarter items that are not claimed will be donated to a charitable organization.

### **Grading Policy**

**TK – First Grade** – Student progress will be measured with the following effort marks:

- E – Excellent
- G – Good
- S – Satisfactory
- P – Progressing, not on grade level
- N – Needs Improvement

**Second - Sixth Grade** – Student progress will be measured with the following academic grades:

90-100%	A	4.0 grade points
80-89%	B	3.0 grade points
70-79%	C	2.0 grade points
60-69%	D	1.0 grade points
59% - Below	F	0 grade points
Incomplete	I	0 grade points

An Incomplete shall be given only when a student's work is not finished due to illness or other excused absence. Grades given on report cards will reflect grades in teacher's grade book at the time the student is dropped.

## **Mendota Unified School District**

### **Grade Reporting Periods**

Quarter 1 – October 6, 2017

Quarter 2 – December 15, 2017

Quarter 3 – March 16, 2018

Quarter 4 – June 7, 2018

### **Homework Policy**

Homework is an important part of academic learning. Homework is meant to practice the lessons taught during the school day and/or reteach or accelerate instruction. If your child struggles with more than 45 minutes of homework each day please contact the teacher.

To ensure quality completion of homework,

Teachers will:

1. Assign homework with clearly articulated purpose and outcome.
2. Provide feedback on homework.
3. Maintain a record of homework returned.

Students will:

1. Bring homework home.
2. Complete homework assignments.
3. Return completed homework assignments.

Parents will:

1. Provide a quiet place for students to work.
2. Encourage and assist when possible or necessary.
3. Review the completed assignments.

Failure to complete homework as assigned can lead to student falling behind in classroom material due to a lack of review. Not completing homework can also lead to lower grade as homework is part of the student's grade.

### **Promotion and Retention**

Parents will be communicated as early as the first quarter if their child is a candidate for retention. At that time you and your child's teacher will discuss and plan interventions that will assist in your child meeting grade level requirements. A final determination whether to promote or retain will be made during the third and fourth quarters of school based on the promotion and retention policy of the grade level.

## **Mendota Unified School District**

### **Student Recognition**

#### **Quarterly Recognitions Grades 2-6:**

Citizenship Award

Aztec Reader Award

Merits List – 3.0-3.49 GPA

Honor Roll – 3.5-4.0 GPA

Benchmark Awards

Perfect Attendance – No tardies, no early checkouts, no absences

#### **Quarterly Recognitions Grades K-1:**

Citizenship Award

Aztec Reader Award (all students over quarterly milestone in F&P)

Aztec Gold ELA

Aztec Gold Math

Perfect Attendance – No tardies, no early checkouts, no absences

#### **End of Year Recognitions:**

Perfect Attendance – No tardies, no early checkouts, no absences

Aztec Scholar – 4 quarters of Honor Roll (Grades 2-6)

Academic Achievement Award

Rising Star Award

#### **Periodic Recognitions:**

RFEP Recognition

Students of the Month

### **Attendance**

Daily attendance is very important to be successful in school. We request that parents send their children to school every day and on time so that they may benefit from their educational experiences. If your child is absent for illness or an appointment, please call your child's school or send a note with your child explaining the reason for the absence.

Perfect attendance recognition is for those students who have no tardies, no early checkouts, and no absences throughout the course of the school year.

### **SARB Process**

It is a state law that all children between the ages of 6 and 18 attend school. If students accumulate excessive absences this will lead to initiation of the SARB process. The SARB process is as follows:

SARB Letter #1 – After the 3<sup>rd</sup> absence

SARB Letter #2 – Next student absence

SARB Letter #3 – Next student absence

SARB Hearing Letter – Next student absence

## **Mendota Unified School District**

Failure to ensure students attend school can result in an attendance contract, court appearances and fines for the parents/guardians of the student.

### **MUSD Drop Policy**

A student may be dropped under the following conditions:

1. A parent comes to the school and states that the student will not continue enrollment. In this case, the parent will need to fill out an official drop card.
2. The school site receives a request for information from another school district.
3. 20 consecutive school days of non-attendance **and** completion of the SARB process.

### **SCHOOL BUS SAFETY CODE**

The Mendota Unified School District provides students with bus service for their convenience and safety. In order to keep the ride to and from school safe for everyone, students must behave in a responsible and respectful manner. Following the rules below will help to keep our buses safe and comfortable for everyone.

#### **EXPECTED BUS BEHAVIOR**

##### **Level 1 Behavior:**

- Be seated while the bus is in motion
- Distraction of the driver through loud noise or misbehavior will not be accepted
- Must obtain permission by Driver to eat or drink on the bus
- Cell phones must be concealed and turned off at all times while on the bus
- Always be on time to designated bus stops

##### **Consequences of Level 1 Behavior**

Parental notification **and** one or more of the following:

- Warning
- Assigned seat
- Misbehavior citation
- One to three day suspension of transportation privileges

##### **Level 2 Behaviors:**

- Keep hands, head, and feet inside the bus
- Objects are not to be thrown on the bus or out of the bus
- Always respect bus driver, self, others, and property while riding the bus
- Defiance toward the bus driver will not be accepted
- Use of sexually explicit, inappropriate, or derogatory language or obscene gestures is not accepted

## **Mendota Unified School District**

### **Consequences of level 2 behavior or continued level 1 behaviors:**

Parental notification and one or more of the following:

- Two to ten day bus suspension
- One to three day school suspension

### **Level 3 Behaviors:**

Possession or use of the following:

- Weapons
- Matches or lighter
- Controlled substance including drugs, alcohol, and tobacco
- Threaten or strike the bus driver

### **Consequences of level 3 behavior or continued level 2 behaviors:**

Parental notification and one or more of the following:

- Five to fifteen day suspension of transportation privileges
- Three to five day school suspension
- Expulsion hearing
- Indefinite suspension of transportation privileges

If you have any questions, comments, and/or concerns regarding transportation and or rules and regulations regarding transportation please contact Robert Gonzalez, M.O.T. Director, at 655-3433.

Individual exceptions to the conditions listed on this handbook may be made at the discretion of the site administrator when deemed appropriate. If you have any questions regarding the items outlined in this handbook, please refer to your school site administrator.