

STUDENT HANDBOOK 2014-2015



**MARK TWAIN UNION ELEMENTARY SCHOOL
DISTRICT**

**Annual Notice to Parent or Guardian
Regarding Your Rights**

Dear Parent or Guardian:

As required by law, I wish to notify you of your rights and responsibilities as parents and/or guardians of students enrolled in our schools. Please take a moment of your time to carefully review the information in this booklet with your child. After your review the Parent/Student Handbook, please sign and return this page to your child's school as acknowledgement of your having received and reviewed the contents of the handbook.

If you have any questions, please feel free to contact our District office.

Sincerely,

Julia Tidball

Mrs. Julia Tidball

MTUESD Superintendent

Parent/ Guardian Acknowledgment

Education Code Section 48982 requires parents or guardians to sign and return this acknowledgment.

By signing below, I am neither giving nor withholding consent for my child (ren) to participate in any program. I am merely indicating that I have received and read the booklet with notices regarding my rights relating to activities that might affect my child (ren)

Date: _____

Signature of Parent/Guardian

Printed Name of Parent /Guardian

Printed Name of Student(s)

Printed Name of Student(s)

Printed Name of Student(s)

Printed Name of Student(s)

DISTRICT OFFICE (209) 736-1855

Superintendent	Julia Tidball
Director of Business Services	Roy Blair
Administrative Assistant/Account Clerk	Kathy Six
Human Resources Coordinator	Lis Smith
Accounts Payable	Cheryl Silva
Operations Manager	Bill Davis

COPPEROPOLIS ELEMENTARY SCHOOL (K-6) (209) 785-2236

Principal	Karen Vail
Secretary	Nicole Paulson

MARK TWAIN ELEMENTARY SCHOOL (K-8) (209) 736-6533

Principal	Kevin Triance
Secretary	Jessica Welch
School Clerk	Jamie Hutchinson
School Clerk	Shana Shawkey

Please review the material in this booklet. Then SIGN and RETURN the acknowledgement on PAGE 1.

Mark Twain Union Elementary School District

Parent – Student Handbook

2014 – 2015

BOARD OF EDUCATION

(209) 736-1855

President: Diane Bateman

Vice President: Gary McGeorge

Clerk: Maggie Rollings

Trustee: Jennifer Eltringham

Trustee: Timothy Randall

The Board rotates its meetings between Mark Twain Elementary School and Copperopolis Elementary Schools. The open session of the meetings begin at 6:30pm (closed session at 5:30pm). The Brown Act, the open meeting law, insures that the Board's actions are taken openly and that their deliberations are conducted openly. The public is welcome to comment on items on the agenda and on any topic during the Public Comment section. Due to the Brown Act stipulations, the Board cannot take action on an item brought to its attention during Public Comment. All Board meeting agendas and minutes can be obtained on the District website www.mtwain.k12.ca.us

Our Mission Statement

We recognize that:

- Each child is unique, valuable, and gifted in many ways... Each child can succeed in his/her social, academic, and physical development given proper amounts of encouragement, support, learning experiences and belief in self... Parents and family environment are the primary educators... Young people and the school community are an integral part of the community at large...

Therefore:

- As learning facilitators we will foster a secure, exciting learning environment that will enable each student to achieve his/her greatest potential which includes academic, physical, emotional and social development.

**Mark Twain Union Elementary School District
2014-2015**

Student Calendar

July 2014

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2014

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						7

September 2014

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	(12)	13
14	15	16	17	18	19	20
21	22	23	24	25	(26)	27
28	29	30				21

October 2014

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	(10)	11
12	13	14	15	16	17	18
19	20	21	22	23	(24)	25
26	27	28	29	30	31	22

November 2014

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	(14)	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						16

December 2014

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	(12)	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			15

First Day of School 8/20/14

Last Day of School 6/5/15

END OF GRADING PERIODS
 End of 1st Trimester 11/17/2014
 End of 2nd Trimester 3/3/2015
 End of 3rd Trimester 6/5/2015
8th Grade Graduation 6/4/2015

Conference Week 10/6/14-10/10/14

8/19/2014 8/29/2014 10/31/2014
 Mandatory Staff Development Days
NO SCHOOL FOR STUDENTS

HOLIDAY AND RECESSES

4th of July Holiday 7/4/2014
 Labor Day Holiday 9/1/2014
 Veterans Day Holiday 11/11/2014
 Thanksgiving Holiday 11/26-28/2014
 Winter Break 12/22/2014-1/2/2015
 Martin Luther King Day 1/19/2015
 Lincoln's Holiday 2/9/2015
 President's Day Holiday 2/16/2015
 Spring Break 3/30/2015-4/3/2015
 Easter Sunday 4/5/2015
 Frog Jump 5/14/2015-5/15/2015
 Memorial Day Holiday 5/25/2015

Minimum Days/Early Release Days

Professional Collaboration/ Student Early
 Release Day ()

Progress Reports
 10/3/14 (7-8) 10/10/14 (4-6) 1/16/15 4/17/15

Report Cards Go Home
 11/21/2014 3/6/2015 6/5/2015
 Board Approved 3/13/2014

January 2015

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	(9)	10
11	12	13	14	15	16	17
18	19	20	21	22	(23)	24
25	26	27	28	29	30	31

February 2015

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	(13)	14
15	16	17	18	19	20	21
22	23	24	25	26	(27)	28
29	30					18

March 2015

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	(13)	14
15	16	17	18	19	20	21
22	23	24	25	26	(27)	28
29	30	31				20

April 2015

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	(10)	11
12	13	14	15	16	17	18
19	20	21	22	23	(24)	25
26	27	28	29	30		19

May 2015

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	(8)	9
10	11	12	13	14	15	16
17	18	19	20	21	(22)	23
24	25	26	27	28	29	30
31						18

June 2015

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				5

Welcome Back!

On behalf of the MTUESD staff we want to welcome all of our students and their families back to our school district. We are excited to begin the new school year with our amazing students. Our dedicated and highly qualified staff is committed to providing the very best education to your child. We believe that every student can be successful. We also know that there must be a partnership between students, parents and the school district community to achieve that success. We want to work closely with you to address your individual student's needs and create an effective learning community together.

I want to encourage you to communicate with your child's teacher frequently regarding their academic progress. You don't have to wait until Progress Reports or Report Cards are sent home to monitor your child's progress. Student grades can be accessed via the parent portal on Infinite Campus and you can also keep up to date with site specific and district news on our website at www.mtwain.k12.ca.us. In addition, each staff member has a district email address to facilitate communication. Make sure that you talk to your child daily about what they are doing in class, homework assignments and their personal triumphs and challenges.

This handbook provides you with important information. It will serve as an important reference for your family throughout the school year. Please take the time to review the information carefully and then sign and return the last page to your child's school site. Do not hesitate to contact us if you have any questions or concerns regarding the Student Handbook.

We are eager to begin the 2014-15 school year and continue our commitment to provide the very best education for our students.

District Superintendent
Julia Tidball
981 Tuolumne Ave/PO 1359
Angels Camp, CA 95222
(209) 736-1855
jtidball@mtwain.k12.ca.us

Mark Twain Elem.
Kevin Triance, Principal
646 Stanislaus Ave/PO 1239
Angels Camp, CA 95222
(209) 736-6533
ktriance@mtwain.k12.ca.us

Copperopolis Elem.
Karen Vail, Principal
217 School St.
Copperopolis, CA 95228
(209)785-2236
kvail@mtwain.k12.ca.us

GENERAL SCHOOL INFORMATION

- **Visitors**

In order to have the safest possible campuses, all visitors and volunteers must check in at the school office. Visitor badges will be provided.

- **Emergency Early Dismissal**

When the Superintendent deems it is in the best interests of student health and safety to close school early, parents will be notified by phone. If we are unable to contact parents, we will hold students until normal dismissal or until parents are contacted. Students will not be sent home early to empty houses without the direction of their respective parents or guardians.

- **Tobacco-Free Workplace**

Effectively July 1, 1992, the Mark Twain Union Elementary School District is a tobacco-free workplace. Smoking and other tobacco use is prohibited anywhere on school district property, indoors or out.

SCHOOL RULES

1. Safety is a high priority in our schools. Students shall not endanger themselves or others by running in halls, rough playing or fighting.
2. Students shall not misuse school property or the personal property of others. This includes: damaging textbooks, electronic devices, desks, misuse of restroom facilities.
3. Students shall not use profanity, or vulgarity, nor verbally abuse others. This includes: obscene gestures, swearing, and threatening others.
4. Students shall not disrupt teaching and learning activities, or defy the responsible adults on the campus.
5. The use of personal electronic devices must be used for educational purposes approved by staff. Any student found using personal electronic devices inappropriately will be required to surrender the device to school personnel and it will be held at the school office until the parent is contacted to come to school to pick it up.
6. Students shall not disobey the direction nor defy the authority of school personnel. This includes: repeated disobedience of established classroom rules, willfully doing something different than directed by school personnel, using disrespectful language or behavior towards school personnel.
7. Students shall not be dishonest in their dealings with school personnel. This includes: forgery of note signatures, excuses, or other school documents, cheating or lying to school personnel.
8. Girl / boy relationship – Students are responsible for showing maturity and mutual respect in their relationships. While there is no one specific rule, appropriate behavior will be handled individually by teachers, administrators, or counselors so that respect and maturity govern such behavior.
Students will conduct themselves appropriately, in a manner that is customarily considered to be in good taste by the greater community. Public displays of affection such as, but not limited to holding hands, hugging and kissing, are not appropriate in school.
9. Severe misbehavior – Conduct that is so serious as to warrant immediate referral to the principal. This includes: severe infractions of any of the school rules, having or using the following items at school: tobacco, alcohol, controlled substances, weapons, any materials deemed dangerous or offensive and repeated offenses for which other interventions do not seem to be working.
10. Skateboard, scooters, roller blades, wheelies-type of shoes, gum and sunflower seeds are not allowed on campus.

BUS TRANSPORTATION INFORMATION

- **General Information**

The Mark Twain Union Elementary School District offers bus transportation for our students to and from school (in the case of TK/ Kindergarten students, transportation is one way). The use of the bus is a privilege rather than a right. The Governing Board of the District has instituted the payment of fees for student transportation.

The parent/guardian is responsible for the safety of their child (ren) to and from the bus stop. Whenever a student is going to change his/her bus stop, he or she must have a note signed by the parent or guardian and verified by school office personnel stating where he or she is to be dropped. In the event the bus is crowded, regular riders on that run will be loaded first. Special note riders will then be loaded on a space available basis. Students will not be allowed to change their destination unless we have a note; in certain emergency cases the parent may call.

Students transported in a school bus shall be under the authority of, and responsible directly to the driver of the bus. Any student who violates the rules and regulations of the bus will have his/her privileges suspended. Video cameras may be used on school buses to monitor student behavior while traveling to and from school and school activities. Video recordings may be used in student discipline.

- **Denied Service**

Initially no child will be left in the morning for non-payment. However, if fees remain unpaid for a period of 10 school/attendance days or documentation is not provided for the free bus service, the following steps maybe taken:

1. A child will be denied bus service in the afternoon. Parents or guardians may be notified to pick up the child at the school of attendance. Parents/guardians who fail to pick up children in a timely manner, (2 hours after the close of school day) may be referred to Children’s Protection Services (CPS).
2. If a transportation problem remains unresolved for an additional five days, the parent/guardian will be notified by certified mail that both morning and afternoon bus services are denied.
3. Parents failing to send students to school because of denied bus service will be referred to the Calaveras County Student Attendance Review Board (SARB).

Legal Reference:

Education Code

39800 Power of Governing Board to Provide Transportation for Pupils to and from School
39807.5 Payment of Transportation Cost

- **Bus Rules** - Though school attendance is mandatory, bus transportation is a privilege.

1. Students shall not conduct themselves in such a manner as to endanger themselves or others on the bus. This includes: not remaining seated in a safe way while the bus is in motion; extending part of their body out of the window; fighting or rough housing; bringing dangerous or unacceptable items on the bus.
2. Upon entering a bus equipped with seatbelts, the student will quickly be seated, buckle the belt below their hip bone and will have the shoulder harness snugly across their chest. Restraints will remain buckled and snug until the bus comes to a complete stop at the student’s destination.
3. Students shall not conduct themselves in such a manner as to distract the driver. This includes: shouting or making loud noises, throwing objects on the bus, raising or lowering the window without permission.
4. Students shall not show rudeness or disrespect to the driver or others riding the bus. This includes: using profane or vulgar language, defiant attitude toward the driver, disobedience.
5. Students shall not misuse the school’s property or the personal property of others. This includes: purposely damaging the bus, eating or drinking on the bus without driver permission, damaging or taking another rider’s personal property.
6. Students shall not enter nor leave the bus in an unsafe fashion. This includes: pushing and shoving in line, moving too close to the bus before it is fully stopped, crossing the street behind the bus.
7. Students shall not conduct themselves at the bus stop in such a manner as to endanger themselves or others. This includes: standing or playing in the roadway, fighting or rough housing, throwing rocks or other objects, poor pedestrian practices to and from the bus stop.
8. Students shall not be allowed to bring onto the bus glass containers, knives, live animals, or any article that may be deemed a hazard by the bus driver.
9. Students shall not be allowed to ride to/from the bus stop or bring onto the bus, skateboards, scooters or roller blades.
10. Nobody may board a bus without the specific permission of the bus driver. This includes parents and siblings who are not bus riders.
11. Notes for changes in transportation arrangements must be received by the school office no later than 1:30pm of the day of the change.
12. Students shall be respectful to neighbors both at school and at bus stops. Student should stay out of people’s yards and public roadways, and not throw objects or litter.
13. Students should be at the bus stop ten minutes prior to pick-up time.
14. Students should not change seats on the bus without the bus driver’s permission.
15. Bus Citations – The goal of the Transportation Department is to provide the safest possible transportation to and from school.

1st Citation: Warning*

2nd Citation: 5 Day Bus Suspension*

3rd Citation: 10 Day Bus Suspension*

4th Citation: At the discretion of the principal, operations manager and driver, up to and including denial of bus transportation services for the rest of the year.

**** Consequences are at the discretion of the site principal**

ATTENDANCE

Every day counts in your child’s education. Though make- up work and short term independent study options exist, they cannot replace the rigor and quality of classroom teaching and learning that occurs in school.

Academically: High levels of attendance boost academic performance.

Legally: The Compulsory Education Law requires all children between the ages of 6 and 18 (unless exempt) to attend school on a consistent and regular basis.

Financially: Revenue for our schools is generated by student attendance – not enrollment. We receive state funds *only* when a student is present in the classroom.

You can help in the following ways:

- Plan your family vacation during summer months or when school is on holiday
- Keep your child home only when he/she is sick
- Make appointments for your child before or after school hours
- Ensure your child is on time for school

When your child is absent from school, either call the school office or send in a note explaining the reason for the absence.

- **General Absences**

Other attendance requirements still rely on excused and unexcused tallies.

1. Notwithstanding Education Code 48200, a pupil shall be excused from school when the absence is:
 - a. Due to his or her illness.
 - b. Due to quarantine under the direction of a county or city health officer.
 - c. For the purpose of having medical, dental, vision, or chiropractic services rendered.
 - d. For the purpose of attending the funeral service of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - e. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in pursuant to uniform standards established by the governing board.
 - f. Participation in religious instruction or exercises at a place away from school property shall be allowed as an excused absence after the pupil has attended school for a minimum day for no more than four school days per month (EC 47014).
2. With any excused absence from school under this section the pupil shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit thereof. The teacher of any class from which a pupil is absent shall determine the tests and assignments, which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

- **Attendance Supervision**

Once a student accumulates ten (10) absences during the school year:

- A school administrator will place the student on Attendance Supervision, which imposes a requirement that all additional absences must be verified by a licensed medical practitioner.
- Parents of a student on Attendance Supervision who is absent from school three (3) or more times without the required verification from a licensed medical practitioner are subject to being referred to the School Attendance Review Board.

- **Truancy**

A student will be classified as truant if they are absent from school **three full days** and/or are tardy for **more than any 30-minute period of the school day on three occasions** during one school year without valid excuse. Parents will be notified of truancy classification and every attempt will be made to assist the family to improve the attendance of their student. [Education Code 48260] Students who are classified as habitually truant will be sent to the School Attendance and Review Board. Parents of students identified as "truant" will be contacted to attend intervention meetings up to and including the School Attendance Review Board conducted by the Calaveras County Office of Education in conjunction with the Calaveras County District Attorney's Office.

- **Independent Study**
If at all possible, please schedule family events around the school calendar.
Families may request a short-term Independent Study in advance for student absences 5 to 10 school days, in duration. Attendance credit will only be granted if the student completes all work products prior to the assigned due date and before returning to the regular classroom instruction. Parents must notify the school no less than five school days prior to departing for the Independent Study contract. Independent study absences will not count for Perfect Attendance. Independent Study work not turned in and completed on time within the contract days will be marked as unexcused absences and subject to SARB Review.
- **Attendance Where Caregiver Resides**
If your child lives in the home of a care-giving adult, as defined by law, your child may attend the school district in which that residence is located. [Education Code 48204(d), 48980(g)]
- **Attendance in District in Which Parent/Guardian is Employed**
Based on space available and district policies, your child may have the option of attending school in the school district where you or your spouse is employed. If interested, call the school office for information. [Education Code 48204(f), 48204(f) (7), 48980(e)]
- **Closed Campus**
No student may leave campus during the day, including lunchtime, unless released to parent/guardian or authorized party, and approval by the principal. Student guests are not allowed on campus.
- **Student Check In/Out**
It is necessary for any student leaving campus for any reason to check out through the school office. If a student is late to school, he/she must check in through the office.
- **Homeless Students**
Julia Tidball, Superintendent, has been appointed to be the contact person to assist students who are in homeless situations. MTUESD will ensure access to education and support services, and disseminate notice of educational rights.
- **Early Release Days**
All minimum days are indicated on the school calendar.

DISCIPLINE

The Board and staff of the Mark Twain Union Elementary School District are committed to maintaining safe and orderly campuses. Our campuses are places of learning, free from fighting, drugs, alcohol, bullying, vulgarity, intimidation, gang-like behavior, and fear. Carefully review your school's rules and the "Suspension" and "Expulsion" sections of this *Parent/Student Handbook*.

Students and parents are our partners in ensuring positive campus environments. Please work closely with your principal and school staff when questions or concerns arise.

- **Bully Prevention Program**
The Mark Twain Union Elementary School District has adopted the Olweus Bully Prevention Program. We recognize that bullying occurs when someone is exposed, repeatedly and over time to negative actions on the part of one or more other persons, and has difficulty defending him or herself.
The staff and administration are committed to:
 - reducing existing bullying problems among students
 - preventing the development of new bullying problems
 - achieving better peer relations at school
 As a result the following school rules about bullying have been adopted at each site:
 - We will not bully others.
 - We will try to help students who are bullied.
 - We will try to include students who are left out.
 - If we know that somebody is being bullied, we will tell an adult at school and an adult at home.
- **Fighting**
Students engaged in physical altercations may be suspended from school without regard to blame or instigation. Students are to report potential problems to school staff.

- **Release of Student to Peace Officer**

If a school official releases your child from school to a Peace Officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify the parent, guardian or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the Peace Officer will notify the parent or guardian. [Education Code 48906.]

- **Parent Responsibility**

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, to school personnel, or damage to school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents' or guardians' liability may be as much as \$10,000 in damages and another maximum of \$10,000 for payment of reward, if any. [Education Code 48904] The school district may withhold the grades, diploma, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. [Education Code 48904, Civil Code Section 1714.1]

If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. [Education Code 48900]

- **Student Search**

The school principal or designee may search the person of a student; the student's locker, backpack or purse if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: New Jersey v. T.L.O. (1985) 469 U.S. 325]

- **Suspension and Expulsion**

Mark Twain Union Elementary School District is committed to orderly, safe campuses. California Education Code permits/mandates that certain serious offenses result in exclusion from instruction in order to ensure a safe, positive learning environment for all students.

The principal of a school may suspend a student for specific infractions (SEE: "Reasons for Suspension") for up to five days. The suspension duration is based on the seriousness of the infraction and the student's discipline history. The student's parent/guardian may appeal a suspension through the superintendent's office (209) 736-1855.

For specific cause, the principal may recommend to the Board of Trustees that a student be expelled for a period of time up to one calendar year (SEE: "Reasons for Expulsion"). The duration is based on the seriousness of the offense and/or the student's discipline history. The parents/guardians of a student recommended for expulsion will be invited to a pre-expulsion meeting with the superintendent, followed by a formal hearing with the Board of Trustees. The parents/guardians of a student expelled by the Mark Twain Union Elementary School District Board of Trustees may appeal that expulsion to the Calaveras County Superintendent of Schools Board of Trustees.

Any student on suspension or expulsion may not enter the premises of any Mark Twain Union Elementary School District property or campus, except for a prescheduled conference with a school official, approved by the principal, superintendent or appropriate designee. This includes entrance during the instructional day, after-school and to weekend activities such as dances and sports.

- **Attendance of suspended child's parent or guardian for part of school day** California Education Code authorizes teachers to provide that the parent or guardian of a suspended student attend a portion of a school day in his/her child's classroom (EC 48900.1).

- **Suspension Notification**

The school will make reasonable efforts to notify the parents/guardian in person or by telephone at time of suspension, and will notify parents/guardian in writing (EC 48911).

- **Discipline Meeting**

The Board will notify, in writing via personal service, registered or certified mail, of the Board's intention to conduct a hearing for discipline action (EC 48912).

REASONS FOR SUSPENSION

Suspension is normally for serious offenses listed below, for a duration of one to five days. In the event that the offense results in the recommendation for expulsion, the suspension may be extended pending the formal hearing with the Board of Trustees. State law allows for the suspension of a student if a school investigation shows the student--while on school grounds, going to or from school, during lunch period (on or off campus), or during, or while going to or from, a school-sponsored activity--has engaged in any of the following acts:

Assault/Battery

Causing, attempting to cause, or threatening to cause physical injury to another person, including a school employee. Also included are attempted sexual assault, sexual assault and sexual battery. Exceptions may be made in a situation where witnesses and evidence support a case of self-defense.

Weapons

Possessing, selling, or otherwise providing any weapon--including guns, knives, explosives, or simulated weapons, including toys such as pellet, air soft, paintball and BB guns. Also applies to use of any object in a threatening manner, including traditional classroom supplies such as pencils, pens, and paperclips.

Alcohol/Intoxicants/Controlled Substances

Unlawfully possessing, using, selling or otherwise providing alcohol, intoxicants (including inhalants such as glue, paint or liquid paper) or controlled substances, including prescribed medications. Also applies to being under the influence of alcohol, intoxicants or controlled substances.

Substance in Lieu of Alcohol/Intoxicants/Controlled Substances

Delivering, providing or selling items which are claimed to be alcohol, intoxicants or controlled substances but were not such items.

Drug Paraphernalia

Unlawfully possessing, offering, arranging for, or negotiating to sell any drug items.

Tobacco or Nicotine Products

Possessing, providing or using tobacco, or any item containing tobacco or nicotine products, including e-cigarette products.

Robbery and Extortion

Committing or attempting to commit robbery or extortion. Extortion occurs when threats are made with the intent to obtain money or something of value.

Property Damage

Causing or attempting to cause damage to school property or private property. Parents or guardians are legally responsible to pay for any losses or damage to public property caused by a student.

Property Theft

Stealing or attempting to steal school or private property, or receiving stolen property. Parents may be required to pay for damages.

Obscenity

Committing an obscene act or engaging in regular profanity, swearing or vulgarity. Also applies to sexual acts, even if consensual.

Disruption or Defiance

Disrupting school activities or otherwise refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials or other school staff performing their duties.

Sexual Harassment (Grades 4-8)

Making unwelcome advances; requesting sexual favors; and other verbal, visual or physical conduct of a sufficiently severe sexual nature; or having a negative impact on an individual's academic performance; or creating an intimidating, hostile or offensive educational environment.

Hate Violence (Grades 4-8)

Causing, threatening to cause, attempting to cause, or participating in acts of hate against people or property. This includes but is not limited to negative behaviors that target members of a particular gender, race, ethnicity, religion, sexual orientation or the mentally or physically challenged.

Threats and Intimidation

Harassing, intimidating, or threatening a student who is a witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both. Also applies to verbal or written threats against school officials or threats to cause major property damage.

Harassment (Grades 4-8)

Harassing, intimidating, or threatening a student or group of students, or school personnel, with the actual or expected effect of disrupting class work, or creating substantial disorder, or creating a hostile educational environment.

Hazing

Engaging in, or attempting to engage in any activities used for initiation or pre-initiation into a student organization, or student body or related activities, which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace, resulting in physical or mental harm. Applies to any student attending any school or school event.

REASONS FOR EXPULSION

A student may be expelled by the Board of Education for a period of up to one calendar year. It is not unusual for offenses of this severity to also include law enforcement interventions. If a student's behavior falls under any of the outlined reasons for suspension, he or she may also be recommended for expulsion by a principal or designee.

Use, possession or sale of any weapon

This includes guns, knives, explosives or other dangerous objects. *Any* object used in a dangerous manner may be considered a weapon.

Brandishing a knife at another person

This refers to waving a knife at someone in a threatening manner. *Knife* refers to any type of folding knife, razor (with unguarded blades), or any dirk, dagger, or weapon with a fixed, sharpened blade fitted primarily for stabbing.

Dangerous Behavior

Repeated incidents of fighting, violence or otherwise causing serious injury to another.

Sexual Misconduct

Attempting to commit or committing a sexual assault or committing a sexual battery.

Use, distribution, or possession of controlled substances

A student may be expelled and/or referred to law enforcement for selling or providing someone a controlled substance, excluding tobacco, or possessing an amount for more than personal use. This includes prescription medications.

DRESS AND GROOMING

Students are expected to attend school and school-related functions in clean, neat clothing. Research has shown that student dress and appearance affect student attitudes and conduct. All students shall abide by the following:

1. Hair shall be clean and neatly groomed and of a natural color. Students are not allowed to possess or use aerosol cans at school or at a school-related function.
2. Shoes must be worn at all times. Sandals are permitted only if they have a heel strap. "Flip flops" are not permitted. Students must wear appropriate shoes and attire for P.E.
3. Commercial lettering or printing will be allowed on shirts, sweatshirts, jackets, book-bags, hats, etc. Under the following conditions:

The lettering or printing on a student's shirt, sweatshirt, jacket, hat, book-bag, etc. may not offend others or:

- a) Express or display crude or vulgar statements or pictures.
- b) Encourage or promote the illegal use or possession of drugs.
- c) Encourage or promote the use of alcohol or tobacco.
- d) Encourage or promote gang-related activities.
- e) Encourage or promote the association or membership with a gang.
- f) Encourage or promote sexually suggestive or pornographic material.

- g) Make, imply, or infer derogatory or inflammatory comments against any racial, ethnic, political, national, gender, or religious association.
- 4. Students may wear outfits recognizing his or her association with a particular organization on the day that organization meets or participates in an activity as long as the student's presence at school with the outfit or uniform is not offensive to others, and does not cause a disruption to the educational process or a risk of harm to students or staff.
- 5. Hats, caps, and other types of head coverings will not be worn inside buildings. Bandanas are not to be worn. Head coverings worn for religious reasons will be exempted. Baseball-style hats shall be worn with the bill forward.
- 6. Garments shall be sufficient to conceal undergarments at all times and pants must be worn at the waist. Clothing shall be what is generally considered to be in good taste and not distracting, disruptive or offensive to others.
 - a. No bare midriffs. No low-cut or revealing tops. No "off the shoulder" blouses. Shirts/tops must touch the top of the pants/shorts. However, longer shirts/tops must be worn for PE and/or recess games.
 - b. No garment may be worn that is cut-off, ragged or torn.
 - c. "See through" or "fish net" type of blouse or shirt may only be worn over another appropriate garment. Students must wear shirts at all times.
 - d. Tank tops straps must be at least two inches width of your shoulder with a modest sleeve opening.
- 7. Shorts and skirts may not be any shorter than the end of the fingertips when hands are at the sides.
- 8. Students will be provided a cover-up when wearing inappropriate attire and parent contact will be made.

STUDENT SERVICES

- **Services to Disabled Students**

Children with either a permanent or temporary disabilities may qualify for additional support services under special education or Section 504 of the Americans with Disabilities Act. If you have reason to believe that your child (ages 0 through 21 years) has a disability which requires special services or accommodations, bring this to the attention of the school office. Your child will be evaluated to determine whether he/she is eligible for special instruction or services. [Education Code 56020, et seq., 53600]

- **Student Meal Program**

We hope all of our students take advantage of our National School Lunch Program. Your child may be eligible for free or reduced meals. An application will be sent to all students' homes. [Education Code 49510-49520] Additional applications may be obtained through your school office and on the District website at www.mtwin.k12.ca.us. If your child is not eligible for free or reduced meals and has charged meals for three days, on the fourth day they will receive an alternative meal.

- **Technology and Internet Acceptable Use Policy**

Please read this Agreement carefully. This Agreement covers technology use at Mark Twain Union Elementary School District. The use of Internet is a privilege, not a right. This privilege may be withdrawn if it is not used responsibly. Failure to abide by these rules may lead to disciplinary action as stated in section (8) below.

TERMS AND CONDITIONS OF STUDENT INTERNET USE

1. **Personal Responsibility.** As a representative of this school, students will accept personal responsibility for reporting any misuse of the network to a teacher. Misuse may come in many forms, but it is commonly viewed as any transmission (s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, and inappropriate language and other issues described below.
2. **Acceptance of Use.** The use of Internet access must be in support of education and research and must be consistent with the educational goals and objectives of the Mark Twain Union Elementary School District. Students are personally responsible for their Internet use.
 - a. Use of other organizations networks of computing resources must comply with rules appropriate to that network
 - b. Transmission of any material in violation of United States or other state regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
 - c. Engaging in commercial activities by for-profit institutions is not acceptable.
 - d. Use of the network for product advertisement or political lobbying is prohibited.
3. **Privileges.** The use of the electronic information system is a privilege for students in the Mark Twain Union Elementary School District, not a right. Inappropriate use will result in cancellation of privileges and school disciplinary action.
4. **Guidelines.** Students will abide by guidelines which include but are not limited to the following:
 - a. **Be polite.** Never send, or encourage others to send, abusive message.

- b. **Use Appropriate Language.** Remember that you are a representative of your school and Mark Twain Union Elementary School District on a non-private system. Never Swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- c. **Privacy.** Do not reveal any personal information, your home address or personal phone numbers or those of students or colleagues. Report to your teacher any person who asks for personal information of violates your privacy.
- d. **Electronic Mail.** Electronic mail (email) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to your teacher.
- e. **Disruptions.** Do not use the network in any way that would disrupt use of the network by others.
- f. **Games.** Do not play games with others on the Network or on the Internet.
- g. **Misuse.** Report to your teacher any misuse of the Network.
- h. **Passwords and Account.** Keep your password secure. Do not share your password with others, although school personnel must have access to all passwords. Do not allow others to use your account. Do not use other people's password or account

5. **Services.** The Mark Twain Union Elementary School District will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by your errors or omissions. Use of any information obtained via the information system is at your own risk. Mark Twain Union Elementary School District specifically denies any responsibility for the accuracy of information obtained through its services.

6. **Security.** Security on any computer system is a high priority. If you identify a security problem, notify a teacher or administrator at once.

7. **Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy data of another user, or that of agencies, or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, disrupting or limiting access to network resources, or using the network to make unauthorized entry to any other machine accessible via the network. Any violation may result in the loss of your network privileges, disciplinary action, and/or legal referral.

8. **Definitions and Consequences.** Inappropriate use is defined as using the Internet in any way that is contrary to school policy, local, state, and federal law. If a student violates any rules, he/she may be subject to any on or all of the following consequences:

- 1. Warning & review of acceptable use policy-parent contacted
- 2. Office referral
- 3. In- house suspension

- **On-Line Services**

All students receive training in digital citizenship. Technologies are in place to prevent inappropriate content from entering district networks, along with the close monitoring of students' technology usage in schools. It is still possible to intentionally, or accidentally, access inappropriate or offensive content.

Before using District technology services, the student and parent/guardian shall sign the MTUESD's user contract indicating that the student understands and agrees to abide by specified user obligations and responsibilities. Staff shall supervise students while using on-line services and may ask teacher aides to assist in this supervision.

Users should have no expectation of privacy and understand that MTUESD staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by these regulations shall be subject to disciplinary action as stated under "Student Use of Technology" in this handbook, revocation of the user account, and legal action as appropriate.

- **School Accountability Report Card**

The School Accountability Report Card is available on request, and is available on the District website at www.mtwain.k12.ca.us. It contains information about the District regarding the quality of the District's programs and its progress toward achieving stated goals. [Education Code 33126, 35256, 35258]

MTUESD CURRICULUM AND INSTRUCTION INFORMATION

- **State Testing**

During spring, students in grades 3-8 will participate in the State mandated testing program.

- **Physical Fitness Test**

This test is administered to all 5th and 7th grade students in the spring.

- **Junior High Grading Policy**

Academic probation applies to 7th /8th grade students with a grade of “F” in any subject(s) or a cumulative GPA of less than 2.0 on a 4 point scale at any point during the school year. A student who is on probation will be suspended from involvement in any extra-curricular activity and any district sponsored event including; sports (see competitive sport’s eligibility requirements), clubs, non-academic assemblies, dances, fundraisers, and sporting events as a spectator.

- 1st Trimester “F”(s)

- ❖ Letters will be mailed at the mid-trimester informing parents and students of possible failing grades.
- ❖ At the end of the trimester, a final “F” letter will be mailed separately from the report card informing parents of failing grades and establishing a 30 school day period of remediation with a parent/student/teacher meeting.

- 2nd Trimester “F”(s)

- ❖ Letters will be mailed at the mid-trimester informing parents and students of possible failing grades.
- ❖ At the end of the trimester, students that have received an “F” in any class for the first time will receive an “F” letter via mail informing them of a parent/student/teacher meeting and the student will be given 30 school days to remediate the failing grades.
- ❖ Students who have received a second time “F” in any class who have reconciled their 1st trimester “F” will be informed via mail of failing grades and given 30 school days to raise their failing grades.
- ❖ Please see asterisk below for second time “F” students who have not reconciled their failing grade(s) from the previous trimester.

- 3rd Trimester “F”(s)

- ❖ Letters will be mailed at the mid-trimester informing parents and students of possible failing grades that need to be improved by the Friday before the last week of school.
- ❖ At the end of the trimester, students with an “F” in any class will receive an “F” letter via mail informing them of mandatory summer school in order to be promoted to the next grade.
- ❖ Please see asterisk below for students that have a second/third time “F” in any class who have not reconciled an “F” from a previous trimester.

- 7th/8th grade students that fail to remediate the first “F” with-in the 30 school day allotted time frame (1st and 2nd trimester only) and/or the Friday before the last week of school (3rd trimester only) will require mandatory summer school for promotion to the next grade and suspension from all extra-curricular and district sponsored events.
- 8th grade students with failing grades that have not been reconciled will not be allowed to participate in graduation ceremonies and related activities.
- Academic Probation will be rescinded for all students who successfully complete the requirements to remediate their failing grades with-in the required time.
- Students with a GPA of less than 2.0 with no F’s will remain on Academic Probation until the next grading period.(mid-trimester or trimester)
- Participation in fall extra-curricular activities will be based on third trimester grades from the previous year.

***7th/8th grade students that fail to remediate an “F” from a prior trimester and receive a subsequent “F” from any class within the same academic year will be suspended from all extra-curricular and district sponsored events, and subject to retention and/or alternative school placement.

- **Junior High Detention Policy**

Students with un-served detentions will be suspended from involvement in any extra-curricular activity and any district sponsored event including sports, clubs, non-academic assemblies, dances, fundraisers, and any sporting event as a spectator.

1. Detentions will be held 1 day a week for no more than 1 hour per C.C.R. Title 5, Sec. 353.
2. Detentions must be served within the next 3 detention dates; otherwise, further administrative action may occur and a mandatory meeting with administration and the parents will be scheduled immediately.
3. Detentions will be given for violations of school or classroom rules.
4. In addition, three teacher referrals will incur a 1 day detention.
5. Students who are serving a detention must complete work or silent reading during the 1 hour to complete the detention requirements.
6. After-school transportation will not be provided to students receiving after-school detentions.

- **Eligibility for Extra Curricular Activities and Sports**

Academic probation applies to students in grades 4th through 8th that have received an “F” in any subject, or have a cumulative GPA (grade point average) of less than 2.0 on a 4 point scale at any point during the school year. A student who is on probation may become ineligible to participate in extracurricular and co-curricular activities. Students on academic probation will have the opportunity to demonstrate their progress by remediating an “F” or raising their cumulative GPA. Once a student has accomplished this, they will be eligible to participate in the activity. In addition, students are expected to be in satisfactory behavioral standing.

- **Homework**

Homework for students is a regular part of the instructional program at Mark Twain Union Elementary School District. It may include reinforcement of skills learned in the classroom, research to provide a background for classroom projects or areas of study, or an opportunity for the pupil to further broaden the scope of his/her learning.

- **ASSIST Team**

When it is apparent that a student may need additional educational or behavioral assistance, a referral may be made to the Assist Team. The ASSIST Team includes regular classroom teachers, special education teacher, parents, administrators, and other personnel as appropriate to the need. The goal of the team is to ensure student success.

- **Medication**

We encourage parents to manage medications at home, but there are some circumstances and medical conditions where this is not possible. On those occasions, these steps will be followed:

1. Any medication (prescription or over-the-counter) to be given at school must have an appropriate order written by a health care provider. (Forms available in the school office)
2. All medication to be given at school must be in its original container with the pharmacy label and instructions that match the physician's order. Labels for inhalers should be on the inhaler, not on the box.
3. All over-the-counter (OTC) medication must be in its original package and have its label intact.
4. All medication must be delivered to the school by a parent/guardian or designated adult. Never send medication to school with the student. Exceptions would be those medications that the student is permitted to carry and self-administer, such as inhalers, Epi pens, and glucagon. Permission must be documented on the medication order form.
5. Any controlled substance (including but not limited to Ritalin and Concerta) must be counted when delivered to the school to verify the number of pills. Counting will be done with the parent or responsible adult making the delivery and a designated staff person.
6. Parents/Guardians are responsible for determining when medication refills are needed, although school staff will attempt to give a reminder notification.
7. Parents/Guardians must pick up unused medication at the end of the school year.

LOW COST ACCIDENT INSURANCE AVAILABLE TO ALL STUDENTS

Low cost accident insurance is available to all students. For as low as \$83 for the 2014-15 school year, a student may have 24 hour protection, and for as low as \$15 for the year, a student may have school-time coverage. Applications may be obtained from your school office. Coverage details and costs are available on the application form or on their website www.studentinsuranceusa.com. Payments are made directly to the insurance company.

SCHOOL RECORDS AND ACHIEVEMENTS

- **Pupil Records**

You have the right to review and inspect their school records of your child (ren) within five days of a written request. Those records are confidential, and privacy will be maintained, except in some instances such as when your child

transfers to another school. The records include transcripts, discipline letters, commendations, attendance, health information, 504 accommodations, and special needs of students. The records are maintained at the school site by office staff. A log of who has viewed the records is kept at the same location as the records. District policy and Administrative Regulation 5125 sets forth the criteria by which school officials and employees can view, change or delete the files. You may have copies made for ten cents (10¢) per page. You also have the right to file a written request with the superintendent challenging the records. [Education Code 49063, 49060, 49070; Family Educational Rights and Privacy Act (FERPA) 34 CFR Part 99]

- **Teacher Qualifications**

A provision of Federal Title I requires all districts to notify parents of children in Title I schools that they have the right to request and receive timely information on the professional qualifications of classroom teachers and paraprofessionals. This information includes state qualifications, licensing for the grade level or subject taught, any waivers for qualifications, emergency provisions, college major, graduate degrees and subject; the qualifications of paraprofessionals or aides in the classroom can be made available. [No Child Left Behind Act (NCLB)]

- **Release of Directory Information**

The law allows schools to release “directory information” to certain persons or organizations including military recruiters. Directory information may include a student’s name, address, telephone information, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. You may have the District withhold any of the information submitting a request in writing. [Education Code 49061 (c), 49070, No Child Left Behind (NCLB)]

DUE PROCESS PROTECTIONS AND COMPLAINTS

Mark Twain Union Elementary School District is committed to working with parents and community members in a partnership to best serve children. That said, disagreements and misunderstandings may sometimes occur. When they do:

1. Try to resolve the problem with the staff person in question. If that does not result in a satisfactory outcome:
2. Meet with the school principal. The principal will investigate and report findings to you in a timely manner. If that does not result in a satisfactory outcome:
3. Meet with the superintendent. The superintendent will investigate and will report findings to you in a timely manner. If that does not result in a satisfactory outcome, continue to the formal “District’s Uniform Complaint Officer and Process” section of this *Parent/Student Handbook*.

- **Complaints Regarding Discrimination and the Education of Handicapped Students**

The District is committed to equal opportunity for all individuals in education. The District programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, lack of English skills, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration. The district shall promote programs that ensure that these discriminatory practices are eliminated in all district activities. [Education Code 56501]

You have certain rights under the law, including Title VI of the Civil Rights Act of 1974, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act (IDEA, formerly known as EHA). The California Department of Education and the Office for Civil Rights of the U.S. Department of Education have authority to enforce these laws and all programs and activities that receive Federal funds. [Education Code 260, et seq., above cited federal statutes] If you wish further details in this regard, or wish to file a complaint, please contact the District’s Uniform Complaint Officer.

- **District’s Uniform Complaint Officer and Process**

The Governing Board designates the following compliance officer(s) to receive and investigate all complaints and ensure District compliance with law:

Mrs. Julia Tidball
981 Stanislaus Ave/P.O. Box 1359
Angels Camp, CA 95222
(209) 736-1855

You may contact your school’s office or the District office to obtain a copy of the District’s complaint procedures.

1. Complaints made under this procedure shall be directed to the Uniform Complaint Officer who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure should be completed within 60 days unless otherwise indicated
2. You may contact the UCP Officer to obtain a copy of the complaint process.
3. You may choose to have your complaint mediated.

4. There shall be an investigative meeting after receiving the complaint.
5. The compliance officer shall send a written report to the complainant describing the results of the investigation and pursuant decision.
6. The complainant has five days to appeal that decision to the Board of Education.
7. If not satisfied with the action of the Board of Education, the complainant then has 15 days to appeal to the California Department of Education.
8. You may forward your complaint directly to CDE and they may choose to intervene immediately based on established criteria.
9. There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside of the District's complaint procedures. Such remedies may include mediation, attorneys, and legal remedies. Civil law remedies may include, but are not limited to: injunctions and restraining orders.

For discrimination complaints, 60 days must elapse from the time an appeal is filed with CDE before pursuing civil remedies except for an injunction. Complaints may also be forwarded to appropriate state or federal agencies in the following cases:

- **American Civil Liberties Act 504** – Office of Civil Rights
- **Child Abuse** – Department of Social Services, Protective Services Division, or law enforcement
- **Discrimination/Nutritional Services** – U.S. Secretary of Agriculture
- **Employment Discrimination** – Department of Fair Employment and Housing, Equal Employment Opportunity Commission
- **General Education** – this school district
- **Health and Safety/Child Development** – Department of Social Services
- **Student Records** – Family Policy Compliance Office (FPCO), U.S. Department of Education [20 USC 11138; 34 CFR 300.510-511, 300.513; EC 232.262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 6400o(a); 5CCR 4620-4632]

SEXUAL HARASSMENT

The Governing Board prohibits unlawful sexual harassment of or by any student by anyone in or from the District.

Existing law prohibits discrimination in any program or activity conducted by an education institution that receives or benefits from State financial assistance or enrolls students who receive State financial assistance. Mark Twain Union Elementary School District ensures that its programs and activities are free from discrimination based on a person's sex, ethnic group identification, race, national origin, color, mental or physical disability, or perceived sexual orientation.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

(cf. 4118 – Suspension/Disciplinary Action), (cf. 5144.1 – Suspension and Expulsion/Due Process)

The Board expects students or staff to immediately report incidents of sexual harassment to the principal or designee or to another District administrator.

Any student who feels that he/she is being harassed should immediately contact the principal or designee or another District administrator in order to obtain a copy of AR 1312.4 – Uniform Complaint Procedures. Complaints of harassment can be filed in accordance with these procedures.

The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

(cf. 1312.4 – Uniform Complaint Procedures)

Legal References: Education Code: 200 – 240 Prohibition of discriminating on the basis of sex especially: 212.5 Sexual harassment; 212.6 sexual harassment policy; 230 Particular practices prohibited; 48980 Notice at beginning of term; UNITED STATES CODE TITLE 42: 2000d & 2000e et seq. Title VI & title VII, Civil Rights Act of 1964 as amended; 2000h-2 et seq. Title IX, 1972 Education Act Amendments; Franklin vs. Gwinnet County Schools (1992) 112 S. Ct. 1028

- **Further Information is Available**

Further information regarding the MTUESD schools, programs, policies, and procedures is available to any interested person upon request to district office. [Education Code 48209.13, FERPA, 34 CFR Section 99.7(b)]

VOLUNTEERS

We welcome parent volunteers in our schools. Please coordinate with the school's secretary to complete a volunteer application prior to beginning your service.

While at school or at a school function, volunteers may not discipline students other than their own. Observed problems should be referred to the classroom teacher, appropriate supervision personnel, or to the school principal.

REQUIRED ANNUAL NOTIFICATIONS

Child Health and Disabilities Prevention Program

Parent of kindergarten and first grade children are notified of the requirement to complete a physical examination for first grade enrollment. Free health screening is available through the local health department. A student may be excluded from school for up to five days for failure to comply or sign a waiver. Free health screening is available under the California Medical Assistance Program (H&SC 324.2)

Child Abuse Prevention Training Program

Parents have the right to refuse to allow their children to participate in a child abuse primary prevention program. (WIC 18976.5) (EC 1550)

Courses Utilizing Animal Parts – Teacher Responsibility to Inform

Parents have the right to have their children refrain from the harmful or destructive use of animals. Pupils may notify his/her teacher regarding this objection, which must be confirmed by a note from the parent. The teacher, upon notification, will assist the pupil in developing and agreeing upon an alternative. (EC 3255.4) (EC 3225 et seq).

Discipline Rules

Discipline rules are established by school committees and parents are notified of the site and district rules.

Comprehensive School Safety Plan – Annual Notice

Information regarding updates to the Comprehensive School Safety Plan is included in the School Accountability Report Card.

Confidential Medical Service

Pupils in grades 7 through 8 and all parents are notified that the law permits school authorities to excuse pupils in grades 7 through 8 to obtain confidential medical services without consent of parent (EC 46010.1)

Duty Concerning Conduct of Pupil

Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds or during recess (EC 44807).

Inter-District Attendance Agreement

Districts may enter into agreements for the inter-district transfer of one or more students for a period of up to five years.

Pupils with Temporary Disabilities: Individual Instruction

The district provides individual instruction (home and hospital) for pupils with temporary disabilities which are not covered under special education provisions (EC 48206.3).

Temporary Disabled Residency

Hospitalized students with a temporary disability are considered residents of the school district in which the hospital is located (EC48207).

Presence of Pupils with Temporary Disabilities: Notice by Parent: Commencement of Instruction

It is the primary responsibility of the parent or guardian of a pupil with a temporary disability to notify the school district in which the pupil is deemed to reside of the pupil's presence in a qualifying hospital (EC 48208).

Immunization Requirements

Pupils are required to be excluded from attendance when immunization requirements are not met. Students may be immunized by their personal physician, or the public health department (EC 48216)

Withholding Grades for Property Damage

The school may withhold grades, diplomas and transcripts for property damage. (EC 48904).