

**Marks
Elementary
School
2018-2019**

**Parent and Student
Handbook**



BERNHARD MARKS ELEMENTARY SCHOOL
1717 Valeria Street
Dos Palos, CA 93620
(209) 392-0250

A MESSAGE FROM THE PRINCIPAL

WELCOME TO BERNHARD MARKS ELEMENTARY SCHOOL!

On behalf of the Marks Elementary administration, faculty, and staff, we would personally like to welcome you to the 2018-2019 school year. The dedicated teachers, support staff, and administration of Marks Elementary have made a commitment to your child's educational progress. We wish to assist each of you in making your child's education a success. We anticipate and appreciate your involvement and cooperation in making this year successful for your child and are pleased that you are part of the Marks Elementary community.

With the beginning of a new school year, I would like to inform and/or remind you of our policies and procedures that are in effect for this school year. Every student will be required to visit the cafeteria in order to have access to the morning meal prior to the start of school (8:15 am). We ask that you as parents get your child here early so that they have time to eat and make it to their classroom before the morning announcements. If you are dropping off or picking up your child please remember that the drop off area is located on Center Street. The Valeria Street parking lot is to be used only to park your vehicle and enter school with your child and for bus drop off and pick up. No students are to be dropped off and/or picked up in the Valeria Street parking lot for safety reasons since there is a lot of traffic movement and buses entering and exiting the parking lot. Also, the gate closest to the office has a new security system that allows us to maintain the gate locked at all times. If you need to enter the campus you simply push the button to the left of the gate and you will be connected to the office which will ask for your name, purpose for your visit, and your relationship to the student you are representing or visiting before giving you access on campus. More information will follow including dismissal procedures after school. We will also continue taking the newly designed California Smarter Balance Assessment as part of our responsibility to the state.

Please be aware that this handbook has been created as a guideline to help acquaint you with information on a variety of issues pertinent to our school. We ask that you please take the time to review this book so that you can begin the new school year feeling confident and informed. We also ask that you help us accomplish our goals by carefully abiding by the standard set forth in this handbook. You can also visit our Facebook page at <https://www.facebook.com/MarksElementary/>. If you'd like to be informed via Facebook don't forget to Like our page. We have a parent communication tool that will allow us to keep you informed via text and voice messages, so please make sure we have your most updated phone numbers on file in the office.

Manuel Cavazos
Principal

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SCHOOL CALENDAR

2018-2019

Back-to-School Night/Teacher Meet and Greet.....	August 14
First Day of School	August 15
Labor Day	September 3
Picture Day	September 18
School Site Council/English Lang. Committee (ELAC)	Late September
Parent/Teacher Conference (Early Release).....	October 15-23
Halloween Parade (Early Release)	October 31
Picture Retakes	November 1
End of the first Trimester	November 6
Veteran's Day (observed).....	November 12
Thanksgiving Vacation	November 19-23
Awards Assembly.....	Late November
Winter Break	Dec. 24 – Jan. 11
Students Return	January 14
Martin Luther King Jr. Holiday	January 21
SSC/ELAC Meetings.....	Early December
Presidents Day Break	February 15 & 18
End of 2 nd Trimester	March 15
Conference Week (If needed).....	March 18-26
Spring Picture Day	March 8
SSC/ELAC Meetings.....	Mid March
Awards Assembly.....	Late March
Spring Break	April 22-26
Open House	TBA
Good Friday.....	April 19
State Testing Window.....	March 5-May 28
SSC/ELAC Meetings.....	Mid May
Memorial Day	May 27
Math/Reading Wizard Activity Day	TBA
Perfect Attendance Incentive	TBA
Awards Assemblies.....	June 5
Activity Day/Last Day of School	June 7

All Dates are Subject to Change

BELL SCHEDULE

Regular Schedule	Early Release Schedule
8:15 a.m. Bell Rings	8:15 Bell Rings
8:20 a.m. Class Begins	8:20 a.m. Class Begins
2:45 p.m. Dismissal	1:45 p.m. Dismissal

IMPORTANT PHONE NUMBERS

Marks Elementary School	392-0250
District Office	392-0200
Bus Barn	392-0320

MARKS MUSTANGS FIVE GOLDEN RULES

1. Marks Mustangs keep their hands, feet and objects to themselves.
2. Marks Mustangs come to school ready to learn each and every day.
3. Marks Mustangs show respect to themselves, others, and property.
4. Marks Mustangs never give up!
5. Marks Mustangs show pride in their school.

PLEDGE OF RESPECT

Today I pledge to show respect to my teachers,
my classmates,
my school,
and most importantly to myself!

CODE OF CONDUCT

We believe that:

Under the guidance of their parents and within the rules of the school, each student is responsible for their own actions. To ensure that students can learn in a safe and positive environment, high standards of behavior are expected.

Furthermore:

1. Each student has the right and obligation to learn.
2. Each teacher has the right and obligation to teach.
3. Each parent has the right and obligation to be involved.

Therefore:

1. Each student will show respect for other students, adults and property.
2. Each student will act in a safe and healthy way.
3. Each student will take responsibility for his/her actions and learning

CONSEQUENCES

Students who choose to ignore the Code of Conduct and the other rules outlined in the Parent/Student Handbook will be dealt with according to the consequences described below.

- Step 1: Verbal warning by the teacher
- Step 2: Student/teacher conference
- Step 3: Teacher communicates with parent/guardian
- Step 4: Referral to the office

The results of office referrals may include one, or more, of the following:

- Administrator – Student Conference
- Warning about the inappropriate behavior
- Loss of recess privileges
- Lunch Detention
- Administrator – parent – student conference
- In-School Suspension/Intervention
- Home Suspension
- Parent required attendance at school with student

LUNCH DETENTION

Lunch detention is a designated place where students will spend their lunch recess. Students will have their lunch and go directly to the designated area. Misbehavior in lunch detention may result in additional disciplinary action being taken.

IN-SCHOOL SUSPENSION

In-School Suspension (ISS) is part of our discipline program at Marks Elementary School. The ISS program at Marks is set up solely as a location in which to house students with discipline referrals and students that are serving lunch detention; however, the ISS program is designed to also teach socially appropriate behaviors. The most effective in-school suspension programs have components to address students' academic and social needs. It is often noted that suspended students have both academic and behavioral problems, so we will work to address both of these. At Marks, we will be using the Character Counts Behavior Program as well as Core Curricular Units in order to “educate” those students who end up in the ISS setting.

BEHAVIORS INDICATING DIRECT REFERRALS

The following will result in a Direct Referral to the School Office. Any staff member may make a Direct Referral at the time of occurrence. Direct Referrals may result in one or more consequences depending on the nature or severity of the behavior.

Direct Referral:

- | | |
|--|--|
| 1. Intimidation of or threatening other students or adults | 4. Alcohol/Drugs/Tobacco – use or possession |
| 2. Fighting, hitting, kicking, biting, pushing or shoving | 5. Vulgar language or name calling |
| 3. Theft/Vandalism | 6. Open and direct defiance/disrespect |
| | 7. Unauthorized leaving of campus |

SCHOOL SUSPENSION POLICY (Education Code 48900)

Any of the following, in almost all circumstances, may result in **immediate suspension** from school.

1. Fighting – initiating, promoting or involvement in a fight
2. Purposely endangering another person
3. Flagrant disrespect/insubordination/major classroom disruption
4. All violations of the Law and Ed Code

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

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing," means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

NOTICE: Section 48900, California Education Code Provides: The Administration reserves the right to take additional steps beyond suspension to preclude further occurrences of violations of the laws and Education Code.

SUSPENSIONS

Students suspended from school activities will follow the following sequence for days suspended. After the 4th suspension, the student will have been suspended for 10 days and a behavior contract will be required upon returning to school. Five or more suspensions will be for 5 days each and will result in a referral to transfer panel.

- 1st Suspension = 1 – 3 Days
- 2nd Suspension = 2 - 5 Days
- 3rd Suspension = 3 – 5 Days
- 4th Suspension = 4 - 5 Days
- 5th Suspension = 5 Days

BEHAVIOR CONTRACT

The behavior contract will specify the types of behavior that need to be addressed as well as a plan to assist the student in achieving these goals. Subsequently, a violation of the contract will be cause for a referral to the alternative education transfer panel for possible transfer to community day school.

EXPULSION

Possession of any of the following at school or on the way to or from school may result in suspension as well as a recommendation for expulsion.

1. Guns (real or toy), BB shots or other ammunition
2. Firecrackers, fireworks or other explosive/combustible items
3. Matches, cigarette lighters, other incendiary/flammable items
4. Knives, other weapons or weapon look-a-likes
5. Alcohol/Drugs/Tobacco – use or possession

HAZING

California State Law prohibits hazing of students.

1. Any student, who injures, degrades, or disgraces another student will face disciplinary action and may be suspended from school.
2. Any student who intimidates or threatens bodily harm to another student is subject to disciplinary action.

FIGHTING

1. The first offense may result in a 1 - 3 day suspension from school.
2. The second offense will result in a 2 - 5 day suspension.
3. A third offense will result in another 3 - 5 day suspension and a behavioral contract will be considered with the possibility of an alternative education setting.

DRESS CODE

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Uniforms will not be required **but** the following dress code **must** be followed: **If you have any questions regarding the dress code, use this rule of thumb: IF IN DOUBT, DON'T WEAR IT!**

GENERAL INFORMATION

- Students must be neat and clean at school.
- Baggy and oversized clothes are not allowed. Pants must be work so that undergarments are not visible. Pants must fit the waistline. Anything larger will be considered oversized.
- Belts must be looped and not hanging
- As a guide, shorts and skirts must be fingertip length or longer.
- No backless shoes, heels, shoes with wheels, slippers.
- Beachwear, halter tops, tube tops, bare midriffs or chests, see through outfits, spaghetti straps (must be 1 ½ inch thick), off the shoulder blouses are not acceptable.
- Articles of clothing which display gang symbols, profanity, violence and inappropriate writing or designs are not allowed. Articles of clothing that promote tobacco, alcohol, drugs or sex are not allowed.
- Articles of clothing or items identified by the Dos Palos Police Department as gang related are not allowed. New trends in gang attire are subject administration review with the SRO/DPPD.
- No bandanas, scarves or bandana print clothing of any color are allowed.
- No spikes or studs.
- Hats are allowed inside buildings.
- Beanies and knitted hats are allowed during winter months.
- Make up and fake nails are not allowed (certain exception may apply)
- Body art is not allowed

ADDITIONAL INFORMATION

- **Haircuts, hairstyles or hair color** that draws undue attention to the wearer is not permitted.
- Hair should be neat, clean and combed in a manner so as to not cause undue attention.
- **Mohawks, modified Mohawks, or hair spiked longer than two inches is not permitted.**
- **There are to be no designs cut or shaved into the hair or eyebrows.**
- Any apparel, hairstyle, accessory, jewelry, or cosmetic, even if not specifically mentioned above, that creates a safety or health concern or tends to detract from the education process, is prohibited.
- Backpacks, binders, and folders shall be neat, clean and free of any student writing except student's proper name which may be displayed once for identification purposes.
- Students shall not display any material or paraphernalia that incites a disruption of the school process or create a clear and present danger of the commission of unlawful acts on school premises or the violation of District or school site policies or rules
- No pajamas, slippers, or blankets unless specifically allowed for a school event
- No spiked metal/plastic on anything, including bracelets, necklaces, clothing, or belts.
- No make-up/cosmetic/body scent of any kind is allowed to be brought to school including perfume, deodorants, body sprays, etc.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

1. A warning will be given and the item must be brought into compliance with dress code. This could include the parent being contacted and the student sent home to correct the infraction and return to school. Also, the parent may bring appropriate items to school for the student to change. The student may not be allowed to attend classes without proper attire and will wait in the office until he/she meets dress code requirements.
2. The office will make an effort to loan the student an appropriate item, turn it inside-out, or possibly permanently cover it for the rest of the school day. If an appropriate item is not available to loan, the student will be required to obtain the appropriate item from home if other options will not work.
3. A second and subsequent occurrence will result in steps along the disciplinary referral process including loss of privileges and or In House suspension Intervention.

ADDITIONAL ITEMS NOT PERMITTED AT SCHOOL

Possession may result in confiscation and the items will only be returned to the child's parent and may **result in disciplinary action**.

- Bandanas/Hairnets (of any style or color)
- Sweatbands (of any style or color)
- Pajamas/slippers/blankets
- Toys brought from home, including marbles. Toys will be confiscated –parent must pick up items.
- Permanent markers unless supplied for school use by the teacher
- Wallets with chains or any item with chains
- No attire, paraphernalia, symbols, drawings, or anything similar that signifies gang affiliation or promotes alcohol/controlled substances
- Skateboards, roller blades, retractable roller shoes, scooters, etc
- Balls or any other sports equipment brought from home.
- Permanent markers, spray paint, aerosol cans or glass containers, food colors, colognes, perfumes, deodorants, toothpicks, etc.
- Inappropriate reading material
- Pokémon or other trading cards or playing cards or dice without school/teacher permission
- **Gum, candy, or chips similar to "Hot Cheetos"** including eat-able powders (such as Lucas) are not allowed. This is a state nutrition issue and by law not allowed.
- **Gum chewing is not allowed.**

ELECTRONIC DEVICES

- Headphones, radios, cassettes, beepers, cellular phones, laser pointers, IPODS, MP3's, Game Boys-all electronic games, digital games, digital cameras, music players of any kind, CD players, radios, pagers, etc. or any device used for the purpose of listening or recording music is not allowed during school time. Students may only carry such items at their own risk and must keep them turned off and out of site
- **Cell phones are not permitted during school hours, if they are used, seen, or heard they will be confiscated and the parent may have to pick up the cell phone from the office.**
- Marks Elementary will not be responsible for loss or theft of electronic devices.

ATTENDANCE PROCEDURES

Students are required to be in school every day, all day. Please make appointments and plans for after school hours or on Wednesdays after 2:00 p.m. It is important that your child attend school regularly. Perfect attendance awards will be given to those students in attendance **for a full day (3:00 p.m.) or minimum day (2:00 p.m.)** every day of the school year without being dis-enrolled. An incentive at the end of the year will be awarded to students who have perfect attendance for the entire school year. At any time your child is out for 5 or more consecutive days, it will require a doctor's note/physician's verification

ABSENCE CHECKLIST

Absences	Examples	Procedures for Parent/Guardian
EXCUSED	Illness Medical Appointment Funeral (immediate family) Court Subpoena Sent home by school nurse School Activity Observation of a holiday or ceremony of his/her religion	Parent note, Doctor's Note <u>or</u> Administrator or designee verification Required Court Subpoena Letter Parent notification must be received within 3 day/72 hours of the student's return to school, in order to verify a student's absence
UNVERIFIED	No School Notification	
UNEXCUSED	Illness Family Emergency Failure to report to class/school	Without a doctor's note <u>or</u> Without administrator or designee verification

If you bring your child to school late, or check him/her out of school early, you may cause him/her to not be in school for the minimum number of minutes.

Steps to follow when absent:

1. The Parent or guardian needs to phone the school at 392-0250 to inform the office of child's absence before 9:00 a.m. the day of absence.
2. Parent of guardian must write an excuse with the child's name, teacher's name, and reason for absence, date of absence and signature of the parent or guardian. This is required by the state for attendance purposes.
3. The written excuse is to be given to your child's classroom teacher upon his/her return to school. The teacher will send the excuse to the office that day.
4. Each student is responsible for seeing that make-up work is completed. Work that is not completed will affect the student's grade.
5. If absence is due to work, travel, or some other reason, parents or guardian should notify the school prior to the absences.

Promptness in school and daily attendance is very important. Any student who is late to class after the tardy bell has rung will be considered tardy. **Students arriving late must check in through the office prior to going to class. Students leaving early must sign out through the office prior to leaving school.**

SANCTIONS FOR EXCESSIVE ABSENCES/TARDIES (SARB)

School Attendance Review Board
Students who have excessive absences or tardies may be referred to SARB.

SARB Process

Number of Absences	Actions	Purpose
3 absences and/or tardies (Excused or unexcused)	Parent receives letter from School.	Make parents aware of attendance status.
6 absences and/or tardies (excused or unexcused)	Parent receives letter from School. Parent/Guardian is referred to School Attendance Review Team. A contract will be Placed to establish Interventions and procedures. Possible home visit.	Parent meets to discuss interventions that may take place to help the child get to school.
9 absences and/or tardies (excused or unexcused)	Certified letter sent home. Parent Meets with Principal	Discuss how absences are impacting students' academic progress and work on interventions to remediate reason for excessive absences.
10 absences and/or tardies	Family is referred to SARB Referral to district attorney investigator Parent may be required to attend parent classes.	Mediate problem of student not attending school consistently.

LEAVING SCHOOL

If a child must leave early during the school day, the parent must stop by the office to sign him/her out. For your child's safety we will not release any student to anyone other than parents or legal guardians without written or telephone permission from parents or legal guardians. Students who are tardy or are returning to school from an appointment must check in at the office.

Parents should try to schedule their child's appointments after regular school hours. In case medical appointments are made during school hours, the student must be checked out through the school office prior to leaving the school. If the student is returning to school, a note from the doctor's office should accompany the child.

SPECIAL DISMISSAL ARRANGEMENTS

If your plans for dismissal change, we prefer that you send a note with your child in the morning, signed by a parent or guardian. In case of an unforeseen change, **you must notify the office no later than 2:15 p.m.** in order for us to be sure your child receives the information regarding the change in plans.

HOME SUSPENSION

Students that are assigned a **Home Suspension** must be either at home or accompanied by a parent at all times during normal school hours for which they are suspended. Suspended students may not participate in any District school activities, including but not limited to athletic contests as either a participant or a spectator. **Students returning to school from Home Suspension must check in with the attendance office prior to attending class.**

FIRE AND EARTHQUAKE DRILLS

Fire and earthquake drills are held at irregular intervals throughout the school year. Remember these basis rules:

1. Check the instructions in each classroom indicating how to leave the building in case of fire.
2. Walk. No Talking. Move quickly and quietly to designated area.

LIBRARY FEES/TEXT BOOK FEES

Textbooks are provided by the school district and are loaned to students to use during the year. Students are responsible for them. If they are lost, damaged, excessively soiled, or worn beyond normal use, students must pay for the damage. **Students will not be allowed to attend activity day or receive their report card until all fees are paid.**

VANDALISM AND PROPERTY DAMAGE

Our school buildings and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and/or subsequent expulsion may be necessary in addition to involvement of law enforcement. If a child accidentally damages something, he/she should immediately report it to a teacher or to the office.

CHILD CUSTODY

If there is a custody issue concerning who has legal guardianship for a child, the parent should place a copy of the custody order on file with the school office.

VISITORS ON OR NEAR CAMPUS

1. All visitors shall enter/exit through the front gate during school hours (all gates will remain locked during school hours). Additional gates will be opened at release times.
2. All visitors at Marks Elementary School must check in at the office prior to visiting the classroom.
3. All visitors must have their pass visible at all times.

CLASSROOM VISITATIONS

1. All parents, visitors and volunteers are welcomed at Marks. Please first check in at the school office to obtain a visitor's pass prior to visiting any classroom.

2. Children not enrolled in our school are not allowed to visit school during the school day.
3. **If you are an on-going parent volunteer, finger printing is necessary. You can inquire about finger printing at the District Office, (209) 392-0200.**

CAMPUS SURVEILLANCE and SCHOOL BUS SECURITY

The Governing Board is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities and equipment from vandalism and theft. Because of these reasons, reasonable use of surveillance cameras will help the district achieve its goals for security. In consultation with the safety planning committee and relevant staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded. The recordings may be used in disciplinary proceedings and that matters captured by the camera may be referred to law enforcement, as appropriate. (BP 3515)

SCHOOL OFFICE

1. Students are not allowed in the office during class time, break time, or lunchtime unless they have a pass or an emergency requiring assistance from the office staff.
2. **Staff will inform the office** when a student is in need of medical assistance that cannot be addressed in the classroom.
3. The office telephone is to be used ONLY for emergency purposes.

HEALTH OFFICE/STUDENT MEDICATION

1. Parents are to inform the office of any known medical restrictions that the child may have.
2. **All medication** must be left at the school office. Prescriptions are not allowed at school without a "Medical Release" form on file in the school office. Forms are available through the school office and must be renewed annually. Please note that the original prescription label must be on the medication container. Over-the-counter medication in accordance with Education Code, Section 49423, must have a doctor's written note and parent's authorization in order to administer.

SICK OR INJURED CHILDREN

1. If your child becomes ill, is injured or another emergency arises at school, we will need to be able to contact you **immediately**.
2. It is important that you keep the office supplied with **ACCURATE AND UP-TO-DATE TELEPHONE NUMBERS AND EMERGENCY INFORMATION.**
3. Please remember, we cannot keep seriously ill or injured children at school.

HEAD LICE POLICY

1. The school district has adopted a "No Live Lice" policy.
2. Any student contracting head lice will be excluded from school until the school nurse, principal or designee determines the child "lice free." **These absences will be unexcused.**

BUS RULES

Students are required to be at their designated bus stop five minutes before the bus arrives. Students who come to school on the bus must return home on the bus unless they have a note from the parents or legal guardian that has been signed by the principal or the school secretary. Riding the school bus is a privilege therefore improper conduct will result in bus warnings that may result in that privilege being denied.

Along with legal and district policies, the following rules will be adhered to:

- ✓ The bus driver is in complete charge of the bus and everyone on the bus. Students are to follow the driver's instructions when boarding, riding or leaving the bus.
- ✓ The driver may assign seats.
- ✓ Students are subject to disciplinary action if the rules are not followed.
- ✓ Students are to remain seated when on the bus until arriving at school or home.
- ✓ Students are to keep their arms, head and any personal belongings inside the bus at all times.
- ✓ Eating, drinking and gum chewing on the bus **are not** allowed.
- ✓ Glass containers, balloons and animals **are not** allowed on the bus.
- ✓ No objects are to be thrown or dropped from the bus.
- ✓ Bus aisles are to be clear **at all times**.
- ✓ Loud talking/yelling or distracting movements are prohibited at all times.
- ✓ Students must ride assigned buses **unless parents or guardians write notes** and special circumstances exist and you have written permission from the office. Riding another bus is contingent upon available space.

BUS CONSEQUENCES

Failure to comply with the bus rules and standards of conduct is a violation of the California State Education Code. To ensure the safety of the passengers, children violating the bus rules will receive the following consequences:

Students will immediately be suspended from the bus and from school for fighting.

Bus Referral #1 – Warning

Bus Referral #2 – One day loss of bus privileges

Bus Referral #3 – One week loss of bus privileges

Bus Referral #4 – Three weeks loss of bus privileges

Bus Referral #5 – Loss of bus privileges for the remainder of the school year

Bus discipline steps carry through for the entire year, not quarter by quarter.

**DOS PALOS ORO LOMA UNIFIED SCHOOL DISTRICT
FOGGY WEATHER SCHEDULE**

District bus drivers are specifically trained for foggy weather driving conditions and will terminate runs if necessary. Parents should be patient if buses are late due to fog. All buses are equipped with strobe lights; fog lights and all have radio callback systems to assist in emergency situations.

The Transportation Department carefully reviews weather conditions on foggy mornings and evenings. Several checkpoints are contacted for current fog reports also. If conditions are deemed safe, buses start their runs at their regular time.

Among the special precautions taken by bus drivers to reduce fog related problems are the following:

- Buses will detour whenever possible to avoid crossing Highway 152.
- The underpass at the Dos Palos Y is used and buses will go east and west on Highway 152 and loop back rather than go directly across four lanes of divided highway.
- Student pickups are planned to reduce crossing roads as much as possible.
- Bus drivers will pull off the road including onto driveways or side roads if a heavy fog rolls in.
- Buses that have terminated their run will remain in constant radio contact with the Transportation Department.

**Watch the following TV channels or listen to the following radio stations
for information about bus delays.**

TV Channels

KSEE – 24
KJEO – 47
KFRE – 30
KVPT – 18
KMPH – 26

Radio Stations

KMJ (AM 580)
KUBB (FM 96.3)
HOT 105 (FM 104.7)
KMPH (FM 107.5)

- **One and two hour delays will pertain to students who live in the bus pickup area only.**
- **Students who do not live in bus pickup areas will begin school at the normally scheduled times as school will be open and classes will be in session.**
- **The safety of our students is always a first priority. Please exercise the utmost caution in foggy conditions.**

**FOGGY DAY SCHEDULE FOR
DOS PALOS ORO LOMA JOINT UNIFIED SCHOOL DISTRICT**

PLAN A - 1 HOUR DELAY OF BUSES
PLAN B - 2 HOUR DELAY OF BUSES
PLAN C - 3 HOUR DELAY OF BUSES
PLAN X - MORNING BUSES CANCELLED/CLASSES HELD

HOMEWORK POLICY AND CLASSROOM RECORD

Homework is an extension of schoolwork and can help a student improve in the understanding of the schoolwork, but it must be completed in a timely manner as outlined by the teacher. It is the student's

responsibility to complete all homework assignments. Parents should try to keep their assistance to a minimum and help only when clearly necessary.

Homework is intended to:

1. Help students understand and review the work covered in their class
2. Show the teacher whether the student understands the lessons taught in class
3. Help students learn how to find and use more information on a topic outside of class

It is the student's responsibility to complete all homework assignments. Any exceptions must be reviewed and approved by the child's teacher and the principal.

Failure to complete homework may result in the following:

1. Loss of play time during morning recess and lunch recess. The student must complete the missing work.
2. The parents will be asked to meet with the teacher for a conference and the student must complete the missing work.
3. The student will be assigned lunch detention at lunch to complete the missing work if it's a repeat offense.
4. The student may be referred to the Student Study Team to investigate a possible solution to the homework issue, especially if it is affecting the child's academic success.

In addition, failure to complete homework may result in a lower classroom grade. If a student habitually fails to complete their homework, the parent/guardian should call to set up an appointment to meet with the child's teacher to address the homework problem. **If students habitually fail to complete homework, they will be suspended from all school activities including field trips for the entire trimester.**

PARENTS CAN HELP BY DOING THE FOLLOWING:

1. Send your child to school each day, well-rested and with a positive outlook. If your child is ill, home is the best place; otherwise, your child needs to be at school every day.
2. Take an active interest in your child's schooling. Ask specific questions about what happens at school each day and how your children feel about it.
3. Praise your child each day for something he/she has done.
4. If possible, set up a quiet, comfortable study area with good lighting and the school supplies that your child will need.
5. Keep the lines of communication open between yourself and your child's teacher.
6. Read with your child 20 minutes each day.

HONOR ROLL

Students can qualify for "Honor Roll" if they are:

1. On grade level in Language Arts and Math
2. Does not have an "N" - "Needs to Improve" in Citizenship

PARENT/TEACHER CONFERENCES

There are two regularly scheduled Parent/Teacher Conferences during the school year. You will receive a notification from Marks Elementary prior to conferences. Please feel free to contact your child's teacher any time. Telephone calls to classrooms go through the school office and messages will be taken for the teacher to avoid loss of instructional time. If you have any concerns, please call the school office at 392-0250 and schedule a time to talk or meet with the teacher.

REPORT CARDS

It is the policy of the Dos Palos Oro Loma Joint Unified School District that every pupil enrolled in our school shall receive an evaluation of his or her progress three times each year. This written report is given to the parent at conference time or sent home with the student. Progress Reports are given out midway through the trimester to let parents know if their children are in danger of failing a subject.

IF YOU MOVE AWAY

Parents of students leaving during the school year are asked to notify the office five days before the last day of attendance. On the final day of attendance a transfer form will be given to you to take to the next school.

CAFETERIA

Breakfast and lunch will be served in the cafeteria daily. Parents who send snacks to school with the student are asked to avoid sending soda, candy, gum, Hot Cheetos, sunflower seeds, or other items that are not allowed or that may stain or dirty school materials.

CAFETERIA RULES

- Students are expected to eat breakfast/lunch in an orderly.
- Any student exhibiting unruly behavior may be denied cafeteria privileges.
- Students must **walk** in and out of the cafeteria and are expected to use common courtesy such as saying “**please**” and “**thank you**” to those who serve them.
- Students will pick up food that has fallen off their plate and table and **students who deliberately throw food will receive a consequence.**

YARD EXPECTATIONS

- All students shall behave in a respectful and appropriate manner at all times.
- Students **will respect and follow** the directions of **ALL** supervisors (yard/cafeteria/labs) **at all times**. Students who fail to follow the directions of the yard supervisors will receive appropriate behavior consequences.
- Students shall report to the yard after breakfast and lunch time. **Students are not allowed to roam the campus unsupervised.**
- All backpacks and lunch pails are to be placed in designated areas and not taken to the classrooms after breakfast and lunchtime.

CLASSROOM EXPECTATIONS

- **California State Law** requires that ALL students be in their seats and ready to learn when class begins.
- **Students are required to respect themselves, others, and property.**
- Students are required to have books, required supplies, and assignments at each class.
- Students **shall not** deface any school property – purposely damaged school property will result in disciplinary action and repayment of damaged items by the responsible party.
- Students **may not** leave the classroom without teacher permission or acknowledgement.
- Students must leave the classroom in an orderly manner when the teacher dismisses class.
- Students **are expected** to be attentive listeners and ask for help when needed.
- Students **will not disrupt** the learning environment for self or others.

STUDENT STUDY TEAM (SST)

Student Study Teams are designed to evaluate student issues (such as academic or behavioral difficulties) and provide possible solutions or courses of action to eliminate or decrease those problems.

FIELD TRIPS

When students are involved in field trip activities with bus transportation and cafeteria lunches, parents will be informed by teachers with a "Voluntary Excursion or Field Trip Waiver" and a note sent home. If, for some reason, parents/guardians do not wish that their child participate in school-sponsored activities, please signify on the form. The director of the trip, with approval of the Principal, can deny any student from going for unsatisfactory discipline, grades or other reasons that have been documented and have been repetitious.

1. Students with three (3) or more out of school suspensions prior to the field trip will not be eligible to participate.
 2. When a student returns to school from a suspension, they are not eligible to participate in any field trip for two weeks unless it is an educational field trip and they are accompanied by a parent or guardian.
 3. Students must ride the bus to and from the event, unless given prior administrative permission.
- ✓ **The teacher must notify the parents if the field trip is being denied.**
 - ✓ **Parents who wish to take their child home from a field trip must have a written request to the principal prior to departure. Parents must also sign their child out with the supervising teacher prior to departure from the field trip.**

LOST AND FOUND

Articles found in and around the school will be turned in to the Multi-Purpose room where the owners may claim their property by identifying it. If your child is missing something, please feel free to come to school and check our lost and found. Any articles left at school for a long period of time will be thrown away (if soiled) or donated to a worthy cause or group if such can be arranged. Marks Elementary School is not responsible for lost items that may have been placed and subsequently unclaimed in the lost and found area, nor any items left on the playground.

**Marks Elementary School
1717 Valeria Street
Dos Palos, CA 93620**

Please read, review and discuss this Parent/Student Handbook. Complete and return this page to your child's teacher.

To: Manuel Cavazos, Principal

We have read and reviewed the Parent/Student Homework including the Code of Conduct, the Homework Policy, and the Dress Code. We will support staff efforts to maintain a safe, pleasant and orderly learning atmosphere for all Students.

Student Signature: _____

Date: _____

Teacher: _____

Room # _____

Parent Signature: _____

Date: _____

MARKS ELEMENTARY

Media use and release Permission Form

The Dos Palos Oro Loma Joint Unified School District, including Marks Elementary use adult and student photographs, video, and voice recordings for many purposes.

Internally, these materials may appear in print, on our Web site, schools social media page (as photos, videos, and/or podcasts), and/or in presentations. The news media – both in print and online – may use them in school-related news coverage, in productions aired on television and/or the Web, or in similar forms of communication/media.

This form allows you as a parent/guardian or adult to choose whether or not you/your child may appear in any of these various media formats and illustrations used by Marks elementary, the Dos Palos Oro Loma Joint Unified School District, and/or the news media.

PLEASE CHOOSE ONE:

- I give permission to the Dos Palos Oro Loma Joint Unified School District, Marks Elementary and/or the news media to make photographs, video, and/or illustrations of my child. Further, I authorize their use without inspecting or approving the finished product or its specific use.

- I do not give permission for me/my child to be included in any media whatsoever.

Minor's Parent/Guardian Signature

Parent/Guardian Printed Name

Student's Name

Date of Signature