

Charles Brown Learning Academy



Handbook

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MOTHER LODE UNION SCHOOL DISTRICT
3783 FORNI ROAD
PLACERVILLE, CA 95667
(530) 622-6464

The Board of Trustees is responsible for adopting a vision for the district and setting district policies and procedures. The board regularly meets on the second Wednesday of the month. Board agendas are posted at the school office. Board agendas and minutes can also be found on the district's website (www.mlusd.net). Parents and community members are encouraged to attend Board meetings. Information on how to give input at Board meetings is available at all Board meetings.

MOTHER LODE UNION SCHOOL DISTRICT BOARD OF TRUSTEES

Glen Sellers	President
Valerie Baker	Member
Cathy Wilson	Member
Nancy Cahill	Member
Bridgett Hartshorn	Member

DISTRICT ADMINISTRATION

Curtis Wilson	Superintendent
Marti Zizek	Chief Business Official
Bobbi Lujan	Food Service Supervisor
Willie LaFromboise	Facilities & Transportation

MISSION STATEMENT

The Mission of the Mother Lode Union School District is the successful education of every student.

TO ACCOMPLISH OUR MISSION

We strive to nurture a partnership with student, staff, parent and the community.

We are committed to meeting the educational needs of each student while providing a safe, respectful, and connected school experience and environment.

We are dedicated to advancing each student's academic achievement while developing a life-long love of learning, building personal responsibility, enhancing the use of problem solving skills, and the ability to learn independently.

We provide all employees with the resources necessary to perform their function, while maintaining a fiscally responsible organization.

We employ competent, committed, and caring staff who believe in respect for others, teamwork, continuous self-improvement, and that all students can learn and be successful.

MLUSD School Board meetings are open to the public. Meeting dates, times, and agendas are posted on the district web site mlusd.net.

BELL SCHEDULES

REGULAR BELL SCHEDULE

School Begins 8:25am

3rd	10:00 - 10:20 AM Recess
	11:40 - 12:00 Lunch
	12:00 - 12:20 Lunch Recess

4th	10:00 - 10:20 AM Recess
	11:40 - 12:00 Lunch
	12:00 - 12:20 Lunch Recess

5th	10:00 - 10:20 AM Recess
	11:40 - 12:00 Lunch
	12:00 - 12:20 Lunch Recess

School Ends 2:55pm Mon., Tues., Thurs., Fri.

School Ends 2:10pm Wednesdays

MINIMUM DAY SCHEDULE

School Begins 8:25am

3rd/4th/5th	10:00 - 10:20 AM Recess
	11:40 - 12:00 Lunch
	12:00 - 12:20 Lunch Recess

School Ends	12:40pm
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CHARLES BROWN SCHOOL OFFICE HOURS

7:30 AM-4:00 PM

GENERAL INFORMATION/SCHOOL POLICIES

ATTENDANCE

Daily school attendance is critical for a student's success. Each person between the ages of 6 and 18 not legally exempted from school must attend public full-time day school for the full length of the school day (Education Code Section 48200).

As the parent, legal guardian, or other person having control or charge of a school age child you are compelled by California law to make sure your child attends school for the full or complete time designated as the length of the school day by the governing board (Education Code Section 48200).

A pupil is truant if s/he is subject to full time education and does one or any combination of the following: (1) is absent from school without a valid excuse three full days in one school year; or (2) is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year (Education Code Section 48260). In addition, if a student leaves school grounds without permission, the student is considered truant and is subject to disciplinary action.

A student cannot participate in the full school day if s/he arrives late to school, leaves school before the minimum number of instructional minutes have been provided or is absent from instruction at any other time during the school day. As described above, a student who attends school less than the "full day" without a valid excuse is in violation of California's compulsory school attendance laws. This violation can result in a referral to the El Dorado County Office of Education School Attendance Review Board (S.A.R.B) and sanctions as outlined in California law.

EXCUSED ABSENCE

Regular daily attendance is essential for a child's academic progress. Please be sure to assist your child in maintaining exemplary attendance to insure the best possible education for him/her. When your child is absent, please send a note or telephone the school office indicating the reason for the absence by dialing (530) 622-8594 and pressing 210 each morning when your child is absent. Each day that a child is absent, and the school has not received notification of the absence, office personnel attempt to reach the parent or guardian by telephone.

EXTENDED ABSENCES

If a child will be absent for five or more days, an *Independent Study Contract* can be requested from the school office at least one week prior to the absence. This contract allows the child to complete work that will be assigned during the absence and credit can be given for attendance. The contract work must be returned to the school office the day the child returns to school. If contract work is not returned, all absences will remain unexcused and student work will receive no credit. Independent Study Contracts will not be issued for the first or last week of school.

Please understand that this work can never replace classroom instruction that occurs during your child's absence from school.

TARDIES

Each class period is carefully structured by the teacher. When a student is late, not only is important instruction missed, but also class is disrupted. Students are required to arrive in class on time. **Students arriving after 8:25 a.m. must check into the office before going to class.** In addition, when a child is removed from school prior to dismissal, they miss important instruction and the class is disrupted. Parents are strongly encouraged to schedule medical appointments during non-school hours.

ANIMALS

No animals (other than service animals) may be brought on the school campus due to safety concerns. Service animals are permitted with prior administrative approval and must comply with board policy.

ARRIVAL AND DISMISSAL

Children may arrive at school no earlier than 8:00 a.m. and upon arrival should proceed directly to the cafeteria. There is no supervision before that time so children may not arrive earlier than 8:00am.

When picking up students from school before the regular dismissal time, parents and/or guardians must come to the office and sign the student out. Once a parent is present, office staff will call for the student. It can take up to 10 minutes for your child to gather his/her things and come to the office. For this reason, we ask that you do not pick up your child in the last fifteen minutes of the school day. Please do not call the school and ask for your student to be waiting in the office. Office staff will not call for a student until a parent is in the office. **For student safety, all parents/guardians should be prepared to show a picture ID when picking up their student early from school.**

BICYCLES, ROLLER BLADES, AND SKATEBOARDS

Skateboards, roller skates, and roller blades are not permitted on campus at any time.

CHILD CUSTODY

Please provide child custody, guardianship documents, and any other pertinent legal documents to the school office to be kept on file. As these documents change, please give an updated copy to the school office.

COLLABORATION DAYS

Wednesday collaboration days are scheduled to provide time for teachers to collaborate with one another regarding curriculum, data analysis, and best practices. Time spent collaborating as a staff can provide valuable insights between and across grade level teams. The professional growth opportunities provided through Wednesday collaboration days support our efforts toward continually increasing student achievement.

On Wednesday collaboration days, all classes are dismissed at 2:10 p.m.

DRESS CODE

The Governing Board expects students to present themselves in an orderly manner which will not disrupt the educational program at school. Inappropriate clothing can make it difficult to maintain a proper learning environment. Clothing should be comfortable, clean, and not a distraction to others. We expect students to wear clothing appropriate for the weather. We go outside for recess every day, except during rainy weather. Sweaters, jackets, and other outside gear should reflect the weather.

Students who are inappropriately dressed will be expected to call home for a change of clothing.

The following Dress Code is based upon the idea that grooming and attire should coincide with the importance we place on learning:

- ☐ Clothes worn to school shall be clean and have no holes, rips, or tears above the knee.
- ☐ Clothing and accessories shall not be hazardous to student safety.
- ☐ Gang apparel is unacceptable. Hats must be worn with bills forward. Hats may not be altered. Caps with gang monikers or graffiti or other identifiable gang symbols may not be worn. No chains for wallets, keys, etc.
- ☐ Shoes shall be worn at all times while the student is at school, or during school activities. Closed shoes are preferable for safety reasons. Backless shoes are not permitted – no flip flops. Heel height should be less than one inch.
- ☐ Halter tops, strapless tops or dresses, low cut tank tops, spaghetti strap tops or dresses (unless worn with a shirt underneath,) bare midriffs, or spandex pants are not acceptable. Tank tops straps must be at least one inch wide.
- ☐ Shorts/skirts must not be revealing or too short. They may not be shorter than mid-thigh.
- ☐ Hats and dark glasses shall only be worn outdoors, never inside any school building.
- ☐ Clothing, backpacks, and jewelry will be free of writing, pictures or any other insignia which are crude, vulgar, depict violence, or are sexually suggestive or which advocate racial, ethnic or religious prejudice.
- ☐ Clothing promoting alcohol, drug, tobacco or gambling messages are unacceptable.
- ☐ Belts must be continually looped through belt loops – not hanging.
- ☐ A student's pants or shorts must be worn at the waist. Sagging is not permitted.
- ☐ Make-up is not permitted.
- ☐ Pajamas and slippers are not permitted.

EMERGENCY DRILLS

Charles Brown Learning Academy conducts emergency drills throughout the year to practice both evacuating the building in case of fire or other emergencies and securing students in classrooms in case of a situation requiring a lockdown. We encourage children to treat all drills seriously. Each teacher provides students with emergency procedure instructions during the first week of school and reviews procedures periodically throughout the school year.

All staff members, students, and visitors are expected to participate in the drills.

EMERGENCY PROCEDURES

The school has a well-developed and complete emergency response plan that is coordinated with local agencies. The emergency plan clearly identifies the specific actions for any emergency situation. Students and staff practice emergency procedures such as fire drills and classroom evacuations during the school year and are familiar with how to respond in an emergency situation.

Should an emergency situation arise at school, our emergency phone notification system would be used to send out a message to parents/guardians to advise them of the situation. This phone notification system delivers messages in minutes and is a valuable resource for keeping parents/guardians updated as an event unfolds. Keeping parents'/guardians' phone lines open will assist the school with the process. Parents/guardians can also refer to the district website for information and updates. The goal during a crisis is to continue to provide updated information in a timely manner.

There is one role that you as a parent/guardian can do to ensure that firefighters, law enforcement and school officials are able to handle an emergency. Please be patient. The school cannot release students until it has been determined it is safe to do so for all students. An influx of parents will only slow our ability to handle a situation as resources will have to be used to manage parents and guardians, rather than the emergency situation. Emergency plans have been developed with the assistance of other public agencies and our staff has been trained on these plans; with our main goal being to reunite children with their parents/guardians as quickly as possible. Students will not be released except to the care of parents/guardians or to an adult designated on their emergency card. Please be prepared to show a photo identification card.

We appreciate your support and commitment to work together with school staff and law enforcement to ensure the safety of your students.

EMERGENCY SCHOOL CLOSING

On rare occasions, an emergency closing of school may be necessary. Should this occur, the Mother Lode Union School District would activate the radio/television information network and alert the transportation department regarding possible route modifications. If the routine of the normal school day is altered, we will initiate the automated response system. The system will send telephone messages to your family's home, work or cell phones based upon information provided on your child's emergency card. If you choose not to participate in this system, your written request should be on file in the school office. You may also go online to www.mlusd.net and check for updates that will be prominently posted.

Below is a list of radio and television stations that will announce school closures for Mother Lode Union School District.

Radio/Television Information Network:

RADIO STATIONS

FM 96.1
AM 1530

TV STATIONS

Channel 3
Channel 10 Channel 13

ILLNESS OR INJURY

Parents will be promptly notified of any serious injury or illness that occurs on the school grounds or on the bus. It is important that the school knows who to call. Be sure to keep up-to-date information on your child's emergency card, which is on file in the school office. In case of illness or injury, parents are asked to pick up their child for their own observation or examination by their family physician. If the accident or injury warrants, the school will call 911 and notify the parents immediately.

LOST AND FOUND

The Lost and Found box is located outside the door to the Multi-Purpose Room. Students should check the box frequently. Valuables such as glasses, money, or jewelry are turned in to the office. Please inquire with the office if valuables are lost. At the end of each trimester, the Lost and Found box will be emptied and the items displayed before being donated to charity. Labeling children's belongings will help keep the items in the Lost and Found to a minimum.

LUNCH & BREAKFAST PROGRAM

Breakfast and lunch are free for all students every school day for the 2023-24 school year, regardless of income status. Menus for school lunches are posted on the district website, www.mlusd.net. All student meals include a choice of entrée, fruit and/or vegetable, and fluid milk. Substitutions, such as soy milk, are available to accommodate food allergies.

Our Nutrition Services Department is made up of a team of food and nutrition professionals that are dedicated to students' health, well-being and their ability to learn. We support learning by promoting healthy habits for lifelong nutrition. Meals, foods, and beverages sold or served at our schools meet state and federal requirements which are based on the USDA Dietary Guidelines. We provide students with access to a variety of affordable and appealing foods that meet the health and nutrition needs of students.

MEDICATION TAKEN AT SCHOOL

The Education Code (49407) outlines conditions for administering medications at school during the time the student is under the supervision of school personnel. Medications, both prescription and over-the-counter, can only be given if there is a Mother Lode Union School District Medical Authorization form on file. Authorizations must be renewed whenever the prescription changes and at the beginning of each school year. All medications, both prescription and over-the-counter, must be labeled and in the original container.

A Mother Lode Union School District Medical Authorization form which may be picked up at the school office and will need to be signed by both a parent/guardian and a physician.

Please do not send any medication with your child in his/her lunch, including cough medicine, aspirin, or any over-the-counter medication, as well as prescription medication. We require all medications to be stored in the nurse's office and be administered only when the physician's and parent's/guardian's signed permissions are on file. Students are not allowed to have medication in their possession at school, walking to and from school, or on the school bus. This practice provides for the safety of all students on campus. The only exception to this policy is when there is a doctor's order stating a need for the student to carry their own medication.

School personnel cannot administer medication brought to school in a plastic bag, plastic ware, or any other repackaging. No out-of-date medication will be given. An adult must bring the medication to school along with the completed authorization form.

If you anticipate a visit to your student's physician or dentist and expect that medication may be prescribed or the dosage changed, please stop by the school office for the appropriate forms.

MESSAGES

From home to teacher:

If you need to get information to your child's teacher, you may send a note with your child. You may also leave a message on the teacher's voice mail extension by calling (530) 622-8594 and then pressing 2 followed by the room number. Email is a great way to contact your child's teacher. Staff email addresses are listed on the school website under the Staff tab. Because staff members are with students during the school day, responses to emails may require 24 hours.

Change in plans for the end of the day:

We ask that you make your plans for the end of the day with your student before school in the morning. We realize that *occasionally* something may happen during the day that necessitates a change be made in the original plans. In this situation, we ask that you call the school at (530) 622-8594 and press extension 210. This is the best, most efficient way to communicate a change in plans to your student for the end of the day. Once messages are retrieved, a note is sent to the class prior to the final bell. We ask that all end of the day messages be called in 45 minutes prior to dismissal.

From school to home:

Through an automated phone calling system, our school district has the capacity to reach every family in our district with a pre-recorded message within minutes. This is extremely useful for communicating vital information to parents in the case of emergencies such as school closures due to weather. It is also utilized to notify or remind parents of upcoming school events such as Picture Days, Minimum Days, Open House, Back to School Night, and school holidays. Phone calls are made using the telephone numbers that are taken from student emergency cards. For this reason, it is extremely important that you let the school office know of any changes to your telephone numbers.

Monthly newsletters will be sent home via electronically. Our school website is continually updated and is a great resource for families. Please visit <https://www.mlusd.net/o/cbala>

MINIMUM DAYS

Minimum Days are scheduled to provide time for teachers to conference with parents, complete report cards, and for more extensive collaboration and training.

On Minimum Days, all classes are dismissed at 12:40 p.m.

PARENT VOLUNTEERS AND FINGERPRINTING

The Mother Lode Union School District believes in working with parents as partners in a child's education. Parents are strongly encouraged to be actively involved in their child's education. Parent volunteers are an integral part of the program at the Charles Brown Learning Academy. We encourage the participation of parents and community members as volunteers in the classrooms. If you wish to volunteer, please contact your child's teacher or the office. When you arrive at Charles Brown, please be sure to sign in at the office to get a visitor's badge that must be worn in clear view. We ask that you leave your car keys or driver's license in the office to be returned when you sign out and return the visitor's badge. When school is in session, all visitors must go directly to the school office to register (Penal code 627.6) before going into instructional areas.

Giving your time and talents to the school is a great way to support your child's education while communicating to your son/daughter the importance of learning. We realize busy schedules can hinder one's ability to spend time at school, so check with your child's teacher to see if there are ways that you can assist at home.

Mother Lode Union School District policy states that fingerprint clearance must be obtained for all volunteers who will be working with students either on or off campus i.e., in classrooms, in the office, overnight chaperones, chaperones supervising field trips, etc. The fingerprinting process begins in the school office with filling out the necessary authorization forms. There is a cost involved and the process can take several weeks, so planning ahead is vital.

Volunteers who have received fingerprint approval will be mailed a “Request to Remain on Volunteer Status” form prior to the beginning of the following school year. This form must be completed and returned in order to keep fingerprints active for the next year. There is no charge to carry the volunteer status from year to year once the initial fingerprints are approved. Once you are approved please reach out to your child's teacher to see volunteer opportunities.

PERSONAL PROPERTY/PROHIBITED ITEMS

Radios, tape players, CD players, video games, laser pens, toys, and other entertainment items should not be brought to school. These items are not conducive to learning and should remain at home.

Please understand that the school is not responsible for lost, stolen, or damaged items. The school is not responsible for housing or theft of confiscated items.

Students are not permitted to carry cell phones. If a child needs to make an emergency phone call, they can get permission from their teacher and use the phone in the school office.

SCHOOL SITE COUNCIL

The Charles Brown Site Council is an advisory committee responsible for developing, monitoring and evaluating the Single Plan for Student Achievement. In addition, the Site Council works to improve the school program in general. The Site Council meets multiple times a year at 3:30p.m. Please check the calendar on our school website for exact dates. It is an excellent way to get involved and to learn more about Indian Creek School.

SELLING GOODS ON CAMPUS

Students may not sell any goods (e.g., candy, gum, tech decks, electronics, trading cards, etc.) on campus, whether before, during or after school hours for any purpose. This includes raising money for organized clubs (e.g., Boy Scouts, sports camps, music camps, international exchange programs) or for their own personal use.

TECHNOLOGY USE

Mother Lode Union School District recognizes that technology is used to support learning and to enhance instruction. It is a general policy that all technology is to be used in a responsible, ethical, and legal manner. Students and parents are required to read and sign the district Student Authorized Internet Use Agreement located in the Aeries Online Parent Portal prior to using the technology available in the classroom, the computer lab, and the library. Although students receive training and are monitored by their teacher while using school technology, it is not possible to control all materials that a student may accidentally or deliberately view while on the internet. Parents should be aware that some material obtained via the internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive.

Students should not expect privacy while using district technology and should understand that authorized district staff may monitor or examine system activities and files to ensure proper use. Students who fail to abide by the policies and procedures for technology use will be subject to disciplinary action and/or cancellation of network resource privileges. Violation of this policy will result in district sanctions and/or a report to civil authorities, if necessary.

TOBACCO AND DRUG FREE ZONE


The Charles Brown Learning Academy has been designated a Tobacco and Drug Free Zone. All schools and district facilities are tobacco, alcohol, and drug free sites. The use of any tobacco, alcohol or drug products is prohibited within any district property, facility, or vehicle. This prohibition also applies to all individuals attending events on school campuses or representing the district at school-sponsored activities that are held at locations other than district property.

TRANSPORTATION

The safety and well-being of your child while they are riding on a school bus is our number one priority. The following bus expectations have been developed to ensure safe bus transportation. These are the expectations for all students riding on a bus. We ask parents to review bus expectations with their child and encourage their child to behave safely.

SCHOOL BUS EXPECTATIONS:

The driver has complete authority in operating the bus at all times. If, for any reason, a driver determines that a student's behavior is creating an unsafe situation on the bus, the district has the authority to deny transportation privileges.

 <h2 style="text-align: center;">SCHOOL BUS EXPECTATIONS</h2>			
	LOADING	RIDING	UNLOADING
<i>BE SAFE</i>	WALK WAIT FOR DOOR TO OPEN USE HANDRAIL ONE STAIR AT A TIME	STAY SEATED KEEP AISLE CLEAR NO EATING OR DRINKING FACE FORWARD WEAR SEAT BELT	STAY SEATED TIL DOOR OPENS UNLOAD SINGLE FILE ONE STAIR AT A TIME WALK AT LEAST 12 FEET FROM BUS
<i>BE RESPONSIBLE</i>	BE ON TIME BE IN LINE BE READY FIND YOUR SEAT CHECK IN WITH BUS PASS	BACK PACK ON LAP STAY SEATED PAY ATTENTION USE CELL PHONE AND OTHER DEVICES PROPERLY	GET OFF AT ASSIGNED STOP BE READY LEAVE A CLEAN SEAT CHECK OUT WITH BUS PASS
<i>BE RESPECTFUL</i>	USE GOOD MANNERS INDOOR VOICES BE RESPECTFUL OF OTHERS WELCOME GREETING	FOLLOW BUS DRIVER INSTRUCTIONS SILENT CELL PHONES USE INDOOR VOICES TREAT OTHERS KINDLY	LISTEN TO ADULTS KEEP HANDS AND FEET TO SELF EXIT QUIETLY EXIT GREETING

Consequences
For each occurrence of unsatisfactory conduct, the driver will file an incident report. A parent/guardian will be notified of each incident and a copy will remain on file.
<ul style="list-style-type: none"> • Driver will notify parent of first incident and additional warning(s). • Appropriate discipline will be assigned by transportation management and/or school administration; this may include lunch detention or loss of bus riding privileges for one or more days. • When student behavior has been determined detrimental to SAFETY, RESPECT, and RESPONSIBILITY, a school administrator/transportation manager has the ability to waive any of the suspension steps and immediately deny student transportation.

VISITORS

Visitors are welcome to make an appointment to visit Charles Brown School or your child's classroom. When you arrive, please sign in at the office to receive a visitor's badge. School policy and state law require all visitors to sign in at the office prior to any visit with staff or students. Individual conferences should not be attempted during class time. An individual conference appointment may be made through the teacher at a mutually convenient time. To ensure student safety, staff and students have been instructed to politely redirect visitors without a pass to the office for proper sign in.

EDUCATIONAL PROGRAMS

ACADEMIC ASSESSMENTS AND TESTING

Assessment is an integral and continuous part of the teaching and learning process. A variety of strategies are utilized to assess student learning including, performance-based assessments, projects, teacher observation, homework, quizzes, and tests.

Academic Assessment

Improving student achievement is the main goal of the Mother Lode Union School District. To monitor student learning, students are given classroom, district, and state assessments.

Assessments are used to determine student progress, inform teaching, recommend student placements in various school programs and to plan how to increase student achievement at the school and across the district.

Classroom Assessments

Teachers check for student understanding of grade level standards using classroom assessments. Each trimester teachers complete a series of assessments to report student progress.

District Assessments

Students are given a variety of district assessments throughout the school year. Students are also given an i-Ready diagnostic assessment once per trimester on language and mathematic skills.

Teachers use information from these assessments to plan instruction and monitor student progress on meeting district standards.

State Assessments

CAAASP (California Assessment of Student Performance and Progress) is the acronym used to identify state testing in California public schools. Students in 3rd, 4th, and 5th grades take the SBAC (Smarter Balanced Assessment Consortium) tests each spring. The SBAC test is the California Standards Test, which is an assessment of students' knowledge in the common core standards. Test results are sent home during the summer. Please contact your child's teacher if you have any questions about interpreting these test results. To help your child do well on this

test, and in their normal schoolwork, please ensure that your child gets plenty of sleep and has a healthy breakfast each day.

ACADEMIC HONESTY POLICY

It is very important that parents and students understand the expectations for academic honesty. All student work should be the work of that student. No copying or plagiarism is acceptable. If quoting others in academic material, students must cite their sources and give credit where credit is due. All students must follow individual teacher test rules for what is allowable. This ensures that a student's success is based on honesty. The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The board expects that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. Students, parents/guardians, staff, and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules (BP 5131.9).

CURRICULUM, INSTRUCTION AND TEXTBOOKS

The Mother Lode Union School District uses state adopted textbooks in all curricular areas. Teachers are expected to teach to the standards while keeping in mind the needs of each individual student. While state standards guide content, instructional strategies and delivery methods vary widely depending on teaching/learning styles. Through varied and enthusiastic instruction, it is our goal to address the standards while offering a challenging and interesting curriculum that captivates students.

Textbooks are the property of the Mother Lode Union School District and are loaned to students for the school year. A student will be responsible for paying full price for a lost or damaged textbook.

FIELD TRIPS

Field trips are an enriching part of the instructional program at The Charles Brown Academy. A field trip permission form is sent home with your child for each field trip. This form must be returned with a parent signature in order for your child to leave on the trip. Permission will not be granted by phone. All students are expected to ride the bus to and from the field trip. All parents accompanying students on a field trip must be fingerprinted. Siblings are not allowed to accompany parents chaperoning a field trip.

HOMEWORK

Research has indicated that homework may be beneficial to student learning. Homework requires an investment in time, effort, and energy to work effectively. We encourage you to make this investment, as it will result in more quality learning and improved school performance. In recognition of the importance of homework, the following are recommended guidelines:

Set a definite time for study each school day.

Provide a proper place for study.

Provide materials needed for completing assignments.

Help your child organize school materials.

Encourage your child to read for pleasure at every opportunity

LIBRARY

Charles Brown Academy has a fully automated library with over 10,000 volumes of culturally diverse materials to meet the needs of all students. Reading with your child is an excellent way to spend time together while reinforcing important reading skills. Studies show that children who have been read to often develop a great love of reading. You can help by reading to your child or listening to him or her read daily.

Checking out library books can also teach children responsibility. Please urge your child to bring library books home on a regular basis. Children are expected to take care of the school's books and return them on time. To help defray the cost of book replacement/repair, students will be charged for lost or damaged books. If a student has overdue books or late fines he/she will not be able to check out a book until books are returned or fines are paid. At the end of the year, a student's report card will be held until all library books are returned or payment is received for any lost books.

PROMOTION RETENTION POLICY

Students' progress from grade to grade by meeting the district's standards for promotion. If a student is at risk of retention due to academic achievement, the parent or guardian will be notified early in the school year and school staff will meet with the parent to develop and implement an intervention plan to help the student meet the standards for promotion. It is the district's intent to identify struggling students early in the school year so that interventions can be provided during the school year that will enable the student to meet the promotion criteria by the end of the school year. Intervention opportunities will be provided for students who are at risk of retention. The district has a clear process and schedule for informing parents about their child's progress toward meeting promotion criteria. The intervention process includes written notices and multiple meetings between the parents and teacher(s). It is the district's intent to work collaboratively with parents/guardians to help a student gain the skills needed for promotion to the next grade level. Ultimately, state law (Education Code 48070.5) identifies that school professionals have the authority to retain a child.

REPORT CARDS/PROGRESS REPORTS/CONFERENCES

The primary purpose of report cards and progress reports is to clearly communicate a student's areas of strength and areas needing improvement based on the district's grade level standards. The goal is for students to meet each grade level standard by the end of the school year. Teachers use a variety of common assessments to determine whether a student is meeting standards.

Report cards are available to view on the Aeries Parent Portal at the end of each trimester and progress reports are sent home mid-trimester via email to families of students needing additional support. The progress report provides an update on a child's progress, while allowing time for improvement before the report cards are issued.

Charles Brown School uses a standards-based report card system to communicate student progress to parents. In addition to report cards and progress reports, teachers may communicate student progress through phone calls, notes, and classroom work. Parents are encouraged to sit down with their children and review all work/reports together, celebrating accomplishments while offering gentle words of encouragement for areas that need improvement.

Parent/teacher conferences are scheduled at the end of the first trimester and at any other time during the year as requested by parents and/or teachers.

SPECIAL EDUCATION

The district strives to provide an educational program to meet the needs of all children within the district. A student shall be referred for special educational eligibility, only after the resources of the general education program have been considered and modified in an attempt to meet the student's needs. If a student is referred to special education, parents will receive a notification of parental safeguards and an explanation of the proposed assessments. Following the completion of the assessments, a written report will be compiled. The results of the assessment will be discussed at an Individual Educational Program (IEP) meeting. At the IEP meeting, the team will determine if the student meets eligibility for special education. If the student meets eligibility, a plan will be developed, which will be reviewed annually or more if necessary. The district provides special education services, as described in Education Code (56000-56001).

A variety of special services are provided for students with unique needs. These programs include:

Resource Specialist Program (RSP)-These programs are designed to help students with special needs. To be eligible, a child must demonstrate learning needs, which require services beyond those provided by modification of the regular school program. The procedure for placing students in a special program begins with the classroom teacher. If you have concerns, please discuss these with your child's teacher, who will then set up a Student Success Team meeting.

Speech and Language- The specialist provides therapy for the students with identified needs in the area of speech and/or language.

Special Day Class(SDC)-This program is designed to help students with special needs. If the IEP team deems the RSP setting is not meeting the needs of the student, the student will be placed in SDC classes, which are taught by a special education teacher.

Individualized Education Plan (IEP)-At the IEP meeting, the team will determine if the student meets eligibility for special education. If the student meets eligibility, a plan will be developed, which will be reviewed annually or more if necessary. The district provides special education services, as described in Education Code (56000-56001). Special education programs within the district include the special day classes, the resource specialist program, and other support services.

SPECIAL SERVICES

NURSE

The district will verify that students have complied with legal requirements for health examinations and immunizations before enrolling a student in school. Failure to provide proof of required immunizations will result in the student being excluded from school. Exclusion will begin ten school days after receiving a notice of inadequate immunization. The district administers vision, color vision, and hearing screening as required by law. The district recognizes that students may have special medical needs.

SCHOOL COUNSELING, SCHOOL PSYCHOLOGIST, AND MENTAL HEALTH SERVICES

A school counselor and school psychologist collaborate with the school site team to deliver a tiered system of academic, social-emotional, and behavioral supports for students. They also collaborate with community based partners to keep families informed of how to access student mental health services in the community. Should you have questions about campus or community opportunities, please contact the school office for more information.

STUDENT SUCCESS TEAM MEETING

The Student Success Team is a school site team, which identifies effective strategies to meet the needs of individual students who are not progressing due to academic, behavioral, medical, or other concerns. The Student Success Team process is a collaborative process between the school and the parents on behalf of the student. The parent, teacher or other staff may make requests for assistance from the Student Success Team through the school, classroom teacher, or the principal. The Student Success Team meeting will include the parent, the student's teacher, administrator, counselor, and other support staff as needed.

WORKING TOGETHER THE HOME/SCHOOL CONNECTION

AWARDS

Awards assemblies are held at the end of each trimester. Students can receive the following awards:

Wolf of the Trimester-This award is for excellence in academics, attendance, and behavior.

Character Award-This award is for showing good character and making good choices

Personal Success-This award is given for improvement or excellence in any area.

i-Ready Progress Award-This award is given for extensive progress on personal learning goals in reading and mathematics.

Attendance awards are also given for students who demonstrate perfect attendance, coming to school every day on time and staying for the entire day.

PARENT CONCERNS/COMPLAINTS

The district has adopted a clear set of procedures to address concerns and complaints. Please use the following steps when you have a concern.

1. Classroom concerns should first be brought to the attention of your child's teacher. Please contact the teacher to explain your concern. Small concerns may be addressed through a phone call or email; larger concerns are better addressed in a conference.
2. If the classroom concern is not satisfactorily addressed with the teacher or the concern is a school level concern, please contact the school administrator. Small concerns may be addressed through a phone call or email; larger concerns are better addressed in a conference.
3. If the concern is not satisfactorily addressed with the school administrator, then a meeting should be scheduled with a district representative. The district representative will address the issue based on the district complaint procedures (complaints against employees, uniform complaint procedures, or Williams Settlement complaints).

STUDENT INFORMATION

Each year, parents/guardians are required to update and/or complete the online Aeries Parent Portal. At this time, contact and medical information should be updated, and annual notifications and permissions will be completed. Laptops are available in the front office for any parent or guardian that needs assistance with this process. The name of the students' teacher will be made available only after this process has been completed. If you have forgotten your password, please use the 'Forgot Password' link located on the bottom of the MLUSD Aeries Parent Portal Page. The contacts listed you have provided can be the lifelines for the proper care of your child. Children cannot be released to individuals not listed on their emergency/contact list.

Due to the confidentiality of student information, school staff are not allowed to give out any information (phone, address, etc.) to individuals other than those listed on the student's emergency card. This includes giving out information for class parties, etc. If there has been a parent separation, we cannot withhold information from either parent unless legal documents are on file. Please speak with an office staff member if you need further information.

Charles Brown Learning Academy Rules

We expect children to behave properly while attending the Charles Brown Academy. To this end, we believe children should be taught to be responsible citizens. Students must have a clear understanding of our behavioral expectations and must be responsible for their part in maintaining these expectations. Students should also be aware of the consequences when rules are broken. School personnel will intervene in conflicts as necessary and will work with students to resolve conflicts constructively.

CLIMATE FOR LEARNING

It is the mission of the Mother Lode School District to foster schools in which students feel safe to achieve their best. The school staff is committed to providing a safe, orderly, and caring learning environment where students feel comfortable, share responsibility for maintaining a positive school climate and take pride in their school and their achievements.

Since discipline is essential to academic progress, the teachers and staff of the Mother Lode Union School District work together to encourage productive behavior in a firm, fair, and consistent manner. Our school discipline plan is based on the premise that teachers are here to teach and students are here to learn. Therefore, it is our expectation that all students will behave in a manner that will not disrupt the education of other students.

POSITIVE REINFORCEMENT

When students make a personal choice to obey established rules, positive reinforcement will occur, such as:

Verbal praise

Wolf awards (can be redeemed for prizes)

Character awards
Good News Postcards
Wolf of the Trimester Awards

Personal Success awards
Special activities

INTERVENTIONS

When a student makes a personal choice to disobey an established rule, some or all of the following interventions may be used at the teacher's discretion:

Conference with the student
Recess detention
Parent/Guardian contact
Behavior Chart

Recess Bench Pass
Time-out in another room
Parent/Student/Teacher conference
Written behavior contract

Recess Bench Pass

Loss of recess may be issued by any staff member. Staff members may issue loss of a partial or entire recess when classroom interventions are not effective, or school rules are not being followed.

Recess Detention

When a recess detention is issued, students are expected to arrive on time and follow all of the detention rules. If the behavior continues to escalate the staff member may choose to write an office referral. Students who do not attend detention for the assigned recess will receive an additional detention.

Time Out

A time-out area may be assigned in the classroom or in an alternate supervised classroom as part of the classroom management program. When these interventions fail to bring about proper conduct, the student will be referred to a school administrator for disciplinary action.

In-House Suspension

In-house suspension is a disciplinary response to student misconduct. A student may be excluded from participation in regular school activities but remain in the school environment and receive continuous educational information, supervision, and discipline. The student shall be under close supervision and will be required to do assignments developed by his or her regular teacher. Full or partial credit will be given for class work completed by a student who is serving in-house suspension.

Suspension

Suspension is defined as the short-term removal of a pupil from the on-going instructional program for 1-5 days. According to California Education Code 48913 "The teacher of any class from which a student is removed may require the student to complete any assignments and tests missed during the removal." However, teachers are not required to provide make-up work for instruction lost during suspensions. Students may be suspended under the reasons listed in California Educational Code 48900 and in the District Board Policy 5114.

A parent/guardian and the student must attend a conference prior to a student returning from a suspension.

GROUND FOR SUSPENSION AND EXPULSION

Students may be suspended, or recommended for expulsion, when the superintendent, principal, or principal's designee of the school in which the student is enrolled determines that the student has committed any of the acts listed below:

Education Code Section 48900:

- Caused, attempted to cause, or threatened to cause physical injury to another person;
- Possessed, sold or otherwise furnished a firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission from a certificated school employee, with the principal or designee's concurrence;
- Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of any controlled substance (as defined in the Health and Safety Code 11053-11058) alcoholic beverage, or intoxicant of any kinds;
- Unlawfully offered, arranged, or negotiated to sell any controlled substance (as defined in Health and Safety Code 11053-11058) alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid substance or material and represent same as controlled substance, alcohol beverage or intoxicant;
- Committed or attempted to commit robbery or extortion;
- Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel;
- Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, (as defined in Section 11014.5 of the Health and Safety Code);
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties;
- Knowingly received stolen school property or private property;
- Possession of imitation firearms, i.e. a replica of a firearm that is so substantially similar to physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

Education Code Section 48900.2

Committed sexual harassment as defined in Education Code 212.5, provided that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive education environment (grades 4-12).

Education Code Section 48900.3

Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

Education Code Section 48900.4

Intentionally harassed, threatened, or intimidated a student or group of students to the extent of creating an intimidating or hostile educational environment.

The school's authority to suspend or expel extends to the following circumstances:

- While on school grounds.
- While going to or coming from school.

- During the lunch period, whether on or off the school campus.
- During, going to, or coming from a school-sponsored activity.

GUM

Students are not permitted to chew gum while at school.

HARASSMENT/BULLYING

Students are not allowed to bully other students or provoke conflicts.

Unlawful harassment because of gender, ancestry, physical or mental disability, age or any other protected basis includes, but is not limited to:

- Verbal conduct such as derogatory comments, slurs, or unwanted sexual advances, invitations or comments, epithets.
- Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures.
- Physical conduct such as assault, unwanted touching, blocking normal movements.
- Interfering with academic performance or progress directed at a student.
- Retaliation for having reported or threatened to report harassment.

Charles Brown School is committed to providing an educational environment for its students that is respectful of human dignity, including one that is free from harassment and bullying. Sexual harassment is unwanted and unwelcome sexual behavior which interferes with your right to get an education or participate in school activities. Some examples of sexual harassment are; touching, pinching, and grabbing body parts, being cornered, sending sexual notes or pictures, writing sexual graffiti, spreading sexual rumors or making sexual propositions, or making suggestive or sexual gestures, looks, jokes, or verbal comments (including “mooring”, “barking”, and other noises).

Bullying will not be tolerated at our school site or on the school bus. Some examples of bullying are repeated and deliberate pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying.

PASSES

Students will be issued a pass when it is necessary to leave the classroom. Students must have a pass if they are out of class for any reason. In order to go to the office at any time, including lunch, a student must have a pass noting time, date and reason, signed by the teacher or designated lunchtime supervisor.

SEARCHES

To protect the safety and welfare of students and school personnel, school authorities may search a student, student desks, or other student property such as backpacks or purses when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. School staff may seize and confiscate illegal or unauthorized materials discovered in the search or items that are used to disrupt or interfere with the operation of the school. Student desks are school property and remain at all times under the control of the school district.

If a search yields illegal or unauthorized materials, such findings will be turned over to proper legal authorities.