



ALTAMURRIETA
ELEMENTARY

Student/Parent Handbook
2014-2015

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www.murrieta.k12.ca.us/alta



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TABLE OF CONTENTS

Principal’s Message	3
The Six Pillars of Character	4
Attendance.....	5
Books / Supplies	6
Student Drop-Off / Pick-Up	6
Child Care.....	6
Bus.....	6
Newsletters	8
Dismissal Procedures	8
Dress Code.....	8
Field Trips	9
Playground.....	10
Rules and Procedures	11
Student Behavioral Expectations	13
Discipline Policy.....	21
MVUSD Elementary School Discipline Matrix.....	24
Homework Policy	26
Report Cards	26
Honor Roll (4 th and 5 th Grade).....	27
Electronic Devices	27
Inclement Weather.....	27
Injury / Illness / Medication.....	27
Insurance (Student)	28
Lost and Found.....	28
Cafeteria	28
Parent Teacher Association (PTA)	28
School Site Council (SSC).....	29
Sexual Harassment	29
Student Council / Special Events.....	29
Bikes, Skateboards, Scooters, Etc.....	30
Visitors / Volunteers.....	30
Definition of Bullying	31
Handbook Acknowledgement Form.....	32

MISSION STATEMENT

The staff of Alta Murrieta Elementary School believes that all children can learn. All children are entitled to have the opportunity to participate in an instructional program which fosters individual growth, academic progress, cultural literacy, and good citizenship. Parents and community involvement and positive school leadership provide the support needed for excellence in education.

“Acquire the Alta Attitude – Aspiring Learning Thinking Achieving”

PRINCIPAL’S MESSAGE

Dear Parents/Guardians,

On behalf of the entire Alta Murrieta staff, I welcome you to our school and the 2014-2015 school year! We look forward to building a strong educational partnership between staff, students, parents, and community. All students can learn, and we are confident that by working together, each student will reach his or her full potential, making this our most successful year ever.

Parents are vital members of our school partnership. Parent membership and participation in the PTA, support of School Site Council, and parent volunteers are crucial to the success of our students. We would like to invite you to volunteer to help in our classrooms or for the school at large. Please join us so that together we can continue to make Alta Murrieta Elementary School a dynamic educational setting for all children.

Everyone at Alta Murrieta is here to help support your child. We are committed to open communication with parents so that your children will have successful academic and social experiences. We believe that communication is important so that the parents and the school can work together as a team to help each student. If your child is having a problem which involves the classroom (example: a problem with other students or on the playground, completing assignments, grades, etc.), please contact the teacher first. If it is unresolved, then please call the office. By working together, we can make your child’s educational experience a positive one.

Parents are the most influential factor in any child’s success in school. We need your support for their attendance, good behavior, structured study habits, and the desire to excel in school. Our goal is to contribute to the happiness and academic success of each child.

Please take the time to read through the entire handbook with your child, as it contains important information regarding our instructional program and school policies. After reading the handbook, please sign and return the acknowledgement form on the last page of the handbook (a copy of the acknowledgement form will also be sent home on the first day of school).

We are looking forward to working with you and your child in order to make this a spectacular school year. Once again, welcome to Alta!

Sincerely,

Brent Coley
Principal

THE SIX PILLARS OF CHARACTER

(Definitions for Young People)

TRUSTWORTHINESS

- Be honest
- Don't deceive, cheat or steal.
- Be reliable – do what you say you'll do.
- Have the courage to do the right thing.
- Build a good reputation.
- Be loyal – stand by your family and friends.

RESPECT

- Treat others with respect; follow the Golden Rule.
- Be tolerant of differences.
- Use good manners, not bad language.
- Be considerate of the feelings of others.
- Don't threaten, hit or hurt anyone.
- Deal peacefully with anger, insults, and disagreements.

RESPONSIBILITY

- Do what you are supposed to do.
- Persevere – keep on trying!
- Always do your best.
- Use self-control; be self-disciplined.
- Think before you act – consider the consequences.
- Be accountable for your choices.

FAIRNESS

- Play by the rules.
- Take turns and share.
- Be open-minded; listen to others.
- Don't take advantage of others.
- Don't blame others carelessly.

CARING

- Be kind.
- Be compassionate – show you care.
- Express gratitude.
- Forgive others.
- Help people in need.

CITIZENSHIP

- Do your share to make your school and community better.
- Cooperate.
- Stay informed; vote.
- Be a good neighbor.
- Obey rules and laws.
- Respect authority.
- Protect the environment.

ATTENDANCE

Gates open at **8:25 a.m.** Students who arrive at school before the bell rings are to go directly to the blacktop, as before-school supervision is only available on the blacktop. Students should NOT go to classrooms before the bell rings to drop off backpacks, but should instead drop off their backpacks at their designated line-up area.

Supervision is provided after school for students waiting for rides and buses. Students who walk home are expected to go straight home when school is dismissed, unless working with the teacher (parent/guardian notified).

Students may NOT leave school grounds without a parent/guardian for any reason, including lunch. The parent/guardian must sign the student out in the office. Students who choose to leave school without permission may be suspended.

Parents/guardians are encouraged to call the school office if a student is absent and/or send a note for readmittance. Parents/guardians may leave a message on the school phone system (696-1403) regarding a student's absence and excuse (e.g. ill, doctor's app., etc.). **The school's funding is based on positive student attendance.** The state reimburses for students who are at school and does not reimburse for absences of any kind. ***PLEASE HELP OUR SCHOOL'S FUNDING BY COMING TO SCHOOL IN THE MORNING AND LEAVING EARLY IF NECESSARY.***

Excused Absences – State Approved

1. Student illness or injury
2. Student medical/dental appointments
3. Death in the immediate family (1 day in state, 6 days out-of-state)

Unexcused Absences – School Approved

1. Serious illness of a member of the family which necessitated the absence of the student.
2. Justifiable personal reasons including, but not limited to: appearance in court, observance of a holiday of his/her religion, employment conference, and such other absences as the principal may consider justifiable when requested in writing in advance.

Students with excused or school-approved unexcused absences shall be allowed to make up assignments and tests in a timely manner; full credit shall be given upon completion.

Unexcused Absences

Unexcused absences are those which do not come under any of the definitions of excused absences. Students who have unexcused absences may be denied make-up privileges. Such absences may be reflected in the student's final grade.

Truancy

Pupils subject to compulsory full-time education or to compulsory continuation education shall be considered truant for the following reasons:

- absent/tardy from school without valid excuse more than 3 days
- **more than 5 excused absences**
- **tardy to school in excess of 30 minutes on each of more than three days in one school year**

Truancy shall be reported to the attendance supervisor or the superintendent as defined in the Education Code 48260. School Attendance Review Board letters are sent routinely to parents/guardians of students who exceed the absent/tardy rule.

Tardiness to class

PROMPTNESS TO CLASS IS EXTREMELY IMPORTANT. Tardies interrupt the classroom and interfere with learning. Continued tardiness on the part of any student will be viewed as a very serious matter and will be reported to the School Attendance Review Board. Students are expected to be in their places, ready for work, at the bell. A tardy, excused or unexcused, must be explained by a note from parent/guardian.

Late Pick-Up

Students are dismissed promptly at 3 p.m. Tuesday through Friday. Mondays are Early Out days with 2 p.m. dismissal. Any student not picked up by 3:15 (2:15) will be brought to the school office and will wait in the school office until parent/guardian arrives to sign them out. If students are not picked up by 3:20 (2:20) p.m. the school office will begin to call parent/guardian to remind him/her that they need to come into the office and sign their child(ren) out.

If parent/guardian cannot be reached, the office staff will begin to call designated individuals on the child's emergency card.

BOOKS / SUPPLIES

Students are responsible for all textbooks, workbooks, and supplies distributed to them by the teacher and all library books they choose to check out. Students must reimburse the school district for any lost or damaged books and supplies. Failure to comply could result in loss of library privileges or the student's report card being held until the matter is settled.

STUDENT DROP-OFF / PICK-UP

Students who are being brought to school should be dropped off in the student drop-off loop located on Whitewood Road at the front of the school. Due to a lack of supervision, students may not be dropped off prior to 8:25 and MUST be picked up at the end of the day by 3:15. Please do not drop off students in the bus loop.

CHILD CARE

There is childcare available before and after school through Family Services. Please call (951) 304-1624 for information.

BUS

Bus transportation is available for students who live in the busing area. Any student riding the bus must be registered or they will not be allowed to ride the bus. There is a fee for bus service. To

register your child for bus service, please contact the Transportation Department (696-1600 ext. 1196).

Procedure for after-school buses:

Kindergarten through fifth graders must line up near the bus loop. All bus riders should go to bus lines immediately after the dismissal bell and follow the directions of the teacher on duty. Students must wait for buses in an orderly fashion. School rules apply. Bus citations or memos will be written for inappropriate behavior.

Rules and Regulations:

1. Students will be picked up and let off at their designated bus stop only. Any changes should be communicated to the school office in writing upon arrival at school.
2. Students boarding the bus will form a single line in the designated area 6 feet behind the pick-up point.
3. Students must stay seated while the bus is in motion and until the driver releases them; they may exchange seats only with the driver's permission and when the bus is not in motion.
4. Students must keep all part of the body inside the bus and hands and feet to themselves.
5. Drinking liquids, eating food, or chewing gum will not be permitted on the bus at any time
6. Students may not throw trash or any other article from, or inside, the bus.
7. Any damage caused to a school bus by students will be investigated by school authorities to determine responsibility, and parent/guardian will be held liable.
8. No glass containers, pets, insects, animals, or other living creatures may be taken on the bus.
9. The driver is in complete charge of the bus; students riding the bus must obey the driver at all times.
10. Students may talk to the student next to them at a reasonable volume; no student may talk to the students in front of, or behind them; appropriate language is always required.
11. If assigned seats, students must sit in them.
12. On field trips, both the teacher and driver are in charge of the students.

Bus Citations

Students who violate bus rules will be subject to the following disciplinary action:

FIRST OFFENSE: the student will be given a bus citation, which will require the signature of the parent/guardian and principal of the school and, at the discretion of the driver, will be assigned a specific seat to ensure closer supervision.

SECOND OFFENSE: the privilege of riding the bus will be revoked for 2 days.

THIRD OFFENSE: revocation of bus-riding privileges for 2 weeks.

FOURTH OFFENSE: revocation of bus-riding privileges for the remainder of the school term.

VIOLATION OF ANY SAFETY REGULATION MAY CAUSE IMMEDIATE SUSPENSION OF BUS-RIDING PRIVILEGES.

VIOLATION OF ANY ELEMENT COVERED IN PARAGRAPH 48900 OF THE CALIFORNIA EDUCATION CODE MAY RESULT IN IMMEDIATE SUSPENSION OR EXPULSION FROM SCHOOL.

NEWSLETTERS

A school newsletter highlighting school events (i.e. Back-to-School Night, PTA meetings, SSC meetings, upcoming school events) is available on our website (www.murrieta.k12.ca.us/alta), and hard copies are kept in the front office.

DISMISSAL PROCEDURES

Students who do not ride buses are expected to WALK to their dismissal areas immediately after they are dismissed from class. Students may not loiter in the walkways or play on the playgrounds. The dismissal areas include:

- a) the gate at the MPR, the front office, and the rear turn-style.
- b) the exit at the bus loop. Older siblings who pick up their younger brothers/sisters should go to their classrooms and then proceed to the bus loop area. Students must sit while waiting for their ride.

School personnel monitor the safety of students waiting to go home by the bus gate, the front of the school and the back turn-style. Other locations are unsupervised. Crossing guards are at two locations: Whitewood Rd. and Alta Murrieta Drive as well as Brownstone Way and Alta Murrieta Drive.

DRESS CODE

The school is committed to maintaining standards of dress, which will be fair to everyone, while maintaining an appropriate learning atmosphere free of unnecessary distractions and interruptions.

Standard Dress Code

- **Students will wear clothing (including jewelry, accessories, etc.) which is clean, safe, healthy, and allows for participating in an active learning environment.**

Examples not allowed: chains of any kind (such as wallet chains) clothing or jewelry with protrusions that could be considered dangerous, unsafe, or used to cause damage or injury. Extra long, oversized, or spiked earrings will be considered inappropriate.

- **Safe and healthy footwear will be worn at all times.**

Examples of appropriate footwear: shoes designed to stay on permanently and enclose the feet must be worn on the playground to participate in activities. Shoes, sandals, etc. without heel straps are considered hazardous and students will not be permitted to participate in active recess or P. E. games.

- **Clothing will maintain socially acceptable standards of modesty.**

New styles of “trendy” clothing seem to be emphasizing shoulderless tops, tiny straps which expose the back, the shoulders, and chest area. Midriff-showing tops, short-shorts and other revealing clothing are popular. Many students and parents seem to be wearing these kinds of clothes to school and they seem to be socially acceptable now. However, students may NOT wear strapless tube tops or halter tops, tank tops with excessively large neck or arm openings, sport-tanks or belly shirts, and extremely short-shorts. *ANY CLOTHING WHICH MAY OR DOES*

CAUSE A DISRUPTION TO THE LEARNING ENVIRONMENT WILL RESULT IN A CALL HOME FOR ALTERNATIVE CLOTHING.

- **Clothing accessories and other personal items may be decorated with messages, slogans, logos, etc. which are appropriate for school.**

Examples of inappropriate messages: reference to any race, symbols of racial supremacy, references to drugs, alcohol, tobacco or any other controlled substance, reference to weapons or explosives, messages that promote tagging or other defacing or damaging activities, violent messages, sexual overtones.

- **Clothing or other items which can be intimidating to others, is attributed to gang affiliation, or puts the wearer in danger will not be allowed.**

Examples not allowed: excessively oversized shirts and pants, sagging pants, bandannas, hair nets, items with graffiti, tagging or similar style writing.

Guidelines used to determine oversized, sagging, or bagging clothing: pants which have a waist size so large that the pants will not stay on without a belt, or shirts and sweatshirts which are more than two sizes over a student's normal size are considered oversized. Pants which are worn with the crotch at or lower than mid-thigh are considered sagging, and pant legs which can be wrapped from the outside seam around to the inside seam in the area just at the top of the knee are considered bagging.

It is important to understand that some decisions regarding gang-related or inappropriate apparel will be at the discretion of the site administrator. Behavior of the student or group of students may be a criterion upon which a decision is based.

- **Hats that shade the face may be worn at Alta Murrieta Elementary School.**

Hats may only be worn when you are outside. You may not wear a hat indoors except for special, designated days. Baseball style hats, with bills forward, are allowed at Alta Murrieta School.

Bicycle helmets must be worn by students riding bicycles, skateboards, scooters or skates to and from school. However, they must be removed from the head and not used as a hat while on campus.

- **No tattoos with violent symbols (such as knives, daggers, skulls) may be worn to school.**

FIELD TRIPS

Field trips are educational. Students must be prepared to benefit from the experience and not create a liability for other students, teachers, chaperones, and/or the district. Therefore, the following rules are in effect:

- Parents must fill out and sign a field trip permission form for each trip in order for the student to attend. Students who are at school and going on a field trip, must use district-provided transportation to the field trip. Phone call permissions on the day of the trip will NOT be accepted, unless the student was absent the day before the trip.

- Students who misbehave on the bus, grounds, or in class prior to a field trip are a poor risk and may be left at school.
- Students who are behind in general academic assignments, or who have failed to complete preparation work for a specific field trip, may be left behind. In such cases, sufficient prior notice will be given to parents, and an opportunity will be provided for the student to make up the work.
- Students who do not participate in the field trip will be supervised at school by another teacher or an administrator. Their attendance will be credited.
- Parents are encouraged to attend field trips as chaperones. Without adequate parental participation, the field trip will be canceled. Individual teachers will set their own criteria for selecting parent chaperones. Children, other than those in the participating class, may not attend.

PLAYGROUND

1. No “special” game rules; only the usual game and safety rules agreed to by aides and teachers may be used.
2. Balls and ball games are limited to the playground areas. **BALLS MUST NOT** be used on sidewalks, between buildings, on buildings, or near an apparatus.
3. Play equipment may not be brought from home. No toys!
4. Game disputes are settled by Rock, Paper, Scissors with player and 1st person in line or referred to the yard supervisor; **players do not have a vote.**
5. Lines are out in all games.
6. Do not leave the game line for any reason, except to ask for help from the yard supervisor, or you will lose your place.
7. Apparatus is to be used for the purpose for which it is designed and in consideration of the surface beneath it.
8. One 25-second wait or count is the limit on bars, swings, etc.
9. Nothing is to be thrown over the backstops. No climbing on the backstops.
10. Balls are not to be thrown at anyone unless the person is trying to catch it.
11. Balls may be kicked only on the grass field.
12. Interference on purpose is not allowed in games.
13. Rubber utility balls are not to be kicked.
14. Students must remain on the playground during recess; they may not go to classrooms or hallways.
15. Freeze when the bell rings – wait for the whistle or hand signal. Walk to the line-up area.
16. **NO TAG, NO CHASE GAMES, NO FIGHTING GAMES.** Hands, feet, and objects must be kept to yourself.
17. Students must stay in the flat surface of the playgrounds. The slope area is **OFF LIMITS.**
18. No playing or running in the multi-purpose room.
19. No playing on the stage or stage ramp in the multi-purpose room.

Equipment Safety Rules:

Ladder:

1. Travel by hand one direction at a time, do not touch others. Start on the side with cross bars or ladder.
2. Do not sit, stand, or hang upside down on the ladder bars.

3. One person at a time.

Slide:

1. Stay clear of the bottom of the slide.
2. One person at a time.
3. Slide on bottom of torso only, facing forward.
4. No walking up the slide or use the slide apparatus for anything but sliding.

Swings:

1. Swings are not to be twisted or wrapped over bar or used when found this way.
2. Swingers are not to touch each other or be swung by anyone else.
3. Swingers are to be seated upright in the swings and may not jump out while swinging.
4. Seats may not be turned over to face another direction.
5. Swing back and forth, not side-to-side.
6. Students may not play or run in the swing area.

RULES AND PROCEDURES

Each teacher will create a system consistent with school rules to reinforce the school behavior code. In addition, the office will support the classroom and playground rules through an established referral system. A set of student behavioral expectations has been established, listing appropriate behavior by location on campus (e.g. playground, classroom, MPR). These expectations can be found on pages 13-20 of this handbook.

General Rules of Behavior

1. No chase, tag, or games that involve touching others.
2. Students will observe appropriate standards in all forms of expression such as speech and writing. Profane and vulgar language will not be tolerated, and such behavior may result in suspension.
3. Students must keep hands, feet, and objects to themselves. No hitting or kicking is allowed. Play fighting is not allowed.
4. Students will call other people by their given name or an acceptable family nickname. Any other name is not allowed.
5. Gum, seeds, and nuts in shells are not allowed at school except at designated school activities.
6. Orderly behavior in corridors and near buildings is mandatory and vital to the safety of students and the smooth functioning of school.
7. Students should walk on sidewalks, not on grass areas.
8. Sitting, swinging, or leaning on railings outside of classroom is prohibited.
9. Good behavior is required at all functions held at the school including activities scheduled at night or on weekends. Standards and regulations are the same as those during school hours. The dress code will be observed as well.

10. Students will use school equipment with permission of a teacher and only for the purpose for which it is intended.
11. Possession of any substance, object or container (e.g. glass container, aerosol cans) dangerous to the health, safety or welfare of students, is forbidden on school grounds, buses and at bus stops.
12. Students may not loiter in or around the restrooms, students must keep voices down, and students should always flush the toilets. Causing damage to the bathroom is a suspendable offense.
13. Toys may not be brought to school except for designated share day and then those toys must remain in the classroom during recess and lunch.
14. Selling of items between students is not allowed.



Campus Expectations



Be Respectful	Be Responsible	Be Safe
of others, yourself, and the campus at all times.	Playground games are played on the playground.	KAHFOOTY! (Keep all hands, feet, other objects to yourself)
Walk quietly past classrooms.	Keep all food and drink items at the lunch tables.	G.R.O.W. (G ross R unning O nly W alk everywhere else)
Listen and follow all directions from adults.	Report any issues to an adult.	Be in areas with adult supervision only. Before school, head straight to blacktop.



Classroom Expectations



Be Respectful	Be Responsible	Be Safe
Raise your hand / No speaking when the teacher or others are talking.	Complete assignments on time (classwork and homework).	KAHFOOTY! (Keep all hands, feet, other objects to yourself)
Be an “active” listener – look at the speaker.	Come prepared for class and stay on task.	Walk at all times.
Treat classroom supplies like treasures.	Ask for help if you need it.	Keep all four chair legs on the floor, and always push in your chair.



Computer Lab Expectations



Be Respectful	Be Responsible	Be Safe
Be gentle with headphones.	Make sure your hands are clean.	KAHFOOTY! (Keep all hands, feet, other objects to yourself) and touch only your computer.
Use “inside” voices.	Listen to and follow directions from the teacher.	No food or drinks in the computer lab.
Do not change any settings or icons on the computer.	Make sure computer area is clean, neat, and organized.	Keep all four chair legs on the floor, and always push in your chair.



Library Expectations



Be Respectful	Be Responsible	Be Safe
Follow all directions.	Return books on time and keep the library clean.	KAHFOOTY! (Keep all hands, feet, other objects to yourself)
Use “inside” voices.	Treat all books gently.	Walk at all times.
Recommend a book to a friend!	Report any damaged books.	Keep all four chair legs on the floor, and always push in your chair.



Lunch Line Expectations



Be Respectful	Be Responsible	Be Safe
Keep the line moving.	Know your lunch number.	KAHFOOTY! (Keep all hands, feet, other objects to yourself)
Listen to the campus aides.	Face forward in line.	Walk at all times.
Use “inside” voices.	Touch it, you take it.	Report lunch spills.



MPR Expectations



Be Respectful	Be Responsible	Be Safe
Listen to instructions.	Sit on your bottom so others behind you can see.	KAHFOOTY! (Keep all hands, feet, other objects to yourself)
Clap and cheer appropriately during assemblies.	Face the front during assemblies.	Walk at all times.
Talk at appropriate times and use “inside” voices.	Arrive on time.	Give each other personal space.



Playground Expectations



Be Respectful	Be Responsible	Be Safe
Treat the playground equipment nicely.	Be in the right place at the right time.	KAHFOOTY! (Keep all hands, feet, other objects to yourself)
Respect others as they learn a new game.	Keep all food and drink items at the lunch area.	No tag No chase No play fighting
Wait patiently for your turn.	Report any safety issues to an adult.	Follow all directions from the campus aides.



Restroom Expectations



Be Respectful	Be Responsible	Be Safe
of others, yourself, and the restroom facility.	Restroom business only.	KAHFOOTY! (Keep all hands, feet, other objects to yourself)
Use “inside” voices.	Keep all food and drink items at the tables.	Walk to and from the restroom.
Wait patiently for your turn.	Report any issues to an adult.	Wash your hands.

DISCIPLINE POLICY

Awards for Good Behavior

Students who demonstrate appropriate school behavior will be recognized on a daily, weekly, and/or monthly basis, in the classroom and/or at school assemblies.

Discipline

It is expected that individual students will assume responsibility for self-discipline in accordance with the expectations previously listed. However, when violations do occur, discipline will be administered in order to correct disruptive behavior, to protect other students, school employees, or property, and/or to maintain a positive learning environment.

Student discipline shall be administered fairly and equitably after a careful assessment of the circumstances of each case. Factors to be considered include:

1. The seriousness of the offense
2. The student's age
3. The frequency of misconduct
4. The student's attitude
5. The potential effect of the misconduct on the school environment

Students who have not followed the rules of the classroom or school behavior expectations may sometimes receive a referral stating the infractions. If so, they must return it signed by their parent/guardian the next day to avoid receiving an additional consequence. It is the student's responsibility to give the referral to the parent/guardian, discuss the situation with their parent or guardian, and return it signed.

Possible Reasons for Discipline Referrals:

1. Not adhering to the student behavioral expectations listed above.
2. Habitual tardiness to school/class
3. Truancy from school/class/class activity
4. Habitually unprepared for class (books, materials, homework)
5. Chronic refusal to do class work
6. Leaving supervised areas
7. Disrespectful to staff members/students
8. Disruption of class
9. Defiance of authority
10. Profanity or vulgarity/offensive act
11. Fighting, kicking, hitting, pushing
12. Defacing or destroying school property/private property
13. Infraction of school rules

Possible Consequences:

1. Parent/teacher and/or principal conferences
2. Denial of privileges
3. Behavior referral resulting in detention during morning recess and/or lunch recess
4. Campus beautification option
5. Restitution

6. Suspension

7. Referral to Administrative Hearing Panel with recommendation for expulsion.

SUSPENSION OR EXPULSION OF PUPILS: (E. C. 48900) A teacher may suspend a pupil from class for the day and the day following, or a principal or his designee may suspend a pupil from school for not more than five (5) days for a “good cause”. A teacher shall ask the parent or guardian of the pupil to attend a conference, and if the teacher or guardian REQUEST, a school administrator shall attend such conference. The principal who suspends a pupil SHALL NOTIFY IN WRITING the parent or guardian of such suspension. Incident for suspension under Education Code 48900:

- (a1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (a2) Willfully used violence on the person of another, except in self-defense.
- (b) Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous object.
- (c) Possessed, used, sold or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- (d) Offered or arranged or negotiated to see any controlled substance, alcoholic beverage or 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) Stole or attempted to steal school property, or private property.
- (h) Possessed or used tobacco.
- (i) Committed an obscene act, or engaged in habitual profanity or vulgarity.
- (j) Unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- (k) Disrupted school activities, or willfully defied the authority of school personnel.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm (Reasonable person concludes replica is a firearm.)
- (n) Committed or attempted to commit sexual assault or sexual battery (as defined in Section 261, 266c, 286, 288, 288a, 289, 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 preventing that pupil from being a witness/retaliation for being a witness/retaliation for being a witness).
- (q) Aiding and abetting a fight or assault.
- (.2) Education Code 48900.2, Committed Sexual Harassment (Grades 4 – 12)
- (.3) Education Code 48900.3, Caused, attempted to cause, threatened to cause or participated in an act of hate violence (grades 4 – 12).
- (.4) Education Code 48900.4, Intentionally engaged in harassment, threats or intimidation directed against a pupil or group of pupils. (Grades 4 –12)
- (.7) Education Code 48900.7, Terroristic threats against school officials or school property, or both.

A student can be suspended and/or expelled for the following reasons: 48900.2 Committed Sexual Harassment, 48900.3 Participated in an Act of Hate Violence, 48000.4 Engaged in Creating an Intimidating or Hostile Educational Environment (these do not apply to K-3 students). A pupil may be suspended or expelled for acts which are enumerated in Education Code 48900 and related to school activity of attendance which occur at any time including but not limited to (1) while on school grounds,

(2) while going to or coming from school, (3) during the lunch period, whether on or off campus, (4) during, or while going to or coming from school sponsored activity or (5) made terroristic threats against school official, school property or both.

SAFE SCHOOLS:

(e. c. 48900) Murrieta Valley Unified School District embraces a philosophy of safe schools with regard to expellable offenses related to drugs, alcohol and dangerous objects. The “Safe Schools” philosophy is defined to mean that students who are found in violation of Education Code Section 48900, subsections (b), (c) and (d) under certain conditions may be expelled on the first offense. It is within the authority of the Governing Board to recommend rehabilitative programs as part of the readmission requirements.

EXPULSION IS MANDATED UPON THE FIRST OFFENSE FOR VIOLATION OF THE PROVISION OF EDUCATION CODE SECTIONS 48915(C)(1), (2), (3) AND (4) WHICH ARE:

- (1) Possessing, selling or otherwise furnishing a firearm;
- (2) Brandishing a knife at another person
- (3) Unlawfully selling a controlled substance; and
- (4) Committing or attempting to commit a sexual assault.

EXPULSION CAN BE RECOMMENDED ON A FIRST OFFENSE FOR ANY VIOLATION OF EDUCATION CODE 48900 B, C, D:

- Using, possessing, selling, furnishing or being under the influence of any controlled substance (illegal drugs or alcoholic beverage) or intoxicant of any kind.
- Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object.

THESE REGULATIONS APPLY TO STUDENTS IN THE FOLLOWING SITUATIONS:

- (1) On school grounds (this includes the parking lot as well as vehicles on school property);
- (2) Going to or coming from school;
- (3) On lunch break, whether on or off campus; and/or
- (4) At, going to, or coming from a school sponsored activity.

MVUSD ELEMENTARY SCHOOL DISCIPLINE MATRIX

MVUSD Elementary School Behavioral Expectations Matrix

**It is the responsibility of every MVUSD student to know and follow school expectations.
By doing so, you will be a productive and successful member of the learning community.
Student behavior is expected to reflect the MVUSD mission of "Inspiring every student to think, to learn, to achieve, and to care".
Students who make poor decisions will be held accountable for their actions.**

This behavioral expectations lists the most common violations, but other forms of behavior may also result in discipline. California State law provides that a student may be disciplined, suspended and/or recommended for expulsion based on committing the acts below (among others). Discipline may result from actions related to a school activity or school attendance, including those that occur while on school grounds, while going to or coming from school (including on school buses), and during any school-sponsored activity.

Students confronted with any negative situation are expected to be safe, be responsible and be respectful by:

- 1) **Walking away**
- 2) **Immediately reporting the incident to a staff member**
- 3) **Not engaging in unsafe activities**

Behavior Expectation	School Rule Based Upon CALIFORNIA EDUCATION CODE	1st Offense	2nd Offense	Severe or Repeated Violations
PHYSICAL CONTACT				
Be Safe	Students are not allowed to cause, attempt to cause or threaten to cause physical injuries to others or self. This includes but is not limited to: hitting, pushing, kicking, hair pulling, biting, touching, scratching, poking and play fighting. KAHFOOTY	Review and reteach expectations. Document in data base. Contact parent if necessary.	Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.	Review and reteach expectations. Referral to administration. Document in data base. Contact parent.
DANGEROUS ACTIVITIES				
Be Safe	Students are not allowed to engage in dangerous activities including but not limited to: pushing, running in halls/unauthorized areas, chasing, jumping from equipment, and swinging objects. KAHFOOTY	Review and reteach expectations. Document in data base. Contact parent if necessary.	Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.	Review and reteach expectations. Referral to administration. Document in data base. Contact parent.
INAPPROPRIATE LANGUAGE				
Be Respectful	Students are not allowed to call each other names, tease, or use hurtful and/or unkind language. This includes profanity towards other students.	Review and reteach expectations. Document in data base. Contact parent if necessary.	Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.	Review and reteach expectations. Referral to administration. Document in data base. Contact parent.
INAPPROPRIATE LANGUAGE TOWARDS A STAFF MEMBER				
Be Respectful	Students are not allowed to use hurtful and/or unkind language or profanity towards or in reference to staff members (teachers, administrators, aides, cafeteria aides, volunteers, substitutes, etc.).	Review and reteach expectations. Referral to administration. Document in data base. Contact parent.	Referral to administration. Possible one to three-day suspension. Document in data base. Contact parent.	Referral to administration. Possible one to five-day suspension. SST referral and develop a BIP. Contact parent.
DEFIANCE				
Be Respectful	Students must follow teachers' instruction, report to the designated area, accept consequences, maintain positive attitude (appropriate tone of voice), accept "no" for an answer, and disagree appropriately.	Review and reteach expectations. Document in data base. Contact parent if necessary.	Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.	Review and reteach expectations. Referral to administration. Document in data base. Contact parent.
SCHOOL OR PERSONAL PROPERTY				
Be Respectful	Students must always treat school and private property respectfully. Examples include but are not limited to: appropriate use of computers/keyboards/technology, classroom supplies, restrooms, books, and furniture.	Review and reteach expectations. Document in data base. Contact parent if necessary.	Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.	Review and reteach expectations. Referral to administration. Document in data base. Contact parent.

BULLYING				
Be Respectful	The definition of bullying (EC 48900 (r)) involves 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 Section 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 pupils' 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	Review and reteach expectations. Referral to administration. Document in data base. Contact parent.	Referral to administration. Possible one to three-day suspension. Document in data base. Contact parent.	Referral to administration. Possible one to five-day suspension. SST referral and develop a BIP. Contact parent.
THEFT/STEALING				
Be Responsible	Students may not steal or attempt to steal school or private property. Students may not knowingly accept stolen property.	Review and reteach expectations. Document in data base. Contact parent if necessary.	Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.	Review and reteach expectations. Referral to administration. Document in data base. Possible one to five-day suspension. Possible SST referral. Contact parent.
ACADEMIC DISHONESTY				
Be Responsible	Academic dishonesty includes but is not limited to: cheating, copying from other sources (any internet site), homework, turning in work done by parents, projects, tests, notes, using notes without permission, forging, altering or duplicating school or teacher documents or signatures, plagiarism and text messaging regarding test data or information.	Review and reteach expectations. Credit loss for assignment/test/project. Document in database. Contact parent.	Review and reteach expectations. Credit loss for assignment/test/project. Loss of privileges. Possible parent/teacher conference. Document in database. Contact parent.	Review and reteach expectations. Referral to administration. Document in data base. Possible one to five-day suspension. Possible SST referral. Contact parent.
ELECTRONIC DEVICES				
Be Responsible	Under direct teacher supervision, students may bring electronic devices for instructional purposes if they choose. When electronic devices are found to be disruptive to the learning environment, they may be confiscated. <u>School not responsible for loss/theft/damage of personal electronic devices.</u>	Review and reteach expectations. Document in data base. Contact parent if necessary.	Review and reteach expectations. Device confiscated to be picked up by student at the end of the day. Document in data base. Contact parent.	Review and reteach expectations. Device confiscated to be picked up by parent at the end of the day. Document in data base. Loss of device privileges (time to be determined). Contact parent.
INTERNET SAFETY				
Be Responsible; Be Safe	All students will adhere to the MVUSD Acceptable Use Policy.	Review and reteach expectations. Document in data base. Contact parent if necessary.	Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.	Review and reteach expectations. Referral to administration. Document in data base. Contact parent.
DRESS CODE				
Be Responsible	All students will dress in compliance with the Dress Code. Student dress must not be disruptive to the learning environment. See Dress Code in the school's Student Handbook for details.	Review and reteach expectations. Document in data base. Contact parent if necessary.	Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.	Review and reteach expectations. Referral to administration. Document in data base. Contact parent.
DEFINITIONS: SST-Student Study Team/Student Success Team, BIP-Behavior Intervention Plan				

HOMEWORK POLICY

Homework is defined as an assignment that reinforces a subject that has already been introduced. Homework is completed outside of class time.

Goals of Homework

- Extension or reinforcement of classroom learning.
- Aide in the mastery of skills.
- Improvement in reading comprehension
- Enabling students to make up work missed due to excused absences, including suspensions.

Time

Although the district recognizes that quality is more important than quantity, the following guidelines related to time are suggested:

Grades 1-3 10-30 minutes up to 4 days per week

Grades 4-5 30-60 minutes up to 4 days per week

Homework assignments are to reflect the same high standards of legibility, neatness, content, and completeness as expected in the classroom.

Responsibilities

Student:

- Listen to directions and ensure that assignments are understood before leaving school.
- Take home all materials available from school, which are needed to complete assignments.
- Take proper care of school books and equipment and return them in good condition.
- Complete all assignments according to school standards and turn them in on time.
- Make up work missed due to excused absences from school, including suspensions.
- Communicate any specific problems with teacher or parent.

Parent:

- Establish a daily homework routine.
- Provide a place where your child can work productively.
- Assist in the acquisition of basic resources; contact your child's teacher if help is needed in obtaining materials.
- Regularly review homework to see that it is neat and complete.
- Maintain regular communication with the teacher.
- Encourage and support your child.

Teacher:

- Send written directions when appropriate
- Collect and record homework on a daily/weekly basis.

REPORT CARDS

Report cards will be issued four times during the year for children in Transitional Kindergarten – 5th grade. Report cards will be issued at each quarter and each semester. The first report card will be issued at parent conference time (October).

HONOR ROLL (4th AND 5TH GRADE)

Students carrying a 3.5 GPA (Grade Point Average) in all subjects, with no grade below a C, will earn Honor Roll status and be honored at an end-of-semester awards assembly.

ELECTRONIC DEVICES

Electronic devices such as iPods or handheld gaming systems should not be brought to school, unless the teacher or principal has approved the use of such devices for instructional purposes under direct teacher supervision. If a student chooses to bring a cell phone to school, it should be turned off and put away during the school day. Students who bring cell phones or other electronic devices to school do so at their own risk, as the school does not have staffing to investigate or be responsible for loss or theft of any electronic devices. Alta Murrieta is not responsible for loss/theft/damage of personal electronic devices. When electronic devices are found to be disruptive to the learning environment, they may be confiscated.

INCLEMENT WEATHER

Rain/Flood:

Bus Riders: If buses cannot run in your area, bus riders will be kept in the multi-purpose room until they are picked up by a parent/guardian.

Walkers/Bike Riders: If a student's walk or bike ride home is deemed unsafe due to heavy rain, the student will be kept in the multi-purpose room and can be picked up by a parent/guardian. During light rain, students will be allowed to walk or ride home.

Parents should contact the school (696-1403) or Transportation Department (696-1600 ext. 1168) with questions.

Heat: All classrooms are air-conditioned.

- Students may eat indoors.
- Students are allowed to sit in shaded areas or remain in the MPR during recess and at lunch.
- During excessive heat (97° and above), "inside" lunch with no outside play will be called.

INJURY / ILLNESS / MEDICATION

If a student becomes ill or injured he/she should immediately notify the teacher or aide for permission to go to the health office. Under no circumstances should a student go home without the knowledge of the teacher or school office.

Students may not have any medication (prescription or over-the-counter) in their possession.

If a student requires medication(s) at school, the parent/guardian **must**:

- submit a signed statement from the physician, who shall indicate the medication, methods, amount and schedules for medication and,
- sign a form authorizing school personnel to give the medication in the dosage prescribed by the physician.

Medication will not be dispersed unless they are brought to school in the original container. Please contact the school health technician or district nurse if you have any questions.

INSURANCE (STUDENT)

Since the Murrieta Valley Unified School District does not provide accident medical insurance for school-related injuries, it makes available a variety of affordable insurance plans to help you in the event of an accident and urges you to purchase the plan that best fits your needs. Brochures are available in the school office.

LOST AND FOUND

Students who find objects must turn them in to the school office. Jewelry, money, keys and other small items are kept in the school office. Money found and turned in to the school office will be returned to the finding student within two weeks, if left unclaimed. Other lost and found items will be placed in the lost and found basket and donated to a worthy cause at the end of each trimester. **Please label items with your child's full name. This helps us return lost items to students.**

CAFETERIA

We encourage prepayment of lunches on a weekly or monthly basis. Pre-Payment discounts are given for multiple purchases. Students can pre-pay for lunches in the cafeteria before school starts. Parents can also put the money in an envelope and write the student's name, room number and lunch I.D. number (if known) on the envelope. Students can drop the envelope off in the cafeteria before school starts.

For more information including menus and pricing, please visit the Nutrition Services website at <http://www.schoolnutritionandfitness.com/index.php?sid=2110111645366853>.

Behavior

Please observe common rules for cleanliness and tidiness at the lunch tables:

1. Sit at the table properly.
2. Do not shout or create a disruption.
3. Do not take, trade, or share lunches.
4. Discard trash in proper containers.
5. Eat ONLY in designated areas.
6. Commercial delivery of food to the school is prohibited unless authorized by the principal.

PARENT TEACHER ASSOCIATION (PTA)

Alta Murrieta Elementary School has a Parent Teacher Association (PTA). This organization plans and organizes a multitude of programs for students each year. Programs include Red Ribbon Week, fundraisers, Family Fun Nights, office staff support, as well as many other programs.

All parents are welcome and urged to volunteer to help with these events. You can contact the PTA president by leaving a message at the school office.

SCHOOL SITE COUNCIL (SSC)

The School Site Council is comprised of five (5) parent volunteers, three (3) teachers, one (1) classified staff member, and the principal. This team oversees the Single Plan for Student Achievement (SPSA). The School Site Council meets on a regular basis to review site plans and budget issues.

SEXUAL HARASSMENT

(E.C.200-240, 212.5, 231.5 & 230, 48980(g) P.P. 5145.7 states: The Murrieta Valley Unified School District is committed to a work and educational environment in which all individuals are treated with respect and dignity. Each individual has the right to work and learn in a professional atmosphere that promotes equal employment and educational opportunity, and is free from discriminatory practices. Sexual harassment is a violation of Title IX of the Education Amendment Act of 1972, Title VII of the Civil Rights Act of 1964 and California Educational Code. Therefore, the District strongly condemns, opposes and prohibits sexual harassment of individuals, whether verbal, physical or environment by anyone. Any employee who violates this policy will be subject to discipline, up to and including termination, and any students who violates this policy will be subject to discipline up to and including expulsion. As used in this policy and regulation, "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- (a) Submissions to the conduct is explicitly or implicitly made a term of a condition of an individual's employment, academic status or progress.
- (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment.
- (d) Submission to, or rejection of, the conduct by the individual regarding benefits and services, honor, programs or activities at or through the educational institution.

STUDENT COUNCIL / SPECIAL EVENTS

The purpose of the Student Council is to encourage students to have an interest in self-government, to promote a better school, and to set high standards for leadership. Student Council is authorized to make decisions regarding extra-curricular activities with approval of faculty and principal, and to act as the student advisory group to promote a better school. Rules and regulations of the Student Council are covered in the bylaws. These are available from the principal or the Student Council advisors.

Each 4th and 5th grade class will elect two (2) classroom representatives to be part of Student Council. President, vice president, secretary, and treasurer will be selected within the Student Council unit.

Students may attend Student Council activities as long as they are not on the restriction list. Reasons for being on the restriction list are:

ACADEMIC RESTRICTION – For failure or incomplete work in any subject; lists are made after semester grades and teachers may work out individual contracts for students on this list.

UNSATISFACTORY BEHAVIOR RESTRICTION OR REFERRAL TO THE OFFICE – Could result in the loss of the next one or two student activities scheduled.

Grade Requirements:

1. No lower than an “S” or “B” in all subject areas during the final grading period from the previous year;
2. “B” minus or “S” minus will disqualify the candidate.
3. An “S” or better in each of the “Skills for Success” areas and in all effort areas during the final grading period from the previous year. (“Minus” will disqualify the candidate.)

Teacher Verification:

1. That the student’s grades meet the requirement.
2. That the student should be able to maintain the required grades even when class time is missed for Student Council meetings and activities.

Parent/Guardian Approval:

1. That the responsibilities of their child’s position in Student Council will require time out of the classroom.
2. That failure to maintain required grades may result in removal from office.

BIKES, SKATEBOARDS, SCOOTERS, ETC.

Bicycles, skateboards and scooters must be walked at all times on the school grounds and kept in the bike rack; no one is allowed at the bike rack except to park or remove his/her bicycle, skateboard or scooter.

Skateboarding, skating, shoe skates or rollerblading are not allowed on the school grounds. Equipment must be stored in the bike yard.

VISITORS / VOLUNTEERS

Parents/guardians are invited and welcome to visit school at any time to observe in a classroom. Visits to your child’s classroom should be arranged, in advance, with the teacher. These classroom visits should be between 20 - 30 minutes in duration and in a specific curricular area. If a parent/guardian wishes to talk about a specific problem, an appointment should be made with the teacher or principal.

Volunteers are welcomed and encouraged to help in classrooms and the library. Due to insurance restrictions, state Education Code, and an overall effort to keep students safe, all visitors/volunteers must sign in at the office and obtain a visitor’s badge. Visitors are also required to sign out at the end of their visit.

After school begins each day, the school gates will be locked. Visitors must enter through the school office.

High school and middle school siblings may not be on campus or visit classrooms before 3:00 p.m.

In order to maintain a productive learning environment, classroom interruptions are discouraged. Parents, please make every effort to communicate with your child before school regarding after-school arrangements. We also urge parents to limit taking students out of school early; it is extremely disruptive to the class routine.

DEFINITION OF BULLYING

- Bullying is exposing a person to abusive actions repeatedly over time and becomes a concern when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and (usually) repeated.
- Bullying is a form of violence which involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical (hitting, kicking, spitting, pushing), verbal (taunting, malicious teasing, name calling, threatening), or emotional (spreading rumors, manipulating social relationships, extorting, or intimidating).
- Bullying can include any severe or pervasive physical or verbal act or conduct, including: communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school.
- Bullying also includes one or more acts by a pupil or group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act, as defined, that has any of the effects described above on a reasonable student.
- Electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.
- Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability.

2014-2015 Alta Murrieta Student/Parent Handbook Acknowledgement Form

My child and I have reviewed the Alta Murrieta Elementary School Student /Parent Handbook and the behavioral expectations for 2014-2015. This document can be found on the school's website. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook. All students must have this signed form on file at school.

Print name of student: _____

Teacher: _____ Grade: _____

Signature of student: _____ Date: _____

Signature of parent: _____ Date: _____