

Merquin Elementary School

2017-2018



STUDENT HANDBOOK

Hilmar Unified School District

Merquin Elementary School
20316 3rd Avenue
Stevinson, Ca 95374
(209) 634-4938



Merquin Elementary School
20316 3rd Ave. Stevenson, CA 95374
Mailing: 7807 Lander Ave.
Hilmar, CA 95324
Phone: 209-634-4938
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Veronica Valdez-Garcia
Principal
vvaldez@hilmar.k12.ca.us

Welcome to Merquin Elementary

Welcome to the Merquin Elementary School family. We believe that parents are important members of the team that must work together to assist students to be successful. We hope the information contained in this handbook will allow you to help your child in understanding our programs and practices.

Merquin is a very special and unique learning community. Our faculty has a united focus in providing challenging and meaningful standards -based experiences for our students. We view every child as an individual with unique qualities and needs. These individual differences are valued and nurtured through thoughtful and progressive teaching. We look forward to building a strong partnership with you to help us best meet your child's needs. We want to continue to be the best possible elementary school we can be, we encourage to be apart of your child's education and participate in school activities. Our doors are always open to you.

Veronica Valdez-Garcia

Veronica Valdez-Garcia

Principal



Merquin's Mission: Our mission at Merquin Elementary School is to empower ALL students to achieve academic success and maximize their individual potential.

MERQUIN SCHOOL STAFF

2017-2018

GRADE	TEACHER	Room Number	Emails
Transitional Kindergarten	Victoria Azebedo	A1	vazevedo@hilmar.k12.ca.us
Kindergarten	Viviana Leyva-Sánchez	4	vlsanchez@hilmar.k12.ca.us
First Grade	Martha Ornelas-Ascencio	1	moascencio@hilmar.k12.ca.us
Second Grade	Isabel Todd	6	itodd@hilmar.k12.ca.us
Third Grade	Julie Stepro/ Erika Davalos	A3	jstepro@hilmar.k12.ca.us edavalos@hilmar.k12.ca.us
Fourth Grade	Christine Dore	A2	cdore@hilmar.k12.ca.us
Fifth	Carolyn Plisko	A5	cplisko@hilmar.k12.ca.us
PRINCIPAL	Veronica Valdez-Garcia		vvaldez@hilmar.k12.ca.us
SCHOOL NURSE	Michelle Komos		mkomos@hilmar.k12.ca.us
DISTRICT SPEECH THERAPIST	Julie Malmberg		jalmberg@hilmar.k12.ca.us
SLP ASSISTANT			
PSYCHOLOGIST	Gabriela Brancato		gbrancato@hilmar.k12.ca.us
DISTRICT AT-RISK COUNSELOR	Doug Stewart		dstewart@hilmar.k12.ca.us
LITERACY/ GLAD COACH	Erika Davalos		edavalos@hilmar.k12.ca.us
SUPPORT TEACHER STAFF			
MUSIC	Le Ann		lcassidy@hilmar.k12.ca.us
TECHNOLOGY/COMPUTERS	Julie Stepro		jstepro@hilmar.k12.ca.us
GATE			
INTERVENTION	Erika Davalos		edavalos@hilmar.k12.ca.us
SPECIAL EDUCATION STAFF			
RESOURCE SPECIALISTS	Melissa Gonzalves		mgonzalves@hilmar.k12.ca.us
OFFICE	Jody Bettencourt		jbettencourt@hilmar.k12.ca.us
CAFETERIA	Maria Chavez		
LIBRARIAN	Holly Pacheco		hpacheco@hilmar.k12.ca.us
ASSETS	Tamara Koehn		tkoehn@hilmar.k12.ca.us
INSTRUCTIONAL AIDES			
Irma Cória			
Jovita Gutiérrez			
Viridiana Lara			
Odalís Valenzuela			
Hailey Stroud			

MERQUIN DAILY SCHEDULES
2017-2018
Regular Days

Transitional Kindergarten Daily Schedule

8:20 – 9:45	Instruction
9:30 – 10:00	Outside Play
10:00 – 11:10	Instruction
11:10 – 11:40	Lunch
11:40 – 12:00	Instruction
12:00	Dismissal

Kindergarten Daily Schedule

8:20 – 10:00	Instruction
10:00 – 10:15	Recess
10:15 – 11:10	Instruction
11:10 – 11:40	Lunch
11:40 – 1:00	Instruction
1:00	Dismissal
1:00-2:00	Language Academy Instruction



First and Second Grade Daily Schedule

8:20 – 10:00	Instruction
10:00 - 10:15	Recess
10:15 - 11:25	Instruction
11:25 – 12:00	Lunch
12:00 - 2:05	Instruction
2:05	Dismissal

Third Grade Daily Schedule

8:20 - 10:00	Instruction
10:00 - 10:15	Recess
10:15 - 11:30	Instruction
11:30 – 12:05	Lunch
12:05 - 2:05	Instruction
2:05	Dismissal

Fourth & Fifth Grade Daily Schedule

Monday, Tuesday, Wednesday, Friday

8:20 - 10:00	Instruction
10:00 - 10:15	Recess
10:15 - 11:35	Instruction
11:35 – 12:15	Lunch
12:15 - 3:18	Instruction
3:18	Dismissal

Every Thursday is an early release, in addition to the following Wednesdays: Sept. 13, Oct. 11, Nov. 15, Dec. 6, Jan 17, Feb. 21, Mar. 14, April 18, May 9 will all be Teacher Grade Level Meetings/Collaboration

8:20 - 10:00	Instruction
10:00 - 10:15	Recess
10:15 - 11:35	Instruction
11:35 – 12:15	Lunch

12:15 - 2:05

Instruction Dismissal 2:05

MERQUIN DAILY SCHEDULES

2016-2017

Minimum Days

Transitional Kindergarten Daily Schedule

8:20 – 9:45	Instruction
9:30 – 10:00	Outside Play
10:00 – 11:10	Instruction
11:10 – 11:40	Lunch
11:40 – 12:00	Instruction
12:00	Dismissal

Kindergarten Daily Schedule

8:20 – 10:00	Instruction
10:00 – 10:15	Recess
10:00 – 11:10	Instruction
11:10 – 11:40	Lunch
11:40 – 1:30	Instruction
1:30	Dismissal

First and Second Grade Daily Schedule

8:20 – 10:00	Instruction
10:00 - 10:15	Recess
10:15 - 11:25	Instruction
11:25 – 12:00	Lunch
12:00 – 1:30	Instruction
1:30	Dismissal

Third Grade Daily Schedule

8:20 - 10:00	Instruction
10:00 - 10:15	Recess
10:15 - 11:30	Instruction
11:30 – 12:05	Lunch
12:05 – 1:30	Instruction
1:30	Dismissal

Fourth & Fifth Grade Daily Schedule

8:20 - 10:00	Instruction
10:00 - 10:15	Recess
10:15 - 11:35	Instruction
11:35 – 12:15	Lunch
12:15 – 1:30	Instruction
1:30	Dismissal

MERQUIN

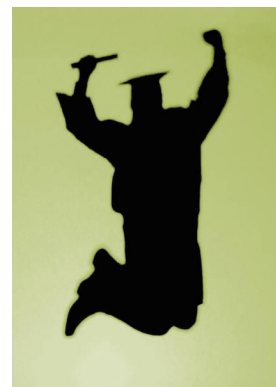


ACADEMIC CELEBRATIONS

Academic achievement is celebrated at Merquin throughout the year.

- Trimester Awards
- End of the Year Awards
- Honor Roll and Honor Society for 5th Grade
- School Wide Assemblies

In addition to these, Merquin also promotes student citizenship through Trimester Citizenship Awards, "Caught Being Goods" Pride Tickets, Mustang Award, school rallies and individual classroom rewards.



HONOR ROLL AND HONOR SOCIETY

The 5th grade students at Merquin School participate in a student recognition program designed to promote high scholastic achievement. Trimester report cards of students in grade five are evaluated for invitation to the Honor Roll and Honor Society. Student grade point averages are computed from academic areas only. Trimester GPAs of 3.0-3.49 qualify students for Honor Roll and GPAs of 3.5-4.0 qualify students for Honor Society.

ATTENDANCE PROCEDURES

REGULAR ATTENDANCE

Attendance and classroom participation are essential ingredients for academic success. Classroom lessons foster social interaction, development of effective communication skills, and critical thinking in addition to subject mastery. Textbook or make-up assignments are not an adequate substitute for classroom attendance and participation.



In order to achieve educational goals and to maintain an effective academic environment, students must attend their classes. Hilmar Unified School District hopes to promote a partnership with parents and students to maximize school attendance. With this in mind we establish the following policy to encourage regular daily attendance.

ABSENCES

It is very important that we have the full cooperation of parents and guardians to help ensure that we verify each child's safe arrival at school and that we accurately record each student's daily attendance. We ask that parents/guardians call the Merquin Office at 855-5299 by 9:30 a.m. every morning that their child is going to be absent from school. Informing the teacher of the absence is not sufficient. Please be sure to call the attendance line and be ready to provide the following information:

- Name of caller and relationship to the child (Adults only)
- Student's Name
- Teacher's Name
- Reason for absence and the number of days absence is expected
- Nature of Illness

If a child is absent and we have not received a call, we will attempt to reach the parent/guardian by calling you sometime that morning to check on unreported absences. The responsibility for reporting absences remains with the parents. If we are unable to reach you and you have not called us, the absence will be marked "truant".

HUSD ATTENDANCE POLICY

Attendance requirements

Ed. Code section 48200 requires all students to attend class regularly. It is expected that students will attend class every day. It is also understood that there are legitimate circumstances which require a student to be absent.

HUSD policy allows students up to ten (10) discretionary absences each year if the reason for the absence is among those approved by California Ed. Code and/or district policy.

Absences Defined

An absence is defined as a)any tardy more than 30 minutes; b)any period absence; c)any early departure from class more than 30 minutes; d)any all day absence. In the following explanation we will refer to all of these (Tardies, Absences, and Early Departures) as “absences”.

Excused/Unexcused Absences

Circumstances identified by California Ed. Code 48205 and HUSD policy for which a student might be excused include the following:

- Personal illness
- Doctor, dental, medical appointments
- Attendance of the funeral of immediate family
- Approved religious activities
- Quarantine under written direction of medical professional (maximum 3 days/year for lice)
- Required court appearance with written court verification
- Other special circumstances when pre-approved and verified
- Approved school activities

It is HUSD policy that absences for these reasons will be excused up to ten times in one school year. After a student has 10 absences for any reason, excluding *doctor verified* absence for illness, restrictions are placed on further absences as defined below.

Absences for reasons other than those defined above will be considered UNEXCUSED.

Students may not be held out of school for babysitting, shopping trips, visiting friends or relatives, vacations, attending a field trip with a sibling or attending functions with a parent.

Clearing Absences with Notes or Telephone Calls

A signed note or an authorized telephoned call from a parent / guardian is required for any absence to be verified as approved. After a student has been absent ten (10) times, ALL absences for illness or medical reasons MUST HAVE DOCTOR'S WRITTEN EXCUSE. Without a doctor's note an absence for illness will be counted as unverified and therefore unexcused. Doctor's notes must indicate the specific dates for which the student is to be medically excused including the beginning and ending date of the period excused.

Absences must be cleared with a note or telephone call within 2 days of the student's return to class. After 2 days the absence will be marked UNEXCUSED.

Irregular Attendance

More than ten absences is considered “irregular attendance.” It is HUSD's policy that only special circumstances necessitate a student to have more than 10 absences in one year.

All absences after 10 will be marked UNEXCUSED except for the following reasons.

1. Illnesses with a Doctor's or School Nurse's note
2. Death in immediate family
3. Emergency situations or special circumstances when approved by school site administrator.

Truant and Habitual Truant

According to California Ed. Code section 48260-48263 a student who has 3 or more unexcused absences is considered Truant. A student who has a pattern of irregular attendance or has 5 unexcused absences is considered a habitual truant. *Please note that when a student has a pattern of irregular attendance or is truant a plan of corrective action will be initiated.*

It is required by law that students attend regularly, that parents compel their children to attend, and that the district take all steps available to insure that students maintain regular attendance. To this end the following "Partnership

Partnership to promote regular attendance

It is encouraged that students, parents/guardian, school staff, and district personnel work cooperatively to promote academic success and regular attendance for every student.

Student Responsibility:

1. Attend school everyday.
2. Always be on time to class.
3. Attend class every period.
4. Always clear absences, tardies, or early departures with a note/telephone call from your parent/guardian. It is up to the student to check with the attendance secretary to make sure that the absence is cleared.

Parent Responsibility:

1. Insure that your student is in school every day.
2. Clear absences for tardies, absences, or early departures within 2 days of students return to school.
3. Communicate with school staff when there are special circumstances or questions regarding absences.
4. Attend meetings called by school staff to discuss solutions for patterns of irregular attendance or trancies.

Site Staff Responsibility:

1. Site staff is responsible for maintaining accurate attendance records.
2. Site staff is responsible for taking routine steps to encourage students to attend class regularly. These include; clear communication of attendance policy, teacher interventions, student contact, and parent contact when necessary, assertive discipline, etc.

HUSD elementary schools will send a "7 ABSENCES NOTIFICATION" letter notifying the student and parent/guardian that the 10 day limit is being approached. Middle School and High School students will not receive this notification.

3. Site staff is responsible for notifying the parent/guardian by first class mail when a student has 10 or more absences. This "10 ABSENCES LETTER" is notice that the student has now reached or exceeded the 10 absence allowance. It will explain that all further absences for medical reasons

will be marked UNEXCUSED except when verified with a doctor's written excuse and that most absences for any other reason will now be recorded as UNEXCUSED.

This letter will also notify parent if a CORRECTIVE ACTION PLAN MEETING is required to develop a plan to correct the pattern of irregular attendance or truancy.

4. Site staff is responsible for meeting with parent/guardian after a student has 10 or more absences to clarify attendance policy and to develop a CORRECTIVE ACTION PLAN to correct the pattern of irregular attendance or truancy.

This meeting is designed to bring together school staff and the parent/guardian to assist the student to be successful in attending regularly.

This meeting is required at the site administrator's discretion based on previous contact and success of routine interventions.

5. Site staff is responsible for notifying parent/guardian a second time by first class mail if a student has 15 absences. This 15 ABSENCES LETTER will inform the parent/guardian that their student has at least 15 absences, to remind them of attendance policy, and to encourage them to take all corrective steps possible.

It will also serve as notice that it is HUSD policy that if a pattern of irregular attendance or truancy continues the case will be submitted to the district's *STUDENT ATTENDANCE REVIEW BOARD (SARB)*.

HUSD Staff Responsibility:

1. When a case is submitted to the District SARB the SARB staff is responsible for reviewing the student's attendance records and summoning the student and parent/guardian to a district SARB hearing if the review shows that a student has an excessive pattern of irregular attendance or truancy. *The parent/guardian AND the student are required to attend this hearing. Failure to attend this hearing will result in further corrective action.* Please see #3 below.



6. The district SARB staff is compelled by California Ed. Code to take appropriate steps to correct further pattern of irregular attendance or truancy. This includes a SARB hearing.

At the SARB hearing the parent/guardian, the student, and the board members will work together to identify causes for attendance problems and to assist the family in taking corrective steps to solve these problems.

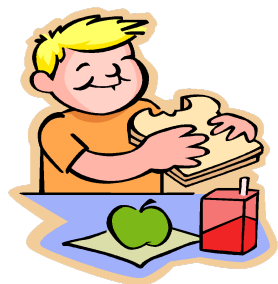
These steps will always be in the best interest of the student and are for the purpose of helping the student be successful. The intent is to form a partnership with the student, parents/guardians, and school staff to meet this goal.

These steps may include such requirements as family interventions, alternative educational opportunities, required parent or student counseling, utilization of county and local services, special transportation arrangements, drug/alcohol treatment program attendance, county interventions for at-risk children and teens, etc.

7. Cases that can not be resolved will be referred to Merced County District Attorney for prosecution as required by California Ed. Code.

Perfect Attendance Awards:

Your child will only receive perfect attendance if they attend school every day from the beginning until the end for the trimester. Students that are late or leave early will not receive a perfect attendance award.



CAFETERIA

Open for breakfast served from 7:35 to 8:15 AM and during lunch. Students may bring lunch from home or purchase from the cafeteria. The cost for a school breakfast and lunch is as follows:

		Breakfast		Lunch		
			<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Daily</u>
<u>Weekly</u>	<u>Monthly</u>					
Grades K-5:	1.00	5.00	20.00	1.65	8.25	33.00
Milk Only:	.30	1.50	6.00	.30	1.50	6.00

It would be greatly appreciated if you would pay your child's lunch a week or even a month at a time if possible. Deposits may be made in your child's account at the cafeteria before school.

Free breakfast and lunch is available to those families who apply and qualify for the Federal Free or Reduced Lunch Program. We recommend that all families fill in a lunch form each year. Forms are available in the Merquin Office and must be submitted yearly to continue to qualify. For more information you may contact the Cafeteria Office at 667-7819 or Merquin Cafeteria at 634-4938.

Students who do not qualify for free lunch and do not have money in their account to cover meal charges will be given an alternate meal until the account is cleared and money deposited.



COMPUTER USE

Use of the district network and the Internet is a privilege. Students are responsible for good behavior while utilizing the school computer network and the Internet. Communications on the Internet are public in nature. General school rules for behavior and communication apply and students are expected to be polite at all times.

The district network and the Internet are provided for students to conduct research and communicate with others for purposes only relating to education. Commercial, political, and/or personal use unrelated to an educational purpose is prohibited.

Use of the district network and the Internet is a privilege that all students have the right to use. In order to ensure parent consent, use of these resources is restricted until an Internet Acceptable Use Contract is signed by both the student and a parent.

Hilmar Unified Schools reserves the right to monitor network communications for improper use. Anyone using the district network should not have an expectation of privacy with respect to any data. Superintendent or Information Technology Director may conduct monitoring activities.

Students may NOT perform the following activities:

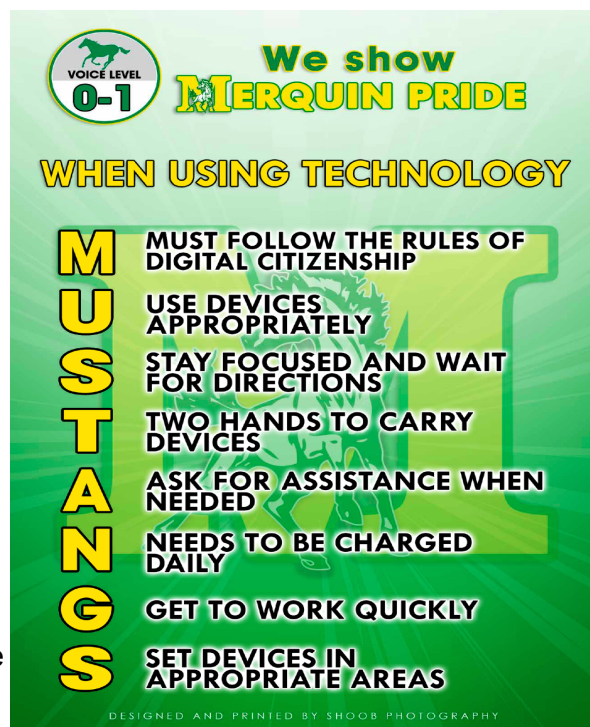
- Configure computers in a way that depicts inappropriate material or language (i.e. screensavers, backgrounds, etc.)
- Use network resources for anything other than educational purposes
- Post personal information including phone numbers or addresses of yourself or others
- Bypass filtering or security software
- Violate copyright laws (including the use of pirated software, MP3s, or plagiarized material)
- Damage or deface any technology
- Use inappropriate language in any form
- Trespass in other users' data or resources
- Use the passwords of others
- **Engage in any act or behavior deemed inappropriate by district personnel**

Encounter of Inappropriate Material

Hilmar Unified Schools has software and policies in place that help to filter out inappropriate material. However, the nature of the Internet makes it impossible to guarantee that all websites offering inappropriate material will be blocked. It is the user's responsibility not to initiate access to such material and to report the website to a teacher or staff member.

No Warranties

Hilmar Unified School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Use of any information obtained by way of the district network or the Internet is at the user's own risk. All users need to consider the source of any information obtained and how valid that information may be.



HEALTH PROCEDURES

Any student who is to take physician- prescribed medication or over the counter medication during the school day may take that medication at school provided the school receives:

1. A signed, written statement from a physician detailing the method, amount, and time scheduled by which such medication is to be taken; and
2. A signed, written statement from the parent/guardian authorizing the school to dispense the medication; and
3. The medication must be brought in by parent, in the original pharmacy labeled container. The label should include the following; the child's name, type or name of medication, the amount to be administered, and the time to be administered.

****If a student needs to carry a rescue inhaler for asthma or similar breathing difficulties, it must be specified on signed medication form.**

Forms are available at the school office for you to take with you to your doctor, should he/she prescribe medication.

ACCIDENTS

School nurse, health aide, or office personnel will notify you if your child is injured at school and an accident report will be filed.

HEAD LICE

Head lice infestation is a recurring problem with school age children. If your child is sent home with head lice, he/she must be checked by the nurse or office personnel prior to reentering the next day. Please bring your child to school do not send them on the bus. Students cannot be readmitted if lice are still present.

COMMUNICABLE DISEASES

You will be contacted in writing if your child has been exposed to a communicable disease, such as chickenpox or measles.

OFFICE PROCEDURES

It is essential that we keep up-to-date information and that proper procedures are followed for the safety and well-being of our students. The school office is open from 7:30 a.m.- 4:30 p.m. Monday through Friday. Please call the school office 634-4938 if you change address or telephone number. If you call other than during the above times, you may leave a message on the voice mail.

REGISTRATION

Being prepared with the proper information makes registration simple and brief. State law requires that records of immunization and proof of birth be presented for registration to be completed. It is also most helpful to have the name, address, and phone number of the last school attended so records can be transferred quickly.

INDEPENDENT STUDY

If you plan to have your child out of school for five days or more because of reasons other than illness (unexcused absences), please fill out the independent study forms before the absences. The independent study absences will be excused if all work assigned is completed and returned. Please contact the school at least three days prior to the absence in order for teachers to prepare the independent work and meet with parents to discuss the assignments.

STUDENT CELEBRATIONS

Flowers, balloons, gifts or other personal items will not be accepted for delivery to students on campus. Items will not be allowed to be delivered directly to the classroom or to students during the school day.

CLASSROOM BIRTHDAY CELEBRATIONS

Please read the following criteria for our classroom birthday celebrations:

- Give teachers one week notice. Teachers will notify parents a time that will work best for the class.
- We would like to keep food to a minimal, only cupcakes or cookies and or a drink. Please also, provide teacher with all needed paper products.
- Parties will be a maximum time of 15-20 minutes.
- Please only take pictures of your child. Not all parents have given permission for their children to be taken pictures at school by other parents that are not school personnel. ONLY POST PICTURES OF YOUR CHILD ON SOCIAL MEDIA.

Other special arrangements can be made with your child's teacher ahead of time.

TELEPHONE USE

Students must obtain a note from their teachers before using the office phone, otherwise they are to use the phone (with teacher's permission) in the classroom. Only appropriate calls will be allowed.



CHANGE OF ADDRESS OR PHONE NUMBER

Please notify your child's teacher and the school secretary whenever a change of physical and/or mailing address or phone numbers are made. Notification may be made by written means or simply by a call to the school office.

EMERGENCY CONTACT

In case of an emergency, each child needs the name, address, and phone number of a person on file whom the school can call in case of accident or illness. Be sure that the information on file for your child is up-to-date so that your child will be promptly taken care of in case of an emergency.

RELEASE FROM SCHOOL

Whenever a student is released from school, written parental permission is required and will be cleared through the office. Written permission is required for the following:

- 1) Going home for lunch (file in office, permanent)
- 2) A note is needed each time a student stays for any activity after regular school hours or goes home by a different way than usual.
- 3) Field trips (walking or bus)
- 4) Bus passes are also in this category. If a child is to get off the bus at a stop other than his/her regular stop, a note must be brought authorizing this action. Your child needs to bring this note to the office at the start of the day and the office staff will issue a bus pass that directs the bus driver to make the change in stops. If the bus pass requires the student to ride a different bus. The bus pass may be denied (by the district), if an overload is created.

VISITORS

Merquin Elementary School is designated as a closed campus. During school hours all visitors must report to the office. Student visitors are not allowed on campus or in the parking areas. Parent visitors are welcome at our school at any time and are asked to check in through the office to obtain a visitor's pass. These precautions are necessary to help us identify visitors and prevent unauthorized individuals from entering the school. Anyone not authorized to be on campus or in the district parking areas will be assumed to be loitering which may result in legal action.

ANIMALS

Animals can be an effective teaching aid. In addition, instruction related to the care and treatment of animals teaches students a sense of responsibility and promotes the humane treatment of living creatures. Animals may be brought to school for educational purposes, including "show and tell" and "share days," subject to rules and precautions related to health, safety, and sanitation, and as long as the teacher is aware in advance and that the animal poses no danger to the students. Teachers shall ensure that these rules and precautions are observed so as to protect both the students and animals. Parents should not bring dogs and other animals on campus at the beginning and end of each school

day. If the child is bringing the animal to school to share, parents should confirm permission as well as the location for the share with the teacher.

ASSETS AFTER-SCHOOL PROGRAM

ASSETS is offered as an after school program for Kindergarten - 5th grade students free of charge for students who apply. The structured program offers a variety of programs which program social skills, art, music, dance, sports, field trips and academic opportunities for all students who sign up. Program hours are from 2:05 - 5:30. Please pick up an application at the school office or contact Tammy Koehn.



FOGGY DAY PROCEDURES

Occasionally there are days during mid-winter when the Hilmar-Stevinson area is subject to heavy fog conditions. On such days, it may be unsafe to have the buses transport students until the fog lifts. When this occurs the local radio stations will be called to broadcast the approximate pick-up time for bus students.

**Local radio stations with foggy-day info are:
HOT 105 - KWIN 98.3 - KAT Country 103.3**

School will start at the regularly scheduled time, regardless. Students living in Stevenson who walk or ride with parents to school are expected to arrive on time.

EMERGENCY PROCEDURES

We continue to make the safety of our students our highest priority. Our school site has developed an emergency plan to provide guidance to staff and students for appropriate responses to a wide variety of potential dangers. This plan is reviewed annually by parents and staff and is available for your inspection at the school office.

Students are routinely taught these safety strategies and practice them throughout the course of the school year. We conduct regular emergency drills which include evacuation from the classroom as well as containment in the classroom.



FIRE DRILLS / EVACUATION

Students and staff respond to the fire alarm by exiting the classroom in an orderly manner and reporting to the designated evacuation site. Students are to **STAY WITH THEIR SUPERVISORS**. Teachers take roll when they reach their designation to account for all students assigned to that class. Administrators, law enforcement and/or fire officials will direct the students' activities from that point.

LOCKDOWNS / CONTAINMENT

Lockdowns and containment drills will be held periodically. The signal for remaining in a locked classroom is two sets of two short bells. Upon hearing this signal students huddle under a desk or table and stay away from windows. If this alarm sounds while a student is outside of a classroom he/she should go immediately to the nearest room. If the room is locked student should knock on the door identify himself/herself to be able to enter. The teacher will turn on the in-house television monitor and listen for instructions. Teachers also send an email the secretary confirming everyone is accounted for.

MERQUIN P.T.A.

P.T.A. meetings are held on a regular basis at Merquin School. All parents, community members, and teachers are cordially invited to attend and participate. For additional information on meeting schedules and officers please contact the school office

MERQUIN PARENT ADVISORY COUNCILS

**School Site Council,
School Advisory Council,
English Language Advisory Council**



These councils provide parents a number of opportunities to participate with teachers in the planning, implementation, and on-going development of school programs. The Site Council and School Advisory Council meetings are held each month at Merquin School.

The English Language Advisory Council will meet on a regular basis during the year. Please call the office for actual dates and times.

AS A PARENT, HOW CAN I HELP MY CHILD AT HOME?

- *Enable your child to become an effective learner by maintaining a regular bedtime and ensuring a balanced diet.
- *Attend parent conferences.
- *Provide adequate time and a specific quiet area where your child may study.

AS A PARENT, HOW CAN I HELP AT SCHOOL?

- *Participate in P.T.A. and/or Parent Advisory Councils.
- *Volunteer in your child's classroom.
- *Provide babysitting or trading so that others may volunteer at school.
- *Become a room parent and assist with special projects and/or treats in your child's classroom



WHY AND WHEN ARE PARENT-TEACHER CONFERENCES HELD?

Parent-Teacher conferences are an excellent opportunity to form a partnership between you, the child, and the teacher. These conferences are extremely important since they enable both you and the teacher to work on the common goal of providing the best possible education for your child.

Parent-teacher conferences are initially held after school has been in session for seven to eight weeks. Throughout the year either you, or your child's teacher may initiate further conferences to discuss the progress of your child.

To ensure a positive conference, here are some suggestions for you to consider BEFORE the conference:

1. Make a list of things you want to tell the teacher about your child so that the teacher can understand your child better:
 - a) health
 - b) family relationships
 - c) emotional problems
 - d) other items
2. Make a list of what to ask the teacher about your child:
 - a) attitude in school
 - b) homework
 - c) test results
 - d) other questions
3. Schedule a time when both you AND your spouse can attend: If this is not possible, talk to your spouse and write down his/her ideas and concerns.
4. Make babysitting arrangements so that your child is not present at the conference, unless requested.
5. Write down your conference date and time and put this note in a visible place.

Remember to end the conference by reviewing with the teacher what exactly your responsibilities are as a parent, as well as the teacher's responsibilities, in order to help your child.

AFTER the conference it is suggested that you review the results of the conference and your parental responsibilities with your spouse if he/she was not present at the meeting. Please discuss the positive points that were brought up about your child during the conference.

With your child, please identify suggestions for improvements and together set goals to be achieved by a specific time.

HOMEWORK STANDARDS AND PROCEDURES

Homework is defined as any learning experience assigned as a direct extension of classroom instruction beyond the regular school day.



Purpose

- Provide additional practice, increasing the amount of time students are actively engaged in learning and extending time on task.
- Be useful to teachers for monitoring student progress and diagnosing student learning problems.
- Be an effective way to increase student personal responsibility and individual accountability.
- Lead to increased communications between parents and the schools and encourage parent awareness of student learning.
- Contribute to students' and parents' understanding that the school holds high expectations of students.

General Homework Guidelines:

Homework is required for all students. New homework will not be assigned through weekends and holidays. Weekly or long term assignments may extend into the weekend at the discretion of parents and child. Late homework will be accepted at the discretion of the teacher. Incomplete classroom assignments may be sent home in addition to the regularly scheduled homework.

Time Guidelines:

Grades K-3 will not exceed 30 minutes per night.
Grades 4-6 will not exceed 60 minutes per night.

Responsibilities of the teacher

Teachers should be sure that:

1. The directions of the lesson and directions for the homework are fully understood.
2. Background and reference materials are available.
3. Students at various levels of achievement have a reasonable chance of completing assignments successfully.
4. An unfair burden of homework is not placed on the pupil.
5. Homework is collected promptly and reviewed.
6. Homework is normally returned in a short period of time with an indication of having been reviewed. The teacher as necessary may retain certain material.
7. Parents are informed of their responsibilities.

Responsibilities of the parent/guardian

Parents should:

1. Not be required to take on the role of the teacher. Observe how well your child does his or her homework. Send a note to the teacher whenever your child is observed to be having difficulty with a particular assignment.
2. Support the school and the teachers in providing a quiet environment with limited distractions for homework.
3. Provide time and encouragement for their children to complete all work with their best effort.
4. Coordinate homework efforts with the teacher in special cases.
5. Guide or assist with homework when difficulties arise (but never do the homework for their child).

6. Provide a homework environment free from distraction (TV, stereo, computer) so that homework and other school activities do not suffer.
7. Provide opportunities for their child to participate in interventions and extra school activities where appropriate.

Responsibilities of the student

Students should:

1. Be sure you understand the assignment. Don't be afraid to ask questions if necessary.
2. Set aside a regular time for studying.
3. Find a quiet, well-lit place to study.
4. Complete the assignments with your best effort.
5. Turn in the assignments to your teacher on time.

BUS TRANSPORTATION

The HUSD provides home to school transportation (and vice versa) for all district students who are eligible. District policy #3541 deals with the five points of eligibility, and defines who may ride the bus and who, because of proximity to the school and age of student, must walk. Call the school if you have questions about eligibility. A critical part of the transportation policy deals with students changing bus destinations, especially changes that occur on a daily or very temporary basis. Section 7 of the policy is reprinted below.



Home-school transportation is a privilege, and students must adhere to the following rules:

- A. Students shall behave in accordance with established rules.
- B. Students shall be at their assigned stop and lined up off the road before the bus arrives.
- C. **Students must ride to and from their assigned morning and afternoon stop unless their parent requests in writing that their assigned stop be changed or that the student be allowed to temporarily ride to somewhere else. Temporary changes require a parent note, a bus pass, and may be denied by the District if an overload is created.**
If temporary changes are denied, the student will be kept at school until the parents are notified.
- D. Students shall remain on the bus and/or under the supervision of District staff during transfer until they reach school or their assigned stop unless parents personally remove the student at a designated stop.

You will note that it specifies that only **written requests** shall be honored. This is necessary to maintain the safety and integrity of the system.

BUS RULES

The Board of Trustees of the Hilmar School District has adopted rules and regulations that govern bus transportation throughout the district. Bus stops are officially determined, as well as schedules and routes.

Bus transportation is not required by law. It is provided for the convenience of students and parents. The following rules apply to all students.

1. Stay in your seat while the bus is in motion.
2. Proper language will be used inside and around the bus.

3. Keep all body parts and objects inside the bus.
4. Eating or drinking is not allowed on the bus.

BUS COURTESY WARNINGS

For the purpose of alerting student/parents to rule infractions, courtesy warnings may be issued, as needed, to warn students of more severe consequences.

Consequences for unsatisfactory bus conduct may include bus suspension from one day, one week, or even for the remainder of the year. The safety and well-being of all bus riders will be considered.



BICYCLE RULES (Skateboards & Scooters)

Merquin Elementary School and Hilmar Unified School District does not assume responsibility for damaged or stolen bicycles, scooters, skateboards or other articles brought to school.

1. In the morning, bicycles are to be put in the rack by staff parking lot. Skateboards and scooters are to be taken to classrooms. Riders are to go directly to the play area.
2. Bicycles, skateboards and scooters are not to be used during the day.
3. For the safety of walkers and of those going to the buses, bicycle riders are to walk their bicycles to the sidewalk and out to Third Avenue. (This also applies to skateboards and scooters).
4. No bicycles, skateboards or scooters are to be on the playground areas at any time.

KEEPING OUR STUDENTS SAFE

These procedures will keep our students safe at all times. By keeping gates locked during school hours, only authorized visitors will be allowed on campus. In addition, this will help the Early Head Start Program and kindergarten classes in keeping gates closed at all times.

STUDENT DROP-OFF AND PICK-UP

In the rush of dropping-off and picking-up students, it is extremely important to keep our students' safety as our number one priority. Please remember the following safety procedures:

ARRIVAL IN THE MORNING

SIDE BUS GATE – CAFETERIA

From 7:30 TO 8:20, the bus gate will remain unlocked. When students are dropped-off before 8:20, please drive through the bus driveway and leave your children in front of the gate. At 8:20 this gate will be locked.

MAIN GATE-THIRD AVENUE IN FRONT OF THE OFFICE

You may also drop-off your child by parking your vehicle along Third Avenue next to the fence. The drop-off and pick-up zone is marked green and has a 15 minutes parking limit. Please let your child walk onto campus through the main gate. The main gate in front of the school office will remain unlocked at all times.

EAST GATE-STAFF PARKING LOT

The east gate in the staff parking lot will remain locked at all times. Please do not drop-off your children in this parking lot. You may park in the parking lot and you walk them to the front gate.

CROSSING THIRD AVENUE

If you park on the other side of Third Avenue, please make sure to walk your child across the street using the cross walk. Please do not allow your children to cross unattended.

LATE ARRIVALS

Students arriving late will need to walk through the main gate and go to the office for a tardy slip.

DISMISSAL IN THE AFTERNOON

BUS STUDENTS: The bus gate (cafeteria side) will dismiss all bus riders.

OTHER TRANSPORTATION: Students not riding the bus will be released from the main gate in front of the office. The crossing guard will help students cross the street at 2:05 and 3:18. **Please park all vehicles when picking up your children.**

TRANSPORTATION/PICK-UP CHANGES

If there is a change in your child's transportation or pick-up, please send a written note to school. Only individuals given written authorization for student release will be allowed to pick-up your children. These contacts must be kept current at all times.

PARENT VOLUNTEERS

Parent volunteers are important part of your child's education. We welcome all parents to volunteer and share your time and talent. All volunteers must check-in through the office for a Visitor's Pass. These procedures will keep our students safe at all times. By keeping gates locked during school hours, only authorized visitors will be allowed on campus. In addition, this will help the Early Head Start Program and kindergarten classes in keeping gates closed at all times.



USE OF ELECTRONIC SIGNALING DEVICES

It is the policy of the Hilmar Unified School District under the Educational Code 48901.5 to allow pupils to have electronic signaling devices in their possession while on campus so long it does not interfere with the normal activities in the classroom or other school related activities. The Superintendent or designee shall confiscate any electronic signaling device from a student or other person that interferes with the normal activities of the classroom or other school related activities. Each school site will establish and publish the specific rules pertinent to the possession and operation of electronic signaling devices.

Merquin School will allow students to have in their possession an electronic signaling device that can be used for needed communication before school (8:00 a.m.) and after school dismissal time. During Merquin School hours electronic signaling devices are not to be used and need to be turned off. Any needed communication during school hours will be done through the office or classroom as necessary. Violations of this policy will cause the electronic signaling device to be confiscated by school personnel and turned in to the office to be picked up by parents/guardians of the student.

SEXUAL HARASSMENT

Educational Code section 212.5 defines sexual harassment as unsolicited and unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature, made by someone from or in the work or educational setting.

Examples of Sexual Harassment:

Sexual harassment is unwelcomed sexual behavior that makes a person feel sad, angry, or uncomfortable. Examples include, but are not limited to: inappropriate touches, looks, comments, jokes, vulgar language, and gestures. Even writing or drawing pictures can be a form of sexual harassment.

Education Code Section 48900.2 – Allows for suspension or expulsion of children at the 4th grade level and higher for sexual harassment as defined in Education Code section 212.5.

Note: Any report of sexual harassment may lead to an arrest and/or suspension.

**TOBACCO-FREE SCHOOLS**

The Governing Board recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff.

The Board prohibits the use of tobacco products at any time in the district-owned or leased buildings, on district property, and in district vehicles, (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083).

This prohibition applies to all employees, students, and visitors at any instructional program, activity, or athletic event.

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. (Health and Safety Code 104495)

Field Trips

Field trips policies:

- Notify teachers in advance if you plan to attend.
- If space is limited on the bus, parents will not be allowed to ride the bus.
- Due to safety and liability concerns, no siblings will be allowed to go on class field trips.

MERQUIN ELEMENTARY SCHOOLWIDE DISCIPLINE PLAN

At Merquin we hold the following core values:

- **RESPECT:** we (every student and adult) choose to treat each other with dignity and respect.
- **RESPONSIBILITY:** we are responsible for our own behavior and for solving, with guidance from adults, or peers the problems we create.
- **RELATIONSHIPS:** We want to be persons who give our very best to making and keeping healthy relationships with our peers, our teachers (adults), and with our family.
- **LEARNING and GROWING:** We want to be persons who give our best effort to learning all we can, all the time. This includes academics, values, and citizenship. We know that every problem or assignment or failure is an opportunity to learn important lessons.



At Merquin we use a discipline program adopted by our district called Positive Behavior Interventions and Supports (PBIS). PBIS is an approach to supporting students to be successful in schools. It is a program that focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate.

School Wide Expectations are based on our school's Core Values (Respect, Responsibility, Relationship, Learning and Growing). The expectations will be taught in the classroom and at the assemblies. School Expectations Posters will be disseminated throughout the school; cafeteria, hallways, library, playground, office, bus area, and classrooms. You will find samples of the posters throughout our handbook and below. During the first week of school, we will focus on teaching the school-wide behavioral expectations.

PLAYGROUND EXPECTATIONS:



LIBRARY EXPECTATIONS:



VOICE LEVEL 0-1

We show MERQUIN PRIDE

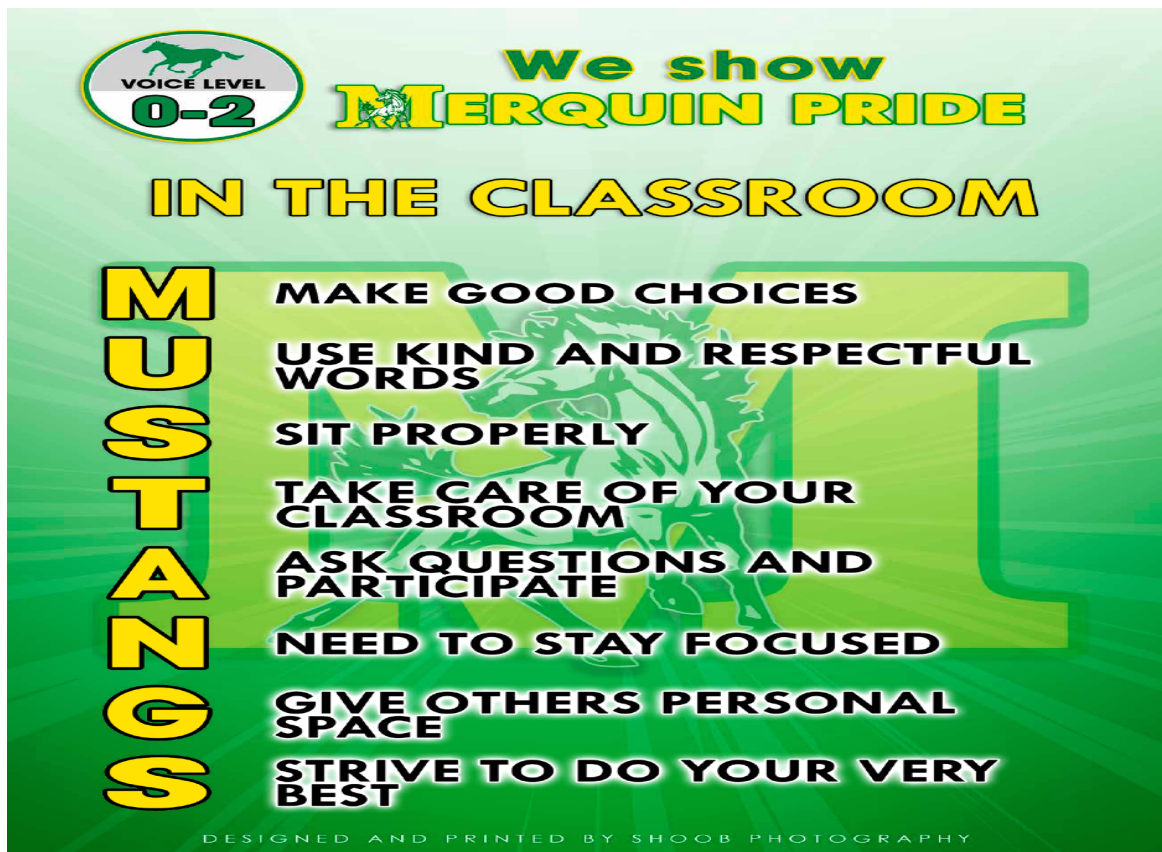
IN THE LIBRARY

MUSTANGS

- MAKE "JUST RIGHT" BOOK CHOICES**
- USE SHELF MARKERS PROPERLY**
- SIT AND READ QUIETLY UNTIL READY**
- TAKE CARE OF THE BOOKS**
- ALWAYS RETURN YOUR BOOKS ON TIME**
- NEED TO STAY ON TASK AND TAKE TURNS**
- GO IN QUIETLY**
- STRIVE TO BE A BETTER READER**

DESIGNED AND PRINTED BY SHOOB PHOTOGRAPHY

CLASSROOM EXPECTATIONS:



VOICE LEVEL 0-2

We show MERQUIN PRIDE

IN THE CLASSROOM

MUSTANGS

- MAKE GOOD CHOICES**
- USE KIND AND RESPECTFUL WORDS**
- SIT PROPERLY**
- TAKE CARE OF YOUR CLASSROOM**
- ASK QUESTIONS AND PARTICIPATE**
- NEED TO STAY FOCUSED**
- GIVE OTHERS PERSONAL SPACE**
- STRIVE TO DO YOUR VERY BEST**

DESIGNED AND PRINTED BY SHOOB PHOTOGRAPHY

COMPUTER LAB EXPECTATIONS



**We show
MERQUIN PRIDE**

IN THE COMPUTER LAB

**M
U
S
T
A
N
G
S**

**MUST FOLLOW THE RULES OF
DIGITAL CITIZENSHIP**

**USE DEVICES
APPROPRIATELY**

**STAY FOCUSED AND WAIT
FOR DIRECTIONS**

**TOUCH ONLY YOUR OWN
EQUIPMENT**

**ASK FOR ASSISTANCE WHEN
NEEDED**

**NEED TO ENTER AND EXIT
QUIETLY**

GET TO WORK QUICKLY

**STAY IN YOUR ASSIGNED
SEAT**

DESIGNED AND PRINTED BY SHOOB PHOTOGRAPHY

IN THE HALLWAY



**We show
MERQUIN PRIDE**

IN HALLWAYS

**M
U
S
T
A
N
G
S**

MAKE GOOD CHOICES

USE WALKING FEET

STAY IN THE CENTER

**TREAT EVERYONE WITH
RESPECT**

**ALWAYS KEEP OUR
HALLWAYS CLEAN**

NEED HELP? ASK AN ADULT

**GO DIRECTLY TO YOUR
LOCATION**

SMILE AND GREET OTHERS

DESIGNED AND PRINTED BY SHOOB PHOTOGRAPHY

IN THE RESTROOM



**We show
MERQUIN PRIDE**

IN THE RESTROOM

**M
U
S
T
A
N
G
S**

**MUST REPORT PROBLEMS TO
AN ADULT**

USE TOILETS PROPERLY

**SINKS ARE FOR WASHING
HANDS**

THROW AWAY TRASH

**ALWAYS WASH YOUR
HANDS**

**NEED TO RETURN TO YOUR
AREA**

GIVE OTHERS PRIVACY

SNACKS STAY OUTSIDE

DESIGNED AND PRINTED BY SHOOB PHOTOGRAPHY

IN THE COMPUTER LAB



**We show
MERQUIN PRIDE**

IN THE COMPUTER LAB

**M
U
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N
G
S**

**MUST FOLLOW THE RULES OF
DIGITAL CITIZENSHIP**

**USE DEVICES
APPROPRIATELY**

**STAY FOCUSED AND WAIT
FOR DIRECTIONS**

**TOUCH ONLY YOUR OWN
EQUIPMENT**

**ASK FOR ASSISTANCE WHEN
NEEDED**

**NEED TO ENTER AND EXIT
QUIETLY**

GET TO WORK QUICKLY

**STAY IN YOUR ASSIGNED
SEAT**

DESIGNED AND PRINTED BY SHOOB PHOTOGRAPHY

PRIDE TICKETS

Pride Tickets are tickets given to students when they are caught modeling our school's Core Values. They are given by any staff member. Students will place their pride ticket in their classroom's Pride Ticket Box. At the end of each week during our Friday assembly the principal will choose a ticket from each teacher's box and those students will receive extra recess with a friend that they choose. Those students will have their picture taken and be placed in our Pride Wall in front of our school's office.

GOLDEN BUS TICKET



GOLDEN BUS TICKET

STUDENT'S NAME _____ TEACHER _____

YOU WERE CAUGHT BEING:

- ☐ **Kind & Respectful**
- ☐ **Responsible**
- ☐ **Safe**

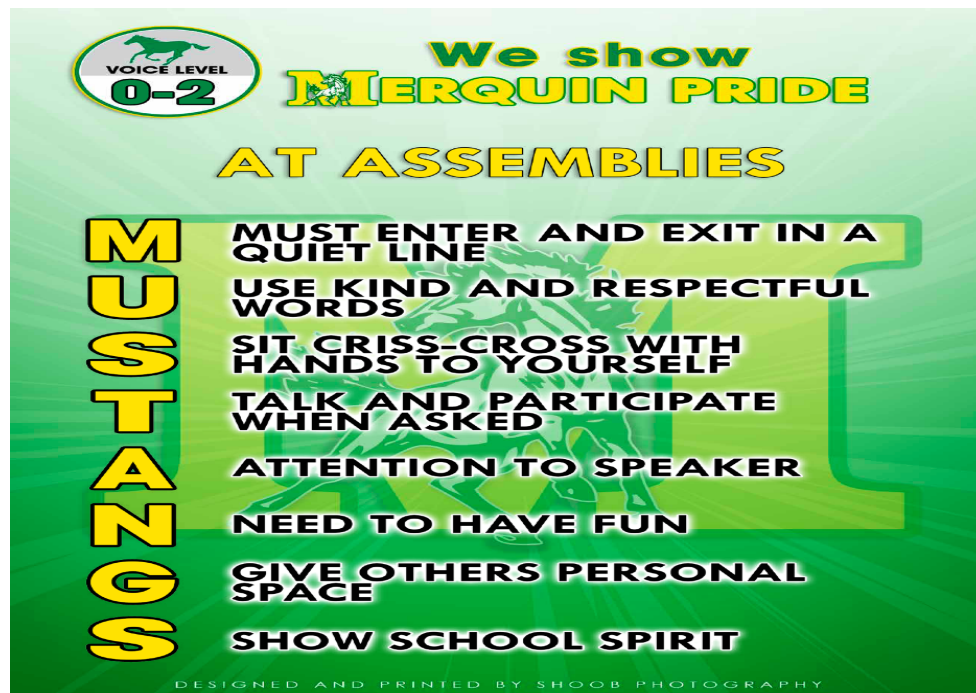
DRIVER _____



As part of our PBIS incentives students that ride the bus and that are caught being Kind & Respectful, Responsible and Safe on the bus can get a Golden Bus Ticket from any of the bus drivers.

ASSEMBLIES

Every Friday we will have a short assembly to acknowledge students good behavior, birthdays, go over school expectations, and count spirit wear. We encourage your child to wear school colors on Fridays.



 **We show MERQUIN PRIDE**

AT ASSEMBLIES

MUSTANGS

- MUST ENTER AND EXIT IN A QUIET LINE**
- USE KIND AND RESPECTFUL WORDS**
- SIT CRISS-CROSS WITH HANDS TO YOURSELF**
- TALK AND PARTICIPATE WHEN ASKED**
- ATTENTION TO SPEAKER**
- NEED TO HAVE FUN**
- GIVE OTHERS PERSONAL SPACE**
- SHOW SCHOOL SPIRIT**

DESIGNED AND PRINTED BY SHOOB PHOTOGRAPHY

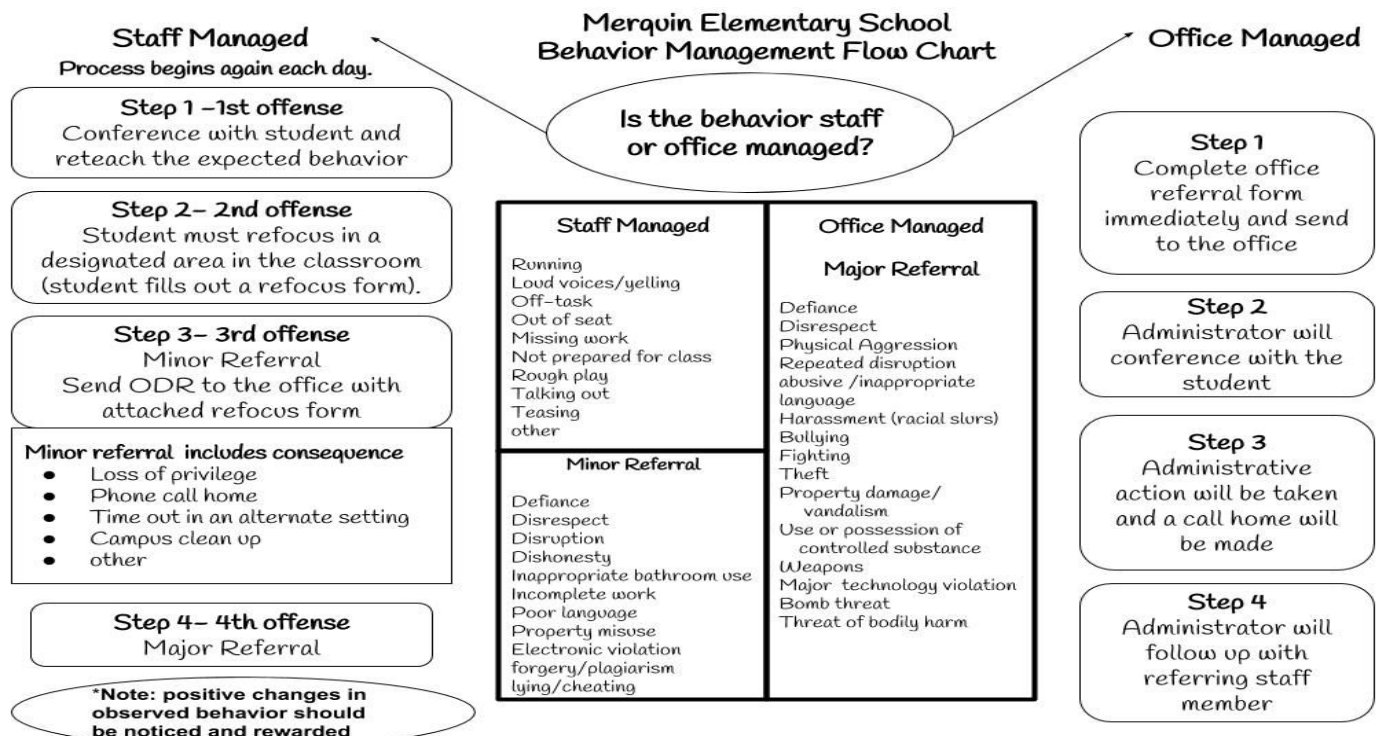
OFFICE DISCIPLINE REFERRAL

The following is a sample of our Office Discipline Referral. All referrals are entered into a program SWIS. Parents can request a copy of their student's discipline history at anytime or making making an appointment with the principal. School problems will be handled by school personnel and criminal activity will be referred to the proper authorities.

Merquin Office Discipline Referral			
Student: _____ Grade: TK K 1 2 3 4 5 Referring Staff: _____	☐ Minor ☐ Major ☐ Entered into SWIS INT: _____ Date: _____	Date: _____ Time: _____	Location ☐ Classroom ☐ Playground ☐ Cafeteria ☐ Bathroom ☐ Library ☐ Hallway ☐ Bus loading zone
Minor Behavior	Major Behavior	Possible Motivation	Witnesses/ Others Involved
☐ Defiance ☐ Disrespect ☐ Poor language ☐ Minor physical contact ☐ Minor technology violation ☐ Disruption ☐ Property misuse _____	☐ Defiance ☐ Disrespect ☐ Fighting ☐ Forgery/theft/ plagiarism ☐ Lying/cheating ☐ Physical aggression ☐ Bullying ☐ Harassment /racial ☐ Repeated disruption ☐ Tech violation ☐ Weapons ☐ Drugs /alcohol ☐ Damage /vandalism ☐ Inappropriate language _____	To Get: ☐ Peer Attention ☐ Adult Attention ☐ Activity _____ To Avoid: ☐ Peer Attention ☐ Adult Attention ☐ Activity _____	
Referring Staff Action Taken (Listed Progressively)	Administrative Action Taken	Comments	
☐ Conference with student ☐ Individualized instruction ☐ Time-out (recovery) ☐ Alternative Classroom ☐ Loss of privilege ☐ Parent contact ☐ Other	☐ Parent contact ☐ Conference with student ☐ Loss of privilege ☐ Action pending ☐ In School/ Home Suspension Duration: _____ ☐ Other : _____		

DISCIPLINE FLOW CHART

Teachers follow the following flowchart when addressing discipline:



BEHAVIORAL REFLECTION SHEETS

Grades 3rd -5th

Grades TK-2nd

Merquin Mustang Problem Solving Form

Name: _____ Grade _____ Date _____

What happened? Who owns this problem? (List the names of those involved):

What is your PLAN to SOLVE THE PROBLEM? Remember to use one of our school's core values.

Student Signature: _____

Entered into SWIS: Yes ____ No ____ Date: _____

BEHAVIOR REFLECTION SHEET	
How were you feeling?	
 sad	 confused
 mad	 scared
 other	
What happened?	
☐ Not on task	☐ Not following Directions
☐ Not using kind Words	☐ Being Disrespectful
☐ Pushing or Hitting	☐ out of Seat
☐ Arguing	☐ other _____
What will you do differently next Time?	
_____ _____ _____	
Student signature _____	Teacher signature _____

SUSPENDABLE AND/OR EXPELLABLE OFFENSES

48900. A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (q), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil 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, a 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 a 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 either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit 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 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 pupil 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, or negotiated to sell 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 a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal **Code** or committed a sexual battery as defined in Section 243.4 of the Penal **Code**.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a 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. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended

or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school sponsored activity.

MERQUIN SCHOOL DRESS GUIDELINES

It is the goal of Merquin School to guide and direct our students to become productive and responsible citizens. We feel it is important that our dress guidelines reflect this statement. Our school board policy designates that the parent and student assume the major responsibility for decisions regarding student dress and grooming. However, the school does reserve the right to correct dress and grooming practices which distract from an appropriate school atmosphere, cause disruption, are unsafe and/or constitute sexual harassment. After many hours of discussion, the School Site and Advisory Councils jointly adopted the following guidelines:



Grooming/Dress practices include:

1. Shoes appropriate to the activity, are required to be worn on school grounds at all times unless specifically excused for special activities. This is a safety requirement made to avoid foot injuries. For safety reasons sandals without straps and specialty athletic shoes, such as cleated or spiked shoes are not permitted.
2. Dress, skirt, and shorts length shall be within the bounds of decency and good taste. An example of inappropriate dress for school is having an entire thigh exposed.
3. Bare midriffs, halter tops, see-through outfits, tube tops, backless tops, low cut or revealing tops, mesh shirts, and off the shoulder tops are inappropriate for school wear. Under garments should never be exposed.
4. As a common courtesy, sunglasses will not be worn inside the classroom.
5. Clothing with inappropriate advertising, vulgar, sexual, and/or offensive/obscene pictures or slogans, promotion of drugs/alcohol use, and gang related symbols or insignias are not to be worn on school grounds, or to activities representing the school.
6. All pants must be worn at the waist. Oversized pants and long belts will not be allowed.
7. Hats may be worn to and from school and during outside activities, but will be removed whenever a student enters a school building.
 - a) Students will be given a warning with no consequences if the above rule is not followed.
 - b) If a second warning is issued, the student's hat will be removed and placed in the possession of the teacher or appropriate supervisor.
 - c) If warnings are not heeded on a persistent basis, teacher/supervisors have the right to confiscate a student's hat and hold it until it is redeemed by a parent, through a school visit, or satisfactory note.
8. Colored hair which is disruptive to the learning environment is not accepted.
9. Chains are not allowed at school nor any other inappropriate and dangerous objects.



All grooming and dress guidelines will be thoroughly discussed with students and parents prior to enactment, and will be published in the student handbook and newsletters. This will enable everyone to clearly understand the expectations and responsibilities which are delineated by the guidelines and statements.

Parents/Guardians, please make sure to read, complete, and return to school the last page of this handbook which concerns our behavior code. Signing this acknowledges that you and your child understand and agree to abide by the behavior codes in place at Merquin Elementary School.

As provided in the Educational Code of the State of California the parent/guardian is responsible financially and otherwise for the willful misconduct of his or her child.

It is the responsibility of the parents/guardians to read and understand the Merquin Elementary School Student Handbook and Behavior Code. The purpose is to ensure that you and your child are aware of the rules and that you will assist in cooperating with the school to maintain and encourage proper standards of behavior and student safety.

By signing and returning the form below, you acknowledge that you support the school's effort in providing your child with the best learning environment possible.

BEHAVIOR CODE

STUDENT, PARENT/GUARDIAN SIGNATURE FORM

This form will be placed in the student's cumulative file and will remain in it
As part of his/her record.

I have read and discussed the Merquin Elementary School Student Handbook and Behavior Code with my son/daughter and will support and abide by it.

Date Received: _____

Student's Name (Print) _____ Grade _____

Student's Signature _____ Date _____

Parent/Guardian(s) used to verify your correspondence.

Home Address Telephone

Mother's Work Place and Address Telephone

Father's Work Place Address Telephone

Contact Person in case of an Emergency Telephone

1. _____ 2. _____
Contact email address or addresses:

Please return this page to the classroom teacher as soon as possible.