



Parent Handbook  
2022-2023

**McCLOUD UNION SCHOOL DISTRICT**  
P. O. BOX 700 - 332 Hamilton Way  
McCloud, CA 96057  
(530) 964-2133

**BOARD OF TRUSTEES**

President.....	Mrs. Amber DeBon
Clerk.....	Ms. Sybil Stewart
Member.....	Mr. Dan Bringle
Member.....	Mr. Bob Masciola
Member.....	Mrs. Anne Mero

The Board of Trustees meets on the second Wednesday of each month at 5:00 p.m. in the library of the school. Agendas are always posted at the school several days in advance of each meeting. If you wish an item placed on the agenda, give written notice of the item, with supporting details, to the office one week prior to the meeting. All meetings are open to the public.

**ADMINISTRATOR**

Shelley Cain	District Superintendent/Principal
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**CERTIFICATED STAFF**

Heather Moyer	TK/Kindergarten/1 <sup>st</sup> Grade
Ashley Cain	2nd Grade/3rd Grade
Charlotte Gephart	4th Grade/5th Grade
Shelley Cain	6th/7th Grade/8th Grade ELA/History, Science & PE
Kathleen Poehlmann	5th/6th/7th/8th Math

**CLASSIFIED STAFF**

Rosa Mero	Administrative Secretary
Norman May	Cafeteria Manager/ Custodial
Amber Ramos	Preschool Administrator
Kelly Fox	Instructional Aide/Resource Aide
Theresa Kelly	Instructional Aide
Joy Debortoli	Preschool Aide/ Instructional Aide
TBD	Maintenance
TBD	S.A.F.E. Site Coordinator

**SUPPORT STAFF**

Barbra Lewis	Nurse
Trevor Kuzma	Psychologist
Anna Pringle	Speech
Bryant Schaufler	Resource Specialist

**School Web Page:**

**Facebook Page: [www.facebook.com/mccloudelementary/](http://www.facebook.com/mccloudelementary/)**

## **SCHEDULES**

### **Breakfast**

7:50 A.M. – 8:15 A.M.

### **School Day:**

Classrooms open at 8:20 A.M.

Preschool

8:25 A.M. – 11:45 A.M.

TK/Kindergarten

8:25 A.M. - 12:00 P.M.

1st-3rd

8:25 A.M. - 2:45 P.M.

4th-8th

8:25 A.M. - 3:00 P.M.

### **Lunch TK-8**

12:00 PM - 12:40 PM

**SAFE Hours:** Currently no SAFE; Parents will be notified when that changes

~~Kindergarten SAFE~~

~~12:00 P.M. – 3:00 P.M.~~

~~1-3 SAFE~~

~~2:45 P.M. – 6:00 P.M.~~

~~4-8 SAFE~~

~~3:00 P.M. – 6:00 P.M.~~

## **MINIMUM SCHOOL DAY**

Minimum school days will start at the regular time, 8:25 A.M. Kindergarten will be dismissed at 12:00 P.M.; all other grades will be dismissed at 12:45 P.M.. Lunch will be available following dismissal.

## **EARLY RELEASE (Collaboration) DAYS**

Early release days will start at the regular time, 8:25 A.M. Kindergarten will be dismissed at 12:00 P.M. as usual; all other grades will be dismissed at 1:30 P.M.. Lunch will be available at the regular time of 12:00 P.M..

## **LATE START SCHOOL DAY**

Late start school days begin at 10:00 A.M. Late starts will be announced via phone call, email, text or Facebook. Lunch will be available at the regular time of 12:00 P.M.. The day after Halloween is typically a Late Start if during the week.

## **CLOSING OF SCHOOL DUE TO WEATHER**

If you are in doubt about whether school will be canceled due to inclement weather, please check the school website or Facebook page for updates. You can attempt to call the school, but there is only one line in during power outages. Personnel will do their best to inform parents and students of school closure or late start. The decision is determined by lack of power and heat to the building. The building can retain heat for approximately two hours after a power outage. Snow buildup with no power outage does NOT usually result in school closure. As long as there is power and heat, the school will be open. If there is no public announcement, school will be in session. If we have a late start due to heavy snow, school will begin at 10:00 A.M.

## **POWER OUTAGES**

If wintertime power outages occur for more than two (2) hours during the school day, parents will need to pick up their children due to the loss of heat in the classroom. If the power is out during the night and does not come on prior to the start of school, do not bring your child to school. If the power does not come on by 10:00 A.M., school will be canceled for the day and a make-up day may be scheduled.

## **ATTENDANCE**

Regular school attendance is a very important factor in a pupil's performance and progress in school. According to California state law, schools are funded only for the days that pupils are in attendance at school. The school is not funded for absences of any type. Please make every effort to see that your children are in school **unless they are ill**. Parents should schedule medical or dental appointments after school hours whenever possible.



Truancy laws will be strictly enforced. Notes or phone calls are required to verify reasons for all absences. Excused absences include illness, medical appointments, and the attendance at the funeral of an immediate family member. An unexcused absence is one without a valid **LEGAL** excuse. Three unexcused absences and/or three unexcused tardies, or any combination thereof, constitute truancy. A truant tardy is defined as missing more than 30 minutes during any part of the school day. Legal excuses are determined by the state of California.

The staff & administration will work with families to solve attendance problems. An informal and supportive system has been developed to work with families with excessive absences or tardies of any kind triggering the process of meeting with the family to try to solve attendance issues. Unresolved attendance problems will be referred to the School Attendance Review Board (SARB) of the District Attorney's office.

As a part of our Safe to School program, you may be telephoned to verify the reason for your child's absence during the morning that he/she is absent unless you have already called or sent a note. The phone call will let us know that your child is safely at home.

### **TARDINESS**

When children are consistently late for school, it is a concern for students, their classmates, and our staff. When students are late, they miss academic material and they disrupt the class with their late arrival. Parents will be contacted about their child's continued tardiness. **Please see that your children arrive on time.**

### **ARRIVAL TIME**

Students are to arrive at school **no earlier** than five minutes before the beginning of the child's school program, unless the child is coming to school for breakfast. Supervision of "early birds," children not participating in the school breakfast program, is not provided. **Children may not play on playground equipment before school.** Classrooms open at 8:20 A.M. and supervision is provided in the classrooms at that time.

### **AFTER SCHOOL PROCEDURES**

After school is dismissed, students should return home unless they are participating in an after school activity. ~~The only students allowed at school between the hours of 3:00 p.m. and 6:00 p.m. are those enrolled in the S.A.F.E. program.~~ **If your kindergarten student is not enrolled in S.A.F.E., s/he may not stay on campus after kindergarten dismissal.** Older students who have permission from teachers to stay in classrooms to work on assignments may also stay under that teacher's supervision. Students are held responsible for their behavior by the school until they reach home after school. If a student(s) engage in inappropriate behavior before they reach home, the school will determine consequences as if the student were at school. PLEASE MAKE SURE YOUR CHILD HAS A PLAN FOR AFTER SCHOOL. THE PHONES ARE NOT TO BE USED FOR CHILDREN TO ARRANGE AFTER SCHOOL PLANS; THEY SHOULD BE DETERMINED IN ADVANCE. If your child's after school plans change, please call the school so that we can notify your child.

### **S.A.F.E. We are actively looking for SAFE personnel. When/if we find someone we will let you know.**

~~An afterschool program is available to all students from 2:45 to 6:00 p.m. Monday through Friday. Kindergarten students start S.A.F.E. at the conclusion of their lunch period and must be picked up by 3 pm. There are two levels of the SAFE program: K-3 and 4-8. Our S.A.F.E. program offers homework help for students as well as a snack and enrichment activities. Enrollment in Kindergarten SAFE is dependent upon several factors: total enrollment numbers of the entire SAFE program, citizenship throughout the regular school day, and enrollment of older siblings in the upper grade level program. Because the program must meet requirements for student-to-aid ratios, the kindergarten program is the first to be adjusted if necessary. To place a child in the S.A.F.E. program, parents must sign up ahead of time.~~

### **LEAVING SCHOOL GROUNDS**

Pupils enrolled in 7<sup>th</sup> and 8<sup>th</sup> grade are permitted to leave the school grounds during the lunch period with parent permission. The "Leaving School Grounds" form is required and available from the teacher. Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds. The privilege of open campus may be revoked from individual students



for disciplinary reasons. Students shall not leave the school grounds at any other time during the school day. Students who leave school or who fail to return following lunch without authorization shall be classified truant and subject to disciplinary action.

### **CELL PHONES:**

**Student cell phones are prohibited in classrooms, on the playground, and in bathrooms.** Students have access to school phones when appropriate and there is no reason for a student to have a cell phone at school. If a parent insists that a child bring a cell phone to school, it must be turned in at the office (K-3) and/or put in backpacks (OFF) or lockers (4-8). If a student is caught with a cell phone, any staff member may confiscate it and turn it in to the office. A PARENT or guardian must retrieve the cell phone. It will not be returned to the student. A suspension warning will be issued and if the student is found with the cell phone out during school, s/he will receive an in-house suspension, followed by an at-home suspension if the rule is broken a 3rd time. Cell phones are not necessary tools for learning and are disruptive to the school environment. **Please keep them at home unless absolutely necessary for emergency purposes.**

### **DRESS CODE**

Students should be clean and neatly dressed, keeping in mind that certain attire, such as the following, is inappropriate classroom dress: A. Shorts and skirts must be of an appropriate length and not revealing. B. No revealing shirts. C. No bare midriff. D. No suggestive message tee-shirts and patches, including liquor advertisement t-shirts. E. No gang related attire or sagging pants. F. No pajamas. G. Students must wear safe and appropriate shoes to school. Shoes with wheels are not allowed. A "flip-flop" is an example of an unsafe shoe. If students arrive at school inappropriately dressed, parents will be notified and requested to bring appropriate clothing for their child. Exceptions to the dress code may be made for **Spirit Week** theme days. Staff/Parents/Students will be notified in advance of these special days or events. Parents of younger children may want to have students bring an extra pair of clothes to school to keep in their backpack for accidents.

### **FIELD TRIPS**

Non-local field trips will be planned during the year, with your child's teacher notifying you of the event and the details. A field trip parent permission form will be sent home for a parent's signature. Children **will not** be allowed to go on the field trip without **written parent permission**. A separate parent permission form for **local** field trips will be sent home the first week of school. This permission form will allow your child to participate in local trips for the whole year. \* Please refer to the **field trip eligibility policy** as related to behavior and academic standing.

### **INDEPENDENT STUDY**

According to state law, independent study contracts may be written only for absences of **five days or longer**. Therefore, it is important that families work with us to keep students in school. If an independent study is needed for five days or longer, parents will need to come in to school and meet with the teacher to discuss the study plan and sign the independent study contract agreement. Because the state requires extensive documentation and teacher preparation for these contracts, parents must make arrangements for the independent study as far in advance as possible; **the teacher must receive a minimum of five school days notice in order to prepare materials**. Independent study packets must be completed and returned to the teacher on the due date as written in the contract.

Independent Study, as described above, refers to extended absences for a particular period of time. These absences may be related to vacations, family illness, or other special circumstances. There is a second type of Independent Study that we offer students who prefer an at-home setting in which to work on academic assignments. An Independent Study of this nature can be requested by parents and involves a contract that outlines expectations for assignments and requirements for attendance accounting. This program is similar to a charter school program in that the student is responsible for assignments with guidance from the teacher. The student has access to all of the school's resources and may also participate in sports. Please contact Ms. Cain if you are interested in learning more about the Independent Study Program.



## **HEALTH AND WELLNESS POLICY**

*McCloud Elementary School's Health and Wellness Policy* covers the following topics: nutritional standards for the school breakfast and lunch programs, goals and strategies for increasing student participation in the meal programs, goals, and standards for foods and beverages outside the district's meal program, nutrition education, and physical fitness activities. For more information and a copy of the complete policy, please contact the school office. **No junk food will be allowed on campus or in classrooms. Please do not send soda, energy drinks, coffee, chips, candy, or other foods high in sugar, fat, or caffeine content with your child to school.** A teacher may request certain "junk food" for classroom parties or other events as an exception to this rule. Healthy snacks & beverages are allowed at recess and with teacher permission in classrooms. Students are responsible for clean-up associated with snacks & drinks and **may not share their snacks or lunches with classmates.**

## **SCHOOL PROCEDURES**

**VISITORS \*\* No visitors unless absolutely necessary to conduct business. All visitors and volunteers are required to come to the office to register and to identify the reason for being on campus.** This is for the protection of the children. Any parents, guardians, or persons picking up children before regular dismissal times must first go to the office and sign them out. Persons should be identifiable to the child. Teachers will direct the child to the office for check-out; parents do not need to go to the classroom. Unless you have specifically arranged to volunteer time with a teacher, please do not enter your child's classroom; **unexpected visits are disruptive to the teacher and the students.** Thank you.

## **VISITING CHILDREN**

McCloud Elementary pupils are not permitted to bring "visitors," such as little brothers or sisters, cousins, or out-of-town guests to stay for the school day. Children visiting for a month or more may be enrolled. **Teachers may arrange for former students or guests to volunteer at the teacher's discretion.**

## **PARKING LOT**

All parents picking up students are requested to park in the designated parking areas. **Do not park at the curb,** we are required to keep the area open in case the ambulance or fire trucks are called. If you park in the parking lot, please escort your children to the sidewalk or to the car, as we do not want children running by themselves in the parking lot. Please fill empty spaces in the parking lot before parking on the north edge. Drive slowly and carefully.

## **BICYCLE & SKATEBOARD RIDERS** (see item #14 under student conduct)

The governing board recognizes that helmets lessen the seriousness of head injuries. The board expects that students who ride bicycles/skateboards to and from school will consistently wear helmets, observe safety laws and rules, and display courtesy toward other riders and pedestrians. Bicycles and skateboards may not be ridden on school grounds; students are to walk their bikes to the bike racks and carry their skateboards onto campus.

**Due to problems in recent years, students will not be allowed to store skateboards in the classrooms. If your child does not have a way to secure his/her skateboard near the bicycle racks outside, he/she should not bring his/her board to school.** Students are encouraged to use locks. The district will not be held responsible for bicycles or skateboards that are lost, stolen, or damaged. Riding a bike or board to school is a privilege, not a necessity. Students who do not obey the rules may not be allowed to bring bikes or skateboards to school.

A teacher, administrator, or other staff member may confiscate a student's bike or skateboard if a student is using it inappropriately. A parent/guardian must collect the bike or board from school. **It will not be released to the student.**



### **EMERGENCY CARDS**

Be sure that your child has an emergency card on file in the office. This is required by law and allows us to follow your wishes in the event that your child is ill or has an accident at school. We will always attempt to reach the parent first. **Report to the office any change of emergency information immediately.**

### **CHANGE OF ADDRESS AND PHONE NUMBER**

Parents should report all changes of address and telephone numbers to the office. It is extremely important to have accurate records in case of an emergency. **If we are unable to reach a parent or guardian, a law enforcement officer or child protective services may be called to retrieve the child.**

### **SICK OR HURT CHILDREN**

**Parents are called immediately in the event of children becoming ill or hurt while at school. \*During a pandemic it will be especially important that parents pick up children when called.**

### **NOTIFICATION OF COMMUNICABLE DISEASE**

If a student in your child's class has contracted a communicable disease, parents of all the children in that class will be notified, unless **confidentiality restrictions** apply. If your child contracts a communicable disease, please report it immediately to the school office. Lice are **not** considered a communicable disease, but parents should report to the office if their child has a case of lice. Children are not prohibited from attending while being treated, but will be sent home for treatment if live lice are discovered. MES has a health assistant on-site who will conduct regular lice checks and report to parents if lice are discovered; the school nurse can refer families for medication.

### **LOST AND FOUND**

Students and parents should check the lost and found when items are misplaced because very often they have been turned in. It would help greatly if all children's outdoor clothing could be labeled in case of loss. Any items remaining in the box will be discarded at the end of the school year.

### **DOGS**

To decrease the risk of children being bitten by dogs, we ask that you not bring your dogs onto campus even when they are restrained by a leash. PLEASE see to it that your dogs do not follow children to school. Owners of the pets will be called at once. The school will call the animal control officer to remove the dogs from the school grounds if the owners cannot be located.

### **ALLEYWAY**

We ask that parents, guardians, and family members refrain from using the alley that borders the school as a main road. Students often use this alley when walking to school; it becomes a safety concern when vehicles use the alley as a main road when dropping off or picking up children from school. The residents who live on Shasta Avenue would also appreciate a reduction in traffic in the alley as the vehicles kick up dust and cause safety concerns for their property as well. **PLEASE USE THE MAIN ROAD FOR DROP OFF AND PICK UP.**

### **EMERGENCY PROCEDURE**

1. Emergency or administrative personnel shall direct student movement to predetermined locations. These personnel shall also contact the sheriff's department at 841-2900 and inform them of the emergency.
2. Parents will be notified when and where their children can be picked up as soon as possible after the emergency evacuation.

**MEALS:** We are pleased to announce that McCloud Elementary School will be implementing an option available to schools participating in the National School Lunch and School Breakfast Programs called the **Community Eligibility Provision (CEP)**. **We are now able to provide FREE healthy breakfast and lunch each day for ALL students enrolled in our school during the 2022-2023 year.**



If your child has a disability or a medical condition and *requires* a special meal or accommodation or your child does not have a disability, but is requesting a special meal or accommodation due to food intolerance(s) or other medical reasons, parents or guardians may complete a form for special considerations. Food preferences are not an appropriate use of this form. The Medical Statement to Request Special Meals and/or Accommodations form can be found at the back of this handbook. (Refer to definitions on reverse side of this form). **A licensed physician must sign this form** if a disability or medical condition is the reason for the request. **A licensed physician, physician's assistant, or registered nurse must sign this form** if the form is for special consideration or accommodation.

#### **PAYMENT REQUIREMENTS: N/A until further notice**

~~For full pay students, payment should be made in advance.~~

~~➤—A monthly statement will be sent out to parents.~~

- ~~●—If the payment is not made by the next statement, a letter will be sent to the parent(s) requesting payment in full.~~
- ~~●—If payment is not received within two weeks of the letter a phone call will be made to the parents encouraging payment in full or requiring a payment plan be set up.~~
- ~~●—If payment is not made or payment plan is not set up within one week of the phone call the student will no longer be allowed to participate in the meal program. Once payment is made in full, the student's eligibility for participation in the meal program will be reinstated.~~

~~Forms are available for those eligible students who wish to apply for reduced price and free meals. These forms can be picked up in the front office.~~

~~For Reduced pay students, payment should be made in advance.~~

~~➤—A monthly statement will be sent out to parents.~~

- ~~●—If the payment is not made by the next statement, a letter will be sent to the parent(s) requesting payment in full.~~
- ~~●—If payment is not received within two weeks of the second statement, a phone call will be made to the parents encouraging payment in full or requesting a payment plan be set up.~~
- ~~●—If payment is still not received by the third statement the principal will make a phone call encouraging payment in full or request a payment plan be set up.~~

~~\* Certain student privileges or access to report cards, student photographs, or special trips may be revoked if outstanding breakfast/lunch charges are not paid in a timely manner.~~

#### **PUPIL MEDICATION**

In the event that your child needs to take medication at school, whether for a long term or a brief period, the following procedures must be taken:

1. The "Pupil Medication Form" must be completed by both the physician and the parent before the medication can be given. (Forms are kept in the school office and local physicians have them at their offices.)
2. All medication is to be kept in the school office and not in the classroom or with the student. There is a specific medication release form allowing asthmatic students to carry an inhaler on their person or to keep it in their locker. Please make the staff aware of your child's asthma.
3. All medication must be in the prescription bottle or the original container if not a prescription drug. **ALL** medication must be accompanied by the **PHYSICIAN'S SIGNED STATEMENT OF REQUIRED STUDENT MEDICATION** form with complete directions for its use. This form is available in the office. **Medicine not in the prescription or original container will not be accepted.**
4. All medication orders must be renewed by the physician and parents each school year.
5. If there is any change in medication or dosage, a new form should be completed and brought to school.
6. You must notify us in writing when the medication is to be discontinued.

If you have any questions, please feel free to call the school or the school nurse at 964-2133 or 842-8425.



## **AUXILIARY SERVICES**

If you have any questions or wish to have more information about any of the listed services, please feel free to talk to your child's teacher, the school principal, or call the school office. The personnel listed on the first page are contracted employees who work for the **Siskiyou County Office of Education**.

**Students with Exceptional Needs:** If any parent or teacher feels that a student has special problems that may hinder his or her educational process in a regular classroom program, the parent, teacher, principal and Auxiliary Services Personnel will meet together to discuss the problem and to plan a program that will help remediate the problem. Typically, students are not formally tested prior to second grade.

**Psychologist:** The school psychologist carries out the following activities: (1) tests and observes students with special needs, including those considered for retention or acceleration, or special programs, (2) serves as a member of the Assessment Team; and (3) meets with students, parents, staff, and the administrator.

**Speech Therapist:** The speech program is designed to provide children with training in the area of speech and language development. Kindergarten children are not placed in the program except for exceptional needs. In September all first grade pupils, referred pupils, and pupils previously in the program are screened to identify children who would benefit from speech therapy. Pupils who receive speech therapy are usually seen individually or in small groups. Therapy is held from one to three days per week for an average of twenty to thirty minutes.

**School Nurse:** The school nurse carries out these activities:

1. Provides parents with information on all health programs provided by the school.
2. Assists in keeping current pupil health records and reviews them with each teacher.
3. Assists parents in securing necessary medical treatment for their children through community health resources.
4. Helps implement in the district the Child Health and Disability Prevention Screening Clinic for all children who will be entering first grade next year.
5. Implements vision and hearing screening at the school.
6. Provides health and nutrition information to teachers and children for the educational program.
7. Serves on the School Assessment Team.

## **SCHOOL POLICIES**

### **FAMILY INVOLVEMENT**

The governing board recognizes that parents/guardians are their children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and a positive school environment. In order to engage parents/guardians positively in their children's education, the Superintendent or designee shall ensure that staff members do the following:

1. Help parents/guardians develop parenting skills and provide home environments that support their children's academic efforts and their development as responsible members of society.
2. Inform parents/guardians that they can directly affect the success of their children's learning and provide them techniques and strategies that they may use to improve their children's academic success and help their children in learning at home.
3. Initiate consistent and effective two-way communication between the home and school so that parents/guardians may know when and how to help their children in support of classroom learning activities.
4. Receive training that fosters effective and culturally sensitive communication with the home, including training on how to communicate with non-English speakers and how to give parents/guardians opportunities to assist in the instructional process both at school and at home.
5. Encourage parents/guardians to serve as volunteers in the school, attend student performances and school meetings, and participate in site council and other activities in which they may undertake governance, advisory and advocacy roles.

## **STUDENT DISCIPLINE POLICIES**

### **Student Conduct**

We believe that all students have the right to be educated in a positive learning environment free from disruptions. On school grounds and at school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

Behavior is considered appropriate when students are diligent in study, neat and clean, careful with school property, and courteous and respectful towards their teachers, other staff, fellow students, and volunteers.

Prohibited student conduct includes but is not limited to:

1. Behavior that endangers other students and/or staff.
2. Behavior that disrupts the orderly classroom or school environment.
3. Disrespect to school personnel.
4. Harassment of other students or staff.
5. Damage to or theft of property belonging to the district staff or other students.
6. Possession, use, or sale of alcohol, tobacco or other drugs.
7. Use of electronic signaling devices, including, but not limited to cellular/digital telephones, pagers, beepers, except with prior consent from authorized staff.
8. Possession or use of laser pointers.
9. Profane, vulgar, or abusive language.
10. Plagiarism or dishonesty in school work or on tests.
11. Inappropriate dress: Students should be clean and neatly dressed, keeping in mind that certain attire, such as the following, is inappropriate classroom dress:
  - A. Shorts and skirts may be worn no shorter than fingertip level when arms are relaxed at one's sides; no holes are allowed.
  - B. No halter-tops or tank tops.
  - C. No bare midriff.
  - D. No suggestive message tee shirts and patches, including liquor advertisement tee shirts.
  - E. No gang related attire or sagging pants.
  - F. No pajamas.
  - G. Students must wear safe and appropriate shoes to school. A "flip-flop" is an example of an unsafe shoe.
12. Tardiness and unexcused absence from school: Alternatives to suspension or expulsion will be used with students who are truant, tardy, or otherwise absent from assigned school activities.
13. Failure to remain on school premises in accordance with school rules.
14. **No skateboards, roller blades, bicycles, or scooters are to be ridden** on school grounds, including non-school hours.
15. **No cell phones** are allowed at school during school hours (including SAFE hours)

Our school-wide focus is on building respect for others. Our objective is to reduce, and eventually eliminate, all forms of disrespect. Students are trained in respectful conflict resolution. In addition, failure to follow school rules will result in the following consequences:

1. Teacher reprimand/warning.
2. Classroom discipline, including "Think It Through" sheets or "Reset" as appropriate.
3. Teacher contact with parent/guardian.
4. Loss of privilege(s).
5. Time out in class.
6. Time out in a supervised location.
7. Principal intervention.
8. Principal contact with parent/guardian.
9. Parent conference with teacher, student, and/or principal.
10. In-school suspension assigned by teacher or principal.
11. Suspension at home.

**Severe behavior problems may result in any or all of the above steps being bypassed.**



### **Required Parental Attendance**

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.

*Whenever a student is removed from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities, or otherwise willfully defied valid staff authority, the teacher of the class from which the student was removed may provide that the student's parent/guardian attend a portion of a school day in that class.* After completing the classroom visit and before leaving school premises, the parent/guardian may be required to meet with the principal or designee. (Ed. Code 48900.1)

The Board encourages teachers, before requiring parental attendance, to make reasonable efforts to have the parent/guardian visit the class voluntarily. When appropriate, the teacher also may inform the parent/guardian about available resources and parent education opportunities, which may assist them in developing more effective parenting skills.

### **Parental attendance may be requested on the day the student returns to class or within one week thereafter.**

The principal or designee shall contact any parents/guardians who do not respond to the request to attend school. The Board recognizes that parental compliance with this policy may be delayed, modified, or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get release time from work. The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who lives with the student. (Ed. Code 48900.1)

### **Suspension and Expulsion**

The Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Ed. Code 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others. (Ed. Code 48915)

The board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and law. (Ed. Code 48911, 48915, 48915.5)

### **Causes for Suspension**

A student may be suspended or expelled for acts which are enumerated below, and are related to school activity or attendance which occur at any time, including but not limited to: 1) while on school grounds; 2) while going to and from school; 3) during the lunch period whether on or off the campus; and, 4) during, or while going to or coming from a school sponsored activity, and has:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense. (Ed. Code 48900(a))
- b. Possessed, sold, or furnished any firearm, knife, explosive, or other dangerous object.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or an intoxicant of any kind. (Ed. Code 48900(c))



- d. 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 represented same as controlled substance, alcoholic beverage, or intoxicant. (Ed. Code 48900 (d))
- e. Committed or attempted to commit robbery or extortion. (Ed. Code 48900(e))
- f. Caused or attempted to cause damage to school property or private property (Vandalism). (Ed. Code 48900(f))
- g. Stole or attempted to steal school property, student property, or employee property. (Ed. Code 48900(g))
- h. Possessed or used tobacco or any products containing tobacco or nicotine products, including, but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. (Ed. Code 48900(h))
- i. Committed an obscene act or engaged in habitual profanity and vulgarity. (Ed. Code 48900(i))
- j. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code. (Ed. Code 48900(j))
- 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. (Ed. Code 48900(k))
- l. Knowingly received stolen school property, student property, employee property. (Ed. Code 48900(l))
- m. Possessed an imitation firearm (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). (Ed. Code 48900(m))
- n. Committed or attempted to commit a sexual assault, as defined in Section 261, 266(c), 286, 288, 288(a), or 289, or committed a sexual battery as defined in Penal Code 243.4. (Ed. Code 48900(n))
- o. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Ed. Code 48900(o))
- p. Made terrorist threats against school officials and/or school property. The making of a terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person or property damage in excess of \$1000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Ed. Code 48900.7)

A student in grades 4 through 8 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

- q. Committed sexual harassment as defined in Ed. Code 212.5. (Ed. Code 48900.2)
- r. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Ed. Code 233. (Ed. Code 48900.3)
- s. Intentionally harassed, threatened, or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment. (Ed. Code 48900.4)

### **Suspension by Principal**

Suspension by the principal or designee shall be preceded by notification and/or an informal conference with the student and/or the parent(s). At the conference the student shall be informed of the reasons for the disciplinary action and the evidence against him or her. In addition, the student shall be given the opportunity to present his or her version and evidence in his or her defense. At the time of the suspension, a school employee shall make a reasonable effort to contact the student's parent or guardian in person or by telephone. Whenever a student is suspended from school, the parent or guardian shall be notified in writing of the suspension. The notice shall contain a statement of the facts leading to the decision to suspend; date and time when the student will be allowed



to return to school; and, a request that the parent or guardian attend a conference with school officials, including notice that state law requires parents or guardians to respond to such request without delay.

### **Suspension by Teacher**

**A teacher may suspend any student from a portion of the school day, for the day of the suspension and the day following, for any act stated in district policy.** If the student has more than one teacher, the student is precluded only from attending the suspending teacher's class. Prior to excluding a student from the classroom, the teacher must inform the student which district policy the student has violated, that the teacher intends to suspend, and the student has the opportunity to respond to the charges. As soon as possible the teacher shall request a parent/guardian conference at which time the circumstances of the suspension and the data will be presented.

*\*New AB 420 makes it unlawful to suspend K-3 for willful disobedience.*

### **On-Campus Suspension Program - Behavior Room (\*Behavior Intervention Plan)**

The Board recognizes that students who are suspended from school often have no supervision or guidance during the school hours when they are off campus and may fall behind in course work. The Board believes that, in many cases, it would be better to manage the student's behavior by keeping the student at school and providing him/her with supervision that is separated from the regular classroom.

(Ed. Code 48911.1)

A supervised area is available for on-campus suspensions and for "time out" for disruptive students. A behavior referral form is used, records are kept, and consequences for continued misbehavior are progressive. Students in the on-campus suspension area will work on "Think It Through" sheets and/or on class assignments sent from the teacher.

If a student is in on-campus suspension three times within a 30 day period, the teacher will have a conference with the parent to remediate the problem. A student study team referral may follow.

### **Authority to Expel**

A student may be expelled only by the Board. The Board shall expel, as required by law, any student found to have committed certain offenses listed below under "Mandatory Recommendation and Mandatory Expulsion."

The Board may also order a student expelled for any of the acts listed above under "Grounds for Suspension" upon recommendation by the principal, Superintendent, hearing officer or administrative panel, based on finding either or both of the following:

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

### **Mandatory Recommendation for Expulsion**

Unless the principal, Superintendent or designee finds that expulsion is inappropriate due to particular circumstances, the principal, Superintendent or designee shall recommend a student's expulsion for any of the following acts: (Ed. Code 48915(a))

1. Causing serious injury to another person, except in self-defense
2. Possession of any knife as defined in Ed. Code 48915(g), explosive or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee



### **Mandatory Recommendation and Mandatory Expulsion**

The principal, Superintendent, or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Ed. Code 48915(C))

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm
2. Brandishing a knife as defined in Ed. Code 48915(g) at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery.

Upon finding that the student committed any of the above acts, the Board shall expel the student. (Ed. Code 48915)

### **Expulsion of Special Education Students**

The procedures for expelling a student with exceptional needs differ from expulsion procedures for other students with a regular education program. The student's Individualized Education Plan (IEP) team would first meet to consider whether the misbehavior leading to the expulsion consideration is a manifestation of the student's disability and whether the student was inappropriately placed at the time the incident occurred. These issues must be ruled out prior to a recommendation for expulsion. Parents must be notified at least 48 hours in advance of the IEP meeting and may request a postponement of an additional three school days (Ed. Code 48915.5)

### **ADMINISTRATIVE POLICY ON DUE PROCESS**

**Suspension:** Before any student is suspended for five school days or less, he or she shall be provided the following:

- A. Oral or written notice of the charges against him or her, an explanation of the basis of the charges made, and an opportunity to present his or her side of the story.
- B. The exact number of days the suspension will last.
- C. Under routine circumstances, if a student is going to be suspended from school, his/her parents or guardians will be contacted before the student is sent home. Extreme behavior may result in law enforcement being notified and asked to deal with an unruly student.

**Expulsion:** Before any student is suspended or expelled from school by the Board of Education, he or she shall be provided with the following:

- A. A written notice of the charges made against him or her.
- B. A hearing at which time he or she will be presented with an explanation of the basis of the charges made.
- C. An opportunity to present his or her side of the story. A full hearing shall be scheduled before the Board of Education as soon as practical, but no later than the next regular board meeting. This hearing shall be held in closed session, but the Board's decision shall be rendered at an open meeting. At the time of the hearing, the student shall be permitted to be represented by counsel. The Board may base its decision on a report of a hearing, but only after both parties have had an opportunity to review that report and comment thereon.

The distribution of the Parent Handbook and the discipline policy shall serve to notify the Board of Education, students, and parents of the administrative and district policies regarding discipline. The Superintendent is charged with the responsibility of developing rules and regulations to implement this policy. Please see the Student Discipline Policy for further information regarding reasons for suspension and expulsion.

### **UNIFORM COMPLAINT PROCEDURES**

#### **ANNUAL NOTIFICATION**

The McCloud Union School District has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs implemented by the district and civil rights protections regarding sex, sexual orientation, gender, age, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability. Any complaints alleging unlawful discrimination or failure to comply with state or federal laws in consolidated categorical aid programs, child nutrition programs, and special education programs will be reviewed and mediated or investigated by the district. The complainant will have the opportunity to provide relevant information during the investigation. Within sixty days of receipt of the



complaint, the district will provide a written report to the complainant. Complaints alleging discrimination must be filed within six months from the alleged occurrence or when knowledge was first obtained. Complainants may also pursue civil law remedies through mediation centers, the county office of education, and public/private interest attorneys.

The district follows Uniform Complaint Procedures established in Board Policy 1312.3. Complaints should be directed to the district compliance officer, Shelley Cain, 964-2133.

If dissatisfied with the district's resolution of a complaint, the complainant has the right to appeal to the California Department of Education within fifteen days after the district's report is issued. **In a discrimination complaint, the complainant has the right to seek legal remedies (such as court action) when at least sixty days has passed after filing an appeal with the California Department of Education.**

#### **COMPLAINT PROCEDURES**

The Governing Board believes that the quality of the educational program can improve when the district listens to complaints, considers differences of opinion, and resolves disagreements through an established, objective process. The Board encourages complainants to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal complaint as early as possible in accordance with district procedures.

In order to promote fair and constructive communication, the following procedures shall govern the resolution of complaints against district employees:

1. Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is made. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.
2. If a complainant is unable or unwilling to resolve the complaint directly with the person involved, he/she may submit an oral or written complaint to the employee's immediate supervisor or the principal.
3. All complaints related to district personnel other than administrators shall be submitted in writing to the principal. Complaints related to a superintendent or a Board member shall be initially filed in writing with the Board.
4. A written complaint must include the following:
  - a. The name of each employee involved
  - b. A brief but specific summary of the complaint and the facts surrounding it
  - c. A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter.
5. The person responsible for investigating complaints will attempt to resolve the complaint to the satisfaction of the person(s) involved within 30 days.

*"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.*

*To file a complaint of discrimination, write*

**USDA, Director,**

**Office of Civil Rights,**

**1400 Independence Avenue, SW, Washington, D.C. 20250-9410**

*or call 800-795-3272 or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer."*

**MEDICAL STATEMENT TO REQUEST  
SPECIAL MEALS AND/OR ACCOMMODATIONS**

<b>1. SCHOOL/AGENCY</b>	<b>2. SITE</b>	<b>3. SITE TELEPHONE NUMBER</b>	
<b>4. NAME OF PARTICIPANT</b>		<b>5. AGE OR DATE OF BIRTH</b>	
<b>6. NAME OF PARENT OR GUARDIAN</b>		<b>7. TELEPHONE NUMBER</b>	
<b>8. CHECK ONE:</b> <input type="checkbox"/> Participant has a disability or a medical condition and <i>requires</i> a special meal or accommodation. (Refer to definitions on reverse side of this form.) Schools and agencies participating in federal nutrition programs must comply with requests for special meals and any adaptive equipment. <b>A licensed physician must sign this form.</b>  <input type="checkbox"/> Participant does not have a disability, but is requesting a special meal or accommodation due to food intolerance(s) or other medical reasons. Food preferences are not an appropriate use of this form. Schools and agencies participating in federal nutrition programs are encouraged to accommodate reasonable requests. <b>A licensed physician, physician's assistant, or registered nurse must sign this form.</b>			
<b>9. DISABILITY OR MEDICAL CONDITION REQUIRING A SPECIAL MEAL OR ACCOMMODATION:</b>			
<b>10. IF PARTICIPANT HAS A DISABILITY, PROVIDE A BRIEF DESCRIPTION OF PARTICIPANT'S MAJOR LIFE ACTIVITY AFFECTED BY THE DISABILITY:</b>			
<b>11. DIET PRESCRIPTION AND/OR ACCOMMODATION: (PLEASE DESCRIBE IN DETAIL TO ENSURE PROPER IMPLEMENTATION)</b>			
<b>12. INDICATE TEXTURE:</b> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"><input type="checkbox"/> Regular</div> <div style="text-align: center;"><input type="checkbox"/> Chopped</div> <div style="text-align: center;"><input type="checkbox"/> Ground</div> <div style="text-align: center;"><input type="checkbox"/> Pureed</div> </div>			
<b>13. FOODS TO BE OMITTED AND SUBSTITUTIONS: (PLEASE LIST SPECIFIC FOODS TO BE OMITTED AND SUGGESTED SUBSTITUTIONS. YOU MAY ATTACH A SHEET WITH ADDITIONAL INFORMATION)</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p style="text-align: center;"><b>A. Foods To Be Omitted</b></p> <hr/><hr/><hr/><hr/> </div> <div style="width: 48%;"> <p style="text-align: center;"><b>B. Suggested Substitutions</b></p> <hr/><hr/><hr/><hr/> </div> </div>			
<b>14. ADAPTIVE EQUIPMENT:</b>			
<b>15. SIGNATURE OF PREPARER*</b>	<b>16. PRINTED NAME</b>	<b>17. TELEPHONE NUMBER</b>	<b>18. DATE</b>
<b>19. SIGNATURE OF MEDICAL AUTHORITY*</b>	<b>20. PRINTED NAME</b>	<b>21. TELEPHONE NUMBER</b>	<b>22. DATE</b>

**\* Physician's signature is required for participants with a disability. For participants without a disability, a licensed physician, physician's assistant, or registered nurse must sign the form.**

The information on this form should be updated to reflect the current medical and/or nutritional needs of the participant.

In accordance with Federal law and U.S. Department of Agriculture policy, this agency is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410, or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.



**MEDICAL STATEMENT TO REQUEST  
SPECIAL MEALS AND/OR ACCOMMODATIONS**

**INSTRUCTIONS**

1. **School/Agency:** Print the name of the school or agency that is providing the form to the parent.
2. **Site:** Print the name of the site where meals will be served (e.g., school site, child care center, community center, etc.)
3. **Site Telephone Number:** Print the telephone number of site where meal will be served. See #2.
4. **Name of Participant:** Print the name of the child or adult participant to whom the information pertains.
5. **Age of Participant:** Print the age of the participant. For infants, please use Date of Birth.
6. **Name of Parent or Guardian:** Print the name of the person requesting the participant's medical statement.
7. **Telephone Number:** Print the telephone number of parent or guardian.
8. **Check One:** Check (✓) a box to indicate whether participant has a disability or does not have a disability.
9. **Disability or Medical Condition Requiring a Special Meal or Accommodation:** Describe the medical condition that requires a special meal or accommodation (e.g., juvenile diabetes, allergy to peanuts, etc.)
10. **If Participant has a Disability, Provide a Brief Description of Participant's Major Life Activity Affected by the Disability:** Describe how physical or medical condition affects disability. For example: "Allergy to peanuts causes a life-threatening reaction."
11. **Diet Prescription and/or Accommodation:** Describe a specific diet or accommodation that has been prescribed by a physician, or describe diet modification requested for a non-disabling condition. For example: "All foods must be either in liquid or pureed form. Participant cannot consume any solid foods."
12. **Indicate Texture:** Check (✓) a box to indicate the type of texture of food that is required. If the participant does not need any modification, check "Regular".
13. **A. Foods to Be Omitted:** List specific foods that must be omitted. For example, "exclude fluid milk."  
**B. Suggested Substitutions:** List specific foods to include in the diet. For example, "calcium fortified juice."
14. **Adaptive Equipment:** Describe specific equipment required to assist the participant with dining. (Examples may include a sippy cup, a large handled spoon, wheelchair accessible furniture, etc.)
15. **Signature of Preparer:** Signature of person completing form.
16. **Printed Name:** Print name of person completing form.
17. **Telephone Number:** Telephone number of person completing form.
18. **Date:** Date preparer signed form.
19. **Signature of Medical Authority:** Signature of medical authority requesting the special meal or accommodation.
20. **Printed Name:** Print name of medical authority.
21. **Telephone Number:** Telephone number of medical authority.
22. **Date:** Date medical authority signed form.

**DEFINITIONS\*:** (\*Citations from Section 504 of the Rehabilitation Act of 1973)

**"A Person with a Disability"** is defined as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.

**"Physical or mental impairment"** means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

**"Major life activities"** are functions such as caring for one's self, performing manual tasks, walking, seeing, eating, hearing, speaking, breathing, learning, and working.

**"Has a record of such an impairment"** is defined as having a history of, or have been classified (or misclassified) as having a mental or physical impairment that substantially limits one or more major life activities .