

Richard M. Moon Primary School

2018 – 2019

Parent/Student Handbook



EXCELLENCE IN EDUCATION

**WATERFORD UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION**

Mrs. Sheila Collins, President
Mr. Matt Erickson
Mr. Tim Bomgardner
Mr. Jim Weaver
Mrs. Lisa Hawkins

Waterford Unified School District

Strategic Plan

Vision Statement:

Committed to excellence, achievement, and success

Mission Statement:

WUSD, in partnership and collaboration with families and the community is committed to developing:

- ✓ A safe, healthy and supportive environment
- ✓ Academic excellence and achievement for all students
- ✓ Well-rounded successful citizens with personal integrity
- ✓ Self-directed and collaborative learners who are college and career ready
- ✓ Diverse learning opportunities
- ✓ Critical thinking and creative expression

Strategic Goals:

- **Curriculum, Instruction and Assessment:** Continue to design, implement, evaluate, and improve instructional programs to ensure every student meets the district standards.
- **Human Resources:** Recruit, select, orient, train, develop, support, evaluate and retain the highest quality staff.
- **Student Services:** Continue to design, implement, evaluate, and improve programs and services to support success for all students.
- **Family and Community Partnerships:** Continue to design, implement, evaluate, and improve partnerships that support the goals and objectives of the District.
- **Facilities and Equipment:** Provide a safe, healthy, clean functional supportive environment which promotes student learning and fosters student, staff, and community pride.
- **Alternative and Optional Educational Programs and Services:** Provide for alternative and optional educational programs and services for our students, families and communities.
- **Strategic and Financial Planning:** Continue to design, implement, evaluate, and improve the strategic planning process to ensure that the short-term and long-range human, financial and capital resources are optimally and effectively allocated

Waterford Unified School District - Approved TBD. This Strategic Plan was developed with the assistance of the stakeholders on February 7, 2014 and the Board of Trustees on February 8, 2014, and was facilitated by Walt L. Hanline, EdD, Executive Director of the National Center for Executive Leadership and School Board Development.

ADMINISTRATIVE STAFF

Superintendent
Don Davis

Maria Tillery
Principal

SECRETARIAL STAFF

Lisa Brewer, Secretary
Erica Valdivia, Attendance Clerk

TELEPHONE NUMBERS

District Office	874-1809
Richard Moon Primary School	874-2371
Lucille Whitehead Intermediate	874-1080
Connecting Waters	874-9463
Preschool/Head Start	874-3301
Transportation Department	874-9795
Maintenance Department	874-4125
Moon School Cafeteria	874-3916
Waterford Junior High School	874-2382
Waterford High School	874-9060

WUSD BOARD OF EDUCATION MEETINGS

The Board of Education meetings are held at 7:00 p.m. (6:30 p.m. closed session) on the second Thursday of each month in the Conference Center adjacent to the Moon School Campus. The public is welcome to attend.

TABLE OF CONTENTS

Mission Statement/Beliefs	4
Moon School Staff List	5
General Information	6
▪ School Hours	6
▪ Breakfast/Lunch Prices	6
▪ Arrival/Departure Procedures	6
▪ Emergency Contact Card	7
▪ Release During School Hours	7
▪ Attendance Policy	8
▪ Homework/Class Work	8
▪ Parent Teacher Club/School Site Council	8
▪ Closed Campus	8
▪ Personal Messages to Students	9
▪ Instructional Time	9
▪ Independent Study	9
▪ School to Parent Communications	9
▪ School Visitation	10
▪ PTA/School Site Council	10
▪ Complaint Procedures	10
▪ Insurance	11
▪ Telephone	11
▪ Health Screenings	11
▪ Emergency Drills	12
▪ Medications	12
▪ Personal Property	12
▪ Lost and Found	12
▪ Tobacco Free Campus	13
Discipline Policy	13
▪ Student Consequences	14
Bus Rider Rules	15
Dress & Grooming	16
Board Policy – Retention Policy	17
Notification of Privacy Rights of Parents and Students	18
Parents Rights	18
Harassment Policy	19
Class Assignment	19
Board Policy – Head Lice	20
Administrative Regulation – Head Lice	20
2017-2018 District Calendar	22
School Map	23

WATERFORD UNIFIED SCHOOL DISTRICT

Moon School's Commitment

Moon School's commitment is to ensure that Moon Cubs are well rounded socially and academically. By developing a love for learning and providing rigorous, effective instruction we prepare them to be lifelong learners. We use the 7 Habits of Happy Kids to prepare Moon Cubs to be:

- leaders and team players who are kind, caring, and polite.
- happy and productive citizens who are responsible problem solvers and who make good choices.
- confident decision makers who are willing to try new things.

Values

We value:

- Collaboration, the strength of working together as a staff, with administration, and with parents to do what is best for our students
- Shared Leadership, the idea that we all have a part in leadership to building a strong foundation for our students
- A Positive and Safe Learning Environment, a well-kept school where students, staff, parents and the community feel safe and is conducive to learning

Beliefs

We believe:

- All students can learn
- Achievement and growth should be celebrated
- That being positive can inspire and affect learning positively
- That school should be rigorous and fun

Waterford Pledge

I pledge to make my school a better place by being respectful, working hard, welcoming others' differences, and finding positive solutions to problems for I am a Waterford student!

This month I pledge to work on the Seven Habits

September	Be Proactive
October	Begin with the End in Mind
November	Putting First Things First
December	Think Win-Win
January	Seek First to Understand and then to be Understood
February	Synergize
March	Sharpening the Saw
April	Be Proactive
May	Begin with the End in Mind

Based on the book by Steven Covey, "The Leader in Me"

The 7 Habits of Happy Kids

STAFF LIST

Mr. Steve Kuykendall, Principal
skuykendall@waterford.k12.ca.us

<u>GRADE</u>	<u>TEACHER</u>	<u>ROOM_</u>	<u>Email Address</u>
TK	Shelli LaMunyon	16	slamunyon@waterford.k12.ca.us
TK/K	Kathy Kuehl	21	kkuehl@waterford.k12.ca.us
K	Erica Rogers	3	erogers@waterford.k12.ca.us
K	Aaron Alton	20	aalton@waterford.k12.ca.us
K	Dana Campbell	19	dcampbell@waterford.k12.ca.us
K	Elena Gutierrez	14	egutierrez@waterford.k12.ca.us
1	Christina Ortiz	12	cortiz@waterford.k12.ca.us
1	Kelly Boere	13	kboere@waterford.k12.ca.us
1	Alma Costales	7	acostales@waterford.k12.ca.us
1	Linda Moran	8	lmoran@waterford.k12.ca.us
1	Blayne Millsap	11	bmillsap@waterford.k12.ca.us
2	Kathleen Nyquist	32	knyquist@waterford.k12.ca.us
2	Roberto Gil	30	rgil@waterford.k12.ca.us
2	Denise McReynolds	31	dmcreeynolds@waterford.k12.ca.us
2	Kari Flanery	22	kflanery@waterford.k12.ca.us
2	Cameo Borges	33	cborges@waterford.k12.ca.us
3	Nicole Ecker	23	necker@waterford.k12.ca.us
3	Cindy Houghton	24	choughton@waterford.k12.ca.us
3	Cortney One	29	cone@waterford.k12.ca.us
3	Susan Silva	28	ssilva@waterford.k12.ca.us
3	Jennifer Fontaine	25	jfontaine@waterford.k12.ca.us
Resource:		10	
SDC Class	Felicia Partin	1	fpartin@waterford.k12.ca.us
Resource	Mark Partin	9	mpartin@waterford.k12.ca.us
Reading			
Specialist	Maria Tillery	15	mtillery@waterford.k12.ca.us
Speech	Sandra Gaskell	10	sgaskell@waterford.k12.ca.us
Psychologist	Erica Cox	10	
Site Secretary	Lisa Brewer		lbrewer@waterford.k12.ca.us
Attendance	Erica Valdivia		evaldivia@waterford.k12.ca.us
Nurse	Sanja Ognjenovic/ Kate Thornton		sognjenovic@waterford.k12.ca.us kthornton@waterford.k12.ca.us
Migrant	Adriana Vega		
Cafeteria	Tiffany Gothan		tgothan@waterford.k12.ca.us
Services			

GENERAL INFORMATION

SCHOOL HOURS

Monday, Tuesday, Thursday & Friday

TK – First Grade Warning Bell 7:55 a.m. 8:00 a.m. – 2:15 p.m.
Second and Third Grade Warning Bell 7:55 a.m. 8:00 a.m. – 2:30 p.m.

Wednesday (Minimum Day Dismissal)

TK and Kindergarten 12:25 p.m.
First Grade 12:35 p.m.
Second and Third Grade 12:40 p.m.

****The day before Thanksgiving break, Winter break, Spring break, and the last day of school will be a minimum day.**

*****Every day of Parent Conference week will be a minimum day.**

ARRIVAL AND DEPARTURE PROCEDURES

Supervision for students begins at 7:15 a.m. each morning. Adults may not leave children at school before 7:15 a.m. Students may not arrive before 7:15 a.m.

- Students eating breakfast at school must do so before going to the playground.
- Students must use the crosswalks in the street and the parking lot at all times.
- Students are to walk their bikes while on campus. Bikes are kept in a special area and must have locks. The school assumes no responsibility for bicycles or bicycle equipment.
- Skateboards and scooters must be carried while on campus. They may be stored in the classroom.
- Students who arrive after the bell must report to the office before going to class. The office will issue a tardy pass.
- After school, students are to line up by their bus and wait until the driver invites them onto the bus. No students are to be on a bus without the driver.
- Students walking home are to use the designated walkways and crosswalks.
- Students waiting for a ride home are to wait with the parking lot supervisors in the designated location. Parking lot supervisors will assist students as they get into cars.
- Any student who has not been picked up after school may use the office phone if they have been escorted to the office by a parking lot supervisor.

Breakfast and Lunch

Waterford Unified School District participates in Community Eligibility Provision (CEP). All students in the district qualify for FREE breakfast and lunch. If you have any questions at any time you can contact the Cafeteria by calling 874-3916.

Breakfast is served from 7:15 a.m. – 7:50 a.m. Please make sure your child arrives on time. No food is to be taken out of the cafeteria.

EMERGENCY CONTACT CARD

(Student Registration Card)

This card is located in the information packet sent home at the beginning of each school year. We ask that you complete a card for EACH child in your family that is attending Moon School. (If you have 2 children attending Moon School, you will complete 2 emergency cards.)

- Please keep the information on the card current. If you change your home, cell, or work phone numbers please contact us as soon as possible.
- A change of address should be reported to us immediately.
- Any change of medical condition should be reported to the school office immediately.
- List the names of anyone authorized to pick up your child from school. (NO child will be released to anyone not listed on the card.)
- If a parent is restricted from picking up their child from school, we must have a **current restraining order on file in our school office.**

The information you provide to us on the Emergency Card is used to contact you in the event of a school or medical emergency. **After 30 minutes, if we are unable to contact you or a person identified on the card, then the sheriff or an ambulance may be notified to assist.**

CLOSED CAMPUS

The WUSD Board of Trustees has determined that Moon School is a closed campus. This means that once children arrive at school, they must remain on campus until dismissal at the end of the day. Students who leave the campus without checking out through the office will be considered truant. Gates are locked at 8:05 a.m. and kept locked until 2:10 p.m. Visitors must report to the office during this time.

RELEASE DURING SCHOOL HOURS

For the welfare and protection of your child, the following procedures will be followed:

- Your child will only be released to an adult identified on the Emergency Card.
- There is a form to fill out which gives specific permissions for those people you entrust to pick your child up early.
- Send a note with your child or call the school office to tell us why and when your child will be leaving school and who will be transporting them.
- All adults must first come to the office to identify themselves before a student will be released.
- When your child returns to school, they must check back in through the office.

ATTENDANCE POLICY

Regular attendance is one of the most important requirements for success in school. The lessons are carefully paced, and build sequentially upon one another. If a student is absent, they will have to work

twice as hard to catch up in every subject area missed. For young children, that can be discouraging and lead to poor grades.

According to California State Law, students are required to attend school every day. If your student must be absent for any reason, you should call the school as soon as possible at 874-2371.

We have implemented an Attendance Champions award system to inspire good attendance. Classroom door signs and bronze grade level awards are given as incentives.

Excessive absences: We understand that sometimes there are extreme circumstances that cause students to miss school. It is our desire to assist you and your child in achieving regular attendance to prevent the loss of valuable instruction, and to ensure your child's success in school.

- Three (3) unexcused **tardies** or **absences** will be considered truancy, (Section 48260 of the California State Education Code), and will be notified by mail.
- The first step in addressing attendance issues is School Attendance Review (SAR). This may include a one-on-one parent meeting with the principal, or a group parent meeting with the principal. If the issue is not resolved, parent will move on to the procedures listed below.
- If the parents are unable to resolve the cause of their child's absences, the family will be referred to the district SART (Student Attendance Review Team), and if absences continue, to Stanislaus Sheriff Department's School Attendance Review Board (SARB). The Sheriff and the Board will determine the appropriate interventions to improve school attendance.

HOMEWORK/CLASS WORK

All students will receive homework based upon their grade level. Please check your child's backpack every day for homework and class work. It is essential that parents monitor the amount and time of their child's homework to support the classroom teacher. Homework is to be a continuation and practice of material already taught in the classroom. At no time should a student be confused about what he/she needs to do with their homework. Kindergarten and First Grade will have beginning reading and math. Second Grade will introduce more writing exercises and more advanced math. Third grade reading, math and other curriculum will be combined in projects which may be spread over a longer time frame than K-2 grades. Students must budget their time wisely daily to make sure they finish these projects on time.

The rule of thumb for homework is in increments of 10 minutes per grade level. If a student has to spend much more time than this on a daily basis, the work may be too difficult or complex for him/her. Please contact the teacher to determine how best to address this problem.

Kindergarten	Should be done in one sitting
First Grade	10 minutes daily
Second Grade	20 minutes daily
Third Grade	30 minutes daily

Homework will be figured into a student's grades; however, it will not be utilized for pass/fail at the end of the year. That will be determined by the student's ability to master the material and minimum competencies based upon class work and test.

INDEPENDENT STUDY CONTRACTS

Students who must be absent from school for ***more than 5 days*** may request an Independent Study Contract. The objective of Independent Study is to provide a voluntary, short term, educational alternative for students who are unable to attend school. A request for an Independent Study Contract must be submitted to the office at least ***2 days prior*** to the student's absence. Parents are responsible for the supervision of their children while they are completing the assigned work. Submission of all completed assignments is necessary for students to earn credit towards their report card. Parents are liable for the cost of replacement or repair for willfully damaged or destroyed books and other school property checked out to enable students to complete the Independent Study.

MESSAGES TO STUDENTS OR TEACHERS

Time on task is an important factor in student learning. Every effort is made to reduce the number of classroom interruptions. Your child's classroom teacher's email address is listed on the Staff List of this handbook. Please use email to communicate with teachers if you do not have an urgent message to relay to your child. Phone calls and the delivery of messages to classrooms will not be delivered except in an emergency. If it is necessary for you to leave a message, please:

- Try to leave messages before 10:00 a.m.
- Tell your child any change in transportation plans before you send them to school. Please send a note from to the teacher if there is a change in regular procedure. Bus rider forms will be sent home the first day of school
- If you need to pick your child up early for an appointment, please call the office in advance, if at all possible. Students change classes during the day for U.A. and ELD, as well as being out for recess and lunch. This will help us to locate your child for you in a timely manner.
- Any messages received **after 1:30 p.m. may not reach your child.**

INSTRUCTIONAL TIME

Teachers and students work very hard each day to master California State Standards. Class time is carefully planned. When you enter the school campus, go directly to the office. If you need to give your child a message, homework, lunch money, supplies etc., the office will arrange for the delivery of these items during recess or at lunchtime.

SCHOOL-TO-PARENT COMMUNICATIONS

Teachers and office staff use an automated call-out system to contact parents regarding absences, no-school days, class projects, and school events. Cub Corner is a quarterly newsletter that will be sent home with students containing a calendar, and other useful information.

SCHOOL VISITATION

We encourage parents to visit our school and to actively participate in the education of their children. For the protection and safety of our children, we ask that you observe the following procedures:

- Sign-in at the office and **obtain a visitor's badge**.
- Wear the visitor's badge while you are on campus.
- If you wish to volunteer in your child's classroom, please arrange the day and time with the teacher before your visit.
- Younger siblings and students from other schools are not allowed on campus unless prior arrangements have been made with the school administration.
- Planned conferences are welcomed. Please make an appointment to meet with a teacher before or after school.

- At the end of your visit, return to the office to sign-out.

COMPLAINT PROCEDURES

From time to time there will be questions and concerns between the school and the home. We encourage frequent communication to prevent misunderstandings from going too far. Parents should always feel comfortable in discussing items with the teacher first. In the case that the parent and the teacher are unable to reach a consensus, the principal will meet with the parties to determine any action to take in the matter. Our goal is always to make a situation best for the student. The parent has the right, by District Policy, to file a written complaint with the Superintendent's Office.

GET INVOLVED!

Parent /Teacher Association (PTA): All parents and grandparents are encouraged to attend PTA meetings and to participate in the events they sponsor. The PTA conducts fundraisers and special events to provide the financial backing needed for field trips and assemblies. The PTA meets quarterly.

School Site Council (SSC): The SSC is made up parents and school personnel who work to improve the quality of instruction, the learning environment and community involvement at Moon School. They offer input, assess effectiveness of school programs, and advise administration based on those assessments. Please check with the school office if you would like to serve on SSC. The SSC meets monthly at 2:45 p.m.

CELL PHONES

A student may have a cell phone on campus. It must not be visible and must be turned off. If a cell phone disrupts the educational environment in any way, it will be taken from the student. Parents will be notified and can come to the office to pick up the phone. The school is not responsible for lost or stolen cell phones/electronic equipment. Cell phones may be used after school only.

TELEPHONE

Office telephones are not available for student use, except in case of emergency. Calling home for books, materials or after school plans is not considered emergencies. Students may call from the classroom at the discretion of the teacher. The use of personal cell phones during school time is not allowed.

INSURANCE

The school does not provide students with insurance; however, optional student accident insurance is offered. Forms and information are sent home during the first week of school in August.

ASTHMA FLAGS

Our school participates in the Asthma-Friendly Flag Program. Each morning we receive an email that informs us of the Air Quality Index (AQI). According to the AQI, a flag is flown to inform our community of any activity restrictions for children with asthma.

- **Green Flag:** Good Air Quality No limitations on outdoor activities
- **Yellow Flag:** Moderate Air Quality Air is unhealthy only for those children who are extremely sensitive.

- **Orange Flag:** Unhealthy Air Quality Sensitive individuals should be Limited to prolonged outdoor exertion.
- **Red Flag:** Unhealthy Air Quality Outside air is unhealthy for everyone. Students will be kept indoors.

ROUTINE HEALTH SCREENINGS

Regular health screenings are scheduled throughout the school year for students. The nurse will send a written report to you if there is a concern with a vision, hearing, or dental screening for your child. If you receive one of these reports and you have any questions, please call the school nurse at 874-2371.

- Vision screening: Kindergarten and/or 1st, 3rd grade and SDC students
- Hearing screening: Kindergarten, 1st, and 2nd grades
SDC and RSP students
- Dental screening: Kindergarten and/or 1st, 3rd grade and SDC students
- Height/ weight/ BMI Kindergarten and/or 1st, 3rd grade and SDC students

If you **do not want** your child to be included in the routine health screenings, please contact the school office within the first month of school.

EMERGENCY DRILLS

The safety of each child is one of Moon School's greatest concerns. The school holds regular drills to teach students to respond calmly in the event of an emergency. Fire/Earthquake/Lockdown drills are conducted on a regular basis. Ed Code mandates that one fire drill be held each month; in addition, two lockdown drills a year are held, and one earthquake drill is held each quarter. At least once during the year, each student who is transported in a school bus shall receive appropriate instruction in safe riding practices and shall participate in emergency bus evacuation drills. In the event of a real disaster parents and guardians would be notified by the school's automated call out system. Students would be checked out to parents when any apparent danger is contained.

MEDICATIONS

By law, the school cannot dispense medication of any kind, including aspirin. If it becomes necessary for a student to take medication at school, a form must be completed by the parent and signed by a physician. This includes prescription and over the counter medication. Prescription medications must be kept in the health office along with the form completed and signed by the parent and physician. All medication must remain in its original container and must be dispensed through the health office. Please do not send any medicine with your child to take during the day by themselves.

TEXTBOOKS/LIBRARY BOOKS

All textbooks/Library/classroom reading books are **loaned** to students for their use during the school year. As such, students (**parents/guardians**) are **financially responsible for all books issued to them**. Textbooks/Library books are to be handled carefully and clean of stray marks or graffiti. **If any textbook/Library book is damaged, lost, or stolen, the responsibility of replacement or assessed fees for amount of damage belongs to the student and his/her parent or guardian.** Students who do not return or replace library books will not be able to check books out of the library until the problem has been resolved. If you have any questions please call 874-2371 and speak to the librarian or principal

PERSONAL PROPERTY

Students assume the responsibility for loss or damage to their personal clothing, equipment, books, and instruments. The school endeavors to protect all personal property, but is not responsible for them. The following items are not permitted on campus:

- Large sums of money and articles of real value should not be brought to school. When items of value must be brought to school, they should be taken to the office for safekeeping until they are needed.
- Toys, balls, Frisbees, jump ropes, indoor or outdoor games.
- Trading cards (such as Pokemon) or other collectibles.
- *Electronic or battery devices such as tablets, iPODS, video games, etc., may not be brought to school. If brought to school, the item will be held in the office until a parent/guardian picks it up.*
- **No knives or guns are allowed including play ones; these lead to suspension and possible expulsion.** Education Code 48900 et seq

LOST AND FOUND

Student items of clothing which are lost will be available to pick up daily. **Twice monthly, those items not claimed will be donated to a charity.** Please check for a lost item as soon as your child reports it missing. The best method is to label **all your child's personal belongings with the student's full name.** Personal items such as jewelry, glasses, wallets etc. will be kept in the office. Clothing and backpacks will be kept in the Lost and Found bin located inside the northeast corner of the cafeteria.

TOBACCO FREE CAMPUS

In the best interest of students, employees and the general public, the Waterford Unified School District Governing Board has adopted Board Policy 3513.3(a) that prohibits the use of tobacco products on district property and in district vehicles. This prohibition applies to all students, visitors, employees, and other persons at any school or school-sponsored activity or athletic event.

Students or employees failing to comply with this policy are subject to disciplinary action. Visitors not complying with policy after the first reminder will be asked to leave school property.

A list of clinics and community resources is available at the school site for those who wish to stop using tobacco products.

DISCIPLINE POLICY

Waterford Unified School District has implemented a discipline plan that is firm, fair, and consistent. We believe that all students have a right to go to school in a safe environment. Each student deserves the opportunity to learn, free from the influence of disruptive classmates. With these basic principles in mind, we have developed policies and procedures to enable the staff to deliver a quality educational program to all students.

Educational Conduct Rules

1. Be in class on time, with proper materials, ready to work until dismissed by the teacher.
2. Be courteous, respectful, and cooperative.
3. Each teacher will designate a place within the classroom to store lunches and snacks. Candy, gum, or seeds are not permitted at school at any time.
4. Behavior must contribute to the learning environment.
5. Public and personal property is to be protected and respected at all times.
6. Any personal property, including electronic devices and toys that interfere with the educational process is to be kept at home.

7. There is no public display of affection (hugging, holding hands, kissing etc.) permitted at school at any time.

Teachers will use appropriate management systems and intervention strategies to teach study skill behaviors. If a student does not conform to the classroom management system, a Behavior Plan will be established for the student that regularly informs parents.

WATERFORD UNIFIED SCHOOL DISTRICT SUSPENSION/EXPULSION STATEMENT

Waterford Unified School District will comply with mandatory expulsion and suspension process mandated by Education Code 48900 et seq and District Zero Tolerance Policy regarding weapons, drugs, alcohol, and tobacco.

This discipline policy also encourages positive behavior through a merit system. Rewards include buttons, ribbons, certificates, and classroom incentives. Please acknowledge your child's efforts as this strengthens the home-school partnership. Your support in this partnership is essential and greatly appreciated.

ADMINISTRATIVE CONSEQUENCES FOR SEVERE OR HABITUAL OFFENDERS

- **Injury** to another student which was willful and deliberate.
Suspension: (1 – 5 days)
- **Physical violence** was used to solve a problem (fighting, pushing, or shoving).
Suspension: (1 – 5 days)
- **Slurs or negative actions** which are deliberate and related to ethnicity, culture, life styles or family relations.
First offense: In-school Suspension: (1 – 2 days)
Second Offense: Suspension: (1 – 5 days) **AND**
Administrative Action Plan
- **Weapons**
Suspension/Expulsions: (1 – 10 days)
- **Vandalism/Graffiti**
Suspension: (1 – 5 days)
- **Drugs/Alcohol**
Suspension/Expulsion: (1 – 10 days)
- **Sexual Harassment**
Possible Consequences:
Administrative Counseling/School Counselor
In-School Suspension: (1 – 2 days)
Suspension: (1 – 5 days)

- **Destruction of property or possession of stolen property (willful)**

Possible Consequences:

All Incidences: Restitution or replacement of property

Administrative Counseling/School Counselor

In-school suspension: (1 – 2 days)

Suspension: (1 – 5 days)

- **Harassing, threatening, or bullying of another student**

Possible Consequences:

Letters of apology or restitution

In-house Suspension: (1 – 2 days)

Suspension: (1 – 5 days)

- **Habitual profanity or vulgarity**

Possible Consequences:

Letters of apology

In-school suspension: (1 – 2 days)

Suspension (1 – 5 days)

- **Defiance of authority or supervisors** which is willful and open

Possible Consequences:

Administrative counseling/School counselor

In-school suspension: (1 – 2 days)

Suspension: (1 – 5 days)

BUS RIDERS' RULES AND REGULATIONS

The Waterford Unified School District Board of Trustees has established the following rules. It is very important for each rider to be familiar with and understand each rule. Please review the rules with your child.

1. Once a child boards the bus and begins the route home, the child must remain on the bus to the scheduled delivery point.
2. Only when a child has a signed note from his/her parent/guardian to be dropped off at another location may a child be delivered to a different location.
3. Gum, candy, or seeds are not permitted on the bus.
4. Students will not put arms, hands or any items out of the window and must remain in their seats at all times, facing forward with their feet on the floor.
5. Loud talking, yelling or excessive noises are not permitted.
6. Students who must be escorted across the street must follow the directions of the driver and wait for the driver to tell them it is safe to cross.
7. Fighting on the bus will result in automatic denial of bus privilege for three (3) days.

8. Students must conduct themselves in a mannerly fashion. Any objectionable behavior such as spitting or using foul language will not be tolerated.
9. Glass containers, animals, and large bulky items are not allowed on the bus.

If the student breaks the rules, the driver may give him/her a citation, which must be signed by the principal and parent/guardian. A child may lose his/her bus riding privilege for repeatedly breaking the rules.

Consequences for repeated offenses are as follows:

1 st Citation	Verbal warning by the principal and note home to parent
2 nd Citation	Restricted from bus three (3) days
3 rd Citation	Restricted from bus five (5) days
4 th Citation	Permanent restriction from the bus

The State Board of Education Regulations section 14263 governing pupil transportation states:

Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. The driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across the street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus en-route between home and school or other destination.

PLAYGROUND RULES

All students must abide by Moon School Rules at all times for the safety and well-being of our students. Common sense should always prevail and be used any time a situation is not covered by a specific rule. Every student will use good manners and appropriate problem solving strategies when involved in or witness to a conflict.

1. Students must stay in areas that are visible to the staff. Students are to stay away from fences, bleachers, bushes, and behind the red and yellow lines painted on the blacktop.
2. Play equipment must be used for its intended purpose in a safe manner.
3. Jump ropes are for jumping only; no tying or tug of war is allowed.
4. Play fighting, kick boxing, pretend or real martial arts moves and 'chicken' are not allowed.
5. Threatening to hurt someone's feelings or physically harm them is not allowed.
6. Students are to tell a playground supervisor of any problems that occur while they are at recess.
7. Playground supervisors will issue office passes to students who need help from the office or nursing staff.
8. Snacks from home may be eaten during the morning recess. Students are to sit at the picnic tables until they finish eating. No food is to be eaten while playing.
9. Food may not be taken from the approved cafeteria eating areas.
10. Students may not use retaliation or punitive force against other students or adults.

DRESS AND GROOMING

In cooperation with teachers, students, and parents/guardians, the principal or designee shall regularly review district regulations and may establish additional school rules governing dress and grooming.

The following guidelines shall apply to all regular school activities and the site administrator, or his/her designee shall determine the appropriateness:

1. Shoes must be worn at all times. **Sandals must have heel straps**. Flip-flops or strapless shoes are not acceptable. Heels should be **no higher than one inch**. Shoes with roller blades/skates (heelies) are not allowed.
2. Clothing and jewelry shall be free of writing, pictures, or any other insignia, which is crude, vulgar, profane, sexually suggestive, disrespectful to adults or the educational environment, or which advocates racial, ethnic, or religious prejudice or the use of drugs or alcohol.
3. Dangling earrings, bandanas, or any other accessories deemed to be unsafe or inappropriate are not allowed.
4. Clothes shall be sufficient to conceal undergarments at all times. Tank tops must have arm holes that are cut close to the underarm area. No low cut arm holes will be permitted. See through, revealing, or fishnet fabrics, halter tops, off the shoulder, spaghetti straps, or low-cut tops, bare midriffs and skirts or shorts shorter than three inches above the knee are prohibited.
5. No inappropriate picture print on shirts will be allowed. Attire that is worn or altered in such a way as to identify students with gangs is not allowed.
6. No baggy, sagging pants (not more than one size larger or smaller), spandex/bike pants or gym sweat pants.
7. All clothing must be in proper repair (clean and with no holes or fringes).
8. Hair shall be cleaned and neatly groomed. Hair may not be sprayed by any coloring. Make-up is not allowed.
9. Hats may be worn outside for sun protection. No drug/alcohol or inappropriate logos are allowed. They must be worn forward facing front, and removed while indoors.
10. **Temporary tattoos are discouraged.**

When it has been determined that the dress code has been violated, parents will be called and the student may be sent home and/or other disciplinary action may be taken.

WATERFORD UNIFIED SCHOOL DISTRICT RETENTION/PROMOTION

Board Policy

BP 5123 (a)

When students do not meet the criteria as stated below, they will be retained at their current grade level. Students shall be considered for promotion and retention in specific subject areas and between certain grade levels:

1. First grade reading
2. Second grade and third grade in reading.

As early as possible in the school year and in student's school careers, the Superintendent or designee shall identify students who should be retained and who are at risk of being retained in accordance with law, Board policy, and administrative regulation.

Students shall be identified on the basis of formative and benchmark assessments, and the minimum levels of proficiency recommended by the Board of Education.

When a student is recommended for retention or is identified as being at risk for retention, the Superintendent or designee shall provide opportunities for intervention instruction, first to students who may be retained, and then to those identified as at risk, to assist the student in overcoming his/her academic deficiencies. Such mandatory instruction may include, but is not limited to, tutorial programs, after-school programs, summer school programs, Saturday school, and/or the establishment of a student study team. Parents shall be provided an option to exclude their child from this mandatory instruction. The teacher's evaluation regarding retention shall be discussed with parents prior to any final determination regarding promotion/retention.

Before retaining a student, the principal or designee shall determine that:

1. The student has not met grade-level standards of expected student achievement.
2. Remedial help for the student has not sufficiently prepared the student for advancement.
3. Appropriate remediation, targeted to the student's needs. Will be provided in addition to retention.
4. The student's parent/guardian has been notified and given reasons for the retention.
5. *Students in Kindergarten and First Grade may be retained by mutual agreement between parent, teacher, and district.*

The District has a process for appealing a decision to retain a student.

NOTIFICATION OF PRIVACY RIGHTS OF PARENTS AND STUDENTS **Education Code Section 49063**

Federal and state laws grant certain rights of privacy and rights of access to students and to their parents. Full access to all personally identifiable written records maintained by the school district must be granted to parents of students age 17 and younger, parents of students age 18 and older if the student is dependent for tax purposes, and students age 16 and older, or students who are enrolled in an institution of post-secondary instruction (called "eligible students").

Parents, or an eligible student, may review individual records by making a request to the Principal. The Principal will see that explanation and interpretations are provided, if requested. Information, which is alleged to be inaccurate, may be challenged. In addition, parents or eligible student may receive a copy of any information in the records at a reasonable cost per page.

District policies and procedures relating to types of records, kinds of information retained, persons responsible for record directory information, access by other persons, review, and the challenge of records, are available through the Principal at each school.

When a student moves to a new district, records will be forwarded upon the request of the new school district. At the time of transfer, the parents (or eligible student) may review, receive a copy (at reasonable fee), and/or challenge the records.

If you believe the district does not comply with the federal regulations regarding privacy, you may file a complaint with the United States Secretary of Health, Education, and Welfare.

PARENTS RIGHTS

Excerpts from Education Code relating to rights of parents/guardians of minor pupils:

- 46014** With the parent's written consent and under certain conditions, the child may be excused from school in order to participate in religious exercises or receive moral or religious instruction.
- 51240** Excusing students from instruction in the areas covered in Education Code 51550 due to religious beliefs (including personal/moral convictions) of the parent shall, upon written request, be permitted for the parts in conflict with the beliefs.
- 49403** Immunization for communicable diseases may be consented to in writing by a parent for a licensed physician to administer an immunizing agent.
- 49451** Physical examination may not be given to a child whose parent has filed objection: however, the child may be sent home if, for good reason, he/she is believed to be suffering from a recognized contagious or infectious disease.
- 49472** Students need not participate in voluntary school sponsored medical and hospital insurance programs unless they participate in a school athletic program.
- 56032** A local school district may contract with a private school to provide those special education and related services specified in a pupil's individualized education programs.

Objection to any of the items above may be listed on the Acknowledgement Form accompanying this handbook.

NONDISCRIMINATION – HARASSMENT POLICY

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination, including harassment, with respect to ethnic group, religion, gender, color, race, national origin and physical or mental disability. (Board Policy 5145.3)

The Governing Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the district. (Board Policy 5145.7)

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors and other verbal, visual, or physical conduct of a sexual nature.

Any student, who feels that he/she is being harassed, should immediately contact the principal or designee. If the principal or designee does not promptly remedy a situation involving harassment, a complaint of harassment can be filed in accordance with administrative regulations. The principal or designee shall determine which procedure is appropriate.

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

Copies of the above board policies are available in the school office or at the district office.

WATERFORD UNIFIED SCHOOL DISTRICT ADMINISTRATIVE PRACTICE

CLASS ASSIGNMENT

When assigning students to specific classrooms, the Superintendent or designee shall strive to provide the best possible learning environment for each student. Insofar as possible, consideration shall be given to:

- Academic achievement
- Social interaction
- Health consideration
- Student interest, readiness, behavior, and motivation

Student needs are best met when the school and parents work in a partnership. The principal will accept from parents/guardians any information that would be helpful in making placement decisions.

Parents/guardians must provide this information on a "Student Placement Information Form" and submit it to the principal by May 1. Parental requests for specific teachers are strongly discouraged.

The principal will make the final decision regarding student placement based on the above criteria. Class assignments will be posted the weekend before school begins.

During the school year, the principal or designee may make any adjustments in class placement that he/she considers beneficial to the student or the educational program. No changes of students are made during the **first three weeks of school**. Parents may request an appointment with the principal to discuss changes after that time.

Waterford Unified School District

Board Policy

BP 5141.33

Students

HEAD LICE

The Governing Board believes that the district's head lice management program should emphasize the correct diagnosis and treatment of head lice in order to minimize disruption of the education process and to reduce the number of student absences resulting from infestation.

School employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible. The nurse or designee shall examine the student and other students who are siblings of the affected student or members of the same household.

If a student is found with active, adult head lice, he/she shall be allowed to stay in school until the end of the school day. The parent/guardian of any such student shall receive information about recommended treatment procedures and sources of further information. The student shall be allowed to return to school the next day and shall be checked by the nurse or designee before returning to class and allowed to remain in school if no active head lice are detected. If it is determined that the student remains infected with head lice, the school nurse or designee shall contact the student's parent/guardian to discuss treatment. As needed, he/she may provide additional resources and/or referral to the local health department, health care providers, or other agencies.

(cf. 5141.3 – Health Examinations)

(cf. 5141.6 – School Health Services)

The superintendent or designee shall send home the notification required by law for excluded students.
(Education Code 48213)

(cf.5112.2 – Exclusions from Attendance)
(cf. 5145.6 – Parental Notifications)

The principal and school nurse shall work with the parents/guardians of any student who has been deemed to be a chronic head lice case in order to help minimize the student’s absences from school.

(cf. 5113 – Absences and Excuses)
(cf. 5113.1 – Truancy)

When two or more students in any class have been identified as having a head lice infestation, all students in the class shall be examined. In consultation with the school nurse, the principal may also send information about head lice home to all parents/guardians of the students in that class.

(cf. 5125 – Student Records)

Staff shall maintain the privacy of students identified as having head lice and excluded from attendance.

(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/Privileged Information)

Legal Reference:
EDUCATION CODE
48320-48325 School attendance review boards
49451 Physical examinations: parent’s refusal to consent

Administrative Regulation

AR 5141.33

Students

School employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible. The nurse or designee shall examine the student and any siblings of affected students or members of the same household. If nits or lice are found, the student shall be excluded and parents/guardians informed about recommended treatment procedures, ways to check the hair, and sources of further information.

The principal shall send home the notification required by law for excluded students.
(Education Code 48213)

If there are more than two students affected in any one class a notice shall be sent home to all parents/guardians in the class.

Excluded students may return to school when they bring a note from the parent/guardian indicating the treatment used and when re-examination by the nurse or designee shows that all pests and nits have been removed.

May 30, 2014

Moon School 2017-2018 Dates

<p><u>August</u> 8 First Day, Minimum Day</p> <p><u>September</u> 1 Picture Day 4 Labor Day 19 Progress Reports</p> <p><u>October</u> 20 Picture Retakes 23 Red Ribbon Week 23 Book Fair 25 Dance-a-thon 31 Literary Character Parade</p>	<p><u>November</u> 9 - 16 Parent Conferences/Minimum Days 11 Veteran's Day 17 Minimum Day 20 - 24 Thanksgiving week off</p> <p><u>December</u> 12 Winter Musical 22 – 1/8 Winter Break</p> <p><u>January</u> 9 Students return 15 MLK Day</p>	<p><u>February</u> 16 & 19 President's Weekend 22 K registration</p> <p><u>March</u> 5 Report Cards go home 21 K Registration #2 22 Spring Picture Day 29 Minimum Day 30 – 4/6 Spring Break</p> <p><u>April</u> 9 Students Return</p> <p><u>May</u> 1 Book Fair 2 Open House 22 Field Day 1st grade 23 Field Day 2nd & 3rd grades 25 Last day of school</p>
--	--	---

Parent/Student Compact

It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

Staff Pledge

I agree to carry out the following responsibilities to the best of my ability: * 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. * Provide meaningful, daily homework assignments to reinforce and extend learning. * 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. * To teach and model the "7 Habits of Happy Kids" to support a positive school environment. * Respect the school, students, staff and families.
--

Student Pledge

I agree to carry out the following responsibilities to the best of my ability: * Come to school 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. * Limit my TV watching and instead study or read every day after school. * To practice the "7 Habits of Happy Kids" at school, helping school to be a positive place. * Respect the school, classmates, staff and families.
--

Family/Parent Pledge

I agree to carry out the following responsibilities to the best of my ability: * Provide a quiet time and place for homework and monitor TV viewing. * Read to my child or encourage my child to read every day (20 minutes K-2). * 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. * To help reinforce and teach the "7 Habits of Happy Kids" at home. * Respect the school, staff, students, and families.

Student

Teacher

Parent/Guardian

Date

I have read and reviewed the information in the handbook and compact with my child.

