

STUDENT/PARENT HANDBOOK 2018-2019



Murrieta Valley Unified School District along with
Murrieta Elementary School's motto is:
To Inspire Every Student to Think, to Learn, to Achieve, to Care

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Murrieta Elementary School

Mission Statement

We at Murrieta Elementary School, through shared responsibility with the community, are committed to providing each student a high quality education which reflects student achievement, while emphasizing responsibility, life skills, and life long learning.

Parents Have a Role in the Child's Learning

Parents often ask, "What can we do at home to help our children learn?" Some suggestions or hints that may be of value in answering this question include:

1. See that students attend and are punctual to school every day.
2. Set a definite time for studying each night.
3. Provide a quiet, well-lit place for study. (Quiet means the radio and TV should be **OFF**.)
4. Have the student do his/her work soon after he/she gets home.
5. Encourage the student to keep a record of assignments and use their planner and/or binder to keep materials and assignments organized.
6. Have the student do his/her hardest assignments first, especially memory work. Alternate written and reading assignments, and relax briefly between preparations.
7. Students should try to formulate their own conclusions as they read or tackle a challenging multiple-step math problem.
8. Students should try to select the main thought in each paragraph.
9. Have a dictionary handy and encourage the student to use it, as well as reference books and a globe.
10. As a general rule, the student should have daily homework in the form of worksheets, reading, math problems or studying for a test. Most of the core subjects have testing periods on a regular basis. In studying for a test, your child may benefit from reading textbook passages or worksheets verbally.
11. A good night's rest and a nutritious breakfast are essential, especially before a school day.
12. Children who do extra work outside the classroom should receive praise and encouragement.
13. Be a good listener when your child talks about school activities.
14. Provide opportunities to learn from experiences outside the school.
15. Allow time for other worthwhile after school activities.

Character Counts! Core Values

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, friends and country.

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 and show you care - Express gratitude - Forgive others - Help people in need

Citizenship

Do your share to make your school and community better - Cooperate - Get involved in community affairs - Be a good neighbor - Obey laws and rules - Respect authority - Protect the environment

PROGRAMS:

Single Plan for Student Achievement (SPSA) - State funded program to encourage school improvements through a collaborative between school personnel and the community.

Title I- Federally funded program for under achieving students, grades 1-5.

Library- Students visit the library bi-weekly

English Language Development - Specially designed instruction in listening, speaking, reading, and writing in the English language.

Computer Lab - Students visit the computer lab weekly.

Title IV - Drug Abuse Resistance Education - 5th grade students are given instruction by a Murrieta police officer.

SST (Student Success Team) - A group that meets regularly with teachers and parents to provide help for students with learning or behavior problems.

Services:

Special Day Teacher - Teacher with special training who provides services to students with learning disabilities.

Adaptive P.E. - Physical Education program for children with special physical needs.

Speech & Language - Program for children with articulation or language difficulties.

Psychologist - Provides educational testing for students who meet the specified criteria.

Nurse - Visits the site as needed to provide hearing and vision screening and provide medical input at site meetings.

Child care - Available through Murrieta Valley Unified School District.

Cafeteria - Breakfast Program -breakfast available for \$1.50 (8:00 a.m. - 8:30 a.m.) Hot lunches available for \$2.50, Milk \$.50, Juice \$.50, Bottled Water \$.75

ALLERGIES

Dear Parents,

We have several students in our school that have food allergies, food sensitivities or dietary restrictions. **Food allergies can trigger reactions that range from very mild to life threatening (anaphylaxis).**

As a result, there are several procedures we must follow to prevent exposure and reduce the risk of anaphylaxis and help keep all of our students safe:

1. Any food or snack that may be provided/shared MUST have pre-approval and/or prior notification to all parents so they can make alternate choices. We cannot share/provide food items unless a parent approves. Additionally, all food items provided should be pre-packaged with the ingredient label displayed or the food ingredients must be known or labeled. Suggestions for class sharing (birthday parties, etc.) may be providing or donating a book for the classroom or other non-food items.
2. Our classrooms should be peanut/tree nut/food allergy aware spaces. Classroom projects or assignments should NOT include the use of peanut butter/nuts or other food items. Any exception to this rule would require pre-approval and prior notification to parents.
3. Students can bring their own food choices to eat, this only applies to food provided/shared or used as a class project.

If your student has a food allergy, please make sure you contact/inform the Health Office. You may want to speak to the School Nurse if the allergy requires medication or other interventions.

We will have parties, projects and food items for the students throughout the school year. If you do NOT wish for your child to participate/have (food item), please notify the teacher (sign below).

Thank you for your support and collaboration. We want to make our classrooms safe for all students!

Student's Name: _____ Classroom Teacher: _____
Parent Signature: _____ Date: _____

Food allergy: _____
Plan: _____ Alternate food provided by parent
_____ Student should not eat/participate in project

ATTENDANCE

Gates will be unlocked at 8:15 a.m. Supervision begins on the school grounds at **8:15 a.m.** Please do not bring students to school before this time unless they are participating in a before school program. Students arriving before that time will be required to wait outside the school fence with **NO** supervision.

Supervision is provided after school for students waiting for buses and those enrolled in the Child Care Program. All other students are expected to go home when school is dismissed, unless detained (parent/guardian notified) by the teacher.

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 may be suspended.

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 and it will reflect on perfect attendance. **DUE TO THE AMOUNT OF DISRUPTION CAUSED BY EARLY CHECK-OUT, THE STAFF AND SCHOOL SITE COUNCIL HAVE VOTED TO ELIMINATE RELEASING STUDENTS TO PARENTS FROM 2:30 - 2:45 P.M. PICK UP CHILDREN PRIOR TO 2:30 P.M., OR WAIT UNTIL DISMISSAL.**

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 (696-1401) regarding a student's absence and excuse (eg.:ill, doctor's appt.,etc.). The school's funding is based on student attendance. The state reimburses for students who are at school and does not reimburse for absences of any kind, including illness.

Excused Absences - Not State Reimbursed

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

All students 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.

ATTENDANCE (Continued)

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
- is 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 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 or staff member responsible for detaining the child.

Early Pick-Up

If you need to pick up your child from school for a doctor's appointment or other reasons, please be aware that a classroom will NOT be disrupted to call out students to be released between 2:30 - 2:45. This is a crucial time for our teachers to get their students prepared for the end of the day. If you need to take your child out of school early - please do so before 2:30 pm.

★ Reminder: Sending a note to the teacher in the morning with dismissal instructions, inclement weather directions, or early release requests will also help alleviate classroom interruptions.

Perfect Attendance Awards

Perfect Attendance Awards are given to promote positive attendance (**No tardies, absences, or early pick-ups**). Students will be rewarded and recognized by the principal each semester. Students with perfect attendance for the entire year will be recognized at the last flag salute.

BICYCLE, ROLLERBLADES, SCOOTER & SKATEBOARD

If students will be riding a bicycle, rollerblades, scooter or skateboard to school a permission form must be on file in the school office. The form below is available in the front office.

Murrieta Elementary School
Bicycle, Rollerblades, Scooter & Skateboard
Permission Form

STUDENT'S NAME:

TEACHER:

GRADE:

I give permission for my student to ride their bicycle, rollerblades, scooter or skateboard back and forth to school during this school year. I have spoken with my student about traffic safety and feel that my child will be safe riding a bicycle to school. I have read over the Rider's Rules with my child and make sure that they will be WEARING A HELMET.

Parent's Signature:

Date:

Bicycle, Rollerblades, Scooter & Skateboard Rider's Rules

1. Wear a helmet.
2. Use a lock to secure your bicycle.
3. Keep your bicycle in good mechanical condition (tires, chain, brakes).
4. Obey all traffic rules and signs-always give proper hand signals.
5. Walk your bike across busy intersections.
6. Always ride with the traffic as close as possible to the right side of the road.
7. Be sure the roadway is clear before entering.
8. Always ride single file and watch for opening car doors.
9. Most bicycles are built to carry one person - You! And you alone.
10. If you must ride your bike at night be sure your headlight and reflectors are in good condition.
11. Select the safest route to your destination and use it. Avoid busy streets and intersections.
12. Yield right of way to pedestrians.

I have read and understand the bicycle rider's rules.

Student's Signature:

Date:

BIRTHDAY PARTIES

In an effort to maximize classroom learning time, we do not allow birthday treats or balloons for birthday parties for individual students. Teachers have a variety of ways to recognize children on their birthdays and will arrange classroom celebrations throughout the school year. Typically these will be at winter break, Valentine's Day, and at the end of the school year. A celebration may also take place in relation to a school event or a curricular unit of study. If you are interested in helping with classroom celebrations, please contact your child's teacher.

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.

BULLYING

What is bullying?

Think of what has happened. If you can check all four boxes below, then the event was bullying.

- The action is or involves one of the following:
 - words
 - hands, feet, or objects
 - hurts feelings/unkind body language (eye roll, sigh, noises)
- The action is meant to hurt or bother.
 - Sometimes I hear students say, “I didn’t mean to.” Once we check and see that the action is bullying, I expect students to remember that “I didn’t mean to” is not an excuse.
- The action is done over and over, or it keeps happening over time.
- The action involves one person trying to be in charge of another person. Ask yourself, “Who is in charge?”

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.



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 ex.3045).

Procedure for after school buses:

Kindergarten through fifth graders must line up near room 33 behind signs with their bus number. Students in bus lines must sit while waiting for the bus. Students should be in bus lines immediately after dismissal bell and follow directions of teacher on duty. Students must wait for buses in an orderly fashion. School rules apply in line and on the buses. Bus citations or memos will be written for inappropriate behavior.

District 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 parts 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 anytime.
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 or 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 (Continued)

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 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 two 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.

CALENDARS

A school calendar highlighting school events (Back to School Night, PTC meetings, SSC meetings) is sent home monthly with the school newsletter. Please check these calendars carefully. You can also view our calendar on the school website.

CELL PHONES & ELECTRONIC DEVICES

CELL PHONES

Students: We strongly discourage elementary students from bringing cell phones to school. If a parent/guardian supports sending a child with a cell phone, you agree to the following conditions:

1. Cell phones and smart watches could be a disruption to the learning environment and therefore must be in the "off" position and stored in the student's backpack.
2. No camera phones or any type of cameras are allowed on campus, unless part of a class assignment or approved school activity with the advance permission of the principal.
3. Murrieta Elementary and the Murrieta Valley Unified School District are not liable for cell phones that are lost, damaged or stolen.
4. Cell phones may only be used before and after school in the office, in front of the school or on B Street.

5. Proper documentation must be turned in to the principal to authorize a cell phone that must remain "on" if determined to be essential for a student's health by a licensed physician. Usage would be limited to health-related purposes only.
6. Students who do not abide by these rules will have their phones confiscated. When this occurs, parents may pick the phone up from the office. Multiple offenses may result in long term confiscation by Administration.

Adults: Please refrain from using cell phones especially while in the front office or classroom. All phones should be on vibrate. Please step out of the classroom or office if you have an emergency call you must take. Thank you for your cooperation in keeping distractions/interruptions to a minimum.

CELL PHONES & ELECTRONIC DEVICES (Continued)

ELECTRONIC DEVICES

The school strongly discourages bringing electronic devices to school that have no educational purpose. This includes any audio or video devices such as headphones, MP3/MP4, CD players, IPODS, games, etc. They may not be used in school without specific permission from staff. If you choose to bring a cell phone or any other electronic device, you do so at your own risk. The school does not have the staffing to investigate or be responsible for loss or theft of any electronic devices. Any loss or theft of any item should be reported the Murrieta Police Department.

Education Code Section 51512 provides for disciplinary action to be taken if a student uses, without expressed permission from a teacher, any electronic recording or listening device:

"The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person other than a pupil, who willfully violates this section, shall

be guilty of a misdemeanor. Any pupil violating this section shall be subject to appropriate disciplinary action."

Consequences: Electronic Device will be confiscated and parent may pick up the device in the office. Multiple offenses may result in long term confiscation by Administration.

COMMUNICATION

BLACKBOARD CONNECT

MVUSD uses our *BLACKBOARD CONNECT* system to inform families of upcoming events. Most of these communications will come to you in the form of an email. It is very important that you have your correct email on file with the school. Messaging regarding a student's absence or food service messages are sent out via a phone call. Please make sure all personal contact information is updated with your school office so you don't miss out on important information.

PEACHJAR

Peachjar is an electronic flyer communication system. School flyers and community flyers approved by the district will be posted online and emailed to all parents.

DISMISSAL PROCEDURES

Students who walk home need to exit through either the B Street gate or the front of the school. The bus loop may not be used for drop-off or pick-up. The church has asked that students do not wait in their lot. Parents may park in the lot and walk to the school.

Students who are picked up need to meet parents either at:

- 1) the **B Street gate**, or
- 2) at the front of the school

There are yard duty personnel in these two locations to monitor the safety of students waiting to go home. These are the **only two locations** for riders to wait. Other locations are unsupervised. Students are required to sit down while waiting for their ride. (See Inclement Weather Section for Rainy Day Procedures)

DRESS CODE

The school, site council, and community established a reasonable dress code that will prevent

disruptions and promote an educational climate for students at Murrieta Elementary School. 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. No dress code can be written that will anticipate all dress and grooming extremes. It is important to understand that some decisions will be at the discretion of the administration in any particular circumstance. Behavior of the student or group of students may be criteria upon which a decision is based. When violation of the dress code occurs, students will be required to change into appropriate attire.

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 or oversized earrings, false or acrylic fingernails, extreme nail polish and any make-up will not be allowed.

SAFE AND HEALTHY FOOTWEAR WILL BE WORN AT ALL TIMES.

Examples of footwear: Shoes designed to stay on permanently and enclose the feet must be worn. Tennis shoes, sandals, etc. without heel straps and platform shoes are not allowed to be worn at school. Shoelaces are to be tied snugly at all times. **NO** flip-flops!

CLOTHING WILL MAINTAIN SOCIALLY ACCEPTABLE STANDARDS OF MODESTY.

Examples of inappropriate clothing: halter tops, spaghetti straps, off-the shoulder styles, tank tops with excessively large neck or arm openings, shoulderless tops, see-through clothing, visible **DRESS CODE (Continued)**

underclothing, holes above the knees, short-shorts, mini-skirts, shorts with writing across the seat, bare midriff tops, and any clothing which may or does cause a disruption to the learning environment.

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 OR IS ATTRIBUTED TO GANG AFFILIATION OR PUTS THE WEARER IN DANGER WILL NOT BE ALLOWED.

Examples not allowed: excessively oversized shirts and pants, bagging or sagging pants, bandannas, knit caps, do rags, 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 administration. Behavior of the student or group of students may be criteria upon which a decision is based.

HATS THAT SHADE THE FACE MAY BE WORN AT MURRIETA ELEMENTARY.

Hats, beanies or hoods may only be worn when outside. Hats or beanies may not be worn indoors except for special designated days. Baseball style hats with bills forward are allowed at Murrieta Elementary.

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

NO TATTOOS MAY BE WORN TO SCHOOL.

EMERGENCY SCHOOL CLOSING INFORMATION

In the event of an emergency, our school will work with District staff to notify families of the situation as quickly as possible. The district's mass notification system will call parents, send e-mails, text messages and push notifications to the district's mobile app. To receive push notifications to your mobile phone, download the Murrieta Valley USD app for iPhone and Android smartphones. In addition, information and updates about emerging situations will be posted on the district's official Social Media sites, [Facebook](#) and [Twitter](#) and on the district and/or school website.

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 behind.
- 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, two weeks 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 the principal. Their attendance will be credited.
- Parents are encouraged to attend field trips as chaperones. Without adequate parental participation, the field trip will be canceled. Children, other than those in the participating class, may not attend.
- Students who take medication must have the medical section of the field trip form signed by the parent and doctor prior to the day of the field trip.

Guidelines for Chaperones

Murrieta Valley Unified School District
41870 McAlby Ct.
Murrieta, CA 92562
(951) 696-1600

- All adults on a field trip and interacting with our students are **chaperones and are under the direction of the teacher** who is in charge of the class or group they are accompanying. The teacher will determine the schedule, chaperone group assignment, etc.
- Chaperones may ride on the bus, but must complete a *Field Trip Permission Slip - Adult* version to do so. If they drive themselves in their own vehicle and are transporting their own child to the destination, they must complete a *Student Voluntary Transportation* form.
- Any parent who wishes to allow their child to ride in the personal vehicle of another adult must also complete a *Student Voluntary Transportation* form.

- The rules of the school for children and adult apply on a field trip as they do for the school grounds. Two examples - there is to be no smoking during the hours of the field trip, and there is to be no alcohol available or consumed during the field trip. All school rules are in place and enforced.
- Any incident of misbehavior by a child during a field trip is to be reported to a teacher who will deal with it and make appropriate referrals after the trip.
- All chaperones have the responsibility to intervene in any situation where the health and/or safety of any of the children is at risk.
- Children of chaperones (other than the children in the class scheduled for the field trip) are not allowed to attend the event, as this distracts the chaperone from their primary responsibility of supervising students. Parents who bring their non-student children to the event location may not act as chaperones, and are not considered as participating in the field trip.

I have read and understood the above expectations for chaperones and agree to abide by them.

Chaperone Name (printed): _____

Signature: _____ Date: _____

FINE ARTS

The Fine Arts Club and MES Chorus are extra-curricular programs designed to enhance children's knowledge and ability in the visual and performing arts. The Fine Arts Club and MES Chorus meet before or after school throughout the school year. Sign-up information will go home at the beginning of the year.

GENERAL EXPECTATIONS OF BEHAVIOR AND CONSEQUENCES

Philosophy

In order to keep a school climate free from disruptions that interfere with the learning process students, staff and parents must share the responsibility and support the following student **JAGUAR** expectations which are centered around our important Character Pillars of Respect, Responsibility, Trustworthiness, Fairness, Caring and Citizenship.

1. No chase, tag, or games that involve touching others.

2. Students will observe good standards in all forms of expression such as speech and writing. Profane and vulgar language will not be tolerated and students may be suspended.
3. Students must keep hands, feet, and objects to themselves. We use the term **KAHFOOTY** - **Keep All Hands, Feet, and Other Objects To Yourself**. 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 prohibited.
5. Gum, seeds or nuts in shells, candy and soda 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 will walk on sidewalks, not on grass areas. Running in the hallways is prohibited.
8. Sitting, swinging, or leaning on hallway railings 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.
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 containers, aerosol cans)

RULES OF BEHAVIOR AND CONSEQUENCES (Continued)

- dangerous to the health, safety or welfare of students, is forbidden on school grounds, buses and at bus stops.
12. The restrooms are open to all students before school. After 8:45 a.m. the restrooms near room 20 are for kindergarten and first grade students only. Other restrooms are open to 1st-5th grade students. Students **may not** loiter in or around the restrooms; students must keep voices down; students should always flush the toilets. Defacing the bathroom is a suspendible offense. Students must use restrooms near room 3A and the MPR at recess and lunch breaks.
 13. With the exception of calculators, electronic devices are not to be brought to school.
 14. Cards and toys are not allowed at school.
 15. Selling/trading of items is not allowed at school.

16. Skateboards, skates, roller blades, wheelies/skate shoes are not to be brought to school. No one is allowed to ride any of these, anywhere on the school grounds, at any time - even after school.

Rights and Responsibilities of Students, Parents, and School Personnel

Students have the responsibility to:

1. Attend school regularly and on time.
2. Be prepared for each class with appropriate materials and assignments.
3. Be well groomed and dress appropriately.
4. Exhibit respect towards others.
5. Behave in a responsible manner at school, on school buses, and at all school functions.
6. Obey all class, school and safety rules.
7. Cooperate with staff in maintaining safety, order and discipline.
8. Uphold our JAGUAR expectations.

Parents have the responsibility to:

1. Make every effort to provide for the physical needs of their child.
2. Teach their child to respect authority, pay attention and obey rules.
3. Assure their child attends school regularly and report and explain absences and tardiness to school personnel.
4. Be sure their child is appropriately dressed for school.
5. Submit a signed statement that they received and reviewed the behavior expectations and support school personnel in the enforcement of discipline imposed in accordance with school policy and behavior expectations.
6. Bring to the attention of school personnel any concerns or condition that may relate to the child's education or well-being.
7. Discuss report cards, and assignments with their child and participate in conferences with school personnel regarding the child's progress, behavior and welfare.

Teachers and other certified personnel have the responsibility to:

1. Be knowledgeable of and uphold behavior expectations.
2. Develop, and communicate classroom rules and discipline management procedure and follow said procedure.
3. Remove from class a student who presents a danger to self or others.
4. Maintain an orderly classroom.
5. Establish rapport and an effective working relationship with parents.
6. Notify parents when student behavior needs parental intervention.
7. Report in writing to the principal any known serious violation of the behavior expectations.
8. Maintain confidentiality upon receipt of sensitive information.
9. Work with colleagues to provide positive behavior supports.

Administrators have the responsibility to:

1. Assure a safe and orderly climate for teaching and learning.
2. Assume responsibility and leadership for discipline and for the evaluation of the discipline management plan including implementation and enforcing the behavior expectations.
3. Provide appropriate support for teachers who seek help with discipline management.
4. Notify parents within 24 hours of a serious violation of the behavior expectations by their child.

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and the person inviting the guest will share responsibility for the conduct of his or her guest.

MVUSD Elementary School Behavioral Expectations Guidelines				
<p>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.</p>				
<p><i>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.</i></p>				
<p>Students confronted with any negative situation are expected to be safe, be responsible and be respectful by:</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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.
DEFINITIONS: SST-Student Study Team, BIP-Behavior Intervention Plan				
Behavior Expectation	School Rule Based Upon CALIFORNIA EDUCATION CODE	1st Offense	2nd Offense	Severe or Repeated Violations
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, BIP-Behavior Intervention Plan				

HARASSMENT

Students

BP 5145.3(a)

NON-DISCRIMINATION/HARASSMENT

District programs and activities shall be free from all unlawful discrimination, including harassment, with respect to ethnic group, religion, gender, sexual orientation, color, race, national origin and physical or mental disability or the perception of one or more of such characteristics. Acts that amount to any of the foregoing will not be tolerated.

The Governing Board shall provide equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other District or school activities. Eligibility for performance groups shall be determined solely on the basis of objective competencies. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

The schools shall provide girls and boys with separate shower rooms and may provide separate sex education classes in order to protect student modesty and to promote an appropriate academic environment. In physical education, when objective standards have an adverse effect on students because of their gender,

race, ethnic group or disability, other standards may be used to measure achievement and create comparable educational opportunities.

The Board seeks to prohibit intimidation or harassment of any student by any employee, student or other person in the District occurring at a school or District related activity or on District property or school premises operated by the District. Staff shall be alert and immediately responsive to student conduct that may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

The District is committed to the equal application of all laws to all persons within the District; accordingly this policy is not intended to be, nor shall it be construed as, limiting the rights of students, teachers, staff, or other personnel to engage in free expression which does not substantially disrupt school operations or interfere with the rights of others. The District acknowledges the diversity of its employees, students, parents or other community members through their religious, ethnic, cultural and other forms of expression and discourse. The District actively promotes and seeks to foster the free, open and civil exchange of ideas among its various diverse groups and individuals.

NON-DISCRIMINATION/HARASSMENT (continued) BP 5145.3(b)

HARASSMENT DEFINITIONS; EXAMPLES OF PROHIBITED CONDUCT

RACIAL, SEXUAL, AND OTHER FORMS OF HARASSMENT DEFINITIONS

- A. Racial Harassment: As used in this policy, racial harassment means conduct which substantially disrupts school operations or interferes with the rights of others, consisting of physical, written or verbal conduct relating to an individual's race, color, national origin or ethnicity, or perceived race, color, national origin or ethnicity, when the conduct occurs at a school or District related activity or on District property or school premises operated by the District and:
1. is severe, persistent, or pervasive in affecting the student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive environment; or
 2. has the purpose or effect of interfering with an individual's academic performance; or

3. otherwise affects an individual's learning opportunities in an adverse way; and
4. is determined to have occurred as a result of an objective review of credible information considering the totality of the circumstances

Racial harassment may include but is not limited to the following conduct when such conduct results in substantial disruption to school operations or interference with the rights of others:

1. using racial slurs or similar name calling at any curricular or extracurricular activity;
2. threatening or intimidating conduct directed at another because of the other's race, color, national origin or ethnicity;
3. creating written or graphic material including graffiti containing racial or ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
4. engaging in any act of aggression or assault upon another because of, or in a manner related to, race, color, national origin or ethnicity.

BP 5145.3(c)

NON-DISCRIMINATION/HARASSMENT (continued)

A: Sexual Harassment: As used in this policy, sexual harassment means conduct that substantially disrupts school operations or interferes with the rights of others, consisting of physical, written or verbal conduct or communication of a sexual nature occurring at a school or District related activity or on District property or school premises operated by the District and when:

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an educational benefit or service; or
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
3. that conduct or communication is sufficiently severe, persistent, or pervasive to affect the student's ability to participate in or benefit from an educational program or setting; and,

4. is determined to have occurred as a result of an objective review of credible information considering the totality of the circumstances.
 5. Sexual harassment may include but is not limited to the following conduct when such conduct results in substantial disruption to school operations or interference with the rights of others:
 6. pressuring any individual for sexual activity;
 7. inappropriate touching, especially uninvited or unwelcome patting, pinching or other physical contact that is sexually motivated; using sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
 8. creating persistent or pervasive written or graphic material containing sexual comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes.
- B. Bullying Harassment: As used in this policy, bullying harassment is physical, written or verbal conduct that is intentional, repeated and deliberately harmful when the conduct substantially disrupts school operations or interferes with the rights of others occurring at a school or District related activity or on District property or school premises operated by the District and:

BP 5145.3(d)

NON-DISCRIMINATION/HARASSMENT (continued)

1. is persistent in affecting a student's ability to participate in or benefit from an educational program or activity, or has the purpose or effect of creating an intimidating, hostile or offensive environment; or
2. has the purpose or effect of interfering with an individual's educational performance; or
3. otherwise adversely affects an individual's educational opportunities; and,
4. is determined to have occurred as a result of an objective review of credible information considering the totality of the circumstances.

Bullying harassment may include but not be limited to the following conduct when such conduct substantially disrupts school operations or interferes with the rights of others:

1. physical: shoving, hitting, grabbing an individual, taking or hiding belongings;
2. verbal: taunting, defaming, insulting or using other deliberately inciting remarks;
3. emotional: intimidating, extorting, defaming, terrorizing or blackmailing individuals due to their race, disability, ethnicity, religion, or perceived sexual orientation.

D. Religious Harassment: As used in this policy, religious harassment is conduct that substantially disrupts school operations or interferes with the rights of others by means of physical, written or verbal conduct which is related to an individual's religion or perceived religion occurring at a school or District related activity or on District property or school premises operated by the District and when it:

1. has the purpose or effect of creating an intimidating, hostile or offensive environment; or
2. has the purpose or effect of interfering with an individual's educational performance; or
3. otherwise adversely affects an individual's educational opportunities; and,
4. is determined to have occurred as a result of an objective review of credible information considering the totality of the circumstances.

NON-DISCRIMINATION/HARASSMENT (continued)

Religious harassment may include but is not limited to the following conduct when such conduct results in substantial disruption to school operations or interference with the rights of others:

1. threatening or intimidating conduct directed at another because of the other's religion or perceived religion;
2. creating written or graphic material including graffiti containing comments, symbols or stereotypes of a religious nature which is posted or circulated and which is aimed at degrading individuals or members of that religion;

3. making taunting, defamatory, threatening or other deliberately inciting remarks towards an individual due to their religion or perceived religion;
4. committing any act of aggression or assault upon another because of, or in a manner related to, religion.

E. Sexual Orientation Harassment: As used in this policy, sexual orientation harassment is conduct that substantially disrupts school operations or interferes with the rights of others by means of verbal, written or physical conduct, directed at the characteristics of a person's sexual orientation or at their sexual orientation, or their perceived sexual orientation, such as taunting and defamation occurring at a school or District related activity or on District property or school premises operated by the District and when the conduct:

1. has the purpose or effect of creating a hostile or substantially disruptive environment; or
2. has the purpose or effect of substantially interfering with an individual's educational performance or access to educational opportunities; or
3. otherwise adversely affects an individual's educational opportunities; and, is determined to have occurred as a result of an objective review of credible information considering the totality of the circumstances.

Sexual orientation harassment may include but is not limited to the following conduct when such conduct results in substantial disruption to school operations or interference with the rights of others:

1. threatening or intimidating conduct directed at another because of the other's sexual orientation;
2. creating written or graphic material including graffiti containing comments, symbols or stereotypes which is posted or circulated and which is aimed at degrading individuals based on their sexual orientation;
3. making taunting, defamatory or other deliberately inciting remarks towards an individual based on their actual or perceived sexual orientation at any curricular or extracurricular activity; and,
4. committing any act of aggression or assault upon another because of, or in a manner related to, a person's sexual orientation.

F. Disability Harassment: As used in this policy, disability harassment is conduct that substantially disrupts school operations or interferes with the rights of others by means of harassment based on a person's disabling mental or physical condition, or perceived condition, and includes any verbal, written or physical conduct, directed at demeaning the characteristics of a person's disabling condition, such as imitating manner of speech or movement, or interference with necessary equipment occurring at a school or District related activity or on District property or school premises operated by the District and when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive environment; or
2. has the purpose or effect of interfering with an individual's educational performance; or
3. otherwise adversely affects an individual's educational opportunities; and,
4. is determined to have occurred as a result of an objective review of credible information considering the totality of the circumstances.

BP 5145.3(g)

Disability harassment may include but is not limited to the following conduct when such conduct results in substantial disruption to school operations or interference with the rights of others:

1. threatening or intimidating conduct directed at another because of a person's disability;
2. creating written or graphic material including graffiti containing comments, symbols or stereotypes which is posted or circulated and which is aimed at degrading individuals based on their disability;
3. making taunting, defamatory or threatening statements or other deliberately inciting remarks due to an individual's disability;
4. committing any act of aggression or assault upon another because of, or in a manner related to, a person's disability.

The Murrieta Valley Unified School District is committed to its primary purpose of providing a safe educational environment for all students, and is committed to the reporting of any known or suspected sexual abuse of minors, including abuse by and between minors. The District does not promote furtherance of any particular sexual behavior at a school or District related activity or on District property or school premises operated by the District, and students and employees are expected to maintain modesty, sensitivity and courtesy in all discussions or conduct that could be objectively identified as relating to sexual behavior while at school or during District related activities.

Students who harass or discriminate against other students shall be subject to appropriate counseling and discipline, up to and including expulsion. An employee who permits or engages in discrimination or harassment may be subject to disciplinary action, up to and including dismissal.

Any student who feels that he/she is being harassed or discriminated against should immediately contact the principal or designee. The student and/or parent may file a complaint verbally or in writing under the District

"Discrimination/Harassment Complaint Procedure" (AR 5145.3). Upon receipt of a harassment complaint, either written or verbal, the Superintendent or designee will be notified by the principal or designee. Complaints of harassment will be investigated immediately according to the procedures set forth in AR 5145.3.

Each elementary and secondary school's student handbook will include a section regarding the District's nondiscrimination/harassment policy and the "Discrimination/Harassment Complaint Procedure". Student handbooks will be reviewed with students at the beginning of each school year, either in the classroom or in student assemblies.

At the start of each school year, this policy will be distributed to parents/guardians.

Legal Reference:

CIVIL CODE

200-262.5 Prohibition of discrimination

1714.1 Liability of parents/guardians for willful misconduct of minor

EDUCATION CODE

40 Prohibited sex discrimination

41 School-sponsored athletic programs; prohibited sex discrimination

200-262 Prohibition of discrimination on the basis of sex

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression

48950 Freedom of speech

49020-49023 Athletic programs

51006-51007 Equitable access to technological education programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

CODE OF REGULATIONS, TITLE 5

4621 District policies and procedures

4622 Notice requirements

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3a Prohibition of discrimination on basis of race, color or national origin

106.8 Designation of responsible employee

106.9 Notification of nondiscrimination on basis of sex

GOVERNMENT CODE

Title VI Civil Rights Act of 1964; name calling based on a person's sexual orientation at any curricular or extracurricular activity

Title VII Civil Rights Act of 1964

Title IX Education Amendments of 1972

Section 504 Rehabilitation Act of 1973

Americans with Disabilities Act of 1990 (Title II)

Age Discrimination Act of 1975

34 Code of Federal Regulations

UNITED STATES CONSTITUTION

Amendment I

COURT DECISIONS

Tinker v. Des Moines Ind. School District, 393 U.S. 503 (1969)

Saxe v. State College Area School District, 240 F 3d 200 (3rd Cir. 2001)

Policy

adopted: May 18, 2006

Students

MURRIETA VALLEY USD

Murrieta, California

AR 5145.3(a)

DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE

Any parent or student who believes that a student has been subjected to discrimination (including harassment) based on race, color, national origin,

religion, gender, sexual orientation, or physical or mental disability, or the perception of one or more of such characteristics, in any District program or activity may file a complaint under this procedure.

The District prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures.

The District acknowledges and respects students' and employees' rights to privacy. Complaints shall be investigated in a manner that protects these rights. The identity of any complainant shall be kept confidential as appropriate.

The Superintendent shall ensure that employees designated to receive and investigate complaints are knowledgeable about applicable laws and regulations. Such employees may have access to legal counsel as determined by the Superintendent or designee. The District designates the principal or his/her designee as the person at each school responsible for receiving and investigating complaints pursuant to this policy.

The District administrator responsible for overseeing the District's response to harassment/discrimination of students is:

Director of Student Support
41870 McAlby Court
Murrieta, CA 92562
(951) 696-1600, ext. 1037

HOW TO FILE A COMPLAINT

Our schools are committed to providing a safe learning environment for all students. Any student who believes that he/she has been subjected to discrimination or harassment (including bullying, intimidation, or retaliation) based on race, color, national origin, religion, gender, sexual orientation, or physical or mental disability in any District program or activity should immediately contact the school principal to file a complaint. Any parent can contact the school principal to file a discrimination/harassment complaint on behalf of their child. The following steps will be taken when a complaint is filed:

AR 5145.3(b)

Procedures

1. The principal or designee shall promptly investigate all complaints of discrimination or harassment in a confidential and respectful manner. In doing so, he/she shall talk individually with:
 - a. The parent of the complainant, pursuant to board policy and procedure
 - b. The student who is complaining
 - c. The person accused
 - d. Anyone who saw the incident or conduct take place
 - e. Anyone mentioned as having related information
2. The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence, and put his/her complaint in writing.
3. If the principal or designee determines that discrimination/harassment has taken place, he/she will take immediate action to protect the safety of the student who has been discriminated against or harassed. To judge the severity of harassment, the principal may take into consideration:
 - a. How the misconduct affected one or more students' education
 - b. The type, frequency, and duration of the misconduct
 - c. The number of persons involved
 - d. The age and sex of the person accused of harassment
 - e. The subject(s) of harassment
 - f. The place and situation where the incident occurred
 - g. Other incidents at the school, including incidents of discrimination/harassment

Nothing in this procedure will restrict or prohibit the right of an employee to seek representation in any investigative meeting, pursuant to the collective bargaining agreements with employee groups.

AR 5145.3(c)

DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE (continued)

4. The principal or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the principal or designee also may discuss the complaint with the following persons:
 - a. The Superintendent or designee
 - b. The parent/guardian of the person accused of the discrimination or harassing conduct
 - c. The school resource officer(s)
 - d. A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth
 - e. Child protective agencies responsible for investigating child abuse reports
 - f. Legal counsel for the District
5. When the parent or student who complained and the person accused so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided.
6. In reaching a decision about the complaint, the principal or designee may take into account:
 - a. Statements made by the persons identified above
 - b. The details and consistency of each person's account
 - c. Evidence of how the complaining student reacted to the incident
 - d. Evidence of past instances of discrimination or harassment by the accused person
 - e. Evidence of past complaints
7. If the principal or designee determines that discrimination/harassment has taken place, he/she will implement interventions (during and/or following the investigation, as appropriate) to prevent further discrimination/harassment and/or mitigate the
AR 5145.3(d)

DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE (continued)

effects of the discrimination/harassment. These interventions may include, but are not limited to, a review of policy with students and staff and/or letter(s) to parents, counseling for the victim, schedule changes, increased supervision, among other steps.

Within 10 days of receiving the complaint, the principal or designee shall write a report of his/her findings, decisions, and reasons for the decisions and shall present this report to the student who complained and the person accused. If he/she verifies that discrimination/harassment occurred, this report shall describe the actions he/she took to end the harassment, address the effects of the discrimination or harassment on the person who was subject to it, and prevent retaliation or further discrimination or harassment.

8. The principal or designee shall give the Superintendent or designee a written report (findings) of the complaint and investigation. Within two weeks after issuing his/her findings, the principal or designee shall determine whether or not the student who complained has been further harassed or discriminated against. The principal or designee shall keep a record of this information and shall continue to monitor as appropriate.

Legal Reference:

EDUCATION CODE

200-262.5 Prohibition of discrimination

GOVERNMENT CODE

Title VI Civil Rights Act of 1964

Title VII Civil Rights Act of 1964

Title IX Education Amendments of 1972

Section 504 Rehabilitation Act of 1973

Americans with Disabilities Act of 1990 (Title II)

Age Discrimination Act of 1975

34 Code of Federal Regulations

Regulation

Approved: September 14, 2004-F

MURRIETA VALLEY USD

Murrieta, California

STUDENT DISCRIMINATION/HARASSMENT COMPLAINT FORM
General Statement of Policy Prohibiting Religious, Racial or Sexual Harassment

Murrieta Valley Unified School District maintains a firm policy prohibiting all forms of discrimination. Religious, racial or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment, will not be tolerated under any circumstances.

Complainant _____ School _____ Grade _____

Home Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Type of Discrimination:

Sexual Orientation - Gender Identity - Racial - Religion - Race - National Origin - Sexual

Name of person you believe harassed or was violent toward you or another person

If the alleged harassment or violence was toward another person, identify that person

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used, any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved, etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur? _____

List any witnesses who were present _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Complainant Signature _____ Date _____

Received by: _____ Date _____

Awards for Good Behavior

Adults at school will recognize students who demonstrate appropriate school behavior on a daily, weekly, and/or monthly basis, in the classroom and/or at school assemblies. Murrieta Elementary focuses its discipline policy on "Positive Reinforcement" to maintain a healthy, positive, and safe school environment.

Discipline

When a child is a habitual disciplinary problem, the teacher has the authority to take disciplinary action. When a child is referred to the office, it is not a first or "minor" offense.

Possible Discipline Referrals:

1. Habitual tardiness to school/class
2. Truancy from school/class/class activity
3. Habitually unprepared for class (books, materials, homework)
4. Chronic refusal to do class work
5. Disruption of class
6. Disrespectful to staff members/students
7. Defiance of authority
8. Leaving supervised area
9. Foul or abusive language/acts
10. Not keeping hands, feet, objects to self
11. Fighting/play fighting
12. Defacing or destroying school property/private property
13. Throwing rocks or other objects
14. Running in the halls
15. Playing in the restrooms
16. Spitting

Possible Consequences:

1. Parent/teacher and/or principal conferences
2. Performance Contract
3. Denial of privileges
4. Character Counts memo sent home and resulting in detention from morning

- recess and/or lunch recess
- 5. Work option
- 6. Restitution
- 7. Suspension
- 8. Referral to appropriate agency when applicable
- 9. Referral to Administrative Hearing Panel with recommendation for expulsion.

SUSPENSION OR EXPULSION OF PUPILS

GROUNDS FOR SUSPENSION

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a) (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or any dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence, of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, material as a controlled substance, alcoholic beverage. Intoxicant.
- (e) Committed or attempted to commit a robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to cigarettes, cigars, miniature cigars, clove cigarettes,

smokeless tobacco, snuff, chew packets, and betel, However, this section does not prohibit use or possession by a student of his or her own prescription products.

- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel

SUSPENSION OR EXPULSION OF PUPILS (Continued)

engaged in the performance of their duties.

- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead to a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA.
- (q) Engaged in, or attempted to engage in, hazing.
- (s) Aiding or abetting injury, as defined in Penal Code Section 31

48900.2 **Sexual Harassment:** Committed sexual harassment. This section applies to grades 4 through 12 only.

48900.3 **Hate Violence:** A pupil in grades 4 through 12 may be suspended from school or recommended for expulsion if the pupil has caused or attempted to cause, threatened to cause or participated in any act of hate violence.

48900.4 **Student Threats:** A pupil enrolled in grades 4 to 12, inclusive, may be sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting

class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

48900.7 **Terroristic Threats:** Made terroristic threats against school officials, school property or both.

SAFE SCHOOL: (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**
- (4) Committing or attempting to commit a sexual assault**
- (5) Possessing explosives**

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) Ongoing 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**

HEAD LICE

Parents often ask what the policy is on head lice and attendance in school. The American Academy of Pediatrics along with the Department of Health Services have determined that head lice are harmless and do not spread disease, and that most transmission takes place in home settings, as opposed to school. Head lice do not jump or fly and are only transmitted through direct head to head or head to object contact (via shared brushes, combs, hats or other similar objects). Transmission is not casual and must be through close contact with another's hair. Therefore, accordingly, Murrieta Valley Unified School District has a Board Policy that recognizes that the treatment and control of head lice falls mainly at home.

If students are found to have untreated lice, they will be sent home with proper notification, so that

parents can follow up with appropriate treatment. The school nurse, in consultation with the school administrator will determine when students should be checked for possible infestation and when general notification should be sent home to parents. Routine classroom checks are not done since the mode of transmission is direct head to head contact and students in class are geographically separated by desks.

Please feel free to contact your school nurse or Lead Nurse, Cathy Owens if you have any questions or concerns. We want to work together to keep students in school!

HOMWORK 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.
- Aid in the mastery of skills.
- Instruction in the wise use of time.
- Involving parents in the education of their child while not requiring the parent to provide initial instruction.
- Providing opportunities for parent/child interaction.
- Enabling students to make up work missed due to excused absences, including suspensions

Time

Although the Murrieta Valley Unified School 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 will not be assigned on school activity nights or during state testing. Homework assignments are to reflect the same high standards of legibility, neatness, content, and completeness as expected in the classroom. If your child is ill, you may request homework through our school office. Homework will be available for pick up at the end of the school day.

Responsibilities

Student:

- Listen to directions and insure 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.

HOMEWORK (Continued)

Responsibilities (Continued)

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

INCLEMENT WEATHER

Rain - A.M:

Students arriving before school are to report to the MPR (grades 1-4) and the Library (5th grade).

Rainy Day -After School Dismissal:

In the event of a downpour:

BUS RIDERS: Go to MPR

Sit down quietly in bus lines

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 or guardian.

FRONT GATE: Go to Library or stand under front overhangs

Sit quietly until called for ride

B STREET: Raining Lightly: Go to Rm. 27 - wait under the overhang

Downpour: go to MPR

WALKERS/ Raining lightly: walk/ride home

BIKE RIDERS: Downpour: go to MPR

CHILDCARE: Go straight to Childcare

Parents may pick students up early. **The "B" Street gate will remain closed** and parents must park and come to designated area to pick up students. Teachers will keep sign-out sheets in the room during inclement weather.

Parents should contact the school (696-1401) or Transportation Department (696-1600 ex. 1193) with questions.

Heat

-All classrooms are air-conditioned.

-Students may eat indoors. (MPR)

- Students are allowed to sit in shaded areas or under the misters at the lunch benches during recess and at lunch.
- During excessive heat, 95° and above, "inside" lunch with no outside play will be called.

INFORMATION UPDATING

In the event of an emergency, we must know where to reach you or a close relative. Please help us by keeping phone numbers (including cell phones) and e-mail addresses updated with the office. Our emergency notification system uses both e-mail and telephone to notify parents in case of an emergency. In addition, it is important for all student medical records to be kept current and up-to-date.

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.

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.

Ed Code 49423

Medications 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.

INTERRUPTIONS

In order to maximize student learning and minimize disruptions, classrooms will not be called to communicate transportation changes or items in the office such as instruments, lunch or homework. Please ensure that all of your child's needs and directions are met before dropping him/her off at school. In the event you do need to drop of an item, please do so at the office. Office staff has been instructed to send an email to the teacher relaying the information. In the event you need to pick up your child early from school, please do so before 2:30 to avoid end of the day wrap up activities in the classroom.

LIBRARY INFORMATION

Your librarian is eager to help you use the library and find the books and information you need. We look forward to working with you this year.

Library Hours : 9:00-2:30

Behavior

- Follow school rules and library rules in the library. Be a Super JAGUAR!
- Use good library etiquette.
- Students on passes who do not follow the rules or use good etiquette will be sent back to class.

Book/Materials Check Out

- Check out library books and materials before they leave the library. All books and materials must be checked out before they may be taken out of the library.
- Return books and materials as soon as you are finished with them. This prevents loss and allows for use by others.
- Book checks outs are reserved for registered Murrieta Elementary students only. Parents and siblings will be referred to the public library.

Lost and Damaged Materials

- Students are responsible for items checked out to them.
- Don't trade library books and materials with other students. Return them to the library and let the other person check them out from the library. Remember, you are responsible for the item until it is returned to the library. Student may not check out a new book until the previously checked out book is returned.
- Lost books and other materials must be paid for.
- Books and materials damaged beyond repair must be paid for.

Withdrawal from School

- Students withdrawing from school must return all library books and materials, pay for lost or damaged books and materials, and obtain clearance from the librarian before leaving.

Fees for lost or damaged textbooks/library books

Students who owe fees at the end of any twelve week period will have their report cards held. The teachers will supply the office with a list of those students who owe for textbooks or library books. Parents of the students will be notified.

LOST AND FOUND

Students who find objects (including money) **must** turn them in to the school office.

Jewelry, money, keys and other small items are kept in the school office. Other lost and found items will be placed on the shelf near room 2, available to students and parents. Unclaimed items shall be removed from the Lost and Found and donated to a worthy cause at the end of each semester. Any unclaimed money will be deposited in the Student Leadership fund. **PLEASE LABEL ITEMS WITH CHILD'S FULL NAME.**

Kindergarten and Pre-School have their own lost and found, located on the Kindergarten yard.

LUNCH/SNACKS

If you believe that your children may qualify for the Free or Reduced Lunch and Breakfast Program, please fill out an application. This application is sent home with every child in the district the first week of school; however, you may fill out an application any time throughout the year in the front office. Only one (1) application per family is needed. Be certain that you list **ALL** children enrolled in the district. **APPLICATIONS for Free or Reduced Lunch MUST BE RENEWED EACH YEAR**

Two Ways to Pre-Pay: We highly encourage pre-payment for meals on a weekly or monthly basis. Pre-payment discounts are given for multiple lunch purchases. Pre-paying helps keep the lunch lines moving quickly during lunch and eliminates the risk of your child losing their money during the school day.

Visit www.mySchoolBucks.com and create your child's account with a unique login and password and the child's birth date and name. Balances and purchase history are only displayed after the account is validated with the first payment and correct user login and password are entered. A 3% convenience fee is charged for this service at the time of deposit. Note: www.mySchoolBucks.com needs to be completed the day before it is needed in the account. It takes at least one day to get posted into your child's account.

You may also pre-pay in the school cafeteria before school starts by putting the money in an envelope and writing the student's name and lunch I.D. number on the envelope; drop the envelope off in the cafeteria before school starts. Please make checks payable to MVUSD-MES. There is a \$25 fee for returned checks.

Students are encouraged to bring a healthy snack as part of a balanced and nutritious meal plan. Candy and soda are strongly discouraged for snack or lunch; gum is not permitted on campus. Examples of healthy snacks include: fresh fruit, low-fat granola bars, pretzels, crackers and cheese, cut-up vegetables with low-fat salad dressing .

Students remember to check in the office if you do not have a lunch.

Single day purchases for hot lunch are \$2.50 and may be purchased at lunchtime.

Milk and juice may be purchased during lunch for \$.50.

Breakfast is served when the campus opens before school for \$1.50.

If you have any comments or concerns please call: Murrieta Valley Unified School District Food Services at (951) 696-1600 x4559.

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

1. Eat ONLY in designated areas

2. Sit at the table properly
3. Use a quiet voice
4. For health and safety reasons do not take, trade, or share lunches
5. Discard trash in proper containers. Students are asked to clean up their area.
6. Students will be dismissed by grade level and class **after** their area is clean.
7. Commercial delivery of food to the school is prohibited unless authorized by the principal.

Elementary School – Food Regulations
Federal/State Regulations and District Policy
Effective July 1, 2007

Foods of minimal nutritional value (FMNV) are prohibited from being sold or served during any meal service period.

Food preparation and storage (Health Code Regulations/Board Policy)

1. **Food/beverage items sold or served to students on campus may not be cooked or prepared in a private home – all food/beverage items must be commercially prepared.**
2. **All food/beverage items must be stable at room temperature unless proper cold/hot temperatures can be maintained. Cold food must be maintained at 41 degrees or lower and hot food must be maintained at 135 degrees or higher**

From beginning of breakfast period to end of last lunch period:

1. Allowable beverages (State regulations/BP):
 - a. Juice containing at least 50% fruit or vegetable juice with no added sweeteners
 - b. Water with no added sweeteners or artificial sweeteners
 - c. Milk 1% or non-fat
2. Foods must be from the *List of Approved Foods* as established by Murrieta Valley USD (State/BP/MVUSD Wellness Policy)
3. Student or Adult organizations cannot sell food or beverages until after all lunch periods have ended (State/Board Policy)

From end of last lunch period to end of school day:

1. Student organizations may sell food or beverages consistent with MVUSD List of Approved Foods (State/BP)
2. Only one food item may be sold (State/BP)
3. Up to four sales per year (State/BP)
4. Foods to be sold by organizations cannot be items served in the food service program that day (State/BP)
5. The food or beverage item cannot be prepared on campus (State/BP)

Classroom Parties:

1. **Parties will occur only after lunch**
2. **Food for parties will be commercially prepared (not prepared in the home)**
3. **Teachers have the option of having up to one party per month, per classroom**

After school:

1. Student organizations may sell non-compliant foods and beverages from 30 minutes after school until midnight.

**Murrieta Valley Unified School District
Elementary Schools
List of Approved Foods
Effective July 1, 2007**

**Pertains to foods either sold or served during the school day
Board Policy 3550(b) and Board Policy 3554**

1. All food items must be 175 calories or less for elementary students with no more than 35% of its total calories from fat, no more than 10% of its total calories from saturated fat and no more than 35% of its total weight shall be composed of sugar (including naturally occurring and added sugar or artificial sweetener).
2. Milk and dairy products, including cheese, yogurt, frozen yogurt, and ice cream.
3. Full-strength fruit and vegetable juices and fruit drinks containing 50 percent or more full-strength fruit juice, and fruit nectars containing 35 percent or more full-strength fruit juice.
4. Fresh, frozen, canned, and dried fruits and vegetables.
5. Nuts, seeds, and nut butters.
6. Non-confection grain products, including crackers, bread sticks, tortillas, pizza, pretzels, bagels, muffins, and popcorn.
7. Meat, poultry, and fish, and their products, including beef jerky, tacos, meat turnovers, pizza, chili and sandwiches.
8. Legumes and legume products, including bean burritos, chili beans, bean dip, roasted soy beans, and soups.
9. Meals that meet the National School Lunch or School Breakfast Program nutritional regulations.

Allowable Beverages During the School Day

Elementary Schools:

- a) Fruit or vegetable-based drinks that are composed of no less than 50% juice and have no added sweeteners.
- b) Water with no added sweeteners, no artificial sweeteners
- c) Milk

Food preparation and storage (Health Code Regulations/Board Policy)

- Food/beverage items sold or served to students may not be cooked or prepared in a private home - all food/beverage items must be commercially prepared.
- All food/beverage items must be stable at room temperature unless proper cold/hot temperatures can be maintained. Cold food must be maintained at 40 degrees or lower and hot food must be maintained at 135 degrees or higher.

MEDICATION

Medications normally are best administered at home, but there are times when medication must be administered at school.

In order to assist your student, we must follow Ed. Code 49423 which states that "any pupil who is required to take medication, during the regular school day, may be assisted by the school nurse or other designated school personnel if the school receives (1) a written statement (Authorization) from such physician detailing the method, amount and the time scheduled by which such medication is to be taken and (2) a written statement from the parent/guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement."

These Authorizations must be renewed annually (or at the beginning of each school year) and should also include the condition for which it is to be given, when it should be discontinued and possible side effects.

A medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over the counter (OTC) remedies, nutritional substances and herbal remedies (5 CCR 601).

All medications must be brought to school by a parent or adult (student may not carry/bring in) in the original pharmacy or store labeled container. The label must detail the name (or ingredients) and have clear instructions as to how to administer. This includes topical medications.

Medications must be stored in a locked cabinet in the Health Office, unless allowed to be carried

on the student per law. (Exceptions may include emergency medications such as asthma inhalers, epinephrine auto injectors, or diabetic needs).

These procedures are required so that your student will receive their medication exactly as your physician prescribed. If there is a concern regarding these procedures, a parent or parent designee may come in and administer/apply the medication to their student (and no authorization would be required). If you have any questions regarding these procedures, you may contact your school and request to speak the School Nurse.

PARENT TEACHER CLUB OR PTC

Murrieta Elementary School has a parent-run volunteer club called PTC. This organization plans and organizes a multitude of programs for students each year.

Programs include: School photos, Red Ribbon Week, Bookfairs, Young Writers' Conferences, evening activities, and classroom teacher support.

All parents are welcome and urged to volunteer to help with these events. Contact the PTC president by leaving a message at the school office.

PETS

Pets: NO animals are allowed on Campus:

Please do not bring dogs or any other animals on campus at any time. New city and state regulations prohibit dogs on school campuses, unless they are disability helpers—please check in through the school office.

Murrieta Valley Unified Policy #5144; California Penal Code #626.6. Thank you for your cooperation.

PERSONAL PROPERTY

We request that students **not** bring large sums of money or other valuables to school. Caring for students' possessions is complicated if articles of unusual value are brought to school. The school is not responsible for personal items brought to school. **Toys, playing cards, and electronic devices are not permitted on campus.** All unauthorized items brought to school and confiscated by the staff will not automatically be returned to the student. Often we will request that parent come to pick these items up. This ensures personal communication regarding the infraction. Items that are not picked up will be discarded.

Please put your child's name on articles such as lunch boxes, backpacks, coats, notebooks, etc.

We strongly discourage elementary students from bringing cell phones to school. If your child brings a cell phone, you must agree to the following conditions:

- Cell phones must be stored in backpacks and left "off" during classroom instruction.
- Do not use camera phones on campus unless they are part of a class assignment or approved activity or you have prior approval of the classroom teacher or site administration.

- Cell phones may only be used before/after school in the office or the front of the school.
- The school is not liable for lost, damaged, or stolen cell phones.

Students who do not abide by these rules will have their cell phones confiscated and privileges revoked. Parents must pick up confiscated cell phones in the office

PESTICIDES

Murrieta Elementary, periodically, has pesticide treatments to help control problematic pests such as rodents, gophers, squirrels, ants, bees and wasps. Bi-annual pesticide treatments for ants are scheduled during the spring and summer breaks. Notification of pest control treatments must be posted at the school site at least 24 hrs. in advance. The purpose of this notice is to inform staff, students, parents and the general public that a pest control treatment is to be conducted at the site. A Material Safety Data Sheet (MSDS) is available upon request from the school office for the intended product to be used for the pesticide treatment. Re-entry to treated areas will be based on the product label's recommendation. This applies to both academic and extracurricular school activities.

PLAYGROUND

General Rules

1. No "special" rules; only the usual game and safety rules agreed to by teachers may be used.
2. Balls and ball games are limited to the grass west of paved areas and marked paved areas.
BALLS MAY NOT be used on sidewalks, between buildings, on buildings, or near an apparatus.
3. Play equipment may not be brought from home.
4. Game disputes are settled by Rock, Paper, Scissors with player and 1st person in line or referred to the yard supervisor; players have no 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. There is no running or tag games on this equipment.
8. One 25-second wait or count is the limit on bars, swings, etc.
9. Nothing is to be thrown over the backstops. Balls are not to be purposely hit over 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. Playground balls are not to be kicked.
14. Freeze silently when the bell rings - wait for the whistle signal, then walk to the line-up area.
16. **NO TAG, NO CHASE GAMES, NO FIGHTING GAMES, NO PLAY FIGHTING.**
17. Students must stay in coned areas of yard. No use of baseball fields or outside boundaries during recess or lunch periods. Class activities with teachers may use entire yard.

Equipment Safety Rules

Bars:

1. Students may not stand on the bars or on top of the jungle gym.
2. One person per bar.
3. The last part of the body in contact with the bar before release must be the hands. Do not jump off the bars.
4. Students must keep one hand on the bar at all times.
5. Students may not play tag on the climbing equipment.

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.

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 of 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. Students must walk on sidewalk and not behind swings near the fence.

Climbing Walls:

1. Only one climber at a time.
2. Students must keep their hands and feet to themselves. No pulling another student up or down the climbing wall.
3. Do not jump off the climbing wall.
4. Be patient and encourage others climbing on the wall.
5. Stay clear of the bottom of the wall.
6. Climbers must climb facing the wall.
7. Allow students room at the top of the wall to get up.

Game Rules

Basketball:

1. Everyone must play (Substitute in as needed).
2. No full court press, you may guard your man beginning at half court.
3. When a foul is committed, the other team takes the ball out, no foul shooting.
4. No jump ball. During the game, if a player stops dribbling, you may not crowd around him and try to grab the ball. If you do, the player with the ball gets to "take it out" free. If no one crowds around the player with the ball, he has 5 seconds to get rid of it.
5. The team with the ball has 10 seconds to get the ball over the half-court line.
6. Only one person may guard one person at a time, no reaching to steal the ball. Players must remain 2 feet away from player they are guarding at all times.

Four Corners

One line of people waiting to join the game outside the square.

One person on each corner and one in the middle.

Play the game by trying to switch corners with another person. Person in the middle is trying to get on a corner.

You may leave your corner to go to the middle, tap once, then the middle person must try to get a corner.

Around the World - you may leave your corner, tap two times and say "around the world."

Everyone must switch corners.

No "frozens".

No one (including the middle person) may stand on a corner, you have to try and switch.

No one can run up to someone and kick their foot and get on their corner.

No foot wars. Solve disputes with rock, paper, scissors.

No "4-all-in", sliding, pushing or shoving.

Four-Square:

1. Square "A" serves to square "D"; the ball must be dropped then hit with the open hand.
2. Returns must be with open hand(s).
3. The ball must be struck, not pushed, with a single hit; NO throws or backstops; set-ups are not allowed.
4. No fists.
5. No "holdies".
6. One "Don't Take" on the serve only, per game

Handball/Wallball:

1. Utility balls and red rubber balls may be used; Tennis balls and regulation handballs may only be used during supervised P.E.

2. Balls must be served from within the court
3. A served ball must hit the backstop above the height line of the ball and returned to the blacktop inside the serving line.
4. No corners or side walls on a serve.
5. The server will have 2 tries to make a good serve; the receiver may reject 1 service.
6. On the return of serve or continuing play, balls must hit the backstop above the line on the wall.
7. Games are limited to 2 players.
8. Balls may not be kicked on the handball court
9. Slams (balls hit directly to backboard) must rebound inside the serving line or they are out.
10. After 3 wins, you must leave the court to give others a chance to play.
11. Players or 1st person in line chases balls - all other players lose their place in line, if you leave to get the ball.
12. If the ball is hit over the top of the wall, the player is out.
13. If the ball is hit over the top of the wall for any reason other than playing the game (anger or for fun, etc.) that person may not play handball the rest of the day.

Hop Scotch:

If markers are placed in 3 squares in a row, the player will move other players' markers in the square closest to the start forward one square. (This is to eliminate the risk in jumping over three squares on pavement with sand on it)

Jump Rope:

1. The person entering the game must take the rope
2. The rope must touch the ground when being turned
3. No running or chasing.
4. No swinging over head, no tying rope to equipment or people.
5. Ropes may not be used as whips.

Tetherball:

1. Court is divided into two. Players must remain on their own side or the player is out.
2. First person at the court receives the serve.
3. Server decides which direction to serve.
4. Player may hit the ball only once before it travels around the pole, or is hit by the opponent. If the ball hits the pole, then back to players court, then it may be hit again.
5. If the ball does not hit the pole, and player hits ball twice on his/her turn, then they are out for "double hits"
6. "Ropes" are out. (Grabbing rope or rope wraps around hand or arm)
7. Holding is not allowed. To serve, the player must drop, or toss, the ball, then hit it.
8. Players may hit the ball with a fist, interlocked fingers, or open palm. Players must use hands only. If the ball hits another part of the body, the player is out.

9. The opponent does not have to be able to hit the ball. There are several courts to play at.
10. Anyone in line or the opponent may call a violation (ropes, safety zone, double hits, etc.). Do not call a violation unless you honestly feel one has been made!! If there is a dispute over the call, use rock, paper, scissors. Take your outs!!! If the dispute cannot be handled by usual methods, call a playground supervisor.

REPORT CARDS

Report cards will be issued two times during the year for children in grades K-5. Report cards will be issued at each semester (December & June). The first progress report will be issued at parent conference time (October).

SCHOOL SITE COUNCIL

The School Site Council is comprised of 5 parent volunteers and 5 staff members. This team oversees the Single Plan for Student Achievement. The School Site Council meets monthly to review site plans and budget issues.

SCHOOL NURSE & HEALTH TECH

*Appendix

Notes from the Nurse

*"Healthy Children Learn Better,
School Nurses Make It Happen!"*

Welcome to Murrieta Elementary! To help better care for your student during the year, the following information may be useful to keep handy for reference.

HEALTH OFFICE: A Health Technician is on campus during school hours to care for your child. The School Nurse, Lisa Van Ryzin, covers several schools, but may be contacted at any time if needed. The health technician, Jana Sybrandy, can be reached at (951) 696-1401, ext. 2393

MEDICATION ADMINISTRATION: If it is necessary for your child to receive medication at school, it is important that we follow certain procedures to ensure the proper administration of that medication. All medication must come to school in its original, labeled container (no baggies, etc.) California state law (E.C. 49423) requires that any child who takes medication at school must have written permission from both the parent **and** the physician (this includes over the counter medications). These procedures are required so that your child receives their medication exactly as your physician prescribed. We do not allow baggies due to the possibility of confusing one baggie with another and improperly medicating your child. A baggie also does not securely keep the medication and it could spill out and get mixed with other medication. ****Important reminder****A parent or another adult must bring the medication to school. Students are not allowed to bring medication to school. This is for your child's protection. Thank you for your cooperation in this!

EMERGENCY FORMS: In order to care for your child, California Education Code 49403 requires that all parents submit an emergency form with information as to

home phone, work phone, emergency contacts, etc. **IT IS IMPERATIVE THAT WE RECEIVE THIS INFORMATION BEFORE THE FIRST DAY OF SCHOOL.** Without an emergency form on file, if your child is injured or ill, we are forced to call 911 for treatment, at the parent's expense. Please include at least 2-3 local numbers of persons who could care for your child if you are not available.

HEALTH CONCERNS: In order to ensure your child's health and safety, it is important that we are aware of any health condition that they may have. Please note **ANY** health problem on the back of the emergency card. This information is necessary in order to protect your child and also for any emergency personnel that may care for your child. This information is confidential and will only be shared with staff that have a need to know. Please contact the school if you have any questions regarding this.

IMMUNIZATIONS/KINDERGARTEN PHYSICAL REQUIREMENTS: In order for your child to enroll in school, they must have received all of their necessary immunizations. This is extremely important to safeguard your child from diseases. If your child is in need of immunizations, there are free clinics available. Please feel free to contact the school if you need those locations. Also, prior to enrollment in kindergarten, students must show proof of a physical received within 6 months prior to starting school. Low cost CHDP physicals can be obtained through the local health department. Early recognition and treatment of problems can frequently prevent serious complications.

ACCIDENT INSURANCE: As a reminder, injuries frequently occur with children and your medical insurance may not cover all the costs. A low cost accident insurance policy is available for parents to purchase to help offset those costs. Please review what your medical coverage is and consider accident insurance if your family has a need. This information is sent home at the beginning of the school year and is also available in the school office.

VISION AND HEARING SCREENING: Students in grades K, 2, & 5 are screened annually for vision and hearing problems by the School Nurse. Boys in the second grade are screened for color vision deficiencies. If your child fails the screening, a note will be sent home informing you of the results. If you do not wish your child to be screened, please notify the school in writing at the beginning of the school year.

Thank you for your cooperation! Please feel free to contact the school at any time if you have a question regarding your child's health or safety. **And remember "Healthy children Do learn better!"**

ILL OR INJURED STUDENTS

Murrieta Valley Unified School District recognizes that students may become ill or injured at school. An updated Emergency Card must be on file for all students with means for contacting parents and/or emergency contacts. This card must be updated at the start of each new school year. When a student becomes ill or injured, the parent is the first contact attempt. If after attempting to contact the parents with no success, then the emergency contacts should be contacted. When at all possible, the parent should be notified of the illness or injury. If the parent is reached via phone and would like to designate someone other than who is listed on the emergency card to pick up their student, this should be so noted. A non-parent/guardian emergency contact may not designate someone other than those individuals who are listed on the card to come and pick up a student.

If the parent and emergency contact(s) are not able to be reached (and it is a non-911 situation), administration should determine the appropriate action. This can include housing the student until a parent/emergency contact is reached, contacting 911 if the injury or illness needs immediate medical treatment, referring the situation to the police department for possible temporary care of the student.

The following are guidelines in regards to when a student should be sent home. This list is not all inclusive and other situations may deem it necessary to send student home:

- Fever of 100 degrees or greater (if a student has just come in from PE, they should rest for 5-10 minutes and then take their temperature to rule out false positives).
- Rash of unknown cause that is systemic in nature or accompanied by a fever.
- Suspected conjunctivitis (red, itchy eyes with exudates or inflamed conjunctiva)
- Contagious conditions such as untreated ringworm, head lice, impetigo, etc.
- Vomiting and/or diarrhea when accompanied by malaise or fever.
- Any suspected fracture unless the parent requests the student to stay in school (obvious displaced fractures must be sent home)
- Head injury with any loss of consciousness (brief-otherwise 911 should be called), severe headache, visual disturbances or other behaviors that indicate change in behavior that may need medical follow up.
- Cuts or gashes that are greater than 1" long and ½" wide or if any underlying structures are visible or bleeding is not controlled within 5 minutes.
- Puncture wounds that are deep or serious in nature.
- Medical conditions that are not 'under control' such as asthma that has not responded to inhaler treatment or excessive blood sugar levels with no insulin available, etc)

Students who are ill or injured should not be allowed to walk home, even with parent's permission (due to District liability). If a parent insists, administration should be contacted for consultation. Health Office staff should not transport home students. Students should be transported only in approved District vehicles. Any variation in this should be decided by administration and only with staff's agreement.

Students may return to school when they have been afebrile for a minimum of 24 hours and are asymptomatic. Students who have had contagious conditions such as head lice, ringworm, chickenpox, impetigo or other conditions deemed to be contagious, must be cleared through the Health Office prior to readmittance to school. A note from a physician may also suffice for a clearance.

ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

A. GENERAL POLICY

- 1.** No student shall be given medication during school hours except upon written request from a licensed physician/healthcare provider who has the responsibility for the medical management of the student. All such requests must be signed by the parent/guardian.
- 2.** A new form is required for each prescription change and at the beginning of each school year.

B. RESPONSIBILITY OF THE PARENT/GUARDIAN

- 1.** Parent/guardians shall be encouraged to cooperate with the physician to develop a schedule so the necessity for taking medications at school will be minimized or eliminated.
- 2.** Parents/guardians will assume full responsibility for the supply and transportation of all medications.
- 3.** Parents/guardians may administer medication to their child on a scheduled basis arranged with the school. Students are not permitted to carry prescribed or over-the-counter medication on a school campus.

4. Parents/guardians may pick up unused medications from the school office during and at the close of the school year. Medication remaining after the last day will be discarded.

C. RESPONSIBILITY OF THE PHYSICIAN AND PARENT OR GUARDIAN

1. A request form for prescribed medication must be completed by the pupil's physician, signed by the parent or guardian, and filed with the school administrator or his designated representative.
2. The container must be clearly labeled by the physician or pharmacy with the following information:
 - a. **Student's name**
 - b. **Physician's name**
 - c. **Name of Medication**
 - d. **Dosage, schedule (specific to school) and dose form**
 - e. **Date of expiration of prescription**
3. Each medication is to be in a separate pharmacy container prescribed for the student by a California physician.

D. RESPONSIBILITY OF SCHOOL PERSONNEL

1. The school administrator will assume responsibility for placing medications in a locked cabinet.
2. Students will be assisted with taking medications according to the physician's instructions and the procedure observed by a school staff member.

(Form #1)

**AUTHORIZATION FOR PRESCRIBED AND OVER THE COUNTER
MEDICATION ADMINISTRATION AT SCHOOLS
WITHIN THE COUNTY OF RIVERSIDE**

Name of Student	Date of Birth	Grade	School
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Education code 49423 authorizes that any pupil who is required to take, during the regular school day medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated personnel if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent/guardian of the pupil indicating the desire that the school district assist the pupil in the matter set forth in the physician's statement.

I request medication prescribed be administered to my student and agree to hold Murrieta Valley Unified School District, it's officers or employees harmless from all liability or claims which might arise out of these arrangements. I give my permission to contact the physician for consultation as needed. I understand that all medication will be destroyed at the end of the school year unless other arrangements are made and it is picked up by a parent or designee.

Parent/Guardian Signature

Home Phone

Work Phone

Date

FORM #1

(Form #2)

Physician Authorization

ONE MEDICATION PER FORM

Name of Medicine	Health Condition for which medicine RX
Time(s) to be taken	Dosage
Method of Administration	Precaution-Possible untoward reactions

Date to be discontinued	Physician's Telephone Number
Name of Physician (Please print)	Date
Physician's Signature	

Please return this form to your child's school health office signed by the physician and the parent or guardian.

**NO MEDICATION WILL BE ADMINISTERED WITHOUT THESE REQUIRED SIGNATURES.
PLEASE SEE RESPONSIBILITIES ON FORM 1**

FORM #2

SOCIAL MEDIA

Posting school information and pictures on social networking sites is a violation of our students' and families' privacy. Photographs from school events, field trips, etc. should not be shared without the permission of the school and guardians of other involved students.

SPECIAL EVENTS

On occasion, a grade level or individual class will hold an academic celebration or culminating event at the end of a unit of study where food is part of the event. All food **MUST** be store bought, prepackaged and unpeeled/uncut (fruit/veggies). This is district policy and we appreciate your support.

STUDENT LEADERSHIP/STUDENT HELPERS

STUDENT LEADERSHIP

The purpose of the Student Leadership is to encourage students in grades 4 & 5 to have an interest in self-government, to promote a better school, and to set high standards for leadership. Student Leadership will make decisions regarding extra-curricular activities with approval of the principal, and to act as the student advisory group to promote a better school. Student Leadership members help with Friday flag salutes, school assemblies, Young Writer's Conference, and student store.

There will be two representatives from each class for each half of the year. Attendance and appropriate behavior are expected from each Student Leader in order to retain active participation.

Students designated to be in Student Leadership will be given a permission slip for parent consent. The Student Leadership team is under the direct supervision of the principal.

STUDENT HELPERS

All 4th and 5th grade students are eligible to be Student Helpers. Students who are interested must fill out a form, have their parents and teacher sign it and return it to the office. Students will attend a meeting with the principal and then positions will be filled. All students that participate in this program must keep a log of their hours signed by their supervising teacher in order to participate in the end-of-the-year pizza party. Students must have good behavior at all times. Students will be removed from their position if they do not model good behavior. Student Helpers will work during their recess times only.

Examples of Student Helper positions are: classroom helper, library helper, flag monitor (before and after school), etc.

STUDENT RECORDS

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. Parents/guardians wishing to review cumulative records must make an appointment with a site administrator and give five (5) days advance notice.

VEHICLES ON SCHOOL GROUNDS

Bicycles must be walked at all times on the grounds, down the sidewalks until it is safe to ride, and kept in the racks. No one is allowed at the racks except to park or remove his/her bike. Helmets must be worn. This is the law.

Skateboarding, scooters, skating, or roller blading as well as the equipment involved, are not allowed on the school grounds unless you have permission from the principal or assistant principal.

VISITORS / VOLUNTEERS

Raptor Technologies

Every parent volunteer must have a valid ID to sign into the Raptor system. The Raptor program checks against the Murrieta Police Department Megan's Law database. This ensures the safety of all children. You must check in through the Raptor system each time you enter the campus during school hours.

Parents are invited to visit school at any time. If a parent(s) wishes to talk about a specific problem, an appointment should be made with the teacher, principal or assistant principal.

Volunteers are welcomed and encouraged to help in classrooms, the library, or the computer lab. Parents are not allowed on the playground during school hours due to insurance restrictions. Please sign in at the office and a visitor's sticker will be issued to you, you must wear this while on campus. During school hours you must enter through the office. All other gates will be locked until dismissal.

Insurance restrictions, and state Education Code, stipulate that all visitors/volunteers must sign in at the office and obtain a visitor's sticker, as well as, sign out upon leaving.

Children other than those enrolled in Murrieta Elementary School are not allowed on campus during school hours unless they have special permission from the principal. This means pre-school aged children may not accompany a parent volunteer to work in a classroom. Young children may accompany volunteer parents to help with the Bookfair, attend a PTC meeting, or attend the Volunteer Inservices.

High school and middle school siblings may not be on campus or visit classrooms before 3:00PM. MVHS and TMS students picking up siblings may wait in front of the school.

Community Relations

BP 1250(a)

VISITORS

The Governing Board encourages parents/guardians and interested members of the community to visit the schools and view the educational program.

To ensure minimum interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during non instructional time.

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session.

(cf. II 12 - Media Relations)

(cf. 3515.2 - Disruptions)

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission. (Education Code 51512)

(cf. 5144 - Discipline)

BP 1250(b)

Legal Reference:

EDUCATION CODE

32210 Willful disturbance of public school or meeting

32211 Threatened disruption or interference with classes; misdemeanor

32212 Classroom interruptions

35160 Authority of governing boards

35292 Visits to schools (board members)

51512 Prohibited use of electronic listening or recording device

EVIDENCE CODE

1070 Refusal to disclose news source

LABOR CODE

230.8 Discharge or discrimination for taking time off

PENAL CODE

626-626.10 Schools

627-627.10 Access to school premises, especially

627.1 Definitions

627.2 Necessity of registration by outsider

627.7 Misdemeanors; punishment

95 Ops. Cal. Atty. Gen. 509 (1996)

Policy

adopted: March 27, 1991

revised: April 10, 1997

MURRIETA VALLEY USD

Murrieta, California

Community Relations

AR 1250(a)

VISITORS

The Superintendent or designee shall post at every entrance to each school and school grounds a notice setting forth visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. (Penal Code 627.6)

Unless otherwise directed by the principal or designee, a staff member shall accompany visitors while they are on school grounds.

Registration Procedure

In order to register, visitors shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. His/her name, address and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

Denial of Registration

The following provisions of law shall apply to visitors. Visitors do not include students, parents/guardians, district employees, elected public officials, or other persons listed in Penal Code 627. 1.

The principal or designee may refuse to register any visitor if he/she reasonably concludes that the visitors presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke any visitors registration if he/she has a reasonable basis for concluding that the visitors presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students or staff. (Penal Code 627.4)

(cf. 3515.2 - Disruptions)

AR 1250(b)

VISITORS

2. The principal or designee may request that any visitor, who has failed to register, or whose registration privileges has been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the principal or designee shall inform the visitor that if he/she reenters the school within seven days he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or principal by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or principal shall be held within seven days after receipt of the request. (Penal Code 627.5)

(cf. 1312.1- Complaints Concerning District Employees)

Regulation
February 28, 1990
Revised: April 10, 1997

MURRIETA VALLEY USD approved:
Murrieta, California

WATCH D.O.G.S.

WATCH D.O.G.S. (Dads Of Great Students) is an innovative program focusing on education and safety in schools by using the positive influence of fathers and father-figures for a two-fold purpose: (1) to provide an unobtrusive fathering presence, and (2) to provide a positive and active role-model for students at the school.

Fathers, stepfathers, grandfathers and uncles are asked to spend at least **one day** at their student's school volunteering. They will support the school through: monitoring the school property, working one-on-one or in small groups, reading, flashcards, homework, sports referees, listening ears, or for whatever needs to be done to **PLANT SEEDS OF SUCCESS** in the lives of the students.

To become a WATCH D.O.G. you will need to fill out a Megan's Law background check, purchase a \$15 WATCH D.O.G.S. t-shirt and sign up at least a week in advance of your visit. For more information about the program go to www.fathers.com/watchdogs.

WILLIAMS UNIFORM COMPLAINT PROCEDURES

E 1312.4(a)

NOTICE TO PARENTS/GUARDIANS, PUPILS AND TEACHERS COMPLAINT RIGHTS

Parents/Guardians, Pupils and Teachers:

Education Code 35186 requires that the following notice be posted in your child's classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.
3. There should be no teacher vacancies or misassignments as defined in Education Code 35186(h)(1) and (2) and the District's Administrative Regulation AR 1312.4.
4. Pupils, including English learners, who have not passed one or both parts of the exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. To file a complaint regarding any of the above matters, complaint forms can be obtained at the following locations:
 - A. School Site: Principal's office
 - B. District Support Center: 41870 McAlby Court, Murrieta 92562
 - C. School District's web site: <http://www.murrieta.k12.ca.us>
 - D. California Department of Education's web site: <http://www.cde.ca.gov/re/cp/uc>

WITHDRAWAL OF STUDENTS

When a student withdraws from school, the parent shall telephone or send a written request to the principal specifying the reasons for withdrawal and the final day the student shall be in attendance. If possible, two days notice shall be given to provide teachers time to compute grades and clear all records. The student shall turn in all books that were issued and pay all fees for lost textbooks, library books, or cafeteria charges.