

*Manzanita School*  
*2017 – 2018*  
*Student/Parent*  
*Handbook*



*Home of the Mustangs*

# Manzanita School Student Handbook 2017-2018

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**MANZANITA ELEMENTARY SCHOOL DISTRICT  
627 E. EVANS-REIMER ROAD  
GRIDLEY, CALIFORNIA 95948  
(530) 846-5594**

**MANZANITA ELEMENTARY SCHOOL BOARD OF TRUSTEES**

Colleen Dugan, Member 206 E. Evans Reimer Road Gridley, CA 95948 Home (530) 846-6720	Chris Alexander, President 432 Winters Court Gridley, CA 95948 (530) 846-2956
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Chris Engelmann, Member 395 O'Brien Avenue Gridley, CA 95948 (805) 423-0837	Brenda Donnahoe, Clerk 965 E. Evans Reimer Road Gridley, CA 95948 (530) 846-6325	Darin Pantaleoni, Member 1019 Center Avenue Gridley, CA 95948 (530) 846-3332
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Manzanita Representative to the Gridley Unified School District Board

Lena Sannar  
131 W. Evans Reimer Road  
Gridley, CA 95948  
(530) 846-7939

**DISTRICT / SCHOOL PERSONNEL**

**Administrative Staff**

Minden King	- District Superintendent/School Principal
Kristin Dell'Immagine	- Teacher-In-Charge
Suzanne Carter-Herboldshimer	- District/School Business Manager
Brittany Short	- District/School Business Manager
Shelly Cahoon	- District/School Secretary

**Auxiliary Staff**

Tom Miller	- Psychologist
Beckie Kersting	- School Nurse
Aimee Phillips	- Speech/Language Therapist

**Support Staff**

TBD	- Instructional Aide
Jessica Bowling	- Library Clerk/Instructional Aide
Kelsey Francis	- Instructional Aide
Rosa Salazar	- Instructional Aide
Brianna Swanson	- Custodial/Maintenance/Bus Driver
Irene Martinez	- Instructional Aide
Cynthia Olschowka	- Instructional Aide
Peggy Reed	- Cafeteria Aide
Jose Santana	- Custodian/Grounds/Bus Driver
Bobbie Fillmore	- Instructional Aide/Cafeteria Clerk

## Teachers

Ann Dempsey	Transitional Kindergarten/Kindergarten	Room 10
Rebecca Carstensen	Kindergarten	Room 13
Elizabeth Boyer	First	Room 8
Mary Jo Leonard	Second	Room 11
Catherine Walther	Second/Third	Room 7
Kristin Dell'Immagine	Third	Room 12
Lora Askea	Fourth	Room 15
Michelle Cable	Fifth	Room 14
Summer Landon	Fifth	Room 16
Alison Harwood-Jones	Middle School Science/Math/Technology/Language Arts	Room 14
Lisa Martin	Middle School Language Arts/Math/Science	Room 3
Joanna McClellan	Middle School Science/Math/Technology/ Language Arts	Room 2
James Schroeder	Middle School Social Science/Math/AVID	Room 5
Linda Rice	Resource Specialist	Room 4
Joanne Engelmann	G.A.T.E	Room 6
Lawna Sannar	Physical Education	Gym
Lena Sannar	Music	Room 6
Jen Denzel-Sams	Reading Intervention	

## INTRODUCTION TO MANZANITA SCHOOL

### Daily Schedule

#### Regular Day

Transitional Kindergarten	8:20 a.m. – 11:48 p.m.	Monday through Friday
Kindergarten	8:20 a.m. – 11:48 p.m.	Monday through Friday
Grades 1-8	8:20 a.m. - 2:45 p.m.	Monday through Thursday

Students are not to arrive earlier than 8:00 a.m. unless they ride the bus. Any student arriving at school prior to 8:00 a.m. is to report immediately to the school cafeteria and is to remain there until the playground supervisor on duty releases them to the playground. There is no supervision on the playground until 8:00 a.m.

Any student arriving after 8:20 a.m. is to go immediately to the office for a tardy slip before going to class.

### Minimum Day

#### Every Friday

Transitional Kindergarten	8:20 a.m. – 11:48 p.m.
Kindergarten	8:20 a.m. – 11:48 p.m.
Grades 1-8	8:20 a.m. - 1:30 p.m.

Refer to the school calendar for scheduled minimum days. Other minimum days may be scheduled during the year. Notification will be sent home in advance.

## District / School Office Hours

The Manzanita School Office staff is happy to help with any questions or concerns you may have. Please feel free to call.

**Manzanita School Office Hours are 7:30 a.m. to 4:00 p.m. Monday through Friday**

**Phone: (530) 846-5594**

**Fax: (530) 846-4084**

## Manzanita Compact

The mission of Manzanita Elementary is "to graduate confident, responsible, entrepreneurial learners with strong academic and personal life skills who are empowered to direct their own futures." This mission can only be accomplished if teachers, parents and students all work together. As partners we agree to:

### Staff

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards.
- Respect the school, students, staff and families.

### Students

- Come to school on time, ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Respect the school, classmates, staff and families.
- Read (20 minutes TK-3, 30-45 minutes for grades 4-8).

### Family / Parents

- Provide a quiet time and place for homework and monitor TV and computer use and viewing.
- Read to my child or encourage my child to read every day (20 minutes TK-3, and 30-45 minutes for grades 4-8).
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as school decision making, volunteering and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.



# MANZANITA SCHOOL CALENDAR 2017 - 2018

627 E. Evans-Reimer Road, Gridley, CA 95948  
ADOPTED APRIL 12, 2017

Wk	Day of Week						Mo. No.	Activity	Student Days	Staff Dev. Days	Teacher Days	Min. Days		
	Month	M	T	W	Th	F						1-3	4-8	
1	Aug.	7	8	9	10	11								
2		14	15	16	17	18								
3		21	22	23	24	25		August 21/22 - Staff Development Day - August 23- Employee Workday; BC Fair 8/24-27						
4		28	29	30	31	1	1st	August 28 - First Day of Classes						
5	Sept.	4	5	6	7	8		September 4 - Labor Day Holiday						
6		11	12	13	14	15		Back to School Night, September 12 - (K-5) & September 13 - (6-8)	14	2	15	4	4	
7		18	19	20	21	22								
8		25	26	27	28	29	2nd							
9	Oct.	2	3	4	5	6								
10		9	10	11	12	13			34	20		4	4	
11		16	17	18	19	20								
12		23	24	25	26	27	3rd							
13		30	31	1	2	3								
14	Nov.	6	7	8	9	10		November 9- End of First Trimester , November 10 - Veteran's Day Holiday	53	19	0	19	3	3
15		13	14	15	16	17								
16		20	21	22	23	24	4th	November 22 & 24 -Local Holiday; November 23 - Thanksgiving Holiday						
17		27	28	29	30	1		November 27 - December 1 - Parent Conferences						
18	Dec.	4	5	6	7	8			68	15	0	15	7	7
19		11	12	13	14	15		December 20 - Christmas Program						
20		18	19	20	21	22		December 20 - Christmas Program December 22-Jan 5 Christmas Break						
21	Jan.	8	9	10	11	12	5th	Classes Resume January 8						
22		15	16	17	18	19		January 15- Martin Luther King Jr. Holiday Jan 19-End of First Semester						
23		22	23	24	25	26			91	23	0	23	5	5
24		29	30	31	1	2								
25	Feb.	5	6	7	8	9	6th							
26		12	13	14	15	16		February 16 - Lincoln's Birthday						
27		19	20	21	22	23		February 19 - President's Day	109	18	0	18	3	3
28		26	27	28	1	2								
29	Mar.	5	6	7	8	9	7th	March 9- End of Second Trimester						
30		12	13	14	15	16								
31		19	20	21	22	23		March 19-23 Primary Parent Conf., Min. Days 1st - 3rd;	129	20	0	20	8	4
32		26	27	28	29	30		March 30 -Local Holiday- Travel Day						
33	Apr.	2	3	4	5	6	8th	April 2-April 6 Spring Break						
34		9	10	11	12	13			143	14	0	14	3	3
35		16	17	18	19	20								
36		23	24	25	26	27								
37		30	1	2	3	4	9th	May 3-Open House						
38	May	7	8	9	10	11			163	20	0	20	5	5
39		14	15	16	17	18								
40		21	22	23	24	25								
41		28	29	30	31	1	10th	May 28 - Memorial Day Holiday						
42	June	4	5	6	7	8								
43		11	12	13	14	15		June 13 - Graduation - Last Day, End of Third Trimester; June 14 -Employee Workday	180	17	0	18	4	4
		18	19	20	21	22	11th		180		0	0	0	0
<b>TOTAL DAYS</b>									180	2	182	46	42	

- Student Non-Attendance Days
- Required Legal Holidays (EC 37220) (Dec 25, Jan 1, July 4)
- [ ] Staff Development Days
- bold** Minimum Days
- // Local Holidays (EC37220) (Dec. 24)
- End of Grading Period
- ( ) Employee Work Day

November 9 - End of First Trimester
January 19 - End of First Semester
March 9 - End of Second Trimester
June 13 - End of Third Trimester

53 Days	Total Minimum Days	1-3	46
86 Days	Total Regular Days	1-3	134
119 Days	Total Minimum Days	4-8	42
180 Days	Total Regular Days	4-8	138

## School Closed Campus Policy

Manzanita School has a closed campus policy. Students shall not leave the school grounds at any time during the school day until regular dismissal time. At dismissal time, all students not participating in after-school activities **shall go directly home** and those participating in after school activities are not to leave campus.

When it is necessary, parents may check a student out during the school day by going to the school office and signing their child out.

STUDENTS SHALL NOT LEAVE THE SCHOOL GROUNDS DURING THE DAY TO GO TO THE CORNER STORE AND RETURN TO SCHOOL WITHOUT THEIR PARENT. Traffic on Larkin Road presents a safety hazard that cannot be ignored. We ask all parents, Transitional kindergarten through eighth grades, to support the school regarding this safety rule.

**Please note:** School grounds are open for public use, dawn to dusk, except during school hours 7:30 a.m. to 5:45 p.m. and during special school events.

Also, students who "visit" the school grounds during student vacation days must stay away from buildings and workers, and must obey all school rules as if school were in session.

### Students and the Office

The office is here to help students, but we also need student cooperation when visiting the office. This is especially true at peak traffic times like just before and after-school.

Manzanita Behavior Standards are that all students should, **"Be Safe, Be Kind and Be Responsible."** The **SCHOOLWIDE / CLASSROOM BEHAVIORAL STANDARDS** are listed under the **"CITIZENSHIP AT SCHOOL"** section of the **Student/Parent Handbook**. For students using the office, these standards are clarified below.

<b>Be Safe</b>	<b>Be Kind</b>	<b>Be Responsible</b>
<ul style="list-style-type: none"> <li>• Sit in chairs appropriately</li> <li>• Enter office through front door, not the cafeteria door.</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and exit quietly.</li> <li>• Use polite manners (please and thank you).</li> <li>• Use inside voices.</li> <li>• Wait to be addressed.</li> </ul>	<ul style="list-style-type: none"> <li>• Know why you are there.</li> <li>• Wait your turn.</li> <li>• Clean up when you leave.</li> <li>• Stay in office until picked up.</li> </ul>

During the day under most circumstances, students should have written permission (signed pass) from their teacher or the yard duty supervisor to come to the office. **Only the student needing assistance should come. Please, DON'T BRING YOUR FRIENDS!** The office is small and busy. Please respect the people who are working in the office. Enter quietly and wait to be helped.

Parents can help eliminate office congestion by picking up your child by 3:00 Monday-Thursday and by 1:45 on Fridays, or letting them know ahead of time that someone else will be picking them up from school. These arrangements should be made at home ahead of time so that your child is not unsettled at school, not knowing how they will be getting home. Teachers are on duty from 2:45-3:00 M-TH and from 1:30-1:45 on Fridays to make sure your child is picked up, gets on the bus, etc. Any child (TK-8) that is not picked up on time is brought to the office to call a parent and will be required to stay in the office until they are picked up. Students are not allowed to leave the office because there are no adults on duty after that time. It is not acceptable for a child to have to wait in the office day after day to be picked up from school.

## Telephone Use

Telephones are located in all classrooms and in the gym. Use of the school phones shall be limited to recesses, except in the case of illness. **Only necessary calls will be permitted.** Social arrangements should be made from home, ahead of time or bring a note regarding how students are to get home. Students in the After-School Sports Programs should also have pre-arranged transportation plans, no excuses! Plan ahead! Bring those uniforms! Make those arrangements ahead of time, including who is driving!

**Manzanita strongly discourages students from bringing cell phones to school. If brought to school, missing cell phones will not be sought after, if lost or stolen. Student cell phones are not to be used by students at Manzanita before or during school unless authorized by a staff member.** Students may use cell phones after school for parent contact only. Exceptions may occur for evening functions to contact parents but normally should remain off. Cell phones are never to be used as a camera, for music, games, etc. unless authorized by a staff member.

### Student cell phone consequences:

1. First Time                      Cell phone is taken from the student and given to the principal. Student will conference with the principal and the cell phone will be returned to the student at the end of the day.
2. Second time                    Cell phone is taken from the student and given to the principal. Parent will be contacted to pick up cell phone.
3. Further repeat                Above consequences, citation and disciplinary action for repeated defiance.

## Tobacco Free Campus

The Manzanita School District Governing Board recognizes the health hazards associated with tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. In accordance with state and federal law, smoking is prohibited in all district facilities and vehicles. The Board further prohibits the use of tobacco products at all times on district grounds. This prohibition applies to all employees, students and visitors at any activity or athletic event on property owned, leased or rented by or from the district.

## Visitors – Check In

**All visitors must check in with the school office before going to a classroom.** Students from other schools are not allowed to visit during office hours (7:30 a.m. to 4:00 p.m.). Preschool children may not visit classrooms unless accompanying parents on a special day.

## Student Drop-Off and Pick-Up from Driving / Parking Lot

If a student is waiting for a ride, they are to sit or stand quietly at the bench area in the loading area. Don't run around and don't leave the bench area without adult permission.

Student safety is our number one concern. Be sure you and your child follow the driving and parking lot expectations:

1. **Unless a parent accompanies their child, all students must use the crosswalk to cross the street, accompanied by a staff member.**
2. Parents are to use the school parking lot to turn their car around, not the neighbor's driveway or "U" or "Y" turns on E. Evans-Reimer Road.
3. Please do not block eastbound traffic by turning north into the front of the school's drive through when heading eastbound. Please continue east and turn into the east parking area. Follow arrows.
4. Please be patient and respectful of other drivers.
5. Park cars in designated spots only.
6. We encourage you to park behind the gym or pick up your children by the gym to help with traffic congestion.
7. **Students are not to cross the parking lot without an adult. Parents are to accompany their child(ren) when crossing the parking lot.**
8. **Unless you are on a curb, DO NOT call your child to step into the driveway to go to your car. Park in a designated parking space and get your child.**
9. When dropping off and picking up your child(ren) do not park your car along the curb and leave your car unattended. Please park in a designated parking spot.
10. **When picking up or dropping off your children, please move forward as far as possible.**

Manzanita Behavior Standards are that all students should, "Be Safe, Be Kind and Be Responsible." The **SCHOOLWIDE / CLASSROOM BEHAVIORAL STANDARDS** are listed under the "CITIZENSHIP AT SCHOOL" section of the Student/Parent Handbook. The student drop off and pick up standards are clarified below.

<b>Be Safe</b>	<b>Be Kind</b>	<b>Be Responsible</b>
<ul style="list-style-type: none"> <li>• Use sidewalks and crosswalks.</li> <li>• Only cross driveway or streets when accompanied by an adult.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive on time.</li> <li>• Leave on time.</li> </ul>	<ul style="list-style-type: none"> <li>• Get the teacher's permission to use the classroom phone.</li> <li>• If your ride is late, go to the office and wait until you are picked up.</li> </ul>

## ABSENCES / TARDIES / TRUANCIES

### Attendance Tips

Students learn best when they are in school. Good attendance and punctuality are life skills that are developed beginning in kindergarten. Please help your children understand the importance of school by minimizing the amount of time they are absent. Please help in every way you can to have them **AT SCHOOL, ON TIME, EVERYDAY.**

**Excellent attendance is EVERYONE'S business. The student, the student's parents, and the school MUST WORK COOPERATIVELY to ensure each student the greatest opportunity to succeed.** The only time children should be absent is when they are truly sick or because of a family emergency. Please call the school (530) 846-5594 and let us know when your child is going to be absent. When the student returns, send a signed note explaining the reason for the absence and the dates of the absence. If the student misses school because of a medical or dental appointment, please have the doctor's office give you an appointment verification slip.

If your child must miss school for 5 or more days and you know about it in advance, please use the **Independent**

**Study Program.** The Manzanita School District only receives funds for students when the students are at school or on Independent Study. When a child is not at school or on independent study, the school does **not** receive the daily apportionment for that child. Lost revenue diminishes our opportunities to provide the best educational program for each and every Manzanita student.

Verification of absences is mandated by State Law in order to maintain required school records. Students who have a medical or dental appointment should not miss the whole day, unless they are too ill to return to school. If you prefer to call rather than write a note, please call 846-5594 to report the reason for the absence.

Note: Requests for Inter-district Attendance Agreements will be denied if a student has absences or tardies exceeding 10% of the school year or if the student is truant.

### Excessive Absences

Education Code 46011 states that, "absences due to illness shall be verified by the District as described by the Superintendent of Instruction." Therefore,

- Absences of 5 or more consecutive days must be verified by a doctor's/medical note.
- When a student has excessive absences, 10 days or more for illness in a school year, or when the number of days absent equals to ten percent (10%) of the total school days for the current school year, all further illness absences must be verified by a physician, school nurse or other school personnel. All absences not verified when required will be unexcused and will be considered truant absences. Students who are truant will be referred to SARB (Student Attendance Review Board).

### Excused / Unexcused Absences

The following is a list of reasons that are considered as legal or excused absences. Please remember that the school does not receive funding even when a child has an "excused" absence:

1. Illness
2. Going to a doctor or dentist appointment
3. Attending a religious celebration (please notify the office in advance)
4. Quarantine for a contagious disease (for example, chicken pox, scabies, etc.)
5. To attend the funeral of an immediate family member
6. Administrator may give personal excuse for compelling personal/educational reasons

Emergency situations do arise when it seems necessary to keep a child out of school. These situations should occur very rarely. If they do, please notify the school.

The following example of absence excuses are **not legal excuses** for absence and must be recorded as unexcused:

1. Babysitting.
2. Missed the bus/no transportation.
3. Went shopping.
4. Overslept; forgot the alarm.
5. Went hunting or fishing.
6. No clean clothes to wear.

7. No shoes.
8. It is the child's birthday.
9. Child stayed home to work.
10. Kept child home to visit with relatives who are in town.
11. Didn't want child to go on a field trip.
12. Thought it was a holiday.
13. Because the child wants to stay home.

EVERY ABSENCE MUST BE VERIFIED BY A NOTE OR TELEPHONE CALL FROM THE PARENT STATING THE DATE OF THE ABSENCE AND THE REASON FOR THE ABSENCE.

### Student Attendance Review Board (S.A.R.B) (EC 48320, 48321, 48323)

**It is the parent's legal responsibility to ensure that their child attends school. Students who have attendance problems with unexcused absences, excessive absences or excessive tardies will be referred to the S.A.R.B. for intervention. Agreements between the S.A.R.B. and family must be complied with. Failure to comply with the agreement will be referred to the District Attorney's Office and financial penalties may be assessed against parents for failure to send their child to school.**

### Tardies

**If a student is late to school, he or she must check in at the office to obtain a tardy slip before proceeding to class.** Student tardiness can be a serious problem. It deprives the student of valuable instruction time and interrupts the teacher and the class. Consistent and/or excessive tardiness (more than 1 per month) will result in disciplinary action by the teacher and/or principal. Chronically late students (more than 1 per week) will result in disciplinary action by the principal.

### Truancy

The Education Code of the State of California defines truant as "Any pupil subject to full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district".

Truants may be referred to the School Attendance Review Board (S.A.R.B.). **This policy will be enforced! SEE "SCHOOL ATTENDANCE REVIEW BOARD".**

### When A Note Is Necessary

Please send a note signed by the parent/guardian whenever:

1. Your child has been absent from school, please include the reason for the absence and the date(s) of the absence.
2. Your child has a medical or dental appointment.
3. You or a doctor is excusing your child from P.E. (Please review the Physical Education Section)
4. Walks to any other place except home, or rides with anyone except his/her own parents.
5. Your child usually rides the bus, but is to be excused from riding the bus home in the afternoon.
6. Your child wants to get off the bus at a stop other than the regular stop.

Students who plan to walk or ride bikes to and from school every day **may bring one note that will be good for the whole year.**

### Teacher Request

Any parent wishing to request a teacher to be considered for their student for the next school year may do so by the last Friday of May. All requests must be in writing and be given to Mrs. Cahoon in the front office. No requests will be taken after that date.

### ACCIDENTS / INJURIES

In case you have an accident or you witness another accident, report to the nearest teacher or to the office.

The school district has purchased an injury policy that covers all Manzanita students for the school year. This policy provides coverage for any accidental injury sustained by the student during school hours or while participating in any school-sponsored activity. It also meets with the insurance requirements specified in the Education Code for the students who participate in after-school sports and activities. It is an "excess" policy, which means it pays only when your own insurance policy has been used to its limit. At that point, excess amounts may be claimed. If you have no individual coverage, this policy may be used at once.

### ACTIVITIES / CLUBS (PARENT / VOLUNTEERS)

#### Booster Club

##### 2017-2018 Officers

President	EmmaLee Bowling
Vice President	Janis Jansen
Treasurer	Amanda Hansen
Secretary	Heather Yost
Ways & Means	Bree Kelly
Publicity	Libby Tolman

The parent organization for Manzanita School is the Booster Club, formed in 1977-78. This group supports numerous special events and activities, including the after school sports program, conducts fund raising activities to provide money for sports trophies and awards, prizes for school contests, and other funds for student activities and school equipment.

All Manzanita parents are automatically Booster Club members. General Booster Club meetings are held in conjunction with the monthly school board meetings. At the April/May meeting the election of officers for the new year will take place. Monthly Booster Club meetings are normally held, at 6:00 p.m., in room 2, prior to School Board Meetings. All parents are invited!

**Three fundraisers are held each year.** They are the "Jog-A-Thon", the "Fall Festival/Chicken BBQ" and the "Read-A-Thon". The net Jog-A-Thon and Read-A-Thon money is split between the Booster club and individual classes based on class sales.

### **Where does the classroom money go?**

Classroom monies earned are used to help pay for field trips, class activities and instructional supplies.

**Where do all Booster Club monies go?** In previous years Booster Club monies earned have been used to support the following:

#### Income:

Jog-A-Thon  
Read-A-Thon  
Basketball Tournament  
Chicken BBQ  
Box Tops

#### Expenses:

Feather River Athletic League-all officials, league costs for all sports  
Sports Program - Uniforms/Supplies/etc.  
Read-A-Thon Prizes  
Jog-A-Thon Prizes  
Halloween Prizes, Easter Prizes  
Shady Creek Outdoor School Sponsor (see Board Policy)  
Student Council Conferences (see Board Policy)  
Christmas Program  
Coaching Mileage  
Manzanita Invitational Basketball Tournament - Refs  
Manzanita Invitational Basketball Tournament - Concessions  
Chicken BBQ Expenses  
STAR Award medals  
Advertising - Chicken BBQ  
Sports Banquet  
Misc. Gifts  
Postage / Bank Charges  
Super Citizens / Pizza with the Principal  
Super Citizens / Rewards Program  
Club/classroom support  
Misc. Expenses (Film/Supplies/etc.)

Wow!!!! Thank you Booster Club!!! Our entire athletic and awards programs owe you a lot of thanks!!!

**Party Fund:** At the beginning of each school year an envelope is sent home requesting donations for classroom party activities. This money is kept in a separate Booster party fund for Halloween, Christmas, Valentine's Day and Easter parties. Room parents are notified as to the amount available in each classroom party fund. Receipts must be kept and turned in to the Booster treasurer for reimbursement for party expenses. Party Funds money not spent is deposited into the class account.

**Additional Fundraisers:** At times classes may need to raise additional funds to support a specific class activity, such as field trips. Fundraisers involving student participation, like car washes, will need to be approved by the Superintendent/Principal. Any "new" fundraiser may need to be approved by the school board.



## Classroom Parties

Traditionally, Manzanita School has class parties at:

1. HALLOWEEN
2. CHRISTMAS
3. VALENTINE'S DAY
4. EASTER/SPRING BREAK

More detailed information will be provided during the year. **Please note that parents of students who do not celebrate these events or participate in parties are requested to keep their children in school for the entire school day. Appropriate alternate activities will be available.** If desired, parents can check out children from school at 1:30 p.m. **To help fund parties we request a \$5 donation (this covers your child's parties for the entire school year).**

## Field Trips

Field trips are an important part of the school program and enhance the learning experiences of students. Parents are informed and encouraged to participate in field trips. In the event that the field trip extends before or after school hours, parents are responsible for transporting their student to and from school at the arranged time.

Please note school wide field trip expectations:

1. If bus transportation is provided, students are to travel on the bus unless they are traveling with their parent.
2. Parents attending field trips are expected to help with student supervision and thus, **siblings are to not travel to a field trip of which they are not scheduled to attend.** Parent chaperones cannot supervise students on a field trip, while they are taking care of their own or other children who are not members of the class.
3. If parents are helping transport students other than their own student (Volunteer driver), they are to be sure to have a roster of all the students they are transporting and are to **return with the same students.** All Volunteer Drivers must follow the Volunteer Driver Expectations listed in the Volunteer Driver Section. If a parent chooses to provide transportation for **only** their own student to and from a school sponsored activity, they may do so and do not have to turn in proof of insurance because they are not a volunteer driver.
4. Students must turn in a completed and signed field trip permission slip **no less than 48 hours** prior to the field trip because transportation rosters are turned 24 hours prior to the time of departure. Parents who do not wish their child to attend a field trip need not sign the permission form. No child will be allowed to participate in a field trip without a permission slip signed by a parent or guardian. The school will provide the permission slip. It is the responsibility of the student to take the slip home to the parent. It is the student's responsibility to return the slip to school prior to the field trip. Students who do not go on field trips are to attend school and will be given alternative school work assignments.
5. **Fees-**The school is authorized to purchase tickets only for students, teacher in charge and chaperones to be handed out at the event.

**Please note: Transportation rosters are turned in 24 hours prior to the time of departure. Roster changes will not be made unless a parent, who previously was not planning to attend, is now able to go and wants to transport their own child.**

Field trips are a vital part of your child's educational experience. Many times we rely on parents to help with the transportation of our students. Please be sure to follow the guidelines below to ensure student safety.

## Volunteer Drivers

The Manzanita School District acknowledges the needed assistance by responsible volunteer drivers in order to provide transportation for numerous activities that otherwise would not exist without support. We sincerely appreciate this contribution. If you are transporting any child, other than your own, from the school to a school sponsored activity, you are considered a volunteer driver and must follow the process listed below. **Please note: A new "Volunteer Driver Form" needs to be completed each year.** The form is available in the office or on the Manzanita School website.

In order to provide the best assurance to both the volunteer driver and the school district, the following agreements should be made:

1. The volunteer driver has met all the legal requirements for possessing a driver's license, has an excellent driving record, and is 21 years of age or over (preferably a parent of one of the students).
2. The car being driven is in excellent condition and repair.
3. The driver accepts the added responsibility that comes from carrying extra individuals and therefore, is more conscious of all driving rules and regulations set forth by the State of California. The California Supreme Court has eliminated the protection of the former California Guest Law. Now a guest passenger may sue his host owner-driver.
4. The driver has an insurance policy that will act as the prime carrier for any liability incurred, with the following results and amount of coverage:
  - a. Bodily Injury Liability of not less than \$100,000 each person with \$300,000 each accident.
  - b. Property Damage Liability of a minimum of \$50,000 each accident OR combined single limit for Property Damage and Bodily Injury of \$300,000 for each accident.
5. The driver agrees to obtain from his/her insurance company a certificate of insurance indicating:
  - a. Name of Company
  - b. Policy Number
  - c. Limits of Liability
  - d. Expiration Date (**You need to have a current policy on file in the office. If the policy expires during the school year, an updated copy needs to be submitted.**)
6. The driver agrees to provide a "Driver Record Request" from the DMV website ([www.dmv.ca.gov/portal/dmv/detail/online/dr/welcome](http://www.dmv.ca.gov/portal/dmv/detail/online/dr/welcome)). The fee is currently \$2.00.

The volunteer driver is covered by Worker's Compensation while serving as a volunteer worker for the district. Please see the office secretary for the appropriate forms if you are interested in helping Manzanita School as a volunteer driver.

Volunteer Drivers:

1. Parents attending field trips are expected to help with student supervision and thus, siblings are to not travel to a field trip of which they are not scheduled to attend.
2. When necessary, the trip supervisor should have a pre-trip planning meeting with all drivers.
3. All drivers are to be sure to have a roster of all the students they are transporting and are to return with the same students.
4. All drivers must know where they are going. They must have a map and a clear

- understanding of where to turn off and end destinations.
5. All drivers are to have a cell phone present and turned on. Trip supervisors are to have the cell phone numbers of all drivers and drivers should have the cell number of the trip supervisor.
  6. If necessary, travel in a caravan; keep appropriate distance to allow other cars to merge in and out of the caravan-**Be safe**.
  7. All drivers must have a comfort level that they know where they are going and estimated time of arrival for the activities to begin.
  8. Follow all vehicle laws (including speed limits and cell phone laws!!)
  9. Unless arrangements have been made with the teacher in charge, parents are to transport all students directly back to the location of departure.
  10. If home drop arrangements have been made, do not drop off students at home unless a parent/guardian is present. Be at the specific destination by the designated time.
  11. Students are to stay in the cars they are assigned to on the roster. This is an accountability reason.
  12. If changes are made, let the trip supervisor know of the changes.
  13. Ensure that all students wear seat belts at all times and students are in "booster seats", as required by law.

### School Site Council

The Manzanita School Site Council meets several times throughout the year. The Council serves as an advisory-committee to the district in the School Improvement Program planning. All parents are welcome to attend School Site Council meetings.

### Volunteers at School

Volunteers are always welcome at Manzanita School and must "sign in" at the school office upon arrival on campus. This way we'll know you're officially here and have your name for the Volunteer Luncheon in the spring! At times "students" who attend other schools are on a vacation day and may wish to volunteer at MES. Older students can provide great classroom support as volunteers. The purpose of students on campus is not for childcare, thus, students should be old enough to help out with cross-age tutoring, 4<sup>th</sup> grade and older. If an off-campus student wishes to be a classroom volunteer with a teacher, approval should first be obtained from the superintendent and then arrangements made ahead of time with the classroom teacher.

Thank you! You're one of the reasons Manzanita School is special!

### ACTIVITIES / CLUBS (STUDENT)

The Governing Board recognizes that extracurricular activities enrich the educational and social development and experiences of students. The district encourages and supports student participation in extracurricular activities without compromising the integrity and purpose of the educational program.

An extracurricular activity is defined as an activity that is not part of the regular school curriculum, is not graded, does not offer credit, and does not take place during classroom time. Examples: After-School Sports, Yearbook, etc.

## Eligibility Criteria

In order **to be eligible for participation** in an extracurricular activity, a student shall have a minimum grade point average of 2.0 or "C" with no "F" grade in their current classes. A student shall be ineligible if he/she is suspended during the current season of the sport for the length of the suspension.

### Maintaining Eligibility:

As a condition for **maintaining eligibility** for participation in extracurricular activities, each student shall also **maintain a positive record** of citizenship and **maintain academic eligibility**. Any student who receives a citation, displays un-sportsman-like behavior, is disrespectful, is uncooperative, or who fails to maintain academic eligibility, can be removed from extra-curricular activities/groups by the coach, advisor, or principal for a period of time or for the remainder of the season. Any students whose grades drop in any class to an "F" and/or under a 2.00 G.P.A. will be put on probation (unable to participate) until both criteria are met.

**It is recommended that if a student is in danger of failing a class, that the teacher work with the student, parent and athletic director to proactively develop a plan for the student to raise their grade, do better in school, and thus maintain eligibility.**

## After School Program

Does your student need help with homework? The After School Program is a program run by the Butte County Office of Education and funded by the U.S. Department of Education for the Federal No Child Left Behind Act serving K-12 students, families, and schools with extended learning opportunities to improve academic achievement, educational enrichment, and health and recreation in a safe and disciplined environment. Any student in grades 1<sup>st</sup>-8<sup>th</sup> enrolled at Manzanita can enroll in the After School Program. It runs for three hours every day that school is in session, Monday-Thursday from 2:45 to 5:45 and Fridays from 1:30 to 4:30. Students sign in immediately after school and get a nutritious snack. The first hour each day is spent doing homework. After homework hour students can choose from many activities especially designed to keep them learning and having fun. Manzanita School is happy to have Michael Morfin as our After School Program Director. He can be reached at 864-1022.

If your child is not going to attend the After School Program on any given day, please make arrangements to pick up your child at 2:45 p.m. Students enrolled in the After School Program are to report to the cafeteria at 2:45 p.m. Monday-Thursdays and 1:30 p.m. on Fridays to check in. They are to wait for their parent/guardian to sign them out from their assigned classroom, not in the office. If a parent needs to pick up their child early from the After School Program they should make arrangements with their child before school and sign them out from Room 1 when they arrive to pick up their child. **Students are not to come to the office to use the office phone because they do not want to go to the After School Program.**

## C.J.S.F.

Membership is based on scholarship and citizenship only. Membership is held during the semester following when the qualifying grades were earned and is for one semester only. In order to become a member, the student must submit an application each semester the student is eligible. A point system specified in the CJSF State By-Laws establishes the membership requirements. Advisor: Linda Rice

## G.A.T.E. (Gifted And Talented Education)

The GATE program at Manzanita has two groups. Group 1 consists of younger students. Group 2 has older students. We also have an Integrated Math 1, which falls under the GATE umbrella. Manzanita has a very objective selection process which uses points for qualification. For information on the selection process please call the school at 846-5594.

If students have enough points, they are identified as a GATE student. If they don't have the necessary points and there is room, they may participate as an Observer, or as a GATE Watch student (those who missed the cut-off by less than one point). Note: the students *do not know* that they are in as Observers or GATE Watch. The only difference is that they must qualify every year to continue in the program. Those that are officially GATE by points are qualified automatically every year from that point on.

## Sports

Our teams are known as the Manzanita Mustangs. Each year a schedule of intramural games is arranged in a selection of sports including flag football, basketball, track, and volleyball. School colors are BLUE and GOLD.

At all times, our students are expected to conduct themselves, when away from school, in a manner that will make us very proud of them. Courtesy and good sportsmanship enable our students to be fair and generous, good losers, and graceful winners.

If a student quits a team, misses practices/games without permission and/or notification with to coach, or if the student is removed from a team due to behavior concerns, the student will not be recognized at the athletic awards banquet. The student is also not eligible to participate in any other athletic team while the season of the team they quit is still participating.

If a student does not finish a team due to ineligibility reasons, the student will not be recognized at the athletic awards banquet.

## Athletic Awards Assembly

This assembly is held in the spring and is a time to celebrate and honor all athletes who competed and finished the athletic season.

Note: Students quitting a sport or who are ineligible at the end of the season will not be honored at the Athletic Awards Assembly.

## STUDENT GOVERNMENT 2016-2017

### STUDENT COUNCIL OFFICERS

Evelyn Horton - President  
Paige Eccles - Vice President  
Adrianna Bollinger - Secretary  
Audrey Johnson - Treasurer  
T.B.D. - Assistant Treasurer

### STUDENT COUNCIL CLASS REPRESENTATIVES

8th Grade - Annette Vargas, Quinn Vrablick (Alt. Jeren Todd)  
7th Grade - Calista Fox, Justice Patrick  
6th Grade - Kirtan Kalkat, Alyssa Thompson, (Alt. Rya Andes)  
5th Grade - Mason Eccles, Tanner Tillotson, (Alt. Maddie Bole)  
4th Grade - Asher Kimberling, Natily McClellan (Alt. Branson Busch)  
3rd Grade - Kasey Clark, Alondra Espinoza, (Alt. Chase Ehrke/Jayla Alvarez)

## Yearbook

Students are encouraged to actively participate in the production of their yearbook. Any seventh grader may apply for their eighth grade year. Scholarship and citizenship, based on their G.P.A. and teacher recommendations, are required for membership.

Students are also encouraged to purchase a copy of their yearbook, as these memories last a lifetime and it helps support our school!

## BUS RULES

Transportation to and from school is provided to children residing in the Manzanita School District as a service. Riding the bus is a privilege, not a right. Any student whose conduct on the bus is not acceptable may have the privilege of riding the bus revoked.

The bus driver wants to operate the bus as safely as possible. Students are to be quiet and orderly and are to cooperate with the driver. Excessive noise or disturbance could distract the driver's attention sufficiently to cause an accident. Students are to line up for the p.m. bus. They are not to run around and leave the assigned bus loading area without adult permission.

Manzanita Behavior Standards are that all students should, "Be Safe, Be Kind and Be Responsible." The **SCHOOLWIDE / CLASSROOM BEHAVIORAL STANDARDS** are listed under the "CITIZENSHIP AT SCHOOL" section of the Student/Parent Handbook. On the bus, these standards are clarified below.

<b>Be Safe</b>	<b>Be Kind</b>	<b>Be Responsible</b>
<ul style="list-style-type: none"><li>• Obey the bus driver</li><li>• Do not talk to driver when bus is moving.</li><li>• Do not change seats without permission.</li><li>• No rough playing, pushing fighting.</li><li>• Remain silent at railroad crossing.</li><li>• Don't write with pencils on the bus.</li></ul>	<ul style="list-style-type: none"><li>• Use conversational voice.</li><li>• Be at bus stop on time.</li><li>• Raise/lower windows only when the bus is stopped.</li><li>• Enter and exit the bus in an orderly manner.</li></ul>	<ul style="list-style-type: none"><li>• Sit in your seat and face forward.</li><li>• Keep all body parts and objects in the bus.</li><li>• Not permitted on bus: food, drinks, candy, gum, animals, glass.</li><li>• Do not re-cross street.</li></ul>

Parents should go over these rules with students so that all are clearly understood. The first infraction of a rule is usually met with a warning from the driver. A second infraction may require a citation to be completed by the bus driver requesting a parent signature. If there is a third infraction, a citation will be given and the Principal and the parents will be notified.

If there is a fourth infraction parents will be notified and the student may be suspended from the bus for a period of one week (5 school days). Parents will have to provide transportation for the student, or require the student to walk or ride a bike. If there should be further infraction, all bus privileges may be revoked for the remainder of the school year.

## CAFETERIA RULES AND INFORMATION

The Manzanita School Cafeteria provides a breakfast and lunch each day of school. Our breakfast includes an entree, three fresh fruit choices, and a serving of both milk and 100% fruit juice for \$1.85. Lunch includes a main entrée, a variety of hot and cold vegetables and fruit selections, and milk choices for \$2.85. Students bringing their own meals from home can buy milk for \$.40 and/or juice for \$.45. We encourage students to come back as many times as they wish for more servings of fruits and vegetables from the food bar at no extra cost. Parents wishing to eat with their child(ren) may do so for \$3.00 for breakfast and \$4.00 for lunch.

The cafeteria uses "Meal Tracker" software to set up a cafeteria account for each family. Unless otherwise requested, each child with a brother(s) or sister(s) in school will be linked into one account. The money deposited by one sibling will automatically be available to the others, but each child has their own pin number to purchase their meals. If you have questions about how often or what meals your student is eating, a printout of your child's account usage is available upon request.

We remind students when their account gets low and do our best to make an evening call home to the parent when the account balance is \$5 or less and if you have a negative balance. It is, however, the parent's responsibility to be sure there is money in the family account to pay for their student's meals. If you are ever unsure whether you need to pay on your account, you can call our office between 8:30 a.m. and 11:15 a.m. or after 1:00 p.m. at 846-5594, and we will be happy to get your balance information for you.

If your account balance is zero and your student wishes to eat, we will serve them that day as we do not want them to be hungry. We will have your student call home to remind you that money needs to be put in your account, and we will call home that evening to let you know you need to put money in the account the following morning before school. If you do not pay on the account, please be sure you send a bag breakfast/lunch for your student as we cannot continue to provide meals when there is a negative cafeteria account balance. We use the telephone number you provide on your student information card, so if you want us to use a different phone number for cafeteria calls, please let us know.

The most efficient method for payment is to pay on your cafeteria account for the entire month of meals at the beginning of each month as you would any other bill. The Department of Education Nutrition Services Division regulations do not allow "charges" to cafeteria accounts as they view this as individuals using state and federal reimbursement money to pay the cost of personal meals. You may pay for meals in the main office each day if you prefer not to pay ahead. To help you budget for meals, we have figured the cost of breakfast and lunch for one student on the chart below. Payments can be made any time in the main office with checks made to Manzanita Elementary School. Please be aware that the Butte County Treasurer's Office currently charges \$30 for all returned checks.

### Meal Prices / Student Prepaid Accounts

	BREAKFAST	LUNCH	DAILY BREAKFAST & LUNCH	WEEKLY BREAKFAST & LUNCH	MONTHLY BREAKFAST & LUNCH
<u>PAID</u>	<u>\$1.85</u>	<u>\$2.85</u>	<u>\$4.70</u>	<u>\$23.50</u>	<u>\$94.00</u>
<u>REDUCED</u>	<u>\$ .30</u>	<u>\$ .40</u>	<u>\$ .70</u>	<u>\$ 3.75</u>	<u>\$14.00</u>

### Free and Reduced Priced Accounts

Reduced-price meals are \$.30 for breakfast and \$.40 for lunch. If you have not qualified in the past, please take a minute to look at this year's eligibility guidelines to see if you qualify this year as the guidelines change from year-to-year. If family members have had changes in their employment status, you may now be eligible for help with your student meal costs. If you did not fill out the application in your Opening Day Packet, you can get an application in the Main Office and fill it out any time during the school year. As applications may take several days to process, you are urged to complete the application and return it as soon as possible.

**PLEASE NOTE:** A student who has been approved for free meals may still have a balance due because they are purchasing extra milk or juice. If you do NOT want your student(s) to have these costs on your account, please contact our Cafeteria Clerk, Bobbie Fillmore, and let her know your wishes. We can block a student's

account and not allow them to purchase anything other than the breakfast/lunch meal. Otherwise, be sure to keep enough in your account to cover the cost of any "extras" you are allowing your child to eat. If in doubt, call us and we will find out how much you have left in your family account.

## Serving Times

### Breakfast

Transitional Kindergarten	9:35 a.m. - 9:50 a.m.
Kindergarten	9:35 a.m. - 9:50 a.m.
Grades 1 - 3	9:45 a.m. - 10:00 a.m.
Grades 4 - 5	9:47 a.m. - 10:00 a.m.
Grades 6 - 8	9:25 a.m. - 9:35 a.m.

### Lunch

*Transitional Kindergarten	11:48 a.m. – 12:00 p.m.
*Kindergarten	11:48 a.m. - 12:00 p.m.
Grades 1 - 3	11:37 a.m. - 12:20 p.m.
Grades 4 - 5	11:50 a.m. - 12:30 p.m.
Grades 6 - 8	12:10 p.m. - 12:45 p.m.

\* **Transitional Kindergarten and Kindergarten students** may stay at school to eat lunch if parents wish, however, they must be picked up by 12:00 p.m. Those TK/K-students not staying for lunch must be picked up by dismissal time, at 11:48 a.m.

## Cafeteria Behavior Expectations

All food purchased from the cafeteria or brought from home must be eaten in the cafeteria unless a staff supervised activity is scheduled for a classroom meeting (CJSF, coaches, student council, etc). Advisors/teachers will be responsible for cleaning up after a scheduled lunch activity in the classroom.

Students are to use good manners which includes: following the established traffic pattern for getting in line, no cutting or pushing, cleaning up after themselves around their own eating area, and waiting to be excused from their table by the Cafeteria Aide. Playground equipment and balls are NOT to be carried around the cafeteria during eating times. They are to be kept in the box until the student is dismissed from their table. **Cafeteria food is not to be given away and may be eaten only by those who have purchased a cafeteria meal. Food eaten in the cafeteria, bought or brought, is not to be given away or traded to other students or adults.**

Manzanita Behavior Standards are that all students should, "Be Safe, Be Kind and Be Responsible." The **SCHOOLWIDE / CLASSROOM BEHAVIORAL STANDARDS** are listed under the "CITIZENSHIP AT SCHOOL" section of the Student/Parent Handbook. In the cafeteria, these standards are clarified below.



Be Safe	Be Kind	Be Responsible
<ul style="list-style-type: none"> <li>• Sit with your feet on the floor, bottom on the bench, facing the table.</li> <li>• Use hand sanitizer before eating.</li> <li>• Cafeteria food may be eaten only by those who have purchased a cafeteria meal.</li> <li>• Food, bought or brought, is not to be given away or traded.</li> <li>• Walk slowly and carry trays with 2 hands.</li> <li>• Follow established traffic lines, never cutting.</li> <li>• Never run or chase a student.</li> </ul>	<ul style="list-style-type: none"> <li>• Allow anyone to sit next to you.</li> <li>• Use conversational voices.</li> <li>• Use polite manners (please and thank you).</li> <li>• In the morning, be seated, reading, studying or quietly talking until dismissed.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not carry playground balls with food or bounce balls in cafeteria.</li> <li>• Playground equipment and balls are to be kept in the playground box</li> <li>• Cafeteria food may be eaten only by those who have purchased a cafeteria meal.</li> <li>• Leave your table and floor clean.</li> <li>• Raise your hand and wait to be excused. (K-5).</li> </ul>

## Food Allergies

Because Manzanita is a recipient of funding from the United States Department of Agriculture (USDA) for nutrition programs, we must follow the standards set by the USDA for accommodating students with food allergies. The school is only required to accommodate those conditions meeting the definition of “disability” as described in USDA Regulation 7 CFR Part 15b. Manzanita may accommodate food allergies not rising to the level of a disability, however, medical authorization is still required.

A child with a disability must be provided substitutions in foods when that need is supported by a statement signed by a licensed physician. The physician's statement must identify:

- the child's disability;
- an explanation of why the disability restricts the child's diet;
- the major life activity affected by the disability;
- the food or foods to be omitted from the child's diet, and the food or choice of foods that must be substituted.

For other accommodations, each special dietary request must be supported by a statement, which explains the food substitution that is requested. It must be signed by a recognized medical authority. The medical statement must include:

- an identification of the medical or other special dietary condition which restricts the child's diet;
- the food or foods to be omitted from the child's diet; and
- the food or choice of foods to be substituted.

(Source: Accommodating Children with Special Dietary Needs in the School Nutrition Programs, United States Department of Agriculture Food and Nutrition Service, (2001).)

The California Department of Education, in conjunction with the USDA, has a form available that parents and physicians may use to prepare the physician's statement and/or medical authorization. A “Medical Statement to Request Special Meals and/or Accommodations” is enclosed in your opening day packet and is available in the front office.

If your child is allergic to certain food products yet does not have a disability as defined as life threatening to a food product by the Rehabilitation Act of 1973 and the Americans with Disability Act, such as an anaphylaxis reaction to these food products, then Manzanita is not required to make accommodations on food choices without medical documentation and the completion of the form titled, “Medical Statement to Request Special Meals and/or Accommodations”. Your child may eat food at Manzanita. However, your

child, not the Manzanita staff, will be responsible for their food choices. Manzanita does not make food accommodations based upon parent preferences alone.

We are concerned for the health and safety of all the students at Manzanita. We are happy to make any special meal and/or accommodation for any child as verified by a medical authority who has completed the form titled, "Medical Statement to Request Special Meals and/or Accommodations."

## CAMPUS EXPECTATIONS

### Bicycles, Skateboards and In-Line Skates Expectations

Bicycle racks are located in front of the school. If you ride your bike to school, make sure it is placed in the bike rack. It is recommended that bikes be locked to the bike rack.

Bicycles are made to be ridden on the street. Bicycles, skateboards and in-line skates may not be ridden on school grounds.

Note: During non-school hours these activities may be permitted on the school playground if accompanied by a parent and students are respectful of school property and follow all safety precautions.

Remember to use the rules of bicycle safety at all times. If you ride your bike to school, WALK your bike at the crosswalks. When riding your bike to and from school, use the right hand side of the road. Your safety and your life depends upon your careful riding. WATCH! LOOK! LISTEN!

Manzanita Behavior Standards are that all students should, "Be Safe, Be Kind and Be Responsible." The **SCHOOLWIDE / CLASSROOM BEHAVIORAL STANDARDS** are listed under the "CITIZENSHIP AT SCHOOL" section of the Student/Parent Handbook. For bicyclists and walkers, these standards are clarified below.

<b>Be Safe</b>	<b>Be Kind</b>	<b>Be Responsible</b>
<ul style="list-style-type: none"> <li>• Walk bikes on school grounds.</li> <li>• When off school grounds, ride bikes safely.</li> <li>• Wear a helmet.</li> <li>• Wait in designated area for crosswalk supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep far to the side of roads.</li> <li>• Know and obey same rules as for automobiles.</li> <li>• Ride with both hands on handlebars.</li> </ul>	<ul style="list-style-type: none"> <li>• Ride single file at a safe distance.</li> <li>• Know your hand signals.</li> <li>• One person on bike at a time.</li> <li>• Use good judgment and common sense at all times.</li> </ul>

Violations will be handled as follows:

- a. 1st offense - Conference with the Principal.
- b. 2nd offense - Call to parent and have parent pick up student.
- c. 3rd offense - Citation and detention.

A bicycle is a vehicle in the eyes of the law and a rider is responsible for its lawful and sensible operation. Every attempt is made to safeguard bicycles, but the school accepts no responsibility for them.

## Chewing Gum and Candy

Gum and candy are not to be brought to school at any time unless approved by classroom teacher or principal. Gum and candy are not permitted on the school bus or on the playground. (If classroom awards of candy or snacks are given out, the awards must be eaten in the classrooms only, not in cafeteria or on yard.) Students caught chewing gum will be sent directly to the office and will conference with the Principal.

First infraction	Warning-Name placed on list in office.
Second infraction	Level I Citation - Conference with Principal.
Third Infraction	Level II Citation – Conference with Principal and Parent-3 days detention.
Fourth Infraction+	Level II Citation – Conference with Principal-Work duty removing gum.

## Things to Leave at Home

For obvious safety reasons, knives, guns, caps, beepers, matches, bullets, walkie-talkies, spray paint cans, etc., are not allowed at school at any time.

Students should not bring their own personal entertainment items to school. This includes: skateboards, roller blades, tennis balls, Frisbees, water pistols, toys, etc. If these items are brought to school, they will be held in the office until the end of the day.

**Students should not bring valuable items to school**, such as large amounts of money, electronic devices, recorders, CD/MP3/iPods, music –picture players, radios, cameras, phones, and walkie-talkies. Such items tend to create disputes and interfere with the school routine. Permission to bring such items for a specific classroom purpose may be obtained from the classroom teacher. (Example: A tape recorder for a dance routine or language activity.) **These items may not be taken outside on the playground.** (Students must also be supervised by an adult, for example, when practicing a dance routine, etc., in the room or cafeteria.)

**Cell phones and other electronic devices need to remain in backpacks or lockers during school hours.** They should not be out or being used in class, on the playground, in the cafeteria, etc. unless students have permission to use them. Students violating this expectation will have their apparatus taken away and turned into the office.

### Student cell phone consequences:

1. First Time                      Cell phone is taken from the student and given to the principal. Student will conference with the principal and the cell phone will be returned to the student at the end of the day.
2. Second time                    Cell phone is taken from the student and given to the principal. Parent will be contacted to pick up the cell phone.
3. Further repeat                Above consequences, citation, and disciplinary action for repeated defiance.

## Homework

Periodic homework may be assigned to students, particularly to the middle and upper grades. The willingness to accept responsibility for a given task, complete the task, and meet the deadline, requires goal-orientation and self-discipline.

You can improve your study habits by observing the following suggestions for efficient study:

1. Have a definite time and place to study.
2. Choose a place that is quiet and has good light.
3. Assemble all materials before beginning work.
4. In doing an assignment, have in mind exactly what is wanted. Follow directions.
5. Work for quality; try to go a little beyond what is required. Extra practice results in better understanding and mastery of the subject.

## CITIZENSHIP AT SCHOOL

“PROJECT M.U.S.T.A.N.G.”

### MANZANITA ELEMENTARY SCHOOL WIDE BEHAVIOR PLAN

Manzanita Elementary School has an excellent reputation with regard to student conduct. Student attitudes and behavior reflect responsibility toward respect for school personnel, respect for school property, and respect for personal property. Following accepted patterns of behavior, practicing courtesy, observing school rules, maintaining good attendance, complying with the dress code regulations, and completing assigned work are rules for good student conduct.

This program is designed to assure all students the best possible learning environment to help them develop good self-discipline skills. Students who choose to break the rules will receive the consequences listed with the rules. We believe that all students can behave appropriately and there will be limited need to use the negative consequences.

For students who behave in the desired ways in class and outside of class, there will be various positive consequences to reward them for appropriate behavior. Each classroom teacher has planned ways appropriate to their grade level in which to reinforce the good behavior in their classroom.

Just as Manzanita Elementary has clear academic standards for each class, it also has clear behavioral standards for the school and for each school setting.

### Schoolwide / Classroom Behavioral Standards

Manzanita Behavior Standards that apply schoolwide are that all students should follow the three B's":

**\*Be Safe**

**\*Be Kind**

**\*Be Responsible**

Throughout the school, including the classrooms, these schoolwide behavioral standards are clarified below.

<b>Be Safe</b>	<b>Be Kind</b>	<b>Be Responsible</b>
<ul style="list-style-type: none"> <li>• Walk facing forward.</li> <li>• Keep hands, feet, and objects to yourself.</li> <li>• Be in class on time and leave only with permission.</li> <li>• Get adult help for accidents and spills.</li> <li>• Use all equipment and materials appropriately.</li> <li>• No gum.</li> <li>• Cell phones are not seen or heard during school hours.</li> <li>• Hats and shirt hoods are removed inside.</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words and actions (please &amp; thank you).</li> <li>• Raise hand when you wish to speak or be recognized and then wait for your turn.</li> <li>• Follow adult directions.</li> <li>• Touch others' property only with permission.</li> <li>• Pick up litter.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the school rules and remind others to follow the school rules.</li> <li>• Be honest.</li> <li>• Take proper care of all personal belongings and school equipment.</li> <li>• Property found, that is not yours, should be taken to the office.</li> <li>• Do your work, do your best, turn it in on time.</li> <li>• Clean up after yourself.</li> </ul>

All students should continue to follow the three B's" that are clarified for each different location.

Students in middle school will be given adequate time and resources to help organize their instructional materials. During AVID, student's binders are checked for organization and neatness. All books are to be covered and names are to be written into the books issued to them. Lockers are assigned and locks are issued.

### Schoolwide / Classroom Behavioral Consequences

We recognize that we all make mistakes and sometimes use poor judgment or make poor decisions. At times, behavior needs to be corrected. When this happens we think it is necessary to deal with children fairly, firmly and promptly. Our school behavior standards are simple, fair, and necessary to maintain a calm, orderly, and safe environment. Students are given the first weeks of school to become familiar with campus and classroom rules. After that, staff members issue **citations** to students for misconduct. Consequences are applied according to the severity and frequency of the misconduct.

Citations are not given arbitrarily or casually, but thoughtfully and purposely. The citation is only a piece of paper. It is the significance and consequence attached to the citation by the **school and home** that will ultimately help the student toward good citizenship and appropriate behavior.

### Discipline Procedures and Consequences

If a student **chooses** to violate the behavioral standards, he/she will receive a Level I citation or a Level II citation. The consequences for these citations are listed below:

**LEVEL I Citation:** These are for minor infractions of behavior standards.

**LEVEL I: First Level I Citation within a Calendar Month:**

**CAMPUS CITATION:** The adult issuing the citation talks with the student and explains why the citation is being given. The student is asked to suggest a more appropriate action. The student may spend the balance of the current recess in the Timed-Out area. The top white copy of the citation is then turned into the office for record keeping. A yellow and pink copy of the citation is placed in the teacher's mailbox or given to the teacher directly. Upon receipt of the citation, the teacher has the opportunity to again counsel and to reinforce school behavior standards with the student with disciplinary action. The teacher is responsible to make sure the yellow/canary copy of the citation is sent home with the student for parent signature and is to be returned directly back to the teacher.

**CLASSROOM CITATION:** Consequences for classroom misconduct are assigned by the teacher.

### **LEVEL I: Second Level I Citation Within a Calendar Month:**

The procedure for the first citation is followed. A second citation in a month will warrant a conference with the principal or his designee. A conduct report will be made to the parents requesting that the parents counsel the child, review school rules, and reinforce school and home expectations for good conduct. Specific consequences are included on the citation.

### **LEVEL I: Third Level I Within a Calendar Month or LEVEL II Citation:**

The principal may request parents to attend a Parent/Student/Teacher (optional) conference. A behavior contract may also be written with behavior expectations and consequences outlined. Consequences may include, but are not limited to:

1. Loss of classroom and/or school-wide activities, assemblies, or field trips.
2. In-school or playground suspension.
3. Home suspension.
4. Partial day schedule.
5. After school detention or school-service time.
6. Required parent attendance at school.
7. Referral to Student Study Team.

### **LEVEL II Citation: - SEVERE MISCONDUCT OR FREQUENT CITATIONS.**

These are for serious infractions or persistent Level I infractions and therefore more serious consequences will result. Parents will be contacted by the principal or designee.

Students go directly to the principal for a minimum consequence of:

1. Parent contact and;
2. Three detentions with the teacher/or;
3. Sent directly home (major defiance/fighting/etc.).

Listed below are some examples of a LEVEL II Citation:

#### **MUSTANGS NEVER:**

1. ARE DEFIANT OR DISRUPTIVE! Talking back or disobeying adults is not permitted.
2. FIGHT! HARASS! THREATEN! INTIMIDATE! Fighting, shoving, throwing objects, kicking, hitting, violence, or intimidation of any kind is unacceptable behavior on the school grounds or in the classroom and is not tolerated. Never touch another student in a negative way.
3. SWEAR, SPIT, USE OBSCENE, VULGAR OR FILTHY LANGUAGE! Using this language anywhere on campus or towards any student or staff member is prohibited. Use kind words only.
4. BRING TOBACCO, DRUGS, OR ALCOHOL TO SCHOOL! Use or possession will result in a suspension.
5. BRING MATCHES, FIREWORKS, GUNS, OR KNIVES TO SCHOOL! These items are dangerous and will be taken from you. Automatic suspension is required by state law.
6. STEAL, VANDALIZE! Taking or destroying personal or school property is prohibited. See "DISCIPLINE / SUSPENSION / EXPULSION POLICIES" section of the Student/Parent Handbook for further clarification.

## Parent Participation In The Citation Process And Importance

Because school and parent communication is extremely important, all citations are to go home the day received. **Parents are to sign the citation and return it to their child's teacher with any comments** they wish to make. Students are to serve LUNCH detention until the citation is returned from the parent, or a parent contact has been made, thus showing the school that the parent is aware of the infraction.

## Schoolwide / Classroom Positive Behavioral Incentives and Recognition

Someone once said, "A specific behavior that is genuinely recognized and reinforced has a greater chance of being repeated." At Manzanita we strive to recognize and reinforce positive behavior, positively with hopes that it will be repeated.

Our goal is to provide each student with opportunities to receive positive feedback for good behavior, citizenship, attendance and achievement. At the beginning of each school year each classroom teacher will receive and clarify rules, expectations and opportunities for recognition. These opportunities for school wide recognition are provided throughout the school year. Scheduled recognition is provided at the end of each month and at the end of each trimester.

### Super Citizen

MONTHLY AWARD - Students receiving "zero" CITATIONS and follow classroom behavior and academic expectations, within each calendar month, will be recognized at the end of the month.

TRIMESTER AWARD - Students receiving "zero" CITATIONS and who follow classroom behavior and academic expectations for a trimester receive a special recognition award at the "M.U.S.T.A.N.G." ASSEMBLY and are eligible to take part in a specially arranged Super Citizen reward party.

### Perfect Attendance

MONTHLY AWARD - Students attending school all day, every day within each calendar month and receive no tardies will be recognized at a monthly assembly and receive a treat.

TRIMESTER AWARD - Students attending school every day within each trimester and receive no tardies become members of the "Manzanita Perfect Attendance Club" and are invited to a specially arranged perfect attendance reward party.

DOUBLE MUSTANG WINNERS – Students who are monthly "Super Citizen" and monthly "Perfect Attendance" winners will also be recognized at the monthly awards assembly and will receive a special prize.

### Mustang Cards

All staff members (noon supervisors, teachers, custodians, secretaries, etc.) have access to MUSTANG cards, which are given to students to reinforce positive behavior. Staff members keep these on hand at all times and give them to students who show positive behavior such as helping other students, resolving a conflict through

problem solving rather than fighting, giving extra effort in service to the school and classroom, being especially kind and courteous, or doing a super job in the classroom.

The student writes his or her name, grade and name of their classroom teacher on the card. The student takes the card to the office, places it in a special container, and receives a treat.

### Student of the Month - Pizza with the Principal

Once a month each teacher will select one or two students of the month depending on class size. (Classes with 25 students or more will have two students selected). These students will have lunch with the principal at a special pizza party, receive certificates, and are featured in an article for the Gridley Herald. Selected students will be recognized as positive role models or showing great improvement at school.

Criteria for Student of the Month Selection:

- Outstanding academic performance
- Outstanding behavior (including no citations)
- Great improvement in behavior or academic performance

Students may be selected only one time each year. Selection of the Student of the Month will be based on one or more of the criteria listed above. Students meeting criteria will form a pool of students which the teacher may select from. Teachers may consider previous students selected for SOTM, to help "spread the recognition" to other deserving students.

### DISCIPLINE / SUSPENSION / EXPULSION POLICIES

In life, there are consequences for our actions. Part of the school's responsibility is to prepare our students to be good citizens. Our rules are established to ensure that every student attending Manzanita School feels safe and happy. **All students will be treated with respect and are expected to treat others respectfully.** When students do not follow the rules they will receive appropriate consequences. Students will be provided an opportunity to explain "their side of the story." Sometimes independent witnesses will also be called on to explain what they saw. Teachers and administrators will thoughtfully weigh the information and assign consequences. The most serious infractions may result in suspension and/or expulsion. As students and parents it is important that you fully understand what these terms mean and understand the grounds for such disciplinary action.

**NOTE:** Students on Inter-district Agreements have agreed to **follow all rules** as part of the agreement; therefore, misbehavior, defiance, habitual breaking of any rules, etc., could cause the agreement to be rescinded at any time during the year. Education Code Section 48900

#### Corporal Punishment Prohibited (EC 49001)

Corporal punishment will not be administered to students.

#### Definition of Suspension

Suspension is the removal of a student from ongoing instruction for adjustment purposes. Suspension also prohibits the student from attending or participating in school activities on any school campus for the duration of the suspension.



## Definition of Expulsion

Expulsion is the maximum penalty for any infraction of the school rules. A student who is expelled may not attend Manzanita Elementary School and must be placed in an alternative instructional program for the duration of the expulsion. In some cases, the expulsion may be suspended by the Board of Trustees.

An expelled student MUST notify any other school district in which he or she wishes to enroll about the expulsion order. In the event of an expulsion, parents will receive detailed information about the specific procedures, due process rights, and appeal process.

### Expulsion as the Maximum Consequence (EC 48915 B, E & 48915.1 B)

It is the policy of the district that expulsion will be imposed when other means of correction have failed, or when keeping the student in school would be detrimental to the general welfare of the school, the students, or the employees. The decision to expel a student depends upon the seriousness of the offense, the history of infractions of school rules and regulations, and consideration of the safety and welfare of the student, other students, and the staff. Should an expelled student want to enroll in another school district, the parents must inform the receiving district of the student's status regarding the expulsion.

### Expulsion Recommendation Optional (EC 48900 And 48915 B,E)

An expulsion recommendation is optional, depending on the seriousness of the infraction, for offenses listed in Education Code Sections 48900 a, b, c, d, e, f, g, h, i, j, k, l, m, and 48900.2-4. The Superintendent/Principal may suspend and/or recommend expulsion for any of the following acts if the acts are either repeated violations or serious enough to threaten the maintenance of a safe and secure school environment or welfare of the students.

### Expulsion Recommendation Required (EC 48915 D)

An expulsion recommendation is required for the following infractions unless particular circumstances existed that deem expulsion inappropriate.

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the student.
3. Unlawful possession of any controlled substance except for the first offense of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or Extortion.
5. Assault or battery of a school employee.

### Grounds for Suspension or Expulsion—EC 48900, 48900.2, 48900.3, 48900.4, 48900.7.

A student may be suspended from school or recommended for expulsion for the following infractions:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Battery-Willfully used force or violence upon another person, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, and approval of the principal or designee.

- (c) Unlawfully possessed used, sold, or furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then either sold, delivered, or furnished any person another liquid, substance, or material and represented the liquid, substance 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) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products. This section does not prohibit the use or possession of a student's own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed, offered, arranged, or negotiated to sell drug paraphernalia.
- (k) Disrupted school activities or 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.
- (n) Committed or attempted to commit a sexual assault or sexual battery.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (o.2) Committed sexual harassment. This section does not apply to students enrolled in transitional kindergarten - grade 3.
- (o.3) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. This section does not apply to students enrolled in transitional kindergarten-grade 3.  
Note: A "hate" crime is now defined as, "a criminal act, committed in whole, or in part, because of one or more of the following actual or perceived characteristics of the victim: (1) disability, (2) gender, (3) nationality, (4) race or ethnicity, (5) religion, (6) sexual orientation, (7) association with a person or group with one or more of these actual or perceived characteristics.
- (o.4) Intentionally engaged in harassment, threats, or intimidation directed against a student or group of students that has the effect of disrupting class work, creating substantial disorder, and invading the rights of the of that student or group of students by creating an intimidating or hostile educational environment. This section does not apply to students enrolled in TK-3.
- (o.5) Made terrorist threats against school officials or school property or both.  
Special Education students are subject to suspension for the same violations as regular education students.

### Discrimination, Harassment/Hazing, Violence, Intimidation, and Bullying Prohibited (EC 234; EC 32051; AB 9; AB 1156)

It is the policy of the Manzanita School District to ensure that discrimination, harassment, violence, intimidation, and bullying will not occur. Thus, discrimination, harassment, violence, intimidation, and bullying is prohibited at all times.

AB 1156 clarifies the definition of bullying as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, which has the effect of or can reasonably be predicted to have the effect of:

1. placing a reasonable pupil in fear of harm to his or her person or property;

2. causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health;
3. causing a reasonable pupil to experience substantial interference with his or her academic performance; or
4. causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

### Mandatory Suspension and Recommendation for Expulsion (EC 48915 c)

The Superintendent/Principal will immediately suspend and recommend expulsion of a student who has committed any of the following acts at school or at a school activity off grounds.

1. Possessing, selling, or otherwise furnishing a firearm. (This subdivision does not apply if the student has obtained prior written permission to possess the firearm from a certificated school employee, and approval of the Superintendent/Principal.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault or battery.

### Records of Suspension or Expulsion (EC 48900.8, 48911e, 49079)

Every suspension and expulsion will be specifically identified by the offense committed in all official records of the student. The teachers of each student suspended or expelled will be notified of all offenses from the three previous school years.

### Removal from School by Police

Representatives of law enforcement agencies are allowed to interview students while at school. The student may request the presence of the principal or another certificated person during the interview. Police officers have the authority to remove students from the school premise. It is the responsibility of the officer removing the student to contact the parent. It is the practice of the school to also make parent contact unless specifically requested by the police officer not to make contact. In all other situations, students will only be released from school under the following conditions:

1. With the express permission of the parent or emergency contact.
2. In an emergency when the rights of one of the parties involved would be seriously impaired by upholding that of the parent.

### Reporting Suspensions to Law Enforcement

Prior to suspension, the principal will notify the police for acts such as assault with a deadly weapon, serious incidents of assault/battery, possession of illegal contraband, drug paraphernalia, extortion, robbery, hazing, or threats to intimidate or harm a staff member. (Education Code Section 48902)

### Search and Seizure

School Officials are authorized to conduct searches when there is reasonable suspicion that a student is violating the law or rules of the district or school. Searches will be made in the presence of at least one other district employee. The parent(s) of the student being searched will be notified by the district as soon after the

search as possible. Employees will not conduct strip searches or body cavity searches.

### Suspension Appeal (EC 48914)

The student and the parent have the right to meet with the Superintendent/Principal to appeal and review a suspension from school. The review of the suspension must include a determination that there was sufficient evidence to find that the alleged violation occurred and that the penalty imposed was appropriate for the violation. The student may be a representative to the meeting, but the representative may not act as legal counsel for the student, unless the district is also represented by legal counsel. Within 5 working days of the meeting, the Superintendent/Principal will render a written decision regarding the appeal that will be conveyed to the student and student's parents. The student and parent may request an appeal of the Superintendent/Principal's decision to the Governing Board.

### Suspension from Class

A teacher may suspend a student from class for any of the acts listed in Grounds for Suspension for the day of the infraction and the following day. The teacher must tell the student why he or she is being suspended and give the student an opportunity to explain his or her version of the situation. (Education Code Section 48910)

The following guidelines apply for classroom suspension:

1. The suspension from class will be immediately reported to the principal.
2. The teacher will send the student to the principal/designee for appropriate action. If the student is to remain on campus, he or she will be under appropriate supervision.
3. As soon as possible, the principal will ask the parent to attend a conference regarding the suspension. A school administrator will attend the conference upon teacher or parent request.
4. The student will not return to the class without the concurrence of the teacher and the principal.
5. A student suspended from class will not be placed in another regular class during the period of suspension. However, if the student is assigned to more than one class per day, this provision will apply only to other regular classes scheduled at the same time as the class from which the student was suspended.
6. A teacher may also refer a student to the principal for suspension from school

### Parent Required to Attend Class

A teacher may require the parent of a suspended student to attend a portion of a school day in the child's classroom if the suspension is for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities, or defying the authority of school personnel. Parents who attend their child's class will meet with the principal or designee after completing the classroom visitation and before leaving the school site. (Education Code Section 48900.1)

If a parent does not respond to a notice to attend class, a letter will be sent to the parent by certified mail:

1. Documenting the incident causing suspension,
2. Advising the parent of the school's concern over his/her lack of response,
3. Urging him/her to make contact with the school as soon as possible, and
4. Notifying him/her that a copy of the letter is being placed in the student's cumulative folder.

## Suspension from School

Prior to suspension, a conference will be held to inform the student of the reason for disciplinary action and the evidence against him/her. The student will be given the opportunity to present his/her version of the evidence in his/her defense. If a student is suspended without a conference, the student may return to school for the conference within two school days, unless the student waives this right or is physically unable to attend for any reason, including incarceration or hospitalization. The conference will then be held as soon as the student is physically able.

The suspension conference may be postponed if an emergency situation exists. The delayed conference is to be held as soon as practicable.

### Suspension Notifications and Responsibilities

When a student is suspended, staff will make a reasonable effort to contact the student's parents in person or by telephone. Written notice of the suspension will be mailed to the parent that includes:

1. A statement of the facts leading to the decision to suspend.
2. The date and time when the student will be allowed to return to school.
3. The right to request a meeting with the superintendent or designee and to have access to the student's records.
4. A request that the parent attend a conference with school officials regarding the student's behavior, including a notice that state law requires parents to respond to such a request without delay. No penalties will be imposed on a student if the parent fails to confer with school officials. (Education Code 48911)The student may not be on any school campus during the period of suspension, except in the case of in-school suspension. When serving suspension at home, the suspended student is expected to be under the supervision of a parent during the school hours (8 a.m. to 3 p.m.) The responsibility of arranging for class work and homework belongs to the student and parent. The suspended student should submit a request for assignments via the principal or principal's designee. The teacher may require a student to complete assignments, make up tests missed, and may give the student full credit when completed. (Education Code Section 48911.14)

### Suspension—Procedural Safeguards, Limitations

A student may be suspended or expelled for acts related to school activities 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 campus
4. During, or while going to or coming from a school-sponsored activity.

NOTE: This includes any act on any day of the week that causes the attendance of the student, or another student, to be affected.

Suspension will be assigned when other means of correction fail to bring about proper conduct. However, a student may be suspended upon a first offense if the principal determines that the student violated any of the reasons listed in Grounds for Suspension subdivision (a), (b), (c), (d), (e), or that the student's presence causes a danger to persons or property, or threatens to disrupt the instructional process. (Education Code Sections 48900, 48900.5)

It is the intent of this policy that alternatives to suspension or expulsion are imposed against any student who is truant, tardy, or otherwise absent from school activities.

### In Lieu of Suspension

As an alternative to suspension, and when made available, students may attend school wide detention or parents may attend school with their student in lieu of suspension.

### Detention

Students in grades 1<sup>st</sup> – 5<sup>th</sup> may serve detention instead of playing during recess time.

In addition to disciplinary reasons, detentions are assigned to middle school students for:

- Homework not turned in,
- Books/binders left out of their lockers and/or backpacks,
- Books without book covers, or if their name is not written in their book.

Middle School Detention expectations are:

<b>Be Safe</b>	<b>Be Kind</b>	<b>Be Responsible</b>
<ul style="list-style-type: none"> <li>• Students not following expectations will be sent to the office for additional detention or suspension.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete HW/Read quietly.</li> </ul>	<ul style="list-style-type: none"> <li>• Bring all HW/supplies/AR book by 12:20</li> </ul>

### DRESS CODE

The School Site Council, consisting of 50% parents and 50% staff established the dress code and reviews the dress code each year. PRIDE IN SELF IS PRIDE IN DRESS! Therefore,

1. Your dress and appearance should be appropriate, functional and cannot interfere with orderly conduct and learning of others.
2. A student's general appearance shall be neat and clean and shall not distract others from learning or pose a danger to one's self or another.
3. All shirts, tops, or blouses shall reach the top of pants or skirts and shall not be low cut or see through.
4. Appropriate undergarments must be worn and shall not be visible.
5. No backless halter-tops, strapless or spaghetti strap garments/dresses shall be worn unless worn over appropriate shirt, top, or blouse. Button shirts shall be buttoned.
6. All clothing with pictures or words on them shall be deemed in good taste and school appropriate.
7. Hats, caps, visors, beanies, hoods, etc. will not be worn in the classroom, office, gym, library, or in the cafeteria.
8. Students breaking the "hat rule" will lose their hats for the rest of the school day (first offense); hats will be taken to the office to be picked up by a parent (second offense). After the second offense, the student will not be allowed to wear hats at school.
9. P.E. type shorts may be worn during Physical Education and/or at after-school athletic activities.
10. Shorts, skirts, dresses or other similar attire, cannot be shorter than the tips of the longest finger of the student when their hands are straight by their side.
11. When wearing tight fitting garments like leggings, jeggings, etc., be sure the top garment (shirt, dress, skirt) is of appropriate length.
12. Pants/shirts shall not have holes in them that will show the undergarments. Holes must be covered or patched so that the undergarments are not visible.

13. Shoes must be worn at all times.
14. Sandals or boots will not be worn for P.E. activities. It is required that tennis shoes be worn.
15. All facial jewelry worn shall not be of a nature that will allow another student to grab and pull it, without it being able to be released.
16. Jewelry entering into or in the mouth shall not be worn. For swallowing such jewelry can endanger the student.
17. Wallet chains or other materials that could be taken and used as a weapon are not allowed.
18. Chains around the neck without a breakable clasp are not allowed.
19. Piercings that pose a safety hazard are not allowed.
20. Facial jewelry shall be removed for P.E. if it poses a potential danger with physical activity (i.e. facial stud bumping into another student).
21. Hair should be clean and neatly groomed.

Students who violate the dress code will be asked to call home for a change of clothing. A second offense may result in a citation.

## EMERGENCY INFORMATION

Please notify the office immediately of any changes on the Emergency and Health Information Cards. **It is necessary that we have current addresses and phone numbers on each of our students in case of an emergency situation.** It is also necessary to have a parent's signature on a card for each child.

**A change in any of the following should be reported to the school office immediately:**

- Home phone number or address changes.
- Changes or restrictions in child custody.
- Parent(s) work phone number(s) and work address(es).
- Doctor's name, address, and phone number.
- Name, address, and phone number of a friend/relative you have designated to be notified in case of an emergency if you cannot be reached.
- Changes in medical needs or history.

It is imperative that in case of an emergency the parents of a child be reached. For this reason, every effort should be made to keep the school office informed of any changes in address(es) or telephone number(s) as soon as possible.

## FIRE DRILLS / CIVIL DEFENSE / DISASTER PREPAREDNESS

Fire and other Safety drills are conducted throughout the year. Practice helps us to be ready in the event of a real emergency. It is important to always follow safety procedures.

The fire alarm is a continuous, intermittent blast from the fire bell located in each wing. At the first sound of the fire bell students are to quietly leave the rooms by the **OUTSIDE** door, not a hall door, and move in a single file line to the designated areas. Teachers are to be the last persons leaving the classrooms, closing all doors, and taking a list of their students' names for the roll call.

All students must leave the buildings and proceed in a straight line, stopping no less than 50 feet from the building. It should be kept in mind that a systematic and orderly manner of leaving the building and proceeding to the designated area is of the utmost importance. Students must remain quiet and follow directions of those in charge. In the event of a fire or fire drill, the teacher will take roll to ensure all

students are out of the classroom and verify to the principal that all students are present. Civil Defense and Disaster Preparedness plans are formulated by the district and coordinated by the Principal to protect life and property in the event of floods, earthquakes, air raids, or other disasters. The basic philosophy is to unite the family as soon as possible after the immediate problems of a dangerous situation have been met. Such plans are placed on a stand-by basis, which allows for their use in the event of any type of threatened or actual disaster.

Emergency Action Plans vary depending on the emergency.

In addition to the regular fire drill where children evacuate the school buildings and earthquake drills which include having children "duck and cover" under furniture in the classrooms, Manzanita School has developed a long-range plan for evacuation of the school should that become necessary. It is important for parents to know what this plan is.

In a natural disaster, children normally will remain at school and take the best available shelter. Every precaution will be taken to minimize the possibility of flying objects such as shattered glass, lighting fixtures, etc. A Go-Home Plan is only considered as a last resort and would be considered only after all appropriate steps have been taken to determine that as the safest plan and that safe conditions in sending children home prevail. In the case of a Go-Home Plan, transportation will be provided for the regularly transported students by school bus.

It is extremely important for parents to instruct their children on the safest route home and to arrange for their children to report to the home of a neighbor if neither parent is at home when the child arrives. This arrangement is to be reported to the school on the Emergency Card furnished by the school.

## HEALTH

### Medications

Administration of Prescribed Medication during regular school hours - Education Code 49423 Notwithstanding the provisions of Section 49422, any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement. (Enacted by Stats. 1976, Ch. 1010.)

**ALL MEDICATIONS WHETHER PRESCRIPTION OR NON-PRESCRIPTION (including Tylenol, cough drops, motion sickness medicine, etc.) REQUIRE DOCTOR AND PARENT/GUARDIAN AUTHORIZATION, AND MUST BE IN THEIR ORIGINAL CONTAINERS AND/OR PRESCRIPTION BOTTLES.** Medication is not to be transported to the school by the child. The parent must bring it into the office and pick it up from the school office. **All medications are to be kept in the office unless otherwise ordered by the doctor.** The form "Authorization for Medication to be Given at School", was given to you in your opening day packet, and is also available in the office or on the Manzanita School website, so you can take it to your doctor for authorization of medication, if needed.

The office should be notified of any new food allergy or need for epi-pen use immediately. Paperwork is available in the office or on the Manzanita School website and should be completed by the student's doctor and the parent and returned to the school office immediately.



## School Nurse

A school nurse visits the school weekly. If you have any concerns about your child, please let us know. The children are periodically examined for hearing and visual problems.

## INDEPENDENT STUDY PROGRAM

Manzanita School District has a short term Independent Study Program available for students who are deemed eligible based on the criteria set forth in the independent study contract. It is always best to avoid missing any extended amount of time from school due to the rigorous academics provided at Manzanita Elementary School. However, if unforeseen circumstances arise that your child is going to be absent from school for five days with a maximum of 20 school days, please let your child's teacher and the office know **at least 2 WEEKS PRIOR TO THE FIRST DAY OF THE ABSENCE**. The school can put your child on an Independent Study Program, (minimum of 5 school days, maximum of 20 school days).

In order for your child to be placed on an Independent Study Program a parent must have an initial meeting with the Principal/Superintendent, and then meet with the teacher and a contract must be filled out and signed by the student, teacher, Principal/Superintendent and parent. Therefore, it is extremely important that the school has **at least 2 WEEKS NOTICE** so that the contract can be properly filled out and the teacher has adequate time to prepare assignments. In order to receive credit for that independent study work, assignments must be completed with accuracy. For details on the credit and grading policy please refer to the Independent Study Overview attached in the Independent Study Contract. In order to be eligible for Independent Study in the future, a minimum of 80% of their assignments will need to be completed successfully and turned into the teacher at 8:20 the day the child returns to school.

## LIBRARY

The Manzanita School Library will be available to students. Books may be checked out during regular class visits when the Library Aide, teacher, or other adult is present. No student may be in the library at any time without adult supervision.

Manzanita Behavior Standards are that all students should, **"Be Safe, Be Kind and Be Responsible."** The **SCHOOLWIDE / CLASSROOM BEHAVIORAL STANDARDS** are listed under the **"CITIZENSHIP AT SCHOOL"** section of the Student/Parent Handbook. In the library, these standards are clarified below.

<b>Be Safe</b>	<b>Be Kind</b>	<b>Be Responsible</b>
<ul style="list-style-type: none"><li>• Walk facing forward.</li><li>• Keep hands, feet, and objects to yourself.</li><li>• Move to class on time.</li><li>• Use all equipment and materials appropriately.</li></ul>	<ul style="list-style-type: none"><li>• Use kind words and actions (please &amp; thank you).</li><li>• Use quiet voices.</li><li>• Hats and shirt hoods are removed inside.</li><li>• Wait for your turn.</li><li>• Clean up after yourself.</li></ul>	<ul style="list-style-type: none"><li>• Place library bookmark in place when you look at a book. Return book or marker when finished looking at a book.</li><li>• Check out all books before you leave.</li><li>• Two books checked out at a time.</li><li>• Books returned before two weeks up or renew for another two weeks.</li></ul>

Students with an overdue book may not check out another book until the overdue book is returned.

If a student damages a book please return it to the librarian. Please **Do Not** repair the book yourself. If the book is damaged beyond repair, the student will be billed for the book. If a second book is damaged, borrowing privileges may be limited

If a student loses a library book, borrowing privileges may be limited until the book is either found or paid for. Payments for the lost or damaged books are made in the main office. If the book is found at a later time, the amount paid for the book will be refunded.

Please remember that students are responsible for lost or damaged materials borrowed from the library and will be required to reimburse the school for damaged or lost items. Report Cards and/or diplomas will be held until reimbursement is made.

## LOST AND FOUND

All coats, sweaters, etc., should be labeled with your name or initials. Indelible markers are available in the office if needed.

"Found" articles of clothing will be placed on a rack outside the cafeteria. Articles of obvious value such as glasses, jewelry, etc., will be taken to the school office.

Students seeking a lost article should check the rack outside the cafeteria first, then the office. After an appropriate period of time (minimum of 30 days), all lost and found clothing may be donated to the Salvation Army, the Gridley Emergency Relief Society, etc.

NOTE: No valuable items should be brought to school. Keep all personal items to yourself. Personal items should not be left in restrooms, classrooms, etc., or on the playground. Be safe! Be prudent! Be cautious!

## PHYSICAL EDUCATION

Participation in P.E. is a part of the regular school curriculum required by State Law for all students at Manzanita. Tennis shoes are required to be worn for P.E.

Manzanita Behavior Standards are that all students should, **"Be Safe, Be Kind and Be Responsible."** The **SCHOOLWIDE / CLASSROOM BEHAVIORAL STANDARDS** are listed under the **"CITIZENSHIP AT SCHOOL"** section of the **Student/Parent Handbook**. In the gym, these standards are clarified below.

<b>Be Safe</b>	<b>Be Kind</b>	<b>Be Responsible</b>
<ul style="list-style-type: none"> <li>• Non-marking shoes are to be worn when running or playing on court.</li> </ul>	<ul style="list-style-type: none"> <li>• Use respectful, encouraging comments.</li> </ul>	<ul style="list-style-type: none"> <li>• Floor is to be swept and picked up after each use.</li> </ul>

Any student who is unable to participate in the P.E. class for the day must bring a note from parents stating the reason. In most cases, a student who is well enough to be at school is well enough to take part in the P.E. program provided for his/her class that day. Students will most likely be required to walk" (not run) for exercise in lieu of regular P.E. activities, depending on weather, nature of illness or injury.

If more than three days of P.E. are to be missed, the student may be asked to provide a doctor's note stating the reason and the anticipated length of time excused. All notes for P.E. excuses are to be brought to the school office for **approval by the Principal**. Any student who requests more than 5 cumulative days for no P.E. will be referred to the Principal for case review. (The **law requires** P.E. on a regular basis and "not feeling well" is not an acceptable excuse.)

## **PROMOTION & GRADUATION (CEREMONY / ACTIVITIES / DIPLOMA) REQUIREMENTS**

Participation in the end of the year graduation activities of graduation dance, end of the year trip, graduation ceremony participation and receiving an eighth grade graduation diploma is a privilege that needs to be earned by students of Manzanita Elementary School. Students must meet both academic and behavior expectations.

Students may participate in graduation activities if they do not receive:

- \*2 or more "F's" in any trimester or
- \*2 or more "F's" in the same class or
- \*2 or more school suspensions during their 8th grade year.

## **PROMOTION / ACCELERATION / RETENTION-BOARD POLICY 5123**

The Governing Board expects students to be placed in the best possible learning environment within the resources of the district. To accomplish this, instruction at each grade level will be based upon the adopted grade level standards. Instruction will also accommodate the varying interests and growth patterns of individual students, and will include strategies for addressing academic deficiencies. Student placement should be based on a reasonable prognosis for success and growth.

Students shall progress through the grade levels by demonstrating growth in learning and by meeting specific criteria as set forth in the administrative regulations. Acceleration to the next grade level prior to the end of the school year will only occur when it is determined to be the best placement for the student and the student exceeds the entry standards of the grade level to be entered, and when the Student Study Team predicts with reasonable certainty that the student will be successful.

Retention, remaining at the same grade level for a second year, provides an opportunity for the student to be more successful, to achieve grade level standards and meet promotion requirements. Early identification and intervention are keys to student success. The Superintendent shall identify students who should be retained or who are at risk of being retained.

Students who do not meet Board adopted criteria will be identified as being "at risk of retention." If a student is identified as performing below the minimum criteria for promotion, the student shall be retained in his/her current grade level unless the student's regular classroom teacher and the principal, acting as part of the Student Study Team, determine and state in writing (giving specific reasons and recommendations for intervention) that retention is not the appropriate intervention. Retention decisions may be appealed to the Governing Board. The Board's decision shall be final. When a student is recommended for retention or is identified as being "at risk of retention," the superintendent or designee shall provide opportunities for remedial instruction. Such opportunities may include, but are not limited to, tutorial programs, summer school programs, and parent/guardian assistance.

The Superintendent shall develop and maintain Administrative Regulations that provide for the implementation of this policy.

## **RETENTION**

Board Policy 5123 states, "If a student is identified as performing below the minimum criteria for promotion, the student **shall be retained** in his/her current grade level unless the student's regular classroom teacher and the principal, acting as part of the Student Study Team (SST), determine and state in writing (giving specific reasons and recommendations for intervention) that retention is not the appropriate intervention. Retention decisions may be appealed to the Governing Board. The Board's decision shall be final."

Board Policy 5123 further states, "Specific Criteria For Retention -Students Who Shall Be Retained"

- A. Kindergarten to 1st Grade, 1st Grade to 2nd Grade  
Students are at least 1 year below grade level in at least two of the three core areas of reading, writing and math as measured by local assessments.
- B. 2nd to 3rd Grade, 3rd to 4th Grade  
Student is more than 1 year below grade level in at least two of the three core areas of reading, writing and math.
- C. 4th to 5th Grade, 5th to 6th Grade, 6th to 7th Grade, 7th to 8th grade, 8th to 9th grade  
Students receiving F's, or Incomplete grades in academic subjects at any trimester. Students must meet minimum promotion standards (not receive 2 or more "F's" in any trimester) and demonstrate minimum curricular competency (not receive more than 1 "F" in the same class) in the core academic areas of reading, math, science and social studies and must also be excellent citizens and not receive 2 or more school suspensions during their 8th grade year in order to participate in all graduation activities.

Note: A Student Study Team (SST) meeting may be requested to explain why retention is not the appropriate intervention or why the students should be allowed to participate in the graduation activities. The Student Study Team (SST) will make the final decision.

## REPORT CARDS AND PARENT CONFERENCES

Report Cards will be sent to parents at the end of each trimester. At the end of the first trimester, a parent conference will be scheduled for all students in grades TK-5, at which time the parent will receive the first report card and information on the school's curriculum. At the end of the second trimester, an additional conference is offered for all primary students and by parent/teacher request for all fourth through eighth grade students to discuss your child's progress. You will receive the second report card at that time. The parent may keep the record card. **Additional conferences may be arranged at any time at the request of the parent, teacher, or principal.**

### Honor Roll and Principal's Awards

Honor Roll at Manzanita School is for special recognition of students who do outstanding work in the subjects in grades 4-8. In order to be placed on the Manzanita Honor Roll in any trimester, the student must have an overall G.P.A. of 3.00-3.49 in the core subjects. If a student earns an F (Failure) or I (Incomplete) on the report card, then the student does not make the Honor Roll. Students with an overall 3.50-3.99 earn the honor of being on the Principal's Honor Roll.

Students, in grades 4-8 earning all A's in the core classes on their report cards for the entire trimester, are awarded a special award called the PRINCIPAL'S AWARD.

Both Honor Roll and Principal's Award students are honored at school-wide assemblies.

### Valedictorian Selection

The student who has the highest grade point average (GPA), in core academic classes, for grades 4-8 is chosen as class valedictorian. The following point system is used:

1. A = 4      2. B = 3      3. C = 2      4. D = 1      5. F = 0

Note: Pluses (+) and minuses (-) are not used in calculating grade point averages. Integrated Math 1 students receive an additional point in that class. (Example follows):

1. A = 5      2. B = 4      3. C = 3      4. D = 2      5. F = 0

An extra grade point is given for any student taking a "high school" rigor class (example: Integrated Math 1, etc.) at the middle school level, not for students taking a regular class out of grade sequence.

Students are encouraged to challenge themselves and take advanced classes. Students must receive at least an 80% and complete all homework to remain in an advanced class. Students not receiving at least an 80% and completing all homework will be placed in their regular education class. Students receiving at least an 85% and completing all homework, in an advanced class will receive 4 points in determining G.P.A. for Valedictorian selection only and thus will not be penalized for taking these advanced classes.

### RESTROOMS

Manzanita Behavior Standards are that all students should, "Be Safe, Be Kind and Be Responsible." The **SCHOOLWIDE / CLASSROOM BEHAVIORAL STANDARDS** are listed under the "CITIZENSHIP AT SCHOOL" section of the Student/Parent Handbook. In the restrooms, these standards are clarified below.

<b>Be Safe</b>	<b>Be Kind</b>	<b>Be Responsible</b>
<ul style="list-style-type: none"> <li>• Keep your feet on floor-no climbing.</li> <li>• Keep the water in the sink.</li> <li>• Wash your hands.</li> <li>• Use appropriate bathroom: K-3; primary area, 4<sup>th</sup>/5<sup>th</sup> across from kitchen, and 6<sup>th</sup>-8<sup>th</sup> by the upper driveway.</li> </ul>	<ul style="list-style-type: none"> <li>• Knock on the stall door.</li> <li>• Give people privacy.</li> <li>• Use quiet voices.</li> </ul>	<ul style="list-style-type: none"> <li>• Flush the toilet after use.</li> <li>• Return to room promptly.</li> <li>• Inform adults of vandalism.</li> <li>• Leave area clean of paper, garbage, paints, etc.</li> </ul>

Be quiet in the restrooms at all times. The restroom is for your use, so it is your responsibility to help keep it in order. (No paper on floor. Don't leave personal items in restroom. Don't waste paper.)

### SEXUAL HARASSMENT POLICY

The Manzanita School District is committed to the elimination and prevention of any form of sexual harassment in our learning environment.

In furtherance of that commitment, it is our intention to provide training and education in the prevention of sexual harassment to all students and employees in our District and to foster an increased awareness of

the offensive conduct and understanding of the problem. This policy has been developed to establish a means of investigating and eliminating sexual harassment problems. The policy will be closely followed and strictly enforced where incidences of harassment are found.

**a. Definition of Sexual Harassment:**

Any unwelcome conduct of communication of sexual nature will constitute sexual harassment in the following instances:

1. If a student believes that submission to the conduct is a requirement for favorable treatment or grades;
2. If submission to or rejection of the conduct is in fact used as a basis for favorable or unfavorable treatment or grades;
3. If the conduct has the purpose or effect of substantially interfering with the student's performance; or
4. If the conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment for the student.

**b. Examples of Sexual Harassment:**

1. Verbal: Sexual harassment will include remarks and sexual comments regarding a student's appearance, unwanted exposure to jokes with sexual propositions or advances or other requests for sexual favors. "Kidding" or "teasing" which has sexual overtones and is unwelcome will also be considered sexual harassment.
2. Physical: Sexual harassment includes an unwelcome touch, pinch, pat, hug, holding, and arm around the waist or shoulder, a backrub, or caress. Blocking or inhibiting someone's movements, if unwelcome and sexually oriented, is also sexual harassment. As in verbal harassment, "teasing" or "kicking" or signs of affection even though kindly meant, may be sexual harassment if they are unwelcome.
3. Visual: Sexual harassment may be found in derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures, which have a sexual connotation. Even if one person reasonably considers an item or action to be derogatory or offensive, this may constitute sexual harassment.

**c. Complaint Procedures for Sexual Harassment Claims:**

1. Any student who feels that he/she has been sexually harassed in the school environment may file a complaint. A complaint may be filed by one who has witnessed or is aware of sexual harassment in the school environment.
2. A complaint may be filed against an employee of the district, a non-employee who is regularly present in the school area, or against another student.
3. The school environment includes the school grounds, going to or coming from school, during lunch period either on or off campus, and during or while going to or coming from a school sponsored activity.
4. A complaint is a report, which must be completed by the student. It includes the name of the person involved and a summary of the incident(s) or item(s), which prompted the complaint. If a student is unable to complete the report form, he or she should report the offensive conduct to his/her teacher or to the principal.
5. Complaint forms can be obtained from any teacher or from the principal.

6. The complaint form may be submitted to a teacher, who will immediately give it directly to the principal.

**d. Investigation:**

1. As part of the District policy regarding sexual harassment the Superintendent/Principal will be responsible for the investigation and recommendations resulting from the complaint.
2. The student making the complaint, the accused, and the witnesses will be informed of their rights pursuant to this policy.
3. All investigations of complaints will be handled promptly in a serious and sensitive manner, and in as confidential a manner as possible.
4. When the Superintendent/Principal receives the complaint, he or she will do the following: The complaining student will be asked to identify the alleged offender, the specific nature of the complaint, the circumstances surrounding the incident(s), the relevant dates, and desired remedy or resolution.
5. The Superintendent/Principal will conduct an investigation.
6. The investigation will include interviews with the complainant, the accused harasser, and any other persons who may have relevant knowledge concerning the complaint, such as witnesses and victims of similar conduct.
7. The investigation material will be reviewed to determine whether the alleged conduct constitutes sexual harassment.

**e. Determination:**

1. If it is determined that sexual harassment has not occurred, the investigation report will be placed in the district office in a confidential file. A copy or summary of the report will be provided to both the accused and the complainant. It will indicate that a thorough investigation has been conducted and that there exists no grounds or basis to substantiate the alleged sexual harassment.
2. If it is determined that sexual harassment has occurred the Investigator will so indicate in a written report.

**f. Discipline:**

1. If it has been determined that sexual harassment has occurred, the Superintendent/Principal will take prompt and effective remedial action against the harasser. This action will be commensurate with the severity and frequency of the offense. After the first reprimand, all instances of repeat harassment will result in disciplinary action.
2. The disciplined student or employee will be entitled to due process as provided by law, any relevant collective bargaining agreement, and Board policy. The accused harasser will have the opportunity to respond to the written determination prior to its inclusion in the District and/or personnel files.

**g. Follow Up:**

1. Reasonable steps will be taken to protect the victim and other potential victims from further harassment and from any retaliation as a result of lodging or supporting the complaint.
2. Appropriate action will be taken whenever possible to alleviate the effects of the harassment and compensate the complainant where he/she has been damaged.

3. The results of the investigation and notices of any corrective action taken will be provided to the complaining student.
4. All documentation created as a result of the investigation will be retained and held in the strictest confidentiality.

**h. Appeal:**

1. If either the complainant or the alleged harasser is not satisfied with the findings of the investigator's report, they may appeal the entire matter to the Board of Trustees within thirty days of receipt of the written determination. The Board's decision will be the final decision by the district. Either party at the Board meeting may be represented by an advisor(s) of their choosing.
2. The finding of the Board may be appealed to the Fair Employment and Housing Commission. The Commission will determine whether or not the employer has acted promptly, vigorously, and visibly and has demonstrated that it strongly disapproves of sexual harassment and does not tolerate it in the workplace.

## STRATEGIC PLAN

A team of sixteen people, parents/community members, classified, teachers, administrators and board members met for two nights and developed a new five-year Strategic Plan. This is a courageous plan describing what we need to "do" to, "*graduate confident, responsible, entrepreneurial learners with strong academic personal and life skills who are empowered to direct their own futures*".

## TITLE IX – NONDISCRIMINATION

As required by law under Title IX regulations signed by the President of the United States on May 27, 1975, Manzanita Elementary School District Board of Trustees adopted the following policy #5016.5 stating:

*It is the policy of the Manzanita Elementary School District that it does not discriminate on the basis of race, color, creed, national origin or sex in the educational programs or activities, which it operates.*

This policy covers both employment, admission procedures, participation in educational programs, services and school activities. This notification is required by Section 86.9, Dissemination of Policy, Rules and Regulations, Title IX.

Minden King, Title IX Coordinator

**Note:** The Student/Parent Handbook is annually reviewed by the Manzanita School Site Council at their May meeting.

## UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes that the district is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color, or physical or mental disability in any program, harassment, violence, intimidation,



and bullying or activity that receives or benefits from state financial assistance. The district shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

Upon receipt of a written complaint from an individual, public agency or organization, uniform complaint procedures shall be initiated. The Superintendent or designee shall distribute full information about these procedures.

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination or participation in complaint procedures. Such participation shall not in any way affect the status, grades or work assignments of the complainant. (6/92, 10/96) 10/97

The Governing Board designates the following compliance officer to receive and investigate complaints and ensure district compliance with law:

Minden King  
Superintendent  
Manzanita Elementary School District  
627 E. Evans-Reimer Road  
Gridley, CA 95948  
Phone (530) 846-5594

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

#### NOTIFICATIONS

The Superintendent or designee shall meet the notification requirements of 5 CCR 4622, including the annual dissemination of district complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. The Superintendent or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts and other public agencies.

The above notification shall state that complainants may seek help from agencies such as legal assistance agencies, local mediation centers or the county office of education. Local resources include the Butte County Office of Education.

#### PROCEDURES

The following procedures shall be used to address all complaints, which allege that the district has violated federal and state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4632.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

#### STEP 1: FILING OF COMPLAINT

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination, or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (5 CCR 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint. (5 CCR 4600)

#### STEP 2: INVESTIGATION OF COMPLAINT

The compliance officer shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative and the district's representative shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (5 CCR 4631)

#### STEP 3: RESPONSE

Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. (5 CCR 4631)

The Board may consider the matter at its next regular meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision is final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the District's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

#### STEP 4: FINAL WRITTEN DECISION

The report of the District's decision shall be written in English and in the language of the complainant whenever feasible or required by law (when 15% or more of a schools enrolled students speak a single language other than English). If it is not feasible to write this report in the complainant's primary language, the District shall arrange a meeting at which a community member will interpret it for the complainant.

This report shall include:

1. The findings and disposition of the complainant, including corrective actions, if any. (5 CCR 4631)
2. The rationale for the above disposition. (5 CCR 4631)
3. Notice of the complainant's right to appeal the decision to the California Department of Education, and procedures to be followed for initiating such an appeal. (5 CCR 4631)  
If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of District expectations. The report shall not give any further information as to the nature of the disciplinary action.

#### Appeals to the California Department of Education

If dissatisfied with the District's decision, the complainant may appeal in writing to the California department of Education within 15 days of receiving the District's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (5 CCR 4652)

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the District's decision and must include a copy of the locally filed complaint and the District's decision. (5 CCR 4652)

#### **WEBSITE:**

***[www.manzanitaelementaryschool.com](http://www.manzanitaelementaryschool.com)***

We maintain a school and district web page that is accessible through the Internet from anywhere in the world. If you have a home computer, please make us one of your "favorites". The web page contains much useful information.

Follow us on Facebook: Manzanita Mustangs (closed group) and Twitter: @Mesdmustangs