

THE MENDOCINO K8 SCHOOL STUDENT HANDBOOK 2019-2020



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A. A Message From the Principal

Dear Parents and Guardians,

I am pleased to welcome you to the Mendocino K-8 School. Please take the time to review this handbook. It contains important procedures and information about our school. Please keep it in a safe place and refer to it as needed throughout the year.

We hope that you will be involved in your child's education. Whether it is volunteering at Mendocino K8 School or simply checking your child's backpack each day and communicating with teachers, we value your participation. Let's work together to make this a successful year!

If you have any concerns, questions or ideas, please let us know.

Kim Humrichouse
Principal

B. Mendocino K-8 School Mission Statement

At Mendocino K-8 School, we celebrate our differences and foster respect for others. We strive to create a safe, positive school, where students are encouraged to explore, create, and challenge themselves to maximize their academic learning and personal development. Together in our school community, our students discover they have a purpose in our local, national, and global communities.

Mendocino K-8 provides exciting and challenging activities in a positive, respectful, and safe learning environment.

Mendocino K-8 School does not discriminate against any pupil on the basis of sex, race, national origin, ancestry, creed, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities.

C. Student Day

(1) Daily Schedule

TK	Daily 8:30 – 12:00	Lunch 11:30
K-3 Grades	Daily 8:30 – 2:20	Lunch 11:30 – 12:15
4-6 Grades	M/T/TH/F 8:30 – 3:20	Lunch 12:00 – 12:45
	W 8:30 – 2:20	Lunch 12:00 – 12:45
7-8 Grades	M/T/TH/F 8:30 – 3:20	Lunch 12:55 – 1:40
	W 8:30 – 2:20	Lunch 12:38 – 1:24

(2) Arrival on School Grounds

The earliest a student should be brought to school is 8:00. Students arriving to the campus before 8:15 should go directly to the cafeteria, which opens at 8:00. Breakfast is served at 8:10. At 8:15, students will be allowed on the playground.

(3) Required Courses

All students are required to have a full day program, including state required minutes for PE.

(4) Bus Transportation

Children are granted the privilege of riding the school buses to and from school. In order to maintain an efficient and safe means of transportation, children must follow the bus behavioral expectations. Children whose conduct does not follow expectations or jeopardizes the safety of others will be issued a ticket from the drivers and may lose transportation privileges after the pupil and parents have been notified.

Expectations for all bus passengers:

- ❖ Keep your head and body inside the bus.
- ❖ Remain in your seat until the bus is stopped.
- ❖ Driver will direct pupils when to enter and exit.
- ❖ Lower grade students load first; K and primary grades will be seated in front.
- ❖ Changing seats is permitted only when bus is stopped.
- ❖ No loud talking or whistling.
- ❖ No eating or drinking on the bus.
- ❖ Throwing of litter on or from the bus is prohibited.
- ❖ Pencils, crayons, felt pens, etc. may not be used while on the bus.
- ❖ When crossing streets, stay at your bus stop until the driver directs you to cross and traffic has been stopped.
- ❖ Personal items of a bulky nature, glass or breakable material, animals, or any item of a dangerous, unmanageable or attention-diverting nature are not permitted on the bus.

- ❖ No swearing or obscene language.
- ❖ Excess baggage (radios, overnight equipment, etc.) must be stored under the seat or on the lap.
- ❖ Students may use iPods, etc. on the bus only if headphones are used.

(5) Parent Pick-up and Drop-off

If you bring your child to school by car, please drop him/her off in the southern loop, near the office. Pull all the way forward and do not leave your car unattended. You may also park in the visitor parking spots in the upper lot or southern lot near the office. Please do not park in any spot labeled staff. The northern parking area is off limits to families.

Please do not pick-up/drop-off your student in the bus loop or the Northern parking area. The Northern parking area is a staff lot and fire lane. Both of these areas are not safe for students to walk through.

Parents are always welcome at Mendocino K-8. Please check in at the office before entering the school campus. We ask that you do not interrupt classes at the end of the day by standing outside of classrooms or sending siblings to classrooms.

State law makes it illegal to pass a stopped school bus when its lights are flashing, even in the parking lot. Infractions will be reported.

(6) Bicycles at School

Any parent who wishes their child to ride a bicycle to school must assume the responsibility for the child and the bike. When a student arrives on school grounds, they are asked to walk their bicycle on the sidewalk to the bike stand. The child will not be allowed to ride the bike during the school day. Children must wear bicycle safety helmets while bicycling on the school grounds.

Skateboards, scooters, and rollerblades may not be used at school during the school day. If children bring skateboards, scooters, lacrosse sticks and other sport equipment, they must be checked into the office before school begins. Equipment can then be picked up at the end of the day. Students are never allowed to ride skateboards/scooters on school property.

Please impress upon your youngster the safety rules he/she should follow while riding his bike to and from school.

(7) Student Attendance

Regular attendance and punctuality are essential throughout the child's years in school. Absences result in loss of time, which will adversely affect the pupil's educational progress. Since excessive absences and tardiness are not conducive to maximum learning, parents should make every attempt to have their children attend school every day, except in case of definite illness or emergency.

Students are expected to attend at least 90% of the school year. Students who miss 10% or more of the school year (18 days) are considered chronically absent. If your student has less

than 90% attendance you will be asked to attend a meeting to help support your student at school.

All absences must be cleared through the office with a written note or phone call from a parent or guardian. In order to ensure our students' safety and gain information regarding possible communicable diseases, the school calls the homes of students who have been marked absent by their teachers if we have not heard from the parent. Students are responsible for making up work missed while absent.

EXCUSED ABSENCES

Valid causes considered excused absences include:

1. Illness
2. Medical appointments
3. Death in the family

All other absences are unexcused.

UNEXCUSED ABSENCES

Unexcused absences include but are not limited to:

1. Absences for reasons not listed above
2. Failure of the parent/guardian to notify the school of the reason for the absence

CUMULATIVE ABSENCES

Students who have earned an F or attended school less than 90% at semester will be referred to the Student at Risk committee. Families will receive a letter notifying them of qualification for referral and requesting they attend a meeting to discuss how to better support their student.

TARDINESS

After three unexcused tardies, a 6th – 8th grade student may be assigned to detention or loss of privileges. As class begins at 8:30, students are expected to arrive at school no later than 8:27 A.M. When students come to class late, they often miss important instructions, critical parts of lessons, and may cause disruption of the class. Students arriving after 8:30 A.M. are considered late and will be marked tardy. A student who is tardy must stop in at the main office upon arrival, check in, and obtain an admit slip. Medical appointments or illness will count as an excused tardy. Parents who bring their child in late for school for any reason other than those mentioned will cause the student to be marked with an unexcused tardy.

ABSENCE MAKE UP WORK

Students are expected to make up all work missed during their absence. It is the student's responsibility to arrange for make-up work immediately upon the student's return to school. Students will have one week to complete any missed work.

(8) After School Rules and Procedures

Children who stay after school for activities should be picked up promptly following the activity. If there are extenuating circumstances or parents are going to be late they should call school. After school arrangements should be made before children come to school.

All children must leave the school and school grounds at the end of the day unless they are involved in a supervised activity or on the playground under the supervision of a parent. Children may return after 4:30 to use the community playground. However, they may not come into the building. Children who use the school grounds for play are reminded that the same expectations apply after school as during the school day.

(9) Attending Performances and Sporting events

During the course of the year there are many opportunities for our students to perform before an audience. These performances/sporting events take place both during the day and evening hours. If your child is not in school, on the day of a performance/sporting event, he/she will not be allowed to perform that night.

Students may not attend an evening performance or sporting event unless accompanied by an adult. Children brought to a day or evening performance must be under the supervision of an adult at all times. Children and adults in the audience are expected to be courteous and attentive. All audience members are expected to adhere to our school-wide expectations of being Safe, Respectful and Responsible. Hours of planning and practice precede any performance. Any person displaying unsportsmanlike conduct will be asked to leave the area.

Parents and community members are welcome and encouraged to attend any assemblies or scheduled performances.

(10) Breakfast, Lunch, and Snacks

All students remain at school for lunch. They may bring lunch and purchase milk or juice or they may purchase a school lunch. Soda, energy drinks and candy are not permitted to be brought to school from home. During the day classes take a snack-break in designated areas only. Students are expected to bring a healthy snack. Please, do not bring glass containers to school.

Hot lunches are available for \$3.00 a day, and milk may be purchased separately for .50 cents. Breakfast and morning snacks are also provided for \$1.75. Free and reduced price lunches are available for those who qualify. We encourage students who qualify to complete the Free and Reduced Price Lunch application as this gives the school access to grants and state funds.

(11) Closed Campus

Students are not to leave campus during the school day. Any student who leaves campus must be signed out by his/her parent in the office. Students may not leave school in the custody of anyone other than their parent or legal guardian unless the legal guardian has given written permission.

(12) Changes From Routine

If a student needs to leave school before the regular dismissal time, a parent or legal guardian must come to the office and sign out a student. Students are not allowed to sign out themselves. Other adults can sign out a student only if the office has written parental approval. If a student returns before the end of the school day, s/he should report to the office for an admit slip before going to class.

Children who usually ride a bus and will not be riding the bus that day, or children who usually walk and will ride a bus, MUST have a note from the parent or guardian stating the change. This prevents confusion on the part of both the children and the school. If the school has not received a note or telephone call (from the parent/guardian) for a change, the school will have the child dismissed as usual (i.e., parent pick-up or regular bus).

(13) Lost and Found

Students should not bring valuable items or large amounts of money to school. Names should be put on all clothing, books, and equipment. Lost and found items are kept in the stage area of the multipurpose room. Unclaimed items are donated to a charity periodically during the year.

(14) Fire/Emergency Drill Procedures

Students receive instruction through drills and classroom orientation in all aspects of emergency plans. All warnings and appropriate actions relating to disasters have been standardized throughout the school district.

There is an Emergency Preparedness Brochure in the office for more information.

(15) Parties and Invitations

Birthday “treats” are permitted but must be planned in advance with the classroom teacher. Children should not bring party invitations to school for distribution. Disappointments occur when some students discover they have not received an invitation.

(16) Personal Possessions

We encourage all personal possessions to be left at home. These items are distracting and disruptive to the learning environment and tempting to others. Electronics (including cell phones), toys and games must be turned off and remain in the student’s backpack, if they are brought to school. If such items are removed from the backpack, school staff will confiscate them. Items confiscated will be held in the office by school staff until the parent/guardian retrieves it. The school is not responsible for personal items children bring from home.

Buying, selling, and trading is prohibited while at school.

Students are prohibited from possessing or using electronic devices at all times while on campus, attending school-sponsored activities, or while under the supervision and control of school employees. Such devices are to be turned off and left in student backpacks. If such devices are used during school hours, the student will receive a referral and the device shall be confiscated and held by school staff until a parent/guardian retrieves it.

(17) Retention

It is the intention of the Mendocino K8 School that all children shall be placed at the grade level to which they are developmentally suited – academically, socially and emotionally. All decisions regarding promotion ideally should be agreed upon by the school and parent(s). Some children, however, may benefit from staying another year at the same grade level. Whenever retention is being considered, the teacher shall confer with the principal and other staff members involved with the child, such as the child’s special teachers and appropriate staff members at the earliest appropriate time to discuss the matter of possible retention. This discussion shall consist of an explanation to the parents of their child’s current academic standing, their child’s ability, and their child’s achievement within the classroom.

Such retention may be considered when:

1. The child is achieving significantly below ability and grade level.
2. The child has been absent or tardy a significant amount of time.

(18) Grouping/Class Placement

If enrollment numbers dictate having multiple classrooms within a particular grade level, students will be placed in classrooms with both the academic and social needs of the child taken into consideration. Parent requests may be considered. Any placement request should be in writing and include the reason(s) for the request. However, the final decision with grouping and placement rests with the staff and Principal.

(19)Telephones

Each classroom and workspace has a telephone intended for school related business and not for student use. Students must have their teacher’s permission to use the phone and may not use it during class time. Students are responsible for remembering homework, lunch money, permission slips, and the like. The phone is not to be used to make after school arrangements.

Parents calling to contact teachers or students should expect to leave a message with office staff. If parents need to call about after-school arrangements please call before 1:30 p.m. to insure that your message is received on time. Cell phones must be turned off and stored in backpacks and may not be used by students during school hours or on school buses. If you need to contact your child while at school, please leave a message with the office. The school is not responsible for lost, stolen, or damaged property.

D. SCHOOL FACILITIES

(1) Cars and Parking

Please, be mindful of children at all times when driving through the parking area, especially at the end of the day when arriving to pick up children. Cars must not block walkways, driveways or crosswalks. Unattended vehicles may not be left running. All cars must heed school bus warning lights. Visitors are asked to park in “visitor” parking spots.

(2) Use of School Facilities

Organizations wishing to use the school facilities must make arrangements with the principal as early as possible. A written request form must be submitted to the office.

(3) Vandalism

In order to maintain the beauty and safety of our school, we take a strong position regarding prosecution of known vandals. Official police complaints will be signed where known violators have been identified and previously warned. We look to you and your usual cooperation to help keep our school beautiful and safe day and night.

E. SCHOOL SERVICES AND PROGRAMS

(1) Internet Use

The use of the Internet is a critical part of our curriculum. The Mendocino Unified School District and Mendocino K-8 School are happy to offer this access believing that the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in our school by facilitating resource sharing innovation and communication. Students wishing to use these services must agree to use the system acceptably and responsibly. Access is restricted to appropriate sites only through our school server. Students wishing to use these services must agree to use the system acceptably and responsibly. Access is restricted to appropriate sites only through our school server.

- Students shall only use the Internet with an adult present.
- Students are expected to abide by the accepted rules of network etiquette and common decency.
- Students are allowed to use the World Wide Web for informational research. Casual use of the Internet requires approval and supervision by Mendocino K-8 staff.
- Students are not allowed to use the Internet for chat sessions, e-mail, games or discussion groups without teacher supervision and approval.
- Students are expected to avoid websites which express threatening, obscene, disruptive or sexually explicit material, or material that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
- Students may not bully or harass others via internet or email.

- Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only. Only material approved by Mendocino K-8 School staff may be placed on the school's web page.
- The Mendocino Unified School District reserves the right to monitor any on-line communications.
- Students are discouraged from bringing laptops or portable digital devices. The school is not responsible for lost or broken personal electronics.

(2) Library

The library media center is a resource for teachers, students, staff and parents. The library collection includes materials in a variety of formats about a variety of subjects. Students are welcome to check out books during regular school hours. Students are responsible for returning borrowed library materials on time. Fines will be charged for late, lost, and/or damaged materials. Report cards/diplomas will be withheld until all overdue books and fines are cleared.

(3) Health Services

Because student health is very important, we ask students that are ill to remain at home until they are totally recovered. In the event of illness at school, a student should obtain a pass from the teacher and go to the office. Parents will be called for serious illnesses. Students should not call to be picked up without discussing the problem with the office staff.

MEDICATION

Students are required to turn all medicines including inhalers and non-prescription medicine over to office staff who will supervise proper administration. Students who fail to turn in medicines may face disciplinary consequences. All medication must be accompanied by a note from a doctor giving permission as well as directions for administering the medication.

(4) Mental Health Services

Mendocino K8 School takes the mental health of our school community very seriously. To help support students, families, and staff we have available to us a school psychologist, district counselor, and district social worker. If you would like more information on any of these staff members, please contact the school office.

All certificated staff and many classified staff completed the Youth Mental Health First Aid Training in August 2018.

If you would like to refer your child for mental health services, there is a request form in the office to complete.

F. STUDENT ACTIVITIES

(1) Enrichment Activities

The school offers students opportunities for involvement in a variety of enrichment activities at various times throughout the year, such as: Scripps Howard Individual Spelling Bee, volleyball, basketball, student council, soccer, dances, field trips, and more.

We expect our students to maintain a level of citizenship and academic responsibility that allows them to progress in their classes and represent the school in a positive way.

Any student who shows a significant drop in academic performance during the athletic season, may be placed on academic probation and/or lose the privilege of continued participation. A teacher, the athletic director, or the principal may remove a student from specific extracurricular activities or game(s) for failure to follow school expectations, and/or inappropriate conduct. Appropriate action will be taken after a meeting involving the student, parent, and school personnel.

Students who receive 12 or more Behavior Tracking Forms (BTFs) will be referred to a committee who will determine the student's eligibility to participate in extra-curricular activities.

(2) Field Trips

Field trips provide excellent opportunities for teachers to expand and enrich the learning opportunities of their students. Parents will be informed of field trips by their child's teacher or by an announcement in *The Paw Print* unless the field trip is in the immediate area of the school.

Field trips that are outside the immediate area of the school will require a permission slip signed by parents. Occasionally classes take trips to places requiring a fee. No student will be excluded based on ability to contribute financially. Students are responsible for their behavior. Inappropriate behavior may jeopardize future field trips for the child. Chaperones above the required number are responsible for their own expenses.

Field trips enhance student learning and are an educational experience. Family involvement is an integral part of a student's learning and we will often need chaperones. The role of a chaperone is to help maintain the safety of students and enhance the trip experience. Please no siblings on school trips. This is an opportunity for parents/guardians to focus their attention on their school-aged student. Children who are not enrolled at the Mendocino K8 School are not able to ride the district busses and are not welcome on school field trips.

Chaperones need to be fingerprinted (once in school career) and take the volunteer training course (each year) in order to participate in school activities. Drivers will also need to complete a driver insurance form.

If a student receives 12 or more Behavior Tracking Forms (BTFs) they will be referred to a committee who will determine that student's eligibility to participate in the field trip. Eligibility

factors that are considered include academic performance, improvement of behavior, behaviors that were flagged, etc.

We expect our students to maintain a level of citizenship and academic responsibility that allows them to progress in their classes and represent the school in a positive way. Any student who shows a significant drop in academic or behavioral performance may be denied the opportunity to attend a field trip.

(3) Student Council

The Student Council officers (grades 6-8) consist of a President, Vice President, Secretary, Treasurer, and a Representative from each Advisory Class. In addition, one student council representative will be selected to serve on the School Site Council. The Student Council exists to provide activities that will serve other students, as well as plan events that will build school spirit and pride. The council is also often asked to assist in solving campus problems, making announcements and leading assemblies.

(4) School Sponsored Teams

We ask for a \$40 athletic donation as described in the athletic packet. (The availability of school-sponsored teams is dependent on coaching personnel.)

- ✓ Girls' Volleyball (Fall only)
- ✓ Girls' Basketball (Winter only)
- ✓ Boys' Basketball (Winter only)
- ✓ Co-ed Soccer (Spring Only)

ELIGIBILITY FOR ATHLETIC AND EXTRACURRICULAR ACTIVITIES

We expect our student athletes to maintain a level of citizenship and academic responsibility that allows them to progress in their classes and represent the school in a positive way.

Any student who shows a significant drop in academic performance during the athletic season, may be placed on academic probation and/or lose the privilege of continued participation. A teacher, the athletic director, or the principal may remove a student from specific extracurricular activities or game(s) for failure to follow school expectations, and/or inappropriate conduct. Appropriate action will be taken after a meeting involving the student, parent and school personnel.

Students who receive 12 or more Behavior Tracking Forms (BTFs) will be referred to a committee who will determine the student's eligibility to participate in extra-curricular activities.

Students caught in possession of or under the influence of drugs or alcohol may lose the privilege of participating in the current sports season.

(5) Student Body Cards (6th – 8th Grade)

Student Body Cards will go on sale in August. Income from the cards goes to the Student Council and Athletic Program. Cardholders receive discounts at school dances and athletic events.

(6) Fundraising

All fundraising activities for school events, dances, trips, shall be approved by the principal. It is not legal for school clubs to use raffles or games of chance to raise money.

(7) Home Page / Internet

Our school maintains a website that contains a wide range of information about our school, school events and activities, announcements, and a current copy of our monthly newsletter, *The Paw Print*. Some staff members maintain a web page that contains program information. Our website also includes many connecting links that may be of interest to teachers, parents and students. The Mendocino K8 School Home Page can be found at:

<http://www.mendocinoused.org/schools/k8/>

We also maintain a Twitter account that can be found @MendoK8.

(8) Independent Study

Student vacations should be arranged with consideration for the learning that they miss when they are not in school. **Whenever possible, it is best to use the regularly scheduled vacation times.**

Families may request a **Short-Term Independent Study Contract** with the school for absences of 5 – 15 school days.

The Short-Term Independent Study Contract must be completed, signed and filed with the Mendocino K-8 Office no less than **5 school days prior to date of absence**. The student is responsible for picking up the **Independent Study Student Work Form** in the Mendocino K-8 Office, taking it around to ALL of their teachers for work assignments and returning it the office **PRIOR** to the absence. **Independent Study may be denied if these requirements are not met and therefore students will be considered unexcused for their absence.**

A student may be denied a short-term independent study contract based on the following requirements:

1. The student is not prepared to meet the districts requirements for Independent Study.
2. The student is unlikely to succeed with the Independent Study Contract as well or better than he/she would in the regular classroom.
3. A student maintains a C - or below in any course he/she is currently enrolled in.
4. Student failed to meet the requirements of past Independent Study Contracts.
5. For any other reason the district determines that Independent Study may not be a successful placement.

All Independent Study work is due upon the date the student returns to school. Late work may be accepted up to two days following the student's return date to school. Late work will be docked 10% for each day it is late. No work will be accepted after two days following the student's return from a scheduled trip. If a student does not complete all of their Independent Study work they will

be referred to the Assignment Completion Class (ACC) and will attend the ACC until all provided Independent Study work is completed. Credit may not be given for this work, but it will give the student the opportunity to learn the concepts missed during their absence.

G. PARENTAL INVOLVEMENT

(1) Home/School Communication

Teachers and parents are encouraged to maintain regular communication during the school year. Individual teachers communicate with parents in a variety of ways, such as: email, phone calls, conferences, newsletters, and special event announcements.

The Paw Print is our monthly school-wide newsletter. This includes calendar items, specials events and other school news.

The district website is a great place to find information about school events!
<http://www.mendocinoused.org/schools/k8/>

Mendocino School has a Twitter page, @MendoK8. See photos of school happenings and get up to date information.

Mendocino School has a parent listserv that is used for school information. Make sure the office has an up to date email address for you!

Mendocino K8 School maintains a *Remind* account for emergency information dissemination. You can join the account by texting @k8par to 81010 or going to remind.com/join/k8par.

Should your address, telephone number or other pertinent information change during the school year, inform the school office immediately.

Parents are asked to communicate with teachers about any changes in home circumstances that may affect a child's performance or behavior, such as: health concerns, death in the family, an extended illness, a separation or divorce, or the loss of a pet.

If, during the course of a school year, you have any concerns regarding your child, you are requested to follow the procedures listed below. We hope this method of handling problems expedite matters.

- See the teacher. Make an appointment and discuss your concerns as soon as they arise.
- See the Principal. If the situation has not been resolved to your satisfaction by the discussion with the teacher, make an appointment to meet with the Principal.
- See the Superintendent should your concern require further discussion.

(2) K-8 School Site Council

The School Site Council is composed of up to four elected parents, the school principal, a student representative, and up to four elected school employees. The School Site Council's responsibility is to oversee the written Single Plan for Student Achievement and fund the goals contained in the plan. The plan is available for review in the school office. Parents are always welcome to attend SSC meetings held the 4th Monday of the month at 3:30.

(3) Parent Teacher Organization

The PTO is composed of parents, teachers and the school principal. The PTO meets once a month, on the second Thursday of each month at 8:30. Everyone is welcome to attend! **Mission:** The purpose of the PTO is to enhance and support the educational experience at the Mendocino K-8 School, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Mendocino K-8 through volunteer and financial support.

(4) Visitors

All adult visitors must sign in at the front desk in the office and wear a visitor's badge. No one is allowed on campus without permission from office staff. Student visitors are not allowed on campus without prior approval. All school campus visitors must be informed and must adhere to the laws and school policies of visitors to school campuses, as stated in the California Education Code (Education Code & 44810(a); &44811 (a); 51101, (a): (1), (2), (12) and Board Rules (1265, 2002). The legal requirements state:

• Parents do not have the right to:

1. Willfully interfere with the discipline, order, or conduct in any school classroom or activity with the intent to disrupt, obstruct, or inflict damage to property or bodily injury upon any person.
2. Disrupt class work, extracurricular activities or cause substantial disorder in a place where a school employee is required to perform his or her duties.

Administrator's Authority

Adults and minors over 16 years of age who enter a school campus and fail to adhere to the posted "Visitors' Policy" or who defy the principal/designee's authority may be reported to the appropriate police agency and may be subject to criminal charges under the California Penal Code.

In the absence of a court order denying visitation rights to a parent, both custodial and non-custodial parents may schedule visits to their child(ren)'s classes. Parents are asked to contact the respective teacher to arrange an appropriate time. Arrangements for other visits should be made through the school office. After consultation with the teacher a convenient time for the visit will be suggested. Requests by parents to visit classes may be denied by the principal when the visit would result in disruption to the learning process in the classroom.

For the safety of our children, all visitors are required to sign the visitors' log at the office, including the purpose of the visit, and to obtain and wear a visitors' pass. Visits by individual students from other schools must be requested at least one day in advance. Such visits may be approved at the discretion of the classroom teacher if not disruptive to the educational program.

(5) Volunteers

Volunteers are always needed and appreciated. Each year, all volunteers are expected to attend a volunteer training course and sign a statement of confidentiality prior to interacting with students and to observe the same high standards of confidentiality that is required of school staff. In addition, volunteers and coaches will be asked to complete a criminal record check at the district office. Volunteer training courses will be offered monthly. Please see the district website. If you are interested in volunteering, please contact your child's teacher or the school office.

H. STUDENT RECORDS

(1) Permanent Student Records

Every child has a permanent school record. Parents are welcome to review and copy any of their child's records. Please contact the school office to arrange an appointment. Original school records are not released directly to parents. The maintenance and confidentiality of Student Records are protected by the Family Rights and Privacy Act (FERPA) which is summarized below. Please contact the school if you have any questions.

Parents have the right to:

1. Inspect and review the student's educational records;
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act authorizes disclosure without consent;
4. File with the U.S. Department of Education a complaint concerning alleged failures by the school to comply with the requirements of the Act; and
5. Obtain a copy of the school's policy and written procedures or protocols related to student records.

(2) Report Cards / Parent Teacher Conferences

Report cards are issued at the end of the first and second semesters, and progress reports for 6-8 are sent home at the end of the first and third quarters. Report cards/diplomas will be withheld until books, fines, outstanding cafeteria charges, equipment, or uniforms are either paid for or returned.

6-8 parents can find more information about student grades on the Parent Portal. See Tracy in the office for information on how to get on the Parent Portal.

PARENT CONFERENCES

Parent conferences for each student are scheduled during minimum days in the fall. Additional conferences may be scheduled at parent or teacher request.

Mendocino K8 Report Card Dates
2019 – 2020

Quarter/Semester Ends	Grading Window	Report Card Mailing
1 st Quarter – Oct. 25	Oct. 23 – Oct. 30	November 1
1 st Semester – Jan. 17	Jan. 15 – 22	January 24
3 rd Quarter – March 20	March 18 – 25	March 27
2 nd Semester – June 12	June 10– June 17	June 19

Mendocino K8 Parent/Teacher Conferences
2019 – 2020

Fall	Sept. 30 – Oct. 4
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(3) Students at Risk

6th – 8th grade students who are struggling academically or attended school less than 90% at the first quarter and TK – 5th grade student who attend less than 90% of school will be referred to the Student at Risk committee. Families will receive a letter notifying them of qualification for referral and requesting they attend a meeting to discuss how to better support their student.

I. EXPECTATIONS & CONSEQUENCES

(1) Behavioral Expectations

STUDENT CITIZENSHIP EXPECTATIONS

Students have three basic expectations to follow:

- ❖ BE SAFE
- ❖ BE RESPECTFUL
- ❖ BE RESPONSIBLE

SAFE students do not endanger themselves or others with careless or risky behavior.

RESPECTFUL students treat others, and themselves, with dignity.

RESPONSIBLE students come to school on time with appropriate materials for every class.

School staff will be working together with students to provide explicit instruction as to what being safe, responsible, and respectful look like in various common areas such as the cafeteria, playground, hallways, etc.

*Gum is not permitted at school or on campus

STUDENT CONDUCT AND DISCIPLINE PHILOSOPHY

Certain expectations for behavior are essential for any organization to function properly. Mendocino K-8 School believes that we must help develop students who are self-disciplined and who are able to make good judgments about acceptable behavior. The staff believes that every student has the right to learn and every teacher has the right to teach. Student behavior that takes away from teaching and learning time will not be tolerated. Conduct expectations apply to all school-sponsored activities, on or off campus.

CLASSROOM DISCIPLINE

Children are more apt to take ownership of the rules when they are part of the process in creating them. Individual teachers will work with students to create, define, and reinforce classroom expectations. Teachers will assist students, recognize their behavior, remind, remodel and redirect.

LOGICAL CONSEQUENCES

When a child does not follow expectations, logical consequences take place in reasonable ways. Consequences will vary depending upon the frequency and type of offense. Consequences may include verbal redirection or correction, a conference with the student, choice of different activity, time-out, parent notification or meeting, recess detention, individual student plans, loss of privileges, after school detention, or suspension. Please see the behavior response plan on the next page

Behavior Response Plan

Level One Behaviors: Primary Responsibility - Teacher or Supervising Adult		
Student Behaviors * Off task behaviors * Minor to moderate disruption * Inappropriate verbal interactions * Non-responsive to teacher direction * Inattention to classroom work * Unprepared for class * Conflicts with teachers or peers	Teacher Response * Review expectations * Supportive guidance back to task * Redirection * Change seating * Interact (privacy, eye contact, proximity) * Script (i.e. show me what you are supposed to be doing) * Reflective/empathic listening * Shift from focus on problem to focus on solution	Possible Consequences * Warning * Positive reinforcement for task completion and class cooperation * Opportunities for recognition of achievement * Parent Notification * In-class time-out * Work completion during free time * Negotiation/compromise * Loss of privileges * Restitution * Detention
Level Two Behaviors: Primary Responsibility - Teacher and Student Support Team		
Student Behaviors * Include all Level One behaviors that continue in spite of teacher intervention and consequences	Teacher Response * Identify expectation to be addressed * Referral/consultation - Student Support Staff * Referral/consultation – Behavior Specialist, Psychologist	Possible Consequences * Individual Plan created * Loss of privileges * Community Service * Meeting with peer or teacher * Detention * Parent notification/involvement

	<ul style="list-style-type: none"> * Script (i.e. Language from a specific behavior intervention plan) * Work with school wide support: <ol style="list-style-type: none"> 1. Grade level Team 2. Student Support Team 3. Supervision 4. Behavior Specialist 	<ul style="list-style-type: none"> * Office Referral * Restitution * Role Play * Follow up meetings * Increased monitoring (i.e. sign out sheets, etc.)
Level Three Behaviors: Primary Responsibility - School Administration		
Student Behaviors <ul style="list-style-type: none"> * Serious verbal aggressions, harassment or threats * Serious physical altercations * Three referrals to office * Serious damage to property * Weapons possession, threat to use, or actual use * Drugs and alcohol possession or use * Significant pattern of instability and /or disruption 	Teacher Response <ul style="list-style-type: none"> * Referral to Principal * Seek help from a crisis response team and other school supports * Participate in parent conferences and re-entry meetings * Provide work for in or out of school suspensions * Referral for Functional Behavioral Assessment and Behavior Intervention Plan 	Possible Consequences <ul style="list-style-type: none"> * Meeting with parents * Individual Safety Plan * In or out of school suspension * Police involvement * Expulsion * Interagency referral and planning * Home school coordination and support * Consideration of placement in alternative program * Referral for therapy * Loss of Privileges

(2) Harrassment and Bullying

We do not allow and will not tolerate bullying or harassment at the Mendocino K-8 School.

BULLYING

Bullying is an act or series of acts directed at a particular student by one or more students:

- that is meant to be mean, to hurt, to embarrass, to make fun of, to scare or to make the person feel bad
- when there is an imbalance of power (age, size, social status, numbers, etc.)
- that happens anywhere on school grounds or the bus or at a school activity, including before the school day and during after-school activities
- usually in a pattern of repeated behavior

SOCIAL CONFLICT

Social conflict is a conflict between two or more students:

- between peers with a relatively similar amount of power,
- that is a struggle between peers with incompatible goals, not intended to cause harm,
- occurs occasionally,
- that has equal emotional reactions from those involved,
- does not seek power or control,
- where all involved feel remorse and take responsibility,
- there is effort on both sides to solve the problem.

HARASSMENT

Harassment is one or more incidents:

- verbal, physical, written, or visual affront
- related to a student's or family member's actual or perceived race, creed, color, national origin, marital status, gender, sexual orientation or disability
- that interferes with a student's education or creates an intimidating, hostile, or offensive environment.

Harassment includes:

Sexual Harassment which includes unwelcome advances, requests for favors and/or unwelcome physical conduct;

Racial Harassment and **Harassment of other protected categories** (creed, national origin, marital status, gender, sexual orientation or disability) which includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, written or visual material and insults related to a manner of speech or customs. Harassment is a form of unlawful discrimination.

EDUCATION and REPORTING BULLYING OR HARASSMENT

Verbal, physical, or sexual harassment and bullying have no place in our learning environment.

These behaviors violate an individual's rights, undermine the integrity of the school environment, and adversely affect students, teachers, parents and other school personnel whether they are direct subjects of the harassment and/or bullying or not.

Discussions about the nature of bullying and harassment and the process for reporting are held with all classes at the beginning of each school year and these topics are reviewed as necessary.

All staff members have a responsibility to report incidents of bullying or harassment and all students are encouraged to do so as well. Bullying or harassment complaints may be reported to a child's teacher or directly to a school administrator. All incidents or suspicions of bullying or harassment must be communicated to a school administrator who has the responsibility to investigate the complaint. Bullying and Harassment may be reported anonymously.

The school will contact the parents or guardians of any student who engages in bullying or harassment. Consequences may include: conference with parent; restrictions from class, recess or other school activities; removal from class or other activities for a period of time; apology and promise made to the student who was offended. The student who bullies or harasses others will be expected to develop a plan to change behavior and to demonstrate understanding of the potential consequences if this behavior continues.

Parents and guardians are urged to contact the school with any questions or concerns regarding bullying or harassment.

(3) Knives and Weapons

Knives, matches, cigarette lighters, weapons or any item that violate the health and safety code are prohibited any time when the student is under school supervision including his/her travel to and from school or at a school activity.

(4) Smoking, Alcohol, and Other Drugs

SCHOOL POLICY

It is against the law for students to be in possession of, or under the influence of, any controlled substances, including tobacco, alcohol, marijuana, or other drugs on school grounds, including school activities before or after school. This includes the time from when they leave home in the morning to when they arrive at their bus stop in the afternoon.

A. POSSESSION OR USE OF MARIJUANA, OTHER DRUGS, OR DRUG

PARAPHERNALIA – Students will be referred to substance abuse counseling. Punishment by juvenile court authorities may include a fine for the first offense.

B. SALE OF CONTROLLED SUBSTANCES – Any student who sells controlled substances will automatically be recommended for expulsion from Mendocino Unified Schools. Student and parents may appeal to the School Board.

C. TOBACCO — Tobacco, including chewing tobacco, may not be purchased, consumed, or possessed at school.

D. ALCOHOL - Alcoholic beverages are not allowed at school.

MANDATED EXPULSION

California law (Ed. Code 48915, Section A) mandates that students be automatically recommended to the School Board for expulsion for the following offenses:

1. Causing serious physical injury to another person except in self-defense.
2. Possession of a firearm, knife, or dangerous object of no reasonable use at school or school-sponsored activity.
3. Sale of drugs.
4. Extortion or robbery.

(5) Grounds/Boundaries

Please walk on designated walkways, stairways and in buildings and stay in the supervised areas only. Out-of-bounds areas include all the woods around the school, and behind the classroom buildings. Nature trails are off limits during school hours except when accompanied by a teacher.

(6) Playground Expectations

In addition to our school expectations of Be Safe, Be Respectful, and Be Responsible, the following guidelines apply to the playground:

- ✓ No tackle football or rough play.
- ✓ Hard balls and super balls should be left at home.
- ✓ Personal sports equipment should not be brought from home for use on the playground

(7) School Dances (6th – 8th Grade)

Students must have the school handbook acknowledgment form signed and on file in the office to attend dances. Parents must pick up the student promptly when the dance is over. Any student who is not picked up within 15 minutes after the dance is over will not be allowed to attend the next dance.

Dances are for Mendocino K-8 6th, 7th and 8th grade students. The Grad Dance is for 7th and 8th graders only. Dances must be chaperoned by Mendocino K-8 staff members.

DANCE RULES

Please remember that any violation of the Dance Rules may result in removal from the dance and loss of privilege to attend future dances.

1. No alcohol, tobacco, or any other drugs allowed. Violation of these rules will result in a phone call to Law Enforcement and immediate expulsion from the dance.
2. Students must enter the dance within the first half-hour. Students coming after this time will not be allowed to enter unless they have made prior arrangements with the office.
3. ONLY MENDOCINO students will be admitted to the dance. Dances are for 6th, 7th, and 8th grade Mendocino students only. No guests are allowed.
4. Once the students have entered the dance, they may not leave early unless picked up by a responsible adult. Students who leave the dance for any reason may not return to the dance.
5. Upon arriving for the dance, students must place personal belongings in the place designated for this purpose. These belongings may be retrieved at the conclusion of the dance.
6. Students must stay in the areas specifically designated for the dance. Students may not be wandering around the campus during the dance.
7. Students must attend the full school day on the day of the dance to be eligible to attend the dance. (If the dance is on Saturday, then students must attend school on Friday to be eligible.)
8. Any form of dancing that can cause injury (for example, slam dancing or spinning until one is dizzy) is not permitted.
9. Any person who acts with disrespect or disobedience toward a chaperone will be asked to leave the dance and may lose the privilege to attend future dances.
10. All students attending the dance share in the responsibility for its cleanup. If dances do not get cleaned up in the allotted time, the following dance will end earlier to allow for cleanup. Time and energy goes into decorations for a dance. Please treat everyone with respect. Remember: all students are part of the cleanup committee.
11. Parents must arrange the pick up their child by the end of the dance. Students not picked up by within 15 minutes of the dance end time will not be permitted to attend the next dance.

(8) Textbooks

Textbooks are furnished for students and are the property of Mendocino K-8 School. Students are responsible for all textbooks issued to them. Students will be charged the replacement cost. Textbooks are required to be covered with an appropriate book cover.

(9) School Dress

The Dress Code applies to bus rides to and from school, the instructional day, and all school activities including sports. Special dress-up days will have particular expectations pre-determined by staff and communicated to students and families. Clothing should be comfortable, clean, and appropriate. It must not interfere with teaching and learning.

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt (or the equivalent) and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments, waistbands and bra straps excluded.
- Fabric covering all private parts must not be see-through.
- Hats and hoods may be worn in community spaces (cafeteria, quad, playground, etc.). Hats and headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student's face and ears to be visible to staff.
- Individual teachers will determine if hats and hoods may be worn in class.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as chorus performances or sports uniforms or safety gear.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substance, weapons, or violence.
- Clothing may not depict pornography, nudity, or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Hats and hoods may not be worn at assemblies.
- Clothing including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations will be consistent with discipline policies for similar violations.

(10) Search and Seizure

Desks, textbooks and other materials or supplies loaned by the school to students remain the property of the school, and may be opened by school employees for cleaning, maintenance or emergencies. When prohibited items are found in the course of routine cleaning and maintenance, or in the case of emergency, they will be confiscated and a report will be made to the principal who will determine whether further investigation is warranted.

Personal property may also be searched by school employees upon reasonable suspicion on the part of the building administration or superintendent that a law or school policy is being violated. Searches of personal property in the possession of students will not extend to areas or items not reasonably calculated to aid in the enforcement of specific policies or laws.

School employees are not the agents of law enforcement officials. Search and/or seizure by law enforcement officials on school property may occur when a warrant or other legal basis exists authorizing such search and/or seizure, and when the requirements of the board's policy on interrogations by law enforcement officers have been complied with.

MENDOCINO UNIFIED SCHOOL DISTRICT IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER

The Mendocino Unified School District does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, gender, mental or physical disability, sexual orientation, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

Signature Page

Please read and review the handbook with your student. If you have any questions, please contact us at 937-0515. Return this page to the office.

I have read and understand the Mendocino K8 Student handbook.

Student Name: _____ Signature: _____ Date: _____

Parent Name: _____ Signature: _____ Date: _____