

RAIL RANCH ELEMENTARY SCHOOL STAFF HANDBOOK 2018-2019

Updated: 8/9/18

ABSENCE /AESOP

How do I interact with Aesop?

1. You can interact with Aesop on the internet at <https://www.aesoponline.com/login2.asp>. Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online.
2. You can also call Aesop toll free at **1-800-942-3767**. Simply follow the voice menu to enter and manage absences and access other features. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

Important Notes:

All staff were emailed ID and PIN numbers for accessing Aesop. Please keep it handy at home and school.

Once you've logged in, go to the menu on the left hand side and view the following videos:

- Employee Basic Training
- Employee Advanced Training

If your absence requires a substitute, please pay particular attention to instructions to setting an individual preference list.

***When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. Your transaction is not complete until you receive a confirmation number.**

ACCIDENT REPORT SHEETS

Accidents report sheets are available from the secretary. Any pupil who is injured at school should report the injury to the teacher in charge who will report the necessary information to the office. The report must be filed in the office as soon as possible.

- A. In case of severe accident to a pupil, teachers are requested to do the following:
 1. Don't move the student. Regular first aid practices should be followed.
 2. The school nurse or principal should be notified. Parents are to be contacted if possible.

3. Calling a doctor should be the responsibility of the parent or the nurse. In the event neither the parent, nurse, nor principal can be contacted, and a serious situation exists, the paramedics should be notified. Check the Emergency Release Card in the office.
4. Accident report is to be filed with the school administration.

B. Illness

1. In the case of illness, colds, fever, suspected contagion, upset stomach, etc., the student should be sent to the office.
2. It is not legal to give medication by mouth, such as aspirin. The nurse may have special instructions that pertain to treatment of individual pupils.
3. Students returning to school after contagion or serious illness should be readmitted by the nurse.

ACTIVITIES, SPECIAL EVENTS & FIELD TRIPS

Scheduling

1. All events must be approved by the principal and scheduled through the secretary to avoid scheduling conflicts.
2. If an event needs to take place on campus, the teacher must block out the time needed for set-up, the event, and take-down via Outlook on the computers (e.g., MPR, Pod spaces).
3. **A field trip information form and transportation form must be turned in for all of the years' trips/events by November 1.** This due date alleviates transportation and scheduling conflicts. If the field trip is occurring before November 1, the forms must be in at least two weeks prior to the trip.
4. It is recommended that teachers confirm buses by calling transportation 1 week before, and then 1 day before scheduled trips.
5. If the event is on campus, teachers must speak with the custodians and/or food service employees, as needed at least 1 week in advance.
6. All events must have an **approved field trip information form and a permission slips on file** with the office at least 1 week prior to the parent due date. Forms/slips must be approved by an administrator before being disseminated to students. These forms will be kept at the front desk in case a parent needs another copy and for reference when office staff members are asked logistics questions by parents.

Cost

1. PTA covers up to \$8.00 per student for entry fees.
2. Single Plan of Student Achievement (SPSA) funds no longer are available for field trips due to state cuts.
3. All other funding required for school-sponsored trips and events must come from teacher classroom accounts or parent donations. All fundraising must be approved by the principal before information is disseminated to students. This is done by filling out a fundraising approval form.
4. If a parent wants to make a donation to cover costs associated with a trip or event, it must be approved with the principal prior to scheduling the event. All parent donations must be collected at least 2 weeks prior to the trip/event by the teacher and turned into the site secretary.
5. All fundraising and donations must be receipted accurately by teachers.

Chaperones

1. Teachers are responsible for obtaining at least 1 chaperone per 10 children for all field trips and campus events.
2. Chaperones must be available to stay on the bus both ways and/or walk with the students to and from the destination.
3. Chaperones must not have siblings with them. Parents who choose to drive themselves and/or attend field trips with siblings will not be considered chaperones.
4. Parents may drive their own child back from a field trip if they provide the teacher with a written, signed letter at least 24 hours prior to the field trip day. These parents must sign out their child with the teacher when they leave. Teachers will keep these letters and sign-out sheets on file for 1 year.
5. All chaperones must have a chaperone agreement slip and proof of Raptor compliance on file annually with the Rail Ranch office prior to the trip/event.

Content

1. All field trips and special activities must relate to the grade level's state standards.
2. All events, trips and activities require a permission slip, including end-of-year and on-campus activities.
3. If students will be working with water or anything that could cause allergies or concern, a detailed list of activities must be included with the permission slip.
4. Parents have the right to opt a student out of an event or trip with at least 48 hours prior notice to the teacher. Teachers are responsible for setting up the child in another classroom with appropriate classwork.
5. If a child's behavior is such that the teacher deems his/her participation in a trip/event to be unsafe, the teacher may arrange with the parent and administration to have either an alternative placement on campus for the child, or have the parent attend the function with the child.

ASSEMBLIES

An effort will be made to schedule no more than one assembly per month on Fridays. An assembly schedule and reminders on the daily bulletin will be provided via email.

Each teacher is responsible for the behavior of students and student attitude toward our guests during assemblies. **Please sit with your class during all assemblies, including FMS. No hats are to be worn at assemblies.** Counseling students about proper assembly conduct which includes promptness in being seated, reasonable applause and courteous attention, should be an on-going activity throughout the year.

ASSESSMENTS

All students and teachers will participate in the preparation and administration of district and standardized assessments.

Report cards will be due for administrative comments and signatures no later than 3 days before they are due to go home. Progress reports are sent to the site secretary for printing. Report cards are sent to the principal. Make sure to email that you have completed your reports and they are ready for printing.

ASSUALTS AGAINST SCHOOL EMPLOYEES

This policy is intended to cover actions by persons, other than employees of the District, described as follows:

- A. Any minor over 16 years of age who is not a pupil of the school
- B. Any adult, including, but not limited to, a parent or guardian of the pupil of that school.

This policy is intended to apply to any conduct that interferes with school activities or threatens a school employee in any way, and in particular conduct that constitutes:

Willful interference with the discipline, good order, lawful conduct, or administration of any school class or activity of the school. Further, this policy shall apply to any conduct that indicates an intention to cause, attempt to cause, or which causes, any school employee to do, or refrain from doing, any unlawful act in the performance of his/her duties whether by means of a threat directly communicated to such person, or other conduct reflecting an attempt to inflict an unlawful injury upon any person or property.

The following procedural guidelines shall be followed:

1. Insofar as possible, employees should attempt to remain calm, avoid becoming defensive and avoid participating in a verbal argument.
2. Insofar as possible, provide the person with copies of the Complaint Procedure. If a copy is not available, inform the person that such a policy exists, and attempt to get them to use it.
3. Document the situation, and in particular:
 - a. Note the specific words, tones, and gestures
 - b. Note witnesses for later verification
4. Obtain assistance as necessary (step outside of a room, phone office, or send student to nearest classroom with a predetermined "code" word, etc.)
5. Request that the person go to the appropriate administrator or office.
6. Report incident to administrator and provide a written report to be filed as soon as reasonably possible. (Note: Administrator to contact Educational Services Office or Child Welfare and Attendance)
7. Either the Administrator of the employee contacts law enforcement if required. Report made to law enforcement by employee who was threatened/assaulted.
8. Administrator to work with Legal Counsel to initiate obtaining a Restraining Order. All employees who witnessed all or any part of the events shall cooperate in investigation.

Applicable laws: E.C. 44810, 44811, 32210, 32211

P.C. 71 C.C.P. 527.6

ATTENDANCE

Teachers are legally responsible to keep an accurate account of the attendance of all pupils and make accurate reports to the office. Each teacher should keep an up-to-date roll. It is most important that the following procedures be carefully followed: the teacher will complete morning attendance the first ten minutes of the school day. Student attendance is entered electronically using the Aeries ABI system. Late students must come to the office and sign in. Please strongly encourage students to bring absence notes to the office or have parents call the absence line. If a child is absent more than one day, the teacher should phone home.

AWARDS

A school-wide awards system is organized which includes recognition for academic achievement, school service and participation. Reading Counts tags will be given out during class and top point earners will be recognized at awards assemblies and FMS. Students will be recognized throughout the year via the Character Counts program, when appropriate. Fastmath achievement and I Read awards will be recognized at Friday Morning Sings. (FMS)

BAND

Our 5th grade band students meet twice per week. The pupil is to report to the teacher before going to the lesson. Teachers will not schedule test or projects that cannot be made up during band times. Students must be released promptly to attend band during their scheduled times each week. The pupil is responsible to get the assignments and keep his/her work up-to-date. Check with the Band Director if pupils are not cooperating. At the beginning of each school year the band teacher will present 5th grade teachers with schedules. All staff members are encouraged to attend band concerts.

BUDGETS

Class Accounts 2018-2019

1. General education classroom budget accounts will be based on \$8/student for the 2018-2019 school year. (Note: Class accounts will max out as follows: K and 1 at \$224, 2nd and 3rd at \$256 /4th and 5th at \$280. in order to fund learning centers as agreed to by leadership.) RSP=2 classroom budget accounts will be \$200 each; SDC=4 classroom budget accounts will be \$200 each. This \$ includes copy costs beyond "free clicks" and/or conferences. If \$ is to be spent on conferences, the teacher must let the secretary know at least a month in advance in order to transfer money into the appropriate budget code.
2. Combination classes are allotted \$600 for materials, supplies, or sub. days.

Appropriate expenditures

- Items purchased using a purchase order from approved vendors.
- Items purchased by the teacher who has an open purchase order. Receipts are turned in to the site secretary for reimbursement. Keep a copy of all receipts. Purchases must be made **after** the open P.O. is approved, or else reimbursement cannot be made.
- Copier click charges @ \$.0197 beyond "free clicks" Software tracking every copy made in classrooms and administration.
- Printer concerns/requests for cartridges go through Image Source 800 336-1642 or printcare.com

- Murrieta Reprographics can be used. Each grade level will have \$200 allotted. Charges come out of Site budget.
- Transportation or other field trip/event-related charges (must be approved by November 1)

Basket Auction

1. Money from the parent-run basket auction will be dispersed evenly throughout the grade level. (New, per PTA)
2. Per ASB guidelines, money may be spent on: magazines/newspaper subscriptions, playground equipment, awards/certificates, field trips/on-campus assemblies/events related to standards, library books, telescopes or other small equipment not provided by the district. Large equipment (photocopiers, computers, etc.) are not allowed.

Student Costs

1. If you collect \$ for anything in your classroom (including for field trips), the wording to parents must be that it is a "donation" or "pledge".
2. If you plan a trip or other situation that relies on parents to fund, have a parent meeting first to determine goals and how to do fundraising before asking for pledges or donations.
3. The amount parents give must be specifically broken down in writing when you send home information.
4. All fundraising and asking for donations must first be approved by administration. Fill out a fundraising form and turn in at least 2 weeks prior.
5. Meet with the site secretary to determine how best to collect and receipt all monies.
6. No money is allowed to stay in a classroom overnight. This includes money collected for afterschool clubs. Please give to site secretary to place in the safe.

Other Information

1. The site secretary will give grade level leaders account balances by semester. Teachers and grade level leaders are strongly encouraged to keep a running account of expenditures.
2. Every expenditure has a specific budget code. Teachers must share their expenditure plan with the site secretary at the beginning of the year to ensure that enough money is transferred appropriately.
3. Budget code transfers may take up to 4 weeks and must be approved before spending occurs.
4. Deadlines for expenditures and paperwork will be in the daily bulletin.
5. Faythe Mutchnick-Jayx, Elementary Executive Director will monitor the SPSA and other categorical expenditures. The principal, grade level leaders and Site Council will provide updated information throughout the year. Changes in categorical spending must be approved by the Site Council.

BULLETINS

Please read your daily bulletin on email before school starts each morning. You may put a notice in the bulletin regarding school functions/activities by emailing the information to the secretary at least one day in advance.

CALENDAR

A monthly calendar of events will be updated regularly on the computer and is accessible through Microsoft Outlook. Changes in the calendar will be noted in the daily bulletin. Items for the calendar are to be submitted to the secretary.

CELL PHONES

Staff members are encouraged not to answer cell phones during class and meetings.

We strongly discourage elementary students from bring cell phones to school. If a family supports sending a child with a cell phone, you agree to the following conditions:

1. Cell phones could be a disruption to the learning environment and must be in the "off" position.
2. Cell phone cameras or any type of cameras may not be used on campus, unless part of a class assignment or approved school activity with the advanced permission of the principal.
3. Rail Ranch 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 or in front of the school.
5. Proper documentation must be turned into 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.

CHILD ABUSE

Child abuse is any act or omission in one of the following categories which seriously threatens the health or welfare of a child: Physical Abuse, Sexual Abuse, Unlawful Corporal Punishment/Injury, Child Neglect, Emotional Neglect, Emotional Abuse, Abandonment.

1. Any case in which a child exhibits evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fractures of any bone, subdural hematoma, soft tissue swelling or death, and such condition or death is not justifiably explained or where the history given concerning such condition or death is where the history given concerning such condition or death is at variance with the degree or type of such condition or death, or circumstances indicate that such condition or death may not be the product of an accidental occurrence.
2. Any case in which a child is subjected to sexual assault or molestation.
3. Any case in which the child's parents, legal guardians, or custodians fail to take the same actions to provide adequate food, clothing shelter, or supervision that a prudent parent would take.

Within the "Child Protection Act of 1975" A SPECIAL OBLIGATION was imposed upon every school official or employee to report suspected cases of child abuse or neglect. Willful failure to report suspected cases is now a chargeable offense and subjects those persons who do not report to civil liability. Those who do report such suspicions, however, are immune from any civil or criminal liability as long as the report is made in good faith.

Steps for Reporting Suspected Abuse or Neglect

1. If you have a reasonable cause to know or suspect that a child has been subjected to abuse or neglect, you are obligated to make a confidential report to the school principal and report it to the Child Protective Services. This is done by calling CPS the same day. **The mandated reporter # is: (800) 442-4918.**
2. Fill out a DOJ form the same day and give to the front desk clerk to mail to CPS. The bottom copy goes to the principal.
3. The principal will receive a form back from CPS after the case has been investigated.
4. Do not call the parents. Your call and report to CPS is confidential. If parents confront you, refer them to the principal.

CLASS ASSIGNMENTS

Class assignments will be made available to parents by office staff upon completion and submission of all enrollment forms. Changing teachers during the school year is strongly discouraged. Requests to change teachers must be in writing on a "Request for Class Change" form and turned into the principal. Administration will meet with the teacher and a decision will be made within one week. Concerns about a teacher or classroom must first be shared with the teacher.

CLEANING SUPPLIES AND SCENTED ITEMS

For safety allergic reasons, classrooms may not have plug-ins, air fresheners, candles or other scented items present. Cleaning supplies used by custodial staff are the only ones approved for use in the classrooms.

CLOSED CAMPUS

To ensure that every precaution is taken regarding the safety and welfare of each student, pupils are required to stay on the school grounds during the regular school day.

Any suspicious or illegal activity after hours should be reported to the office or to the Murrieta Police Department at 304-2677.

CLUBS

INSTRUCTION

BP 6145(a)

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES

The Governing Board recognizes that extracurricular and co-curricular activities enrich the educational and social development and experiences of students. The District shall encourage and support student participation in extra/co-curricular activities without compromising the integrity and purpose of the educational program.

Students shall not be charged any fees in order to participate in extra/co-curricular activities.

Extracurricular activities are those programs that have all of the following characteristics:

1. The program is supervised or financed by the school District.
2. Students participating in the program represent the school District.
3. Students exercise some degree of freedom in either the selection, planning, or control of the program
4. The program includes both preparations for performance and performance before an audience or spectators.

Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit. Co-curricular activities are programs that may be associated with the curriculum in a regular classroom.

c. Academic Eligibility requirements

In order to encourage and promote academic excellence, all students participating in extra/co-curricular activities shall demonstrate satisfactory minimum progress in meeting the requirements for graduation by undertaking the prescribed course of study and meeting the standards of proficiency established by the District.

A program that has as its primary goal the improvement of academic or educational achievements of students is not subject to these eligibility requirements. (Education Code 35160.5)
BP 6145(b)

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES (continued)

The Board shall determine in advance when extra/co-curricular activities or programs are offered primarily for the student's academic or educational achievement and therefore not subject to the eligibility requirements of this policy.

In order to participate in extra/co-curricular activities, students in grades 7 through 12 must demonstrate satisfactory educational progress in meeting the requirements for graduation.

The Superintendent or designee may exempt from eligibility requirements extracurricular activities or programs which are offered primarily for the students academic or educational achievement.

To encourage and support academic excellence, the Board requires students in grades 7 through 12 to earn a minimum 2.0 or "C" grade point average on a 4.0 scale in order to participate in extra/co-curricular activities.

Students with any "F" grades must also maintain minimum progress towards graduation in order to meet eligibility requirements.

The grade point average and determination of eligibility shall be based on semester grades.

This policy does not apply to a subject in which a student has a diagnosed learning handicap and a differential standard pursuant to Education Code 51215(d) 1-5, or an ILP (Individual Learning Plan), or a BILP (Bilingual Individual Learning Program). In these subjects the eligibility will be based on progress and effort towards achievement of the individual plan as determined by the teacher administering the plan.

In the event a student finds that he/she is academically ineligible to participate in extra/co-curricular activities in the first grading period of the upcoming year, he/she may request that current summer school grades added to the grades received in spring quarter and that the total spring quarter and summer school grades be used to determine eligibility for the first quarter of the upcoming school year.

Citizenship Eligibility

As a condition for maintaining eligibility for participation in extra/co-curricular activities, each student shall maintain a positive record of citizenship. Students shall be ineligible for participation if they have an unsatisfactory record of citizenship during the previous grading period as determined by the principal. BP 6145(c)

Supervision

Extracurricular activities shall be under the general supervision of school authorities and certificated employees whenever they are conducted under the name of the school District.

The Superintendent or designee shall develop regulations which provide for:

1. Determining which activities and programs are affected by the eligibility requirements of this policy.
2. Identifying and monitoring ineligible students.
3. Assisting ineligible students to become eligible for participation in such activities, including but not limited to counseling and tutoring.

Legal Reference:

EDUCATION CODE

35160.5 District policy rules and regulations; requirements; matters subject to regulation

35179 Interscholastic athletics; association or consortia

48930-48938 Student organizations

CODE OF REGULATIONS

350 Fees not permitted

5531 Supervision of extracurricular activities of pupils

Hartzell v. Connell 84 Daily Journal D.A.R. - 1417 (April 20, 19)

Policy adopted: May 9, 1990 revised: September 8, 1994

MURRIETA VALLEY USD

Instruction

BP 6153(a)

SCHOOL-SPONSORED TRIPS

The Governing Board recognizes that school-sponsored trips are important components of a student's development. Besides supplementing and enriching classroom learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world. The Board believes that careful planning can greatly enhance the value and safety of such trips.

If the Board allocates funds for school-sponsored trips, individual schools may be provided with budgetary allocations so that they can plan ahead. Special trip expense funds may be established when necessary for fund-raising purposes.

All school-sponsored trips involving out-of-state or overnight travel shall require the prior approval of the Board. Other field trips may be approved by the Superintendent or designee.

Principals shall ensure that teachers develop plans which provide for the safety of students and their proper supervision by certificated staff on all school trips. Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings.

The ratio of adults to students on school-sponsored trips shall be at least one to ten.

Study Trips

In advance of a study trip, teachers shall determine educational objectives which relate directly to the curriculum. Principals shall ensure that teachers develop plans which provide for the best use of students' learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trip.

The District shall provide a first aid kit whenever students are taken on field trips under the supervision of a teacher, employee or agent of the school.

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 5143 - Insurance)

(cf. 6145 - Extracurricular and Co-curricular Activities)

Legal Reference: (see next page)

BP 6153(b)

SCHOOL-SPONSORED TRIPS (continued)

Legal Reference:

EDUCATION CODE

8760 Authorization of outdoor school and conservation programs

D. 32040 Duty to equip school with first aid kit

32041 Field trips

32043 Snake bite kits on field trips

32044 Violations

35330 Excursions and field trips within state; to other state, District of Columbia or to a foreign country

35331 Provisions for medical or hospital service for pupils (on field trips)

E. 35332 Transportation by chartered airlines

35350 Transportation of students

44808 Liability when pupils not on school property

48908 Duties of pupils (re authority of teachers over students)

Policy

adopted: May 9, 1990

revised: November 14, 2002

Instruction

MURRIETA VALLEY USD

Murrieta, California

AR 6153(a)

SCHOOL-SPONSORED TRIPS

All planned trips away from school grounds, including athletic trips and outdoor education programs, are subject to this regulation.

Students must have written parental permission in order to participate in trips requiring transportation. (Education Code 35350) The District shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

Safety and First Aid

1. While conducting a trip, the teacher, employee or agent of the school shall have the school's first aid kit in his/her possession or immediately available. (Education Code 32040, 32041)
2. Whenever trips are conducted in areas known to be infested with poisonous snakes:
 - a. The first aid kit taken on the trip shall contain medically accepted snakebite remedies. (Education Code 32043)
 - b. The trip shall be accompanied by a teacher, employee or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites. (Education Code 32043)
3. Before trips of more than one day, the principal or designee shall hold a meeting for staff, parents/guardians and students to discuss safety and the importance of safety-related rules for the trip. For noncertificated adults who will assist in supervising students on the trip, the principal or designee may also hold a meeting to explain how to keep appropriate groups together and what to do if an emergency occurs.

Supervision

1. Students on approved trips are under the jurisdiction of the Governing Board and subject to school rules and regulations.
2. Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.
3. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
4. Chaperones shall be 21 years of age or older.
5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
6. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.
7. When a trip is made to a place of business or industry, the teacher shall arrange for an employee of the host company to serve as conductor.

Funding

No student shall be prevented from making a trip because of a lack of sufficient funds. No trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. (Education Code 35330)

Trip Approval

1. Teachers planning a trip shall make a request in writing to the principal at least ten days prior to the date desired. Whenever practical, an alternate date should also be listed. The purpose of the trip and its relation to the course of study shall be stated in the request.
Out-of-state or overnight trips require the prior approval of the Governing Board.
2. The principal shall approve or disapprove the request and notify the teacher. If the trip is disapproved, the principal should state the reasons.
3. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.
4. Principals shall approve no activities which they consider to be inherently dangerous to students or to pose unacceptable, unmitigated risks.
5. Written approval of parent/guardian is required for participation of students in school-sponsored trips.
6. All school-sponsored trips shall begin and end at the school.
7. School-sponsored trips requiring school bus transportation shall not interfere with the regularly scheduled transportation of students to and from school.
8. The bus driver shall see that all rules and regulations are enforced in the use of school buses for school-sponsored trips. Certificated personnel shall assist the bus driver in so doing.

Regulation

approved: May 9, 1990

MURRIETA VALLEY USD

Murrieta, California revised: November 14, 2002

COMMUNICABLE DISEASES

Be alert to signs of diseases that are communicable. If in doubt, send students to the school health clerk with a note or email the health clerk as to what you might suspect is wrong. Staff will be trained on how to prevent infectious diseases and deal with basic first aid each year by the school nurse.

CONFERENCING, PARENTS

Teachers, students, parents, and the school district may derive great benefits from carefully planned parent-teacher conferences. At any grade level, parents may arrange conferences with teachers to discuss particular strengths and weaknesses of their child. Conferences may be arranged by calling or emailing and requesting an appointment.

Teachers may prefer to schedule conferences in their rooms where more of the student's work is available and the atmosphere is conducive to quiet discussion. If a teacher feels the need for a third person present during conferences s/he may arrange the conference through an administrator or another teacher.

CONFIDENTIALITY

Names of parents and students, phone numbers and addresses are all confidential information. Do not give information about a student or parent to anyone. If you have a parent helper, room-parent or basket auction helper who wants to contact everyone, encourage him/her to do one of the following:

1. Send home a flyer to everyone with information.
2. Send home a flyer asking for permission to call and/or email them.

If a court mediator, lawyer or other person dealing with custody issues contacts you, refer the person to an administrator. Do not share any information with them and do not write anything for them, even if it is requested by the parent. Police and CPS have full access to student and parent information at all times, but should also be referred to administration.

COPIER USAGE

1. You will receive a copy code each year from the site secretary.
2. Copy clicks are assigned on an annual basis. If you use your maximum clicks, your copy code will become inactive and further clicks will be unavailable. Check with the school secretary to purchase more clicks through your class account. Additional clicks are \$0.0197 cents/click.
3. You are allotted 55 clicks per student per month based on our current district agreement with Xerox. K-5 17,600 clicks/year; SDC: 9,900 clicks/year. (Notice I removed the word free, since every copy costs.)
4. Copying costs on the Xerox include the paper, ink, masters and maintenance agreements. The District Support Center discourages using Kinko's etc. since it defeats having a lower cost leasing agreement on site.
5. If a machine breaks, let the front desk clerk know right away. Always "clear" out all jobs when the Xerox machines are not cooperative.
6. It is the responsibility of the teacher to monitor the copies made on the machine to prevent other users from accidentally using your code, making numerous incorrect copies, etc. Clicks cannot be reimbursed.

CORPORAL PUNISHMENT

There is no corporal punishment allowed in the state of California.

COUNSELING & GUIDANCE

Guidance Responsibility of the Teacher. The teacher is expected to assume major responsibility for the guidance of all pupils under the teacher's jurisdiction. This is a responsibility second in importance only to their instructional duties.

This point of view is so inherent in the philosophy of educational leaders that the specifics of this responsibility are formulated.

1. The teacher shall be willing to learn and to grow in the ability to observe, interpret behavior, interview, keep cumulative records, conduct informal discussions and give students instruction and practice in the techniques of participation and leadership.
2. The teacher shall provide class work so suited to the abilities of each student that each can succeed with reasonable effort. The teacher shall help student to learn from their failures.
3. The teacher shall provide an environment free from an intensely competitive atmosphere where students gain recognition from the best use of their abilities.
4. The teacher shall create an atmosphere in which students feel free to discuss their thoughts and feelings, thus avoiding accumulated tension and a clash of wills which might divert energy from study.
5. The teacher shall treat students with the courteous consideration he/she shows to friends and professional associates.
6. The teacher shall respect each individual's personality, have faith in each pupil's ability to realize his best potentialities, and shall be able to communicate this to the child.
7. The teacher shall provide group experiences in which students develop a sense of shared responsibility for activities and obtain satisfactions from the success of the group.
8. The teacher shall know intimately how to use school and community resources to meet individual and group needs.
9. The teacher shall help students to discover and evaluate their own abilities, strengths, weaknesses, and try to react to difficulties or criticism in a constructive way.
10. The teacher shall make every effort to arouse student interest in a subject and to emphasize its cultural and vocational values.
11. The teacher shall cooperate with counselors, teachers, and administrators in working with individuals and groups.
12. The teacher shall avoid labeling a student or making a generalization about him/her on the basis of a single incident or limited observation.
13. The teacher shall try to understand, not judge the student. Understanding leads to further action being understood is itself therapeutic.
14. The teacher, in most guidance situations, makes the initial identification of the child who has special needs.
15. Finally, the teacher stands as a guide to students by being an understanding, responsible person as well as fulfilling all of the duties that are outlined above.

The school psychologist is available for Special Education testing and for counseling Special Education students who have IEPs that state DIS counseling services are needed.

CUMULATIVE FOLDERS

Cumulative folders are on file in the office for every student in school and teachers should avail themselves of this material. The teacher may find, after consulting the cumulative folder of a particular student, that the scholastic achievements are good, considering his/her abilities. Teachers must only look over the material in the office. Any information that would be helpful for future teacher reference should be added. End of the year report cards and test scores must be placed in the cum folder. **Cum folders are not to be removed from the office.** ONLY TEACHERS AND OFFICE STAFF ARE TO HAVE ACCESS TO THE CUM FILES UNLESS OTHERWISE AUTHORIZED BY THE PRINCIPAL.

CROSS-AGE TUTORING

Cross-age tutoring/classroom helper will be allowed if the teacher feels that it would be of benefit to the child. In order to be a cross-age tutor/helper, the child must maintain his classroom responsibilities. No child will be allowed to miss reading, math, spelling, or any academic subject deemed important by the teacher. Teachers will arrange tutors only. The maximum amount of time a child may tutor in one week will be 45 minutes.

DETENTION

Teachers may assign detention. The law allows one hour after school or until the bus comes (usually 10-15 minutes). Parents must be notified in advance. Students may be detained at recess if they are allowed a restroom break.

DISASTER POLICY AND PROCEDURE

Emergency flip-charts will be posted in your classroom near your door on a red clipboard. Carry this clipboard with you during all drills/emergencies. Drills will be conducted at various times throughout the school year according to the Education Code.

1. Post the emergency clipboard right next to the door.
2. When any emergency bell rings, **DEMAND immediate silence** from students.
3. Teachers will take their roll books, clipboard (with drill forms) and leave the **door unlocked** during an outside drill.
4. During outside drills, each teacher turns in a drill form to the command center. Administration will search for missing children marked on the forms.
5. Follow all instructions on the flip-chart and all verbal information given over the intercom or by administration.

DISCIPLINE

Each teacher is responsible for his or her own discipline. All referral information must be written on a note with the child or emailed to both principal and office staff. The office will handle problems of a serious nature and serve as back up to the teacher. **Teachers are expected to contact parents before an office referral is made unless it is a suspendable offense.** All students referred to the office must arrive with appropriate paper work. All staff will use the Character Counts! language when disciplining students.

INCIDENT FOR SUSPENSION UNDER EDUCATION CODE SECTION 48900:

- (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 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.

DISMISSAL PROCEDURE

Students that are picked up by parents in a vehicle must report to one of the two areas available, the area by the front office or the area by the 200 pod. Students will be seated by grade level. Younger siblings may sit with older siblings. Parents please give your child clear directions on which loop they are to sit and wait for you in. We will no longer dismiss students by the flag pole area. The safety of our students is the priority.

DRESS GUIDELINES FOR STUDENTS

The manner in which students dress for school can influence behavior in learning. Students are expected to come to school dressed in a manner that assures adequate modesty. Student dress and hair that causes disruption or leads to unsatisfactory behavior is inappropriate and is not to be worn. Students are expected to be neat and clean and clothing in good repair when they come to school. Shoes are to be worn at all times and must have back straps. Students are encouraged to dress up on specific ASB dress-up days and in red and black on spirit Fridays.

Students who are out of compliance with the site dress code will be allowed to remain on campus only if their attire can be adjusted to meet the standard. The guidelines were established to insure that students are prepared to participate in an active learning environment.

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

Examples **not** allowed: Chains of any kind that are attached to wallets; rings, belts or chokers with prongs or protrusions; hair dyed a color other than natural hair colors. We strongly discourage wearing make-up as it could be a health concern when make-up is shared and/or be distracting to the learning environment.

Safe and healthy footwear will be worn at all times.

Examples **not** allowed: Sandals without heel straps; thongs; clogs; zorries. Sandals without heel straps are considered hazardous on campus. Shoes with wheels/rollers on the bottom are not allowed for safety reasons.

Clothing will maintain socially acceptable standards of modesty. Clothing needs to conceal midriff and conceal all underclothes while standing, sitting and stretching.

Examples **not** allowed: Halter tops/bare midriffs; tank tops with oversized necks or armholes; see-through clothing; visible undergarments; holes above the knee; short shorts; clothing that have no back or are worn off the shoulder; clothing with spaghetti straps. Fake tattoos are not allowed. Shoulder straps must be a minimum of two (2) inches wide.

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

Examples **not** allowed: symbols of racial supremacy; references to drugs, tobacco or alcohol; violent messages; satanic messages; sex; profanity; racism; sexism or any symbol deemed offensive in nature by staff or frightens other children.

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: Pants sagging below the waist; bandannas; hair nets; items with graffiti; tagging or similar style writing; oversized shirts that are not tucked in and drop past the mid-thigh; clothing worn in reverse, clothing with tags still attached.

Note: The wearing of knit caps/beanies or other articles of clothing which are commonly used to provide warmth should be consistent with weather conditions.

Hats with bills forward are allowed at elementary schools provided that students follow socially accepted standards of wearing hats.

Examples **not** allowed: Hat or caps worn in reverse, sideways, inside out; messages on hats/caps with inappropriate messages/symbols; hats may not be worn inside classrooms or any inside learning environment, i.e. MPR, library, etc.

Professional Dress Guidelines for Staff

As educators, our commitment to excellence should be reflected in our appearance. In general, a business casual style is appropriate for professional and paraprofessional employees. Our dress should be above what we expect of our students' dress.

It is understood that different clothing may be appropriate under certain circumstances and for different work assignments. Differences may be necessary because of grade level of students taught, type of activity being taught, special days, office area assignments and other circumstances.

For example, clothing that reveals cleavage, back, chest, stomach or underwear is not appropriate for a place of business.

Overall, attention to modesty, professionalism, cleanliness and safety will be expected. Appropriate attire will demonstrate a high regard for education and the teaching profession and will present an image consistent with job responsibilities and community values and expectation.

EMAIL (and Microsoft Outlook)

Information, both from the district office, administration and other Rail staff, will be sent to you via email. This is our primary form of staff communication at Rail Ranch.

1. Email is to be checked and checked at least twice daily – before and after school.
2. Email is primarily intended for school-related purposes. Inappropriate email usage is discouraged. Using "All at rail ranch" is not appropriate for political, humorous, personal or derogatory emails.
3. Response meant for one person or a specific group should be directed solely to that person or group.
4. User groups (e.g., "2nd grade teachers") should be set up on your computer at the beginning of each year.
5. Training on how to use Microsoft Outlook will be provided for teachers who need assistance.
6. Attachments and email messages must be deleted each month to keep the system from getting backed up.

7. Microsoft Outlook also includes the global district calendar, Rail Ranch calendar and sign-ups for using the MPR and pos spaces.

EQUIPMENT

Students must not move heavy equipment. No furniture or equipment should be moved by students between classes or in the pod. The office will coordinate the moving between classrooms.

ERRANDS BY STUDENTS

No student is to be sent off the school grounds on an errand.

Students may be used for errands within the buildings. A pass is to be carried by the student and only one student should be sent unless there is a reason why the student should be escorted (illness, doubt that a student will arrive at the destination, or if carrying money).

Students who are asked to do errands or help in the classrooms during lunch or recess must first obtain permission from the teacher. The students must then show the aides the note. Students must be supervised by teachers at all times when this permission is given.

EVALUATIONS

Tenured teachers are formally observed and evaluated at least once every three years. Probationary and temporary teachers are formally observed and evaluated at least twice per year. Classified employees are evaluated every year. A copy of the California Teaching Standards, and all observation and evaluation forms are in the staff handbook. For specific information about evaluations, refer to the MTA/CSEA contracts.

FOOD POLICY

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.

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 40 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
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)

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 beverages for fundraising one-half hour after school is dismissed (State/BP)
2. Any organization may sell any food product after school is dismissed (State/BP)

IMPORTANT!!!!

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 be having a party/doing a project on (date) or will be having (food item) for the students. 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

40 DEVELOPMENTAL ASSETS

Our staff maintains a strong focus in the area of "40 Developmental Assets". There are 40 assets that every child can have during their youth. Some of the assets are provided by school, some by home, and some by the community. All staff members are encouraged to be trained in the 40 Developmental Assets and to actively participate in implementing assets every day. For more information: www.murrieta.k12.ca.us/html/developmentalassets.html or www.search-institute.org

FRIDAY MORNING SING

On most Friday mornings, all staff and students congregate in the amphitheater to do the flag salute, sing, give/receive awards, share information and perform. Individual student performances will be allowed for leading the flag salute, saying appropriate jokes or signing the National Anthem or other approved patriotic song. Students wishing to sing the National Anthem or a song will audition with the principal before performing. Teachers may sign up for whole-group performances, such as songs, dances, poems or skits.

GIFTS

According to district policy, no gifts are to be exchanged at Christmas time. Alternatives: collecting food for needy families, etc.

HOME TEACHERS

Students too ill to attend school may be recommended by a physician for home instruction. This must be approved by a school nurse and the district support center. When this occurs, the child's teacher will be given the opportunity to teach the child at home for extra pay, in accordance with the teacher contract.

HOMEWORK POLICY

Homework will be assigned. It is expected that teachers follow the adopted board policy regarding average minutes of homework per evening.

AR6154(a): Grades 1-3 = 10-30 minutes up to four days per week
 Grades 4-5 = 30-60 minutes up to four days per week

1. Parents for students who are home ill may request homework. Parents are requested to contact the school prior to 9:00am. If this is done, the teacher should have the homework prepared for the parent by the end of the day. Requests coming in later in the day will be honored the following day. Education Code 48205 states, "Students shall receive full credit for work satisfactorily completed within a reasonable period of time."
2. A student who will be absent 5-10 school days may request an "independent study contract" at least 72 hours in advance of leaving. The teacher signs off on the contract, provides 6 hrs./day of work, and gives the returned work to the attendance clerk the day the student returns. Students shall receive attendance credit for each 6 hrs. of work turned in.
3. BP 6154(b): "...teachers are to notify students and parents/guardians of their classroom homework policy during the first three weeks of school. This is to include homework schedules, significant due dates, time allowances and grading review practices. Parents/guardians are also to be kept informed if their student is not turning in homework assignments. The local school principal has responsibility for ensuring that the class homework policy is congruent with District philosophy and administrative regulations."

4. BP 6154(b): "All assignments are to be acknowledged by the teacher in a timely manner. An indication of the quality of the student's work is to be made. It can be a grade, a comment, a symbol to indicate the work was acceptable or an indication that credit for completion was granted."
5. No homework is to be given on weekends, during vacation breaks or over the summer, including extra-credit packets. If parents request extra work, this may be given as long as it is made clear to the parent that the work will not be graded and is not an expectation. When this occurs, let the principal know.
6. AR 6154(a): Types of Assignments = creative activities, cultural enrichment, drill and practice as well as problem-solving activities, makeup assignments and revision, review or remediation, extension of learning to new applications, extended reading, independent research/reports.

HOME VISIT

Home visits during school hours are permissible only if conferences cannot be held otherwise or if data from such a visit is worthwhile in helping understand a child. Direct permission must be received from the Principal.

INCENTIVES

GOLDEN BOOK

Focus: Academic Excellence

Students achieving academic excellence in any situation can be honored with a trip to the office to sign the "Golden Book" and receive a golden pencil. This should be reserved for individual achievement or milestones representing excellence for that student.

AWARDS ASSEMBLIES

Focus: Recognizing excellence in academics, growth, effort and behavior

Each grade level will have their own awards assembly in the amphitheater or MPR at least once per trimester. Grades K-3 may give out awards in any area and every child will receive an award. Grades 4-5 will give out awards in the areas of: honor roll, effort, leadership, citizenship.

Teachers are to fill out awards certificates and have administrators sign them before each awards assembly. Teachers call to invite parents of award winners the week before the assembly. Teachers give each award winner a Rail Ranch bumper sticker and a business certificate. One student in each class may receive "Lunch with the Principal." Let the front desk clerk know if you need more awards certificates, bumper stickers or business certificates.

CHARACTER RECOGNITION

Students may receive "Character Coupons" from staff for displaying excellent behavior aligned with the 6 pillars of Character Counts! Students may turn in 10 coupons for a pencil to any playground aide.

INTERNET

The internet is available on at least one computer station per classroom. **It is the teacher's responsibility to monitor all internet usage by students.** Usage of the internet by staff must be appropriate. The primary intent of having internet in the classroom is for researching for lesson plans, allowing students to research and to provide class and school information via the district/site website. Teachers are encouraged to create their own websites and to update them regularly. Our web site coordinator, technology leader and technology assistant are available to assist teachers.

LEAVING THE CLASSROOM

It is the teacher's responsibility to care for the supervision of the classroom.

1. During the breaks between periods, teachers are responsible for supervision of walk areas outside their classrooms and should see that school rules are followed to minimize injuries, tardiness, and horseplay. Students are expected to use "peaceful hands" while walking on campus and observe the "quiet zones". When a pupil is misbehaving in the walkways, a teacher should take action to correct the situation, even if the offender is not one of his/her pupils.
2. The restrooms around the school are kept in much better order if all the teachers will periodically check them for damage. Check the restroom on the way to the office or workroom.
3. During instructional time, all students must be under the direct supervision of a certificated employee of MVUSD.

LUNCH

Lunch counts must be accurate and turned in with roll each morning. Parents are strongly encouraged to purchase lunches/breakfasts in bulk via check to the office in advance. Students may purchase lunch on Minimum Days and all students eat lunch or snack at their mid-morning recess.

1. Teachers will walk their students to lunch.
2. Students will wait their turn in the lunch line in an orderly manner.
3. Students may leave the lunch area when the aides have excused them. Students will observe courteous and quiet behavior while in the lunch area and while eating lunch. Aides have full authority over students during the lunch and recess times on the playground, in pods, in the MPR and in the amphitheater. All food must be eaten in the designated lunch area.
4. Students will be excused to go home for lunch with their own parent/guardian if the parent signs out the child in the office during the lunch period.

IEPs

A general education teacher must be present for every IEP. All staff present at IEPs must come prepared to discuss student's present levels of progress, current assessments, and appropriate placement.

LEGAL ISSUES

Staff members are sometimes asked to get involved in child custody and other legal matters that pertain to students and families at Rail Ranch. New legal/custody information and documents will be shared by administration with teachers and office staff. Please follow these guidelines to protect yourself and children at Rail Ranch:

1. Report situations to an administrator immediately.
2. Listen to the parent, lawyer, mediator or other person's request. Write down everything they say. Give a copy to an administrator. This can also be done via email.
3. Refer the person to an administrator.
4. Never provide any information over the phone about a child, parent or situation.
5. Refer difficult people to administration.
6. Parents/guardians have the right to copies of report cards, student work, homework, and other quantifiable data. Requests for attendance or disciplinary information must be referred to administration.
7. If a parent or other person needs a "statement" from you, do not offer it. You may only give a statement in the form of deposition or appearance in court.
8. No parent, mediator, or other person has the right to interrupt class or prep time or expect you to provide verbal or written information in less than 24 hours.

LOST AND FOUND

A lost and found rack is maintained in the breezeway. Please send any large, unclaimed articles to the lost and found rack. Send found small items such as watches, rings, purses, pens, and other similar articles to the office. Items will be sent to charity organizations approximately once per trimester.

MAIL

Information, both from the district office and the Principal, will be put in your mailbox in the workroom. This box should be cleaned out at least twice daily – before school and after school. Please do not use this box for storage. If you find items in your box that do not belong to you, please place them in the proper box or give them to the office.

District mail is taken to the District Office once a day around 9:00am. Office staff has interdistrict envelopes if you need them.

US mail is taken to the Post office once a day. Teachers are welcome to leave stamped letters in the box provided in the office.

MODIFICATIONS

Classroom and Instructional Modifications to Help Students with Special Needs:

- Place child in close proximity to teacher; so teacher can monitor that child is on task and provide assistance when needed.
- Make child feel secure in the classroom and make sure that child does not live in fear of being called on in front of the class.
(Krashen Theory)
- Give child plenty of time to complete any assigned projects.
- Maintain constant collaboration with parents and resource teachers.
(Title I, Resource, Speech, ELD, etc).
- Provide extra time on tests. Read test to child if needed and appropriate. (verbal assessments in science and social studies)

- Chunk and/or modify assignments so child will not be overwhelmed and can complete them successfully. Give one assignment or task at a time.
- Focus on the child's strengths to get him/her through the academic material.

CLASSROOM MODIFICATIONS FOR STRUGGLING LEARNERS

Modifying the Environment

Seat student in an area free of distractions.	
Use preferential seating.	
Help keep student's work area free of unnecessary materials.	
Use checklists to help the student get organized.	
Frequently check the organization of the student's notebook/desk.	
Monitor the student's use of his/her assignment sheet.	
Check the assignment sheet for accuracy.	
Provide opportunities for movement.	
Reduce the number of peers with whom the student is grouped.	

Modifying Time Demands

Increase time allowed for completion of tests or assignments.	
Reduce the amount of work or length of tests.	
Prioritize assignments for the student.	
Break up long work periods with breaks or change of tasks.	
Consistently follow a specific routine.	
Alternate quiet and active tasks.	
Set time limits for specific task completion; use visual time cues.	

Modifying the Presentation of Material

Break assignment into segments of shorter tasks.	
Use concrete examples before teaching abstract concepts.	
Relate information to the student's experiential base.	
Reduce the number of concepts presented at one time.	
Provide an overview of the lesson before beginning.	
Monitor the student's comprehension of language used during instruction.	
Schedule frequent, short conferences with the student to check for comprehension.	
Provide consistent review of any lesson before introducing new information.	
Allow student to obtain and report information utilizing: computers, interviews, calculators, and fact sheets.	
Highlight important concepts to be learned in text of material.	
Monitor the rate at which material is presented.	
Give a photocopy rather than having student copy from board.	
Rewrite assignment at an appropriate reading level.	
Require verbal responses to indicate comprehension.	
Give frequent reminders of homework assignments.	
Provide clear, concise directions and concrete examples for homework assignments.	
Allow for the oral administration of tests.	
Use Post-It notes to remind student of changes needed on work.	

Modifying the Materials (Visual Motor Integration and Written Expression Problems)

Allow for spelling errors.	
Allow student to use either cursive or manuscript.	
Set realistic and mutually agreed upon expectations for neatness.	
Let student type, record, or give answers orally instead of writing.	
Avoid pressures of speed and accuracy.	
Provide copies of notes.	
Reduce the amount of copying from text and board.	
Accept key word responses instead of complete sentences.	

Modifying the Materials (Visual Processing Problems)

Highlight information to be learned.	
Keep written assignments and workspace free from distracters.	
Provide clear and well-defined worksheets.	
Use graph paper for multi-digit math.	
Go over visual task with student and make sure student has a clear understanding of all parts of the assignment from the beginning.	
Avoid having student copy from board.	
Have student verbalize instructions before beginning task.	
Avoid crowded worksheets by blocking, cutting, folding, highlighting, color-coding or underlining.	

Modifying the Materials (Language Processing Problems)

Give written directions to supplement verbal directions.	
Slow the rate of presentations.	
Paraphrase information.	
Keep statements short and to the point.	
Avoid use of abstract language such as metaphors, idioms and puns.	
Keep sentence structures simple.	
Encourage feedback from student to check for understanding.	
Familiarize student with any new vocabulary before beginning the lesson.	
Reduce the amount of extraneous noise such as conversation, radio, TV, outside noises, etc.	
Alert student's attention before expressing key points.	
Ensure the readability levels of the textbooks are commensurate with the student's language level.	
Utilize visual aids such as charts and graphs.	
Utilize manipulative, hands-on activities whenever possible.	
Always demonstrate how new material relates to previously learned information.	
Cue student by calling his/her name before asking questions.	

Assisting Reluctant Starters

Give personal cue to begin work.	
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Give work in smaller units.	
Provide immediate reinforcement and feedback.	
Make sure the appropriate books and materials are open to the correct pages.	
Introduce the assignment in sequential steps.	
Check for student understanding of instructions.	
Check on progress often in the first few minutes of work.	
Provide time suggestions for each task.	
Provide a checklist for long, detailed tasks.	

Dealing With Inappropriate Behavior

Provide clear and concise classroom expectations and consequences.	
Consistently enforce rules.	
Avoid the use of confrontational techniques.	
Provide the students with alternatives.	
Designate a "cooling off" location within the classroom.	
Assign activities that require some movement.	
Use praise generously.	
Avoid power struggles.	
Ignore attention-getting behavior for a short time.	
Avoid criticizing the student.	
Communicate frequently with parents.	
Monitor levels of tolerance and be mindful of signs of frustration.	

Resources used in creating this checklist:

- ▣ ***Inclusion: 450 Strategies for Success***
- ▣ ***Modifying Schoolwork: teacher's Guide to Inclusive Practices***
- ▣ **www.idonline.org**

MONEY OR VALUABLES

No money may be stored in classrooms. Teachers are to deposit all fundraising monies with the school secretary. Pupils are not to leave money or valuables in desks. Staff members are responsible to secure their own personal valuables and belongings. Neither the school nor the school district is responsible for the loss of personal items owned by the staff members and used in classrooms or on campus.

NEWS TO PARENTS

All communication (bulletins, pamphlets, letters, forms seeking information, etc.) to the news media, public or to the parents must be approved by administration at least 1 day prior to distribution. A copy of all memos home to parents should be given to administration for reference. School-wide, and grade level news may be sent out through Connect-Ed voicemail/email.

OBSCENE READING MATERIAL

Books/magazines brought to school by students with obscenities are not permitted on campus. Teachers are to be especially alert relative to what students read during "free" reading time.

OBSERVATIONS, TEACHERS

Informal observations will occur on a regular basis. Teachers are encouraged to invite administrators to come and observe projects, performances and read to students.

OFFICE STAFF

The office staff: secretary, attendance clerk, health tech, are in charge of the office under the direction of the principal. Their duties are many. However, they are cooperative and will be available to help you as time permits.

Office equipment (computers, copy machine, FAX, etc.) is for the office personnel only. The principal, assistant principal or secretary must approve any use by other staff members.

Notify front desk clerk of maintenance, safety, and repair requests.

PAPER AND SUPPLIES

Teachers' supplies are to be ordered and distributed through the office. You are to use the requisition forms. Supplies ordered must be for students of the current school year.

Teachers must have a method of monitoring supplies in the classroom (pencils, crayons, scissors, rulers, paper, etc.) as the cost of these items comes out of classroom budgets.

Pod and common areas need to be kept neat and clean. All storage areas are to be clearly labeled stating the equipment and materials being stored.

PETS

No dogs or other large animals (except seeing-eye dogs) are allowed on campus at any time including arrival and dismissal.

POWER OUTAGE GUIDELINES

As most of us are aware, the prospects of parts of California experiencing rolling blackouts (power "curtailments", as the utilities refer to them) has become a reality, and our schools may well be affected by this along with the rest of the community. If a curtailment is implemented that affects your school, remember that it is a controlled event. The electricity will come back on within a couple of hours. Until power is restored, consider these guidelines.

Since the possibility of a power outage affecting your child's school is a reality, we wanted you to know what happens at school if this occurs, and some steps you may want to consider to prepare your children for this.

- First, since the length of the power outages is known (one to two hours), the school will not likely be closed down, and they will be dismissed at the normal time. Accordingly, there is no need to attempt to pick children up any earlier than usual.

- Since there probably won't be enough light to read or do paper work, teachers are prepared to continue class in a lecture or discussion mode. The only change in routine will be that students will not change classes at certain times (if they normally do), as we want to keep movement to a minimum.
- For emotional comfort, you may want to consider providing your child with a "glow-stick" in his/her back pack. Teachers may allow their use during power outages, though they are not to be used as toys or in any other inappropriate manner.
- Remember that if the power is still out at normal dismissal time, traffic signals will be flashing red and not functioning as usual. Busses may run a little later than usual, and your drive time may be increased, so plan accordingly. If your child walks home, remind them to be extra careful if they cross any intersections normally controlled by traffic lights.
- The phone system at the school and district office will likely not be working, so understand that calls will not get through at that time.
- If anyone arrives at your home claiming to work for the power company, insist on seeing proper photo identification before complying with any requests.

PRINTER CARTRIDGES

Teachers can email Image Source directly for new printer cartridges or problems with the printer. Email address: printercare.com or call 1 (800) 336-1642.

REPORT CARDS

Report cards are issued two times during the school year for children in grades K-5. Report cards will be issued at each semester. The first report card will be issued to parents/guardians during conference week. We encourage you to communicate regularly with teachers regarding your student's progress.

The student doing incomplete work should be notified by the teacher in advance of the end of the grading period. The teacher will notify the parent of any incomplete work before each reporting period. Report cards are based on the California State Standards. Teachers should consult the RSP teacher regarding grades for students receiving RSP support. **Report cards will be held in the office for students who have not cleared any library and/or cafeteria debt at the end of each school year.**

The purpose of the student progress report is:

- To provide a formal basis of communication between the teacher and the parent on the student's achievement.
- To provide parents with an update of the current progress of the student's achievement of academic standards, social skills, and work habits.

- To provide the parents with an opportunity to intervene as appropriate.

RELEASE OF STUDENT

Staff members are not to release students from their classrooms during the school day to parents, relatives, or other persons. Students may be dismissed from your classroom only if you have notification from the office.

REQUISITIONING

Requisition forms may be obtained in the office for such items as books, workbooks, supplies, etc., and are submitted to the secretary. Orders should be discussed with the grade level leaders. Always procure the work copy of the purchase requisition and approval. Do not attempt to make purchases with district funds without authorization.

It is important to give a complete description of the items desired and to include cost and source of supply. Prices quoted should be accurate. (Use current catalog in file in office). If a teacher receives direct delivery (other than through the warehouse and the office) he/she should inform the office immediately. If you are not sure on the procedure to be used, check with the site secretary.

SEATING CHARTS AND SUB PLANS

Occasionally a teacher becomes ill when they have their roll book, lesson plans, and seating charts at home. This type of situation makes it very difficult for the substitute teacher when he/she has no way of identifying students. Please leave a seating chart and at least 2 days of emergency sub plans in your staff handbook. This year we will have a sub folder for each staff member. Please include all pertinent information and provide your daily schedule.

SNAKES

MVUSD procedures of snake sightings (poisonous and nonpoisonous).

1. Keep your distance as well as others from the snake (minimum 10 feet away).
2. Keep an eye on the snake at all times and call the following IPM employees:
 - A. If snake is sighted between 6 a.m. – 2:30 p.m., please contact the following:
 Tim Faulkner (IPM Senior) 951.326.7577
 Mary Meyer (Administrative Clerk) 951.696-1600 x1167
 Donald Benson..... Direct Connect # 28
 - B. If snake is sighted after 2:30 p.m., please contact **and** report incident to Mary Meyer (phone number above):
 Animal Control..... 951.674.0618
(Emergency 24-hour service for rattlesnakes only)

Note: When observing the snake, leave it alone -- do not harm or harass snake. Given a chance, the snake will leave. The snake has no intention on biting, except when forced. If the snake departs prior to IPM staff or Animal Control arriving, let it go; however, note the direction to the responders.

3. Do not attempt to catch or kill the snake.
 - **Emergency response and first aid of snake bites.**

A rattlesnake bite is a serious event, but by staying calm, following good procedures and using common sense, it doesn't have to be a fatal event. In fact, Rattlesnake bites are generally not fatal. The signs and symptoms of poisoning often take several hours to develop. Reliable antivenins are available at virtually all medical facilities and proper pre-hospital care can lessen the toxicity of the event and resulting tissue damage.

There have been many snake bite remedies offered over the years. Recent studies have concluded that the following protocols are best:

1. Stay calm, get safely away from the snake, and have someone call 9-1-1 (or the emergency number in your area). The less the victim moves the bitten site, the less likely the venom will be profuse and cause damage.
2. Have the victim lie down with the affected limb lower than the heart. Keep the limb immobilized. If practical, splint the limb.
3. Treat for shock and preserve body heat.
4. Remove any rings, bracelets, boots, or other restricting items from the bitten extremity. (It *WILL* swell.)
5. Apply a light constricting band about 2" above and below the bite, however never place the bands on either side of a joint (such as above and below the knee or elbow). This band should be made up of wide, soft material, which could be a handkerchief or shredded clothing. The band should only be as tight as the band the nurse applies when giving a blood test.
 - NOTE: The purpose of constricting bands is to restrict lymphatic flow, not blood, so they should not be too tight. Check pulses below the bands and readjust them as necessary when they tighten due to swelling.
6. Wash the bite with soap and water (if available).
7. If the victim has to walk out, sit calmly for 20-30 minutes to let the venom localize at the site, proceed calmly to the nearest source of help and try to avoid unnecessary exertion which will stimulate circulation of the poison.
8. Get the victim to definitive medical care for antivenin, which will provide the greatest relief from the toxic effects of the bite.

ACTIONS TO AVOID:

1. **DO NOT** cut the bite. The additional tissue damage may actually increase the diffusion of the toxins throughout the body.
2. **DO NOT** apply a tourniquet. Such action can result in the loss of the limb.
3. **NEVER** try to suck out the venom by mouth. You can try the suction cup in a snakebite kit if it doesn't delay other needed treatment. Suctioning seldom provides any measurable advantages, however.
4. **DO NOT** apply cold and/or ice packs. Recent studies indicate that application of cold or ice makes the injury much worse.

5. **DO NOT** give painkillers, such as aspirin, TylenoL or Advil to the victim.

*** RATTLESNAKE INFORMATION (Species of rattlesnakes, as well as their descriptions, in the Murrieta / Temecula area.)**

- **Red diamond rattlesnake *Crotalus exsul rubber*** — San Diego's largest snake species may be found from San Bernardino and Riverside counties down into Baja California, Mexico. They are common in areas with little development, especially near rocky outcroppings. Food consists of anything from small [lizards](#) to rabbits and squirrels.
- **Southern Pacific rattlesnake *Crotalus helleri*** — Also called a western rattlesnake, this is the most common species in San Diego and may be found near housing developments, parks, and even the beach. Its range is from coastal Southern California to northwestern Baja California, Mexico, and they are commonly found on [prairies](#) or sage [scrub/grassland](#) areas, especially near rocky outcroppings. Like the red diamondback, the southern Pacific rattlesnake feeds mainly on [reptiles](#) and [mammals](#), as well as [birds](#).
- **Southwestern speckled rattlesnake *Crotalus mitchelli pyrrhus*** — This species is the least seen in Southern California because it tends to be shy and avoids populated areas. From the foothills of the Cuyamaca Mountains to the peaks and down into the deserts to the east, their preferred habitat is in granite rocky outcroppings. They can range into southern Nevada, western Arizona, and into northern Baja California.
- **Colorado desert sidewinder *Crotalus cerastes laterorepens*** — Found only in the desert, this is our smallest species. It grows to just over two feet as opposed to three or four feet in the other three local species. This rattler occurs the farthest south, from southeastern California, southeastern Arizona, and down the east coast of northern Baja.

Generally not aggressive, rattlesnakes strike when threatened or deliberately provoked, but given room they will retreat. Most snake bites occur when a rattlesnake is handled or accidentally touched by someone walking or climbing. The majority of snakebites occur on the hands, feet and ankles.

Rattlesnakes can cause serious injury to humans on rare occasions. The California Poison Control Center notes that rattlesnakes account for more than 800 bites each year with one to two deaths. Most bites occur between the months of April and October when snakes and humans are most active outdoors. About 25 percent of the bites are "dry," meaning no venom was injected, but the bites still require medical treatment.

Miscellaneous facts:

Baby rattlesnakes are poisonous biters – leave them alone!

Do not handle freshly killed snakes – they can still bite!

Never tease a snake to see how far it can strike. You can be several feet from the snake and it can still be in striking distance! Although rattlesnakes normally strike only ½ their body length, they can strike further when facing downhill.

Give snakes the right-away!

Rattlesnakes do not always rattle before striking. Most snakes do not rattle unless frightened or endangered. So, do not depend on the sound warning!

Rattlesnakes and non-poisonous snakes play an important role in the ecosystem. Through education, we can learn to cohabitate with these creatures in their environment and give them the respect they deserve.

STUDENT SUCCESS TEAM

Referrals should be made to the SST site coordinator. Any student you consider for a formal special education referral must go through the SST process. Teachers must refer students for the Student Success Team once other teacher-implemented interventions fail to show needed progress.

SUPERVISION

Students must be under the direct supervision of a credentialed teacher at all times with the exception of lunch and recesses. Each teacher and administrator will be assigned at least 1 duty per week in accordance with work minutes and contract language (for example, bus duty).

SUPPLIES

The following supplies will be provided in the staff workroom: book stapler, laminator, copy machine, paper cutter, die-cut machine, butcher paper. These supplies will be determined by the grade levels at the end of each year and will be ordered during the summer by the office. Replacement of these supplies will be the responsibility of the grade level teachers.

TARDINESS, STUDENT

Students who are tardy are to come to the office and sign a late sheet. Please notify the administrator when a student's tardies become excessive. Medical visits are excused tardies.

TEACHER DAILY RESPONSIBILITIES

1. Attendance/Lunch Count
2. Flag Salute daily
3. Substitute lesson plans (at least 2 days of emergency plans at all times)
4. Seating charts
5. Safety clipboard on the wall near the door
6. Daily lesson plans on desk

TELEPHONE

Long distance calls (school business only) from phone in the office or workroom are acceptable. Personal long distance calls are not to be made from school phones.

TEXTBOOKS

Textbooks are provided free of charge to all students. However, students are liable for damage and loss of books.

Students who lose textbooks should be sent to the office with a slip giving title and number of the book lost. The office will check to see if the book has been turned in. If not, they will inform the student of the amount of the charge. Payment will be made to the office where a permit for a new

text will be issued. Students who have not paid for lost/abused textbooks will have their end-of-year report cards held in the office until cleared.

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT TEXTBOOK POLICY FOR GRADES K-5

RESPONSIBILITY: Textbooks become the student's responsibility from the moment that the student takes the book out until the moment he/she returns it to the classroom.

Textbooks must be returned to the teacher before the end of the school year.

Students must write their name in the front of their textbooks on the stamped "This Book Belongs To."

It is the student's responsibility to protect textbooks from rain, moisture, and damage by siblings or pets. Juice boxes in backpacks can break and damage textbooks. Leaving textbooks outside is not recommended. If the book is stolen or someone damages a student's book, the student is still responsible for the loss or damage.

Parents will be sent a bill for damages if their child's textbook is returned with torn pages, underlining, or writing in or on the book. If a textbook is lost or damaged beyond use, full replacement cost (the current price of the text) will be charged. For a damaged and repairable text, up to 25% of the textbook replacement cost will be charged.

If students do not return their textbooks by the end of the school year, they will be billed for the replacement price of the textbooks, per Board Policy 6161.2 and Ed Code 48904.3, and their grades and transcripts are withheld.

WILLIAMS DECISION: Per the Williams Decision, all students are entitled to textbooks in the basic core subjects for homework. Any student who does not return his/her textbooks, thereby denying other students access to these materials for homework, will not be issued replacement texts, unless the lost texts are returned or paid for. Arrangements can be made for other restitution, if the student is unable to pay for lost or damaged textbooks.

TITLE NINE

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits or, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

-Requires equal access for both sexes to all educational programs.
-Requires equal access to, and participation in, course offering and extra curricular activities..
-Permits separate sessions on subject of human sexuality.
-Requires that equal facilities be available to members of both sexes.
-Allows separation by sex for contact sports.
- . . .Requires that equal criteria be used for honors and awards.

UNIFORM COMPLAINT PROCEDURE

The District follows uniform complaint procedures pursuant to state regulations when addressing complaints alleging unlawful discrimination, including gender equity, ethnic group identification, religion, age, color, sexual orientation, or physical or mental disability or failure to comply with the law in Adult Basic Education, Consolidated Categorical Aid Programs, Migrant Education, Vocational Education, Child Care and Development Programs, Child Nutrition programs and Special Education programs. The Board encourages the early, informal resolution of complaints at

the site level whenever possible. The Director of Pupil Services (909-696-1600) receives and investigates the complaint and insures District compliance with the law. The procedure is as follows:

1. The complainant files a written complaint no later than six (6) months from the date of alleged discrimination with the Director of Pupil Services (909)-696-1600 who receives and investigates the complaint and insures District compliance with the law. If a complainant is unable to put a complaint in writing, the District will assist in filing the complaint. The complainant/representative has the opportunity to present evidence. The complainant may also wish to seek these local civil law remedies: Legal Rights Counselors (909-693-1351); Legal Aid (909-247-6596).
2. Within three (3) days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.
3. Within five (5) days of receipt of written complaint or within five (5) days of unsuccessful mediation, the compliance officer shall hold an investigative meeting and present information.
4. Within sixty (60) days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the District's investigation and decision. The report will be written in English and in the language of the complainant/representative. The report shall include:
 - a. The findings and disposition of the complaint, including corrective actions, if any.
 - b. The rationale for the above disposition.
 - c. Notice of the complainant's right to appeal the decision to the California Department of Education, and procedures to be followed for initiating such an appeal.
 - d. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.
5. If the complainant is dissatisfied with the District's decision, the complainant may appeal in writing to the California State Department of Education within fifteen (15) days of receiving the District's decision.
6. When notified by the State Department of Education that an appeal has been filed, the District shall forward the original complaint, a copy of the District's decision and other relevant information. The District protects the confidentiality of the parties and the facts related to the case.

VIDEO USAGE

Per Board Policy, all videos shown in the classroom must be approved by the school principal in advance. Video use forms are available in the workroom. Videos may not be rated higher than "G" and must be of an educational and instructional nature that is related to state standards and specific lesson plans. Videos checked out of the Rail Ranch library do not need prior administrative approval or a video use form. Parents who provide videos to teachers must first have administrative approval.

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

Department of Curriculum, Instruction, and Assessment Revised 6/12/97
CLASSROOM VIDEO USE GUIDELINES

OVERVIEW:

The most important guideline for the use of video in the classroom is that the video must be relevant to district curriculum and must be age appropriate in content. Appendix A gives specific teacher guidelines for video use in the classroom. All other video materials (video tape, films, laser discs/videodiscs and filmstrips) may be shown only if the guidelines outlined in this document are met.

COPYRIGHT LAW:

Section 110(1) of the U.S. copyright law permits the showing of motion pictures and other audiovisual materials in the classroom of a nonprofit educational institution as long as the showing is part of "face-to-face" instruction and not presented for recreational or entertainment purposes. Whether purchased or rented, video cassettes bearing the label "For Home Use Only" come under this provision and may be used for planned, direct classroom instruction. They may not be used for entertainment, fund-raisers or time-fillers unless such use was negotiated at the time of purchase or rental, usually in the form of a licensing agreement. When renting from a video store, the renter agrees to all stated or implied conditions of the rental agreement; renters may therefore wish to request a release statement from the rental agency specifically granting permission for instructional use of the rented cassette. It is the intent of the Murrieta Valley Unified School District to adhere to the provision of the current copyright laws and Congressional guidelines, and to maintain the highest ethical standards in the use of copyrighted materials. District employees must adhere to all provisions of Title 17 of the United States Code, entitled "Copyrights," and other related federal legislation, and guidelines related to the duplication, retention, and use of copyrighted materials.

It is further directed that:

1. Unlawful copies of copyrighted materials may not be produced using district-owned equipment.
2. Unlawful copies of copyrighted material may not be used with district-owned equipment, within district facilities or at district-sponsored functions.
3. The legal and/or insurance protection of the district will not be extended to employees who unlawfully copy and/or use copyrighted materials.

Employees who use copyrighted videos or make copies of them in their jobs are expected to be familiar with published provisions regarding fair use and public display. Employees are hereby notified that willful infringement of the law may result in disciplinary action.

Videos not on the approved list mentioned in the OVERVIEW may only be used if the following conditions are met:

1. The video is an original or legal copy.
2. The use of the video is for face-to-face instruction and is tied directly to the curriculum, for that grade level or content area.
3. The video is shown in an area designated for classroom instruction.
4. The video may not be used as entertainment, for a fund-raiser, or as a time-filler. Renting a video from a store and showing it as a reward movie to a class is NOT legal or permissible.

Videos may be duplicated if the following conditions are met:

1. A student may make a single copy of a portion, 10% or less, of a copyrighted video, for legitimate scholarly or research purposes if the material is owned by the school that the student is attending.
2. An educator may duplicate a single copy of a portion, 10% or less, of a copyrighted video for scholarly or teaching purposes.
3. An educator may excerpt sections of a video to be used to create a new local video (not be shown over cable) if the excerpt does not exceed 10% of the total and does not excerpt the essence of the work.

Videos may be recorded off-air/cable if the following conditions are met:

1. An educator may record a broadcasted program off-air and retain the recording for 45 calendar days, and may only use the video for instruction during the ten consecutive school days after the date of the original recording, unless otherwise indicated by the producer of the video.
2. Between the 10th day and the 45th day educators may view the recording for the purpose of evaluating whether the program should be purchased for the curriculum. After this period of time the recording must be erased. Anyone wishing to retain the copy after the 45 days must obtain permission from the copyright holders.
3. These recordings may be shown in classrooms and similar places of instruction and in the home of students receiving formalized home instruction.
4. Copies of off-air programs must include the copyright notice.

GUIDELINES:

1. Videotapes being shown at a school must be relevant to the curriculum being studied and appropriate for the age and maturity level of the students being taught.
2. Videotapes shown at a school must use the established District and State criteria for the evaluation of instructional materials, especially with respect to racial and gender stereotyping and the depiction of violence, even in animation.
3. Videotapes must be consistent with accepted standards of professional responsibility and must not reflect advocacy, personal opinion, bias, or partisanship.
4. Videotapes which have not been MPAA rated and are not owned, broadcast, or recommended by the District must be thoroughly reviewed by the instructor prior to their use. If there is any question on the appropriateness of the content, the video must be approved by the site administrator.

5. MPAA-17 rated videotapes or any unrated material which might fall into this category shall not be shown in any elementary or secondary school classroom or as a part of any District activity involving elementary or secondary school students.
6. MPAA-R rated videotapes or any unrated materials which might fall into this category may be used in high school grades 11-12 with principal approval and positive parent permission prior to the scheduled viewing date and must comply with the District policy on the evaluation and selection of instructional materials.
7. MPAA PG-13 rated videotapes or any unrated material which might fall into this category may be used in high school grades 9-12 with principal approval and positive parent permission and must comply with the District policy on the evaluation and selection of instructional materials. MPAA PG-13 rated videotapes may not be shown in grades K-8.
8. MPAA PG rated videotapes or any unrated material which might fall into this category may not be shown in grades K-5.
5. MPAA PG rated videotapes or any unrated material which might fall into this category may be used in grades 6-12 with principal approval and positive parent permission.
9. An excerpt of any video (10% or less of the entire work) may be shown according to the viewing guidelines for the rating that the excerpt, by itself, might fall into, with principal notification/ approval.
10. For ready-reference, a matrix summarizing the key points of these guidelines appears as Appendix A.

PARENT CHALLENGE

If parents object to the viewing of a video in class they have the right to have their child participate in an alternative assignment at another supervised location on campus. Parents may also challenge the use of the video as part of the curriculum. To do this, they would use the procedures outlined in the Request for Reconsideration of Instructional Materials which is part of Board Policy 1312.2, Complaints Concerning Instructional Materials.

Teacher Guidelines for Video Use in the Classroom

Find the video category your video falls in and then ask yourself **all** 6 questions.

Your answers need to match the answers listed under each question.

Videos must be an original or legal copy, and must be tied directly to the curriculum for your grade level. A list of proposed video use should be included in beginning of year information.

Video Categories	1 Will this video be used for face-to-face instruction with stated learning objectives?	2 Can this video be used for entertainment purposes, or in place of a lesson?	3 If I am showing more than 10% of this video, do I need principal approval 48 hours prior to video viewing date?	4 If I am showing more than 10% of this video, do I need Positive Parent Permission 48 hours prior to video viewing date?	5 Can I show 10% or less of appropriate material from this video as part of a regular lesson?	6 Can I show this video in my classroom if all criteria have been met?
Not Rated - Grades (K-12)	Yes	No	Yes	Yes (If video might be questionable)	Yes*	Yes (Must be previewed by teacher)
Rated G - Grades (K-12)	Yes	No	Yes	No	Yes*	Yes
Rated PG - Grades (K-5)	N/A	N/A	N/A	N/A	Yes*	No
Rated PG - Grades (6-8)	Yes	No	Yes	Yes	Yes*	Yes
Rated PG - Grades (9-12)	Yes	No	Yes	Yes	Yes*	Yes
Rated PG-13 - Grades (K-8)	N/A	N/A	N/A	N/A	Yes*	No
Rated PG-	Yes	No	Yes	Yes	Yes*	Yes

13 - Grades (9-12)						
Rated R - Grades (K-10)	N/A	N/A	N/A	N/A	Yes*	No
Rated R - Grades (11-12)	Yes	No	Yes	Yes	Yes*	Yes
NC-17 or X - Grades (K-12)	N/A	N/A	N/A	N/A	No	No

VISITATION/VOLUNTEERING PARENT

New families are encouraged to visit the campus for a tour the day before school begins. Tour times will be scheduled on that day.

Back-To-School Night is held during the second week of school. This is a time for parents to meet their child's teacher, learn about student and parent expectations, and to ask questions.

All parents are welcome to visit their child's classroom during Open House in the Spring. Parents may also visit classrooms of next year's teachers. When this occurs, parents are asked to observe the classroom work and environment, but to refrain from interviewing the teacher. This ensures that the teacher has time to meet with their current students and parents that evening. Open House is not a time for parent conferencing, but rather a time to celebrate the children's displayed work.

Murrieta Valley Unified School District Procedures for Visitors to Schools

Parents and legal guardians are encouraged to visit the school. Guidelines for visitors are below.

- A. Administrative Regulation 1250 outlines the following procedures to be followed:
 1. Registration requirements shall be posted at every school entrance.
 2. Unless otherwise directed by the principal or designee, a staff member shall accompany visitors while on school grounds.
 3. Visitors shall provide upon request: name, address, occupation, age (if under 21), purpose for the visit, and proof of identity.
 4. A principal may deny admission or revoke permission to any visitor if the visitor's presence would be disruptive of school activities.
 5. Any visitor whose permission to visit was denied or revoked and who then returns to schools within seven days is guilty of a misdemeanor.
 6. An appeal procedure is outlined in AR 1250.
- B. In addition to the provisions of AR 1250, the following procedures are also in effect:
 1. Visitations to classroom must be arranged 24 hours prior to the visit, weekends and holidays not included; exceptions must be approved by the principal.
 2. Classroom visits are approximately 20 – 30 minutes in length, and site administration has the right to limit the length of the visit in deference to the instructional plan for the classroom visited.

3. Visitations by MVUSD students to schools other than their own during school hours is prohibited, unless part of a recognized program and approved by the principal.
4. Visitors must register at the office, providing the required information listed in #3 above. No visitors are allowed on campus without permission from the school office.
5. No recording devices are allowed in a classroom or instructional setting as part of a visit without the prior consent from the teacher and principal.
6. Non student children may not accompany a parent on an approved visit.
7. Prospective or new parents to the community may visit classrooms during the scheduled visitation times, or with the principal's consent.
8. Visitations to deliver lunch money, homework, P.E. clothes, etc. are not allowed. Office staff will expedite the delivery of such items so that instruction is not interrupted.
9. Parents may be asked to restrict their presence to a specific area of the classroom or instructional setting.
10. Private assessors, counselors, private psychologists may not visit to observe a student unless conducting an assessment approved by the MVUSD Special Education Department.
11. In the situation of a shared custody, parents may not visit a student in order to fulfill a court ordered or authorized visitation; those must be conducted outside the instructional day.
12. Parents may visit a prospective special education placement only with the prior approval of the Director of Special Education or designee.
13. Parents may only visit the classrooms in which their children are assigned.

Rail Ranch welcomes volunteers on our school grounds. **Volunteers must sign in and out at the front office and wear and name tag.** Younger siblings may not be brought during volunteer time. All volunteers must attend the annual "Volunteer Inservice" in August.

Teachers: If you have a parent volunteer who was unable to attend the volunteer inservice held at the beginning of the year, please make sure they are trained in how to use the equipment in the workroom before sending them to use it. Teachers can train them, or office staff can do it. If you choose to have someone in the office train them, please send them to the office and make an appointment to be trained.

Volunteers shall work with students under the immediate supervision of certificated employees. (Education Code 35021). Volunteers shall not be used to displace regularly authorized school personnel. (Education Code 35021).

All persons who perform volunteer service with or around students (10 or more hours per week) shall provide evidence that they are free from active tuberculosis. (Health and Safety Code 3454) A chest x-ray will be required only if the intradermal tuberculin test is positive.

Adult volunteers for our school (including chaperones for trips) are required to complete annually a volunteer registration form at the school office before volunteering. This information will then be checked by our Human Resources department against the Murrieta Police Departments' "Megan's Law" computer database to ensure that we have no registered sex offenders serving in a volunteer capacity on campus.

VOICE MAIL

Parent are encouraged to leave voice mails for teachers but understand that teachers will only check voice mails after 2:45pm each school day. Emergency calls must go through the front office.

WORK SCHEDULE

Teachers are due on campus one half hour before the student's starting time and must stay fifteen minutes after students are dismissed. All staff, grade level and other meetings will be held on Early Release Mondays from 2:00-4:00pm. **Teachers must not plan appointments and other commitments during this time on Mondays.**

WORKROOM

The workroom is for staff and at times, PTA and parent volunteers. Students will not be permitted entry into the workroom. No one under 18 is allowed to operate any machinery.

The laminator will be in the workroom for aide and office use, only. Teachers may leave work to be laminated in the box each week.

Teachers may use the workroom and classroom after school hours and on weekends. Teachers are responsible for properly arming and disarming the areas accessed.

CLASS FORMATION/STUDENT PLACEMENT PROTOCOL

- 1) The current year's PLC will create initial class groupings.
- 2) The current year's PLC and next year's PLC meet to discuss student needs and class groupings.
- 3) The next year's PLC meets to make any necessary revisions and to determine which class groupings are assigned to which teachers.
- 4) Administration will make any final revisions over the summer shortly prior to the opening of the registration window. (The registration window opens approximately two weeks before students return to school.) The upcoming year's PLCs will be invited to participate in this final revision.

Requests for individual student placement in particular teachers' classes due to IEP/SST/retention recommendations or parent-employee (i.e. parent is an employee) request, etc. are not guaranteed. Such recommendations/requests will be submitted to administration and/or the appropriate PLC for final consideration and student placement.

Requests by non parent-employees for particular teachers (that are not the result of IEP/SST/retention recommendations) will not be accepted for consideration.

MVUSD Philosophy Small Group Instruction

Small group instruction is a vital part of a student's instructional learning throughout the day. Teachers use small groups within their core classes, as well as during the school's Universal Access block. Small group instruction provides guidance and support for all students at their

instructional level through content, process, and product. Teachers use frequent progress monitoring tools and formative assessments as a way of guiding small group instruction. Students are provided with a variety of learning opportunities to show their understanding of specific concepts and skills with tasks that are relevant to their current achievement levels. This ability to learn through small group allows students, of all levels, to be actively involved in their learning adventure. Small groups should be flexible, changing with the mastery and needs of the individual students.

Other students should be engaged in activities that support their small group instruction. Teachers must carefully consider what the purpose of the work being assigned to the students will be. Is it meaningful? Does it meet their specific learning needs? How will I give them support and feedback on the work they do?

Cafeteria Expectations



Be Respectful	Be Responsible	Be Safe
Only eat the food on your plate	Wait your turn in line	Eat breakfast in the MPR and finish by the first bell
Clean up your area: Table and Floor	All food and drinks stay in eating area	Walk at all times
Listen to adults, do not argue, and be honest when asked questions	Throw your trash away when you are done eating	KAHFOOTY (Keep all hands, feet, and other objects to yourself)

Playground Expectations



Be Respectful	Be Responsible	Be Safe
Hats will be worn with bills forward	Wait your turn in line	Line up at the bell and wait quietly in line for a teacher to pick you up
Listen to adults and do not argue	Put the equipment away quickly and appropriately	Play fighting and pushing are not allowed
Play by the rules of the game	Tell an adult if someone is hurt	KAHFOOTY (Keep all hands, feet, and other objects to yourself)

Restroom Expectations



Be Respectful	Be Responsible	Be Safe
Give people privacy	Flush toilets appropriately; report problems	Walk to and from the restroom quietly keeping your feet on the ground
Use quiet voices No hanging out	Wash your hands	Keep water and soap off the floor
Wait your turn patiently	Put trash in the garbage cans	KAHFOOTY (Keep all hands, feet, and other objects to yourself)

Hallway Expectations



Be Respectful	Be Responsible	Be Safe
Be silent at all times	Stay in line when walking with your class	Walk with peaceful hands at all times
Greet adults appropriately and be honest when asked questions	Treat the pods like classrooms Do not enter or pass through	The hallways are not playgrounds
Drop your backpack off at the class and go directly to the playground	Keep your feet on the ground	KAHFOOTY (Keep all hands, feet, and other objects to yourself)

Office Expectations



Be Respectful	Be Responsible	Be Safe
Use polite language Say, please and thank you Use appropriate tone of voice	State your purpose politely	Follow the instructions of adults
Wait patiently for your turn	Greet adults appropriately and be honest when asked questions	While seated keep 2 feet and 4 legs on ground at all times (don't rock in chair)
Wait until acknowledged by an adult before speaking	Be honest	KAHFOOTY (Keep all hands, feet, and other objects to yourself)

Library Expectations



Be Respectful	Be Responsible	Be Safe
Listen to directions	Use a shelf marker to mark the book's place	Walk at all times and use quiet voices
Treat books kindly	Turn in and renew books every week, then sit and read once you have checked out your book	While seated: Keep 2 feet and 4 legs on the floor (don't rock in your chair)
Wait in a single file line to enter and exit silently	Push in your chair before leaving	KAHFOOTY (Keep all hands, feet, and other objects to yourself)

Computer Lab Expectations



Be Respectful	Be Responsible	Be Safe
Be gentle with keyboards and headphones	Make sure your hands are clean	No food or drinks in the computer lab
The pod will be silent during independent work	Listen to directions from the teacher	While seated: Keep 2 feet and 4 legs on the floor (don't rock in your chair)
Do not change any settings or icons on the computer	Make sure computer area is clean, neat, and organized	KAHFOOTY and touch only your computer

Assembly (MPR) Expectations



Be Respectful	Be Responsible	Be Safe
Enter the MPR in your line with peaceful hands	Use appropriate voices	Walk at all times and use quiet voices
Get seated quickly and quietly	Take off hats and hoods	Sit appropriately on the ground
Exit the MPR in a single line with peaceful hands	Listen to the presentation	KAHFOOTY (Keep all hands, feet, and other objects to yourself)

Classroom Expectations



Be Respectful	Be Responsible	Be Safe
Enter the classroom silently, ready to learn	Listen to adults and do not argue	Get out necessary materials quickly and quietly when told
Stay seated during instruction or while someone has permission to speak	Use polite language Say, please and thank you	Exit the classroom silently
Use appropriate tone of voice	Listen to the teachers directions	KAHFOOTY (Keep all hands, feet, and other objects to yourself)

Computer Lab Expectations

Come into the lab with clean hands.
Operate the equipment correctly.
Make sure you listen to directions.
Push in your chair, put equipment away before you leave.
Use your quiet voice when doing group work
Touch the keyboard lightly.
Eat food and drinks outside of the lab.
Remember not to change icons or settings.

Listen to all directions.
Always do your best.
Be respectful of others and of the computers.

Gum Free Zone



Take off your Hat



MVUSD Elementary School Behavioral Expectations Matrix				
<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
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.	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.	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 toward 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 49000 (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 49000.2, 49000.3 or 49000.4, 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/Student Success Team, BIP-Behavior Intervention Plan				

MVUSD Elementary School Behavioral Expectations Matrix				
Behavior Expectation	School Rule Based Upon CALIFORNIA EDUCATION CODE	1st Offense	2nd Offense	Severe or Repeated
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. <i>School not responsible for loss/theft/damage of personal electronic devices.</i>	Review and reteach expectations. Document in data base. Contact parent if necessary.	Review and reteach expectations. Device confiscated to be picked up by student at the end of the day. Document in data base. Contact parent.	Review and reteach expectations. Device confiscated to be picked up by parent at the end of the day. Document in data base. Loss of device privileges (time to be determined). Contact parent.
INTERNET SAFETY				
Be Responsible; Be Safe	All students will adhere to the MVUSD Acceptable Use Policy.	Review and reteach expectations. Document in data base. Contact parent if necessary.	Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.	Review and reteach expectations. Referral to administration. Document in data base. Contact parent.
DRESS CODE				
Be Responsible	All students will dress in compliance with the Dress Code. Student dress must not be disruptive to the learning environment. See Dress Code in the school's Student Handbook for details.	Review and reteach expectations. Document in data base. Contact parent if necessary.	Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.	Review and reteach expectations. Referral to administration. Document in data base. Contact parent.
DEFINITIONS: SST-Student Study Team/Student Success Team, BIP-Behavior Intervention Plan				