

# HORIZON ELEMENTARY SCHOOL

## 2019/2020 Student Handbook

"We're Spot On!"



*Home of the Jaguars*

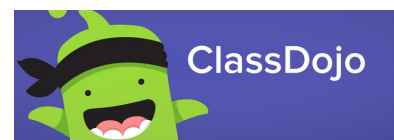
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@Horizon\_Jaguars



#hesjaguarpride



# **HORIZON**

**ELEMENTARY**

**2019-20 STUDENT HANDBOOK**



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# DISTRICT AND SCHOOL PERSONNEL

## **McFarland Governing Board**

*Jim Beltran, President*  
*Angel Turrubiates, Vice-President*  
*David Diaz, Clerk*  
*Eliseo Garza, Member*  
*Maria Lara, Member*

## **McFarland District Administration**

*Samuel Resendez, Superintendent*  
*Ambelina Garcia Duran, Deputy Superintendent*  
*Matthew Roderick, Chief Academic Officer*  
*Anita Cruz - Special Projects*  
*Cristina Tafoya, Food Services Director*  
*Suzanne Villaruz, District Nurse*  
*Marissa Antonio, District LVN*

## **Horizon Elementary School Administration**

*Vanessa Deleon, Principal*  
*Ryan Absey, Learning Director*

## **Horizon Elementary School Support Staff**

*Isaac Saucedo, Counselor*  
*Nancy Angulo, Librarian*  
*Alice Perez, Instructional Assistant*  
*Mary Aguinaga, Special Ed Instructional Aide*  
*Griselda DeLeon, Special Ed Instructional Aide*

## **Horizon Elementary School Office Staff**

*Sally Gonzalez, School Office Manager*  
*Anita Escobar, Attendance/Records Technician*  
*Raquel Calderon, School Office Assistant*

## **Certificated Staff**

### **Kindergarten**

*Angela Dinnerville*  
*Aimee Gonzalez*  
*Debbie Mota*

### **1<sup>st</sup> Grade**

*Maribell Cantu*  
*Rosa Linda Gamino*  
*Jennifer Suarez*

### **2<sup>nd</sup> Grade**

*Elda Ballesteros*  
*Sandra Puello*  
*Erica Pulido*

### **3<sup>rd</sup> Grade**

*Michelle Hernandez*  
*Socorro Robles*  
*Martha Valles*

### **4<sup>th</sup> Grade**

*Aracne Albarran*  
*Angie Maldonado*  
*Claudia Flores*

### **Transitional Kindergarten**

*Anica Gentry*  
*Katherine Henderson*

### **5<sup>th</sup> Grade**

*Aurelia Elotlan*  
*Shari Goertzen*  
*Enrique Osuna*

### **6<sup>th</sup> Grade**

*Fernando Fernandez*  
*Fabian Gonzalez*  
*Anita Oropeza*

### **Psychologist**

*Gloria Nacua*

### **Intern Psychologist**

*Lupe Jackson*

### **Academic Coach**

*Claudia Flores*

### **Speech**

*Erika Garza*

### **Special Ed Preschool**

*Tamera Littrell*

### **RSP K-6**

*Jeanne Martfeld*

# PRINCIPAL'S MESSAGE

Welcome to Horizon Elementary School! At Horizon, we want every student to succeed. We are committed to working with parents, guardians and students to ensure that students can learn and grow in a safe and supportive environment. We are dedicated in making Horizon Elementary School a top learning community.

We are very proud of the programs and services we provide at Horizon and the accomplishments we have made.

The following are a few of those accomplishments:

- *Horizon has had the top CAASPP scores in our district for 3 years in a row.*
- *Horizon is the only elementary school in our district to have 50% or more of its students in two grade levels meet or exceed on the CAASPP in both subjects.*
- *Horizon has had the top attendance rate in our district for 3 years in a row.*
- *We are the first and only school in our district to have over 70% of first graders reading at or above grade level.*
- *We are the first and only school in our district to have 3 grades with over 50% of its students proficient in reading.*
- *Over 80% of our Kindergarteners in 2016/17 and 2017/18 left for first grade reading at grade level or higher.*
- *Horizon has had the highest English Language reclassification rate in our district for 2 years in a row.*

The purpose of this student/parent handbook is to ensure that you are involved, informed, and knowledgeable. Please read this handbook over with your child and return the slip to let us know you have reviewed the handbook. We encourage you to join us in making this an exciting and rewarding school year full of learning, discovery and fun for the children of Horizon Elementary School. If at any time our administrative team or our staff can be of assistance, please do not hesitate to call 661-792-0003.

Sincerely,



Vanessa De Leon  
Principal

## ***Horizon Elementary School Mission Statement***

*We will help our students become confident, responsible, and productive citizens by providing a nurturing environment and a high quality, well-rounded, and innovative education.*

## ***Horizon Elementary School Vision Statement***

*We will maintain continual improvement in academic achievement and be one of the leading learning communities in Kern County.*

## ***Horizon Elementary School Motto***

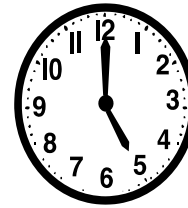
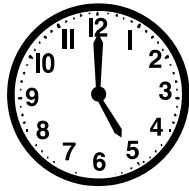
*"We're Spot On!"*

2019 - 2020

SCHOOL CALENDAR

Month	Day	
August	6	Back to School Night – 5:30 – 7:00 p.m.
	7	First Day of Instruction
September	2	Labor Day Observed, Holiday
October	4	End of 1 <sup>st</sup> Quarter
	14-17	Parent Conferences
	16	Late Night Parent Conference 5:00 – 7:00 p.m.
November	11	Veteran’s Day Observed, Holiday
	25-28	Thanksgiving Vacation, Holiday
December	13	End of 2 <sup>nd</sup> Quarter
December	16	
	<b>thru</b>	<b>Winter Break, Holiday</b>
January	06	
	20	Dr. Martin Luther King Day Observed, Holiday
February	10	Lincoln’s Birthday Observed, Holiday
	17	Washington’s Birthday Observed, Holiday
March	13	End of 3 <sup>rd</sup> Quarter
March	24-25	Parent Conference Week
	25	Late Parent Conference Night 5:00 – 7:00 p.m.
April	6	
	<b>thru</b>	<b>Spring Break</b>
April	17	
May	25	Memorial Day Observed, Holiday
June	4	End of 4 <sup>th</sup> Quarter
	4	Last Day of Scheduled Instruction (Minimum Day)

# GENERAL RULES#



## School Hours

Office Hours.....	7:00 a.m. - 4:00 p.m.
Student Breakfast.....	7:15 a.m. - 7:45 a.m.
Special Ed Preschool	8:00 a.m. - 11:30 a.m.
TK -Kindergarten.....	8:00 a.m. - 1:50 p.m.
1 <sup>st</sup> - 3 <sup>rd</sup> Grade.....	8:00 a.m. - 2:20 p.m.
4 <sup>th</sup> and 6 <sup>th</sup> Grade.....	8:00 a.m. - 2:35 p.m.

### **\*\* ATTENTION**

**All students will be dismissed at 1:45 on Wednesdays**

## Telephone

The telephone is a business phone and may not be used by students except in an emergency. Students may not use the phone to make personal arrangements (such as requesting permission to go to another student's home after school). We urge parents not to give children information during the school day unless it is an emergency.

## Incoming Telephone Calls

Parents are advised that our administrative team (Principal, Learning Director, and Counselor) will do our very best to return parent telephone calls as soon as possible. However, a telephone call may not be returned until the end of the day and perhaps the next day. The reason for this is our priority is to monitor curriculum and instruction, and to supervise our students and deal with any problems that may arise. Often these problems need to be prioritized. Even the telephone calls may also have to be prioritized depending on the nature of the call. The only guarantee we can give you is that your telephone call will be returned as soon as possible. Again, we want to emphasize that the length of time will vary depending on what we have going at school on that particular day.

## ARRIVAL AND DISMISSAL

The school gates open at 7:15 a.m. for those students eating breakfast. All other students may begin arriving after 7:30 a.m.

*The school cannot assume responsibility for supervision before that time or after students have departed unless an authorized activity is being conducted.*

Students should leave for home promptly at dismissal. **Students may not remain in the office or on the campus waiting for older brothers or sisters to be dismissed.**





## VEHICLE INFORMATION FOR HORIZON ELEMENTARY SCHOOL



“We are again reminding you of the appropriate “Student Drop-off and Pick-up Procedures.” We ask that all parents follow the directions listed below for dropping off and picking up students.

1. The parking lot will only be open for staff parking, school bus drop off, and for those who wish to park, get off of their vehicle and escort their child to the sidewalk.
2. The drop off zone is located on Taylor Avenue. Use drive thru on Taylor Street or park vehicle in school parking lot. Drop off and pick up students ONLY from the right-hand side of your vehicle, at the designated area.
3. For dismissal our TK-Kinder students will line up on the grass in front of the cafeteria and will be dismissed through the red swinging gate that faces Taylor St. 1st-3rd grade students will be dismissed through the west rolling gate. 4th, 5th, and 6th grade students will be dismissed through the east rolling gate. If students walk home, they will be dismissed through a gate closer to the soccer field facing Taylor St. to keep them away from traffic.
4. Please do not double park. It is dangerous for children to walk between parked cars.
5. When your vehicle is emptied or loaded, check both your rear and side view mirrors before entering the flow of traffic, then **PROCEED WITH CAUTION!**
6. Please do not park in the marked **RED ZONE**.

If parking in a stall please make sure to accompany your child to and from the entry gate for their safety.



## SAFETY OFFICERS



Staff safety officers will be working before and after school to help enforce safety practices at crossing areas. Students refusing to use crosswalks and students harassing safety patrol members will be referred to the office and parents will be notified of the violation. **Please insist that your children use the crosswalk when arriving or leaving the campus.** Please do not park in the red zone in front of the school; it is designated for emergency vehicles only.



## APPOINTMENTS WITH STAFF



Appointments must be made prior to meeting with administrators or teachers. It is difficult and often impossible to accommodate walk-ins.



## VISITORS



We welcome all interested persons from the community to visit our elementary schools. We are proud of our learning programs and happy to share them. **ALL visitors (including parents) are required to report to the school office when entering the campus.** A Visitor’s Pass must be worn while on campus.

Students or children enrolled in other schools are not allowed to visit classrooms with friends or relatives attending as this can be very disruptive to the educational process and students not enrolled are not covered by school insurance policies.

Persons not enrolled or employed by the McFarland Unified School District are visitors on campus and must be identified by a visitor’s pass issued from the office. While this may be inconvenient it is essential for the safety and welfare of your children.

Gates will be closed during school hours with the exception of the front gate leading to the office.



## PLAYGROUND SUPERVISION



Students are supervised on the playground before school, during the recess breaks, and after school for students needing to wait for bus transportation. School gates are open **at 7:15 – 7:50 a.m., at which time students are allowed to go to breakfast in the cafeteria.** Students will be allowed on the playground as soon as they finish breakfast, but **not before 7:30 a.m.,** at which time staff will be on duty for supervision. Students must leave for home immediately following dismissal from the classroom or the detention room. **Tackle football, unusually rough games, throwing objects, and misuse of playground equipment is not allowed.**



## LOST and FOUND



Clothing found on campus is placed in the designated “Lost and Found” area. Money, jewelry, or any other articles of value are held for a period of two weeks. We strongly urge you to write your child’s name on their sweater, hoodie, jacket and lunch pail in the event these items get left behind.



## FOG DELAY DAYS



A delay of two (2) hours in starting school may occur during foggy weather because of dangerous traveling conditions. On foggy days, you should listen to your radio to find out if the two-hour delay in starting school will occur or you may call 792-6423. The announcement of delay will be made by 6:30 a.m., on the following radio stations: KCHJ, KUZZ, KRAB, KKXX, KIWI, KSUV, KGFM, KHIS, KGEO, KERN, KNZR, and KLLY. The announcement will also be available on the following television stations: Channels **KGET (17), KERO (23), KBAK (29), and KABE (39).**

***Please do not call the schools for school fog delay information!***



## FOG DELAY SCHEDULE



TK & Kindergarten	10:00 a.m. – 2:15 p.m.
GRADES 1 – 6	10:00 a.m. – 2:45 p.m.

In the interest of safety for your child on a fog delay day, be sure his/her arrival is planned to coincide with the start of school. **A Fog delay schedule supersedes all other schedules in the interest of student safety.**

## ATTENDANCE POLICY

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence; this requires understanding each idea in the order of its presentation. Poor attendance creates a genuine hardship for the student and is regarded as a very serious problem.

**SPECIAL NOTE:** Any student who is absent from school on the day of school activities cannot attend the after school activity.

**A. Attendance:** Since there is such a strong correlation between good attendance and academic success, rules regarding attendance will be enforced as written in our district policy. Poor attendance is usually symptomatic of a more serious problem. School personnel will do whatever we can to help the student resolve the underlying problem.

**B. Absence:** When a student is absent, parents **need to call** between 7:30 and 9:00 a.m. on the day of absence. Please give the student's name, teacher's name, and reason for the absence. You may confirm the absences with a written note upon the student's return. Our attendance clerk may be reached at **792-0003 (Horizon Elementary School)**

After **three days** without an excuse, **the absence will be considered unexcused** or illegal depending on the student’s age. **Excuses will not be accepted after a three (3) day grace period.** If no reason is recorded on the excuse, in accordance with policy, it will be considered illegal or unexcused. The only **legal** reasons for absence from school are:

1. *Illness*
2. *quarantine*
3. *death in immediate family*
4. *professional medical services*

The following absences will be considered *unexcused*:

1. *shopping*
2. *missed the bus*
3. *needed at home: babysitting or caring for an ill or elderly parent*
4. *birthday or other celebrations*
5. *employment*
6. *going out of town on vacation*

**\*\* We will refer excessive absences to the School Attendance Review Board (SARB) for investigation and intervention.**

**C. Tardiness to School:** Prompt arrival is expected of all students. School gates are open at 7:15 a.m. for school breakfast. Late arrivals disrupt class and cause loss of instructional time. The first bell rings at **7:55 a.m.** **Students who arrive after 8:00 a.m. are tardy.** Parents will be notified about habitual tardiness. Students who are tardy may be required to serve community service. If your child is late for any reason, you must send a note explaining the reason or come in with your child to the office. We are required by the State of California to regulate all students arriving at school late.

**In the determination of Perfect Attendance Awards, students with a tardy or early dismissal will not qualify.**

**D. Truancies:** Information pertaining to California Compulsory School Attendance Laws: According to state law (California Education Code Sections 48200, 48400, 48260, 48261 and 48262), the parents or legal guardians of students between the ages of 6 and 18 are responsible for seeing to it that their students attend school until the student attains the age of 18 or graduates from high school. Students (ages 6-18) shall be punctual and regular in their class attendance.

- A student who fails to attend school without a valid excuse is considered truant. Students are allowed **three days to clear any absences**, by providing a note or by having their parent phone the school. Continued abuse of the attendance laws will result in a referral to the School Attendance Review Board (SARB).
- **When a child is truant for thirty minutes or more, the child will receive their first truant letter. By the third truancy, your child will be referred to SARB.**



## CHANGE OF ADDRESS/TELEPHONE



It is very important that every student maintain an up-to-date address and telephone number at school. Please notify the office if you have a change of address or telephone number.

## SCHOOL OPERATIONS



### EMERGENCY PLANS



If a disaster occurs during school hours, students will remain at school until released to parents. Each student is required to have on file at the school office the following information:

1. Parent's or guardian's name(s);
2. Complete and up-to-date address;
3. Home phone and parent's or guardian's work phone;
4. Emergency phone of friend or relative;
5. Doctor's name and phone.

**Please notify the school immediately when there is a change in the above information.**

During a school-wide emergency such as flooding, earthquake, or fire students will remain with staff and only be released to parents or people listed on the emergency contact cards. You will be contacted as soon as possible about the emergency and will be informed of the procedures to pick up your children from schools. Unless circumstances prevent it, parents should report to the office, be identified, and given a pass releasing your children by the teacher. It is important for parents to know what these procedures are implemented for your child's safety, and to understand what their role will be should we ever face such a situation. In an emergency, students will be signed out one-by-one to parents or adults **listed on the Emergency Card**. It is important that parents remain calm and cooperative, and not rush by security in a panic. It is also important to keep your child's emergency card information up to date. **STUDENTS WILL ONLY BE RELEASED TO THOSE LISTED ON THE EMERGENCY CARD AND MUST BE SIGNED OUT, IF THEY LEAVE CAMPUS. IF THEY RETURN DURING THE SCHOOL DAY, THEY MUST BE SIGNED BACK IN.**

 **CLOSED CAMPUS** 

**Horizon Elementary School is a "closed" campus.** Students may only leave campus during school hours when a parent/guardian signs them out in the office. This means that **ALL VISITORS MUST CHECK IN AT THE OFFICE** and may not go directly to classrooms.

 **STUDENT RELEASE** 

Providing a safe and secure environment for your child at school is extremely important to the staff at **Horizon Elementary School**. California schools are now required to develop a comprehensive Safety Plan each year to address the factors, which comprise a safe school environment. Safety is a multi-faceted issue. School rules and procedures for students in and outside the classroom are a part of our Safety Plan, as are procedures for volunteers and visitors.

Passes will always be used when students are released from class. If for some reason your child must be released from school early, you must come into the office and sign your child out. We will then call the student's class and have them sent to the office. Parents should try to schedule appointments during non-school hours in an effort to maximize your student's instructional time. **NOTE: You must give a specific reason for checking out your student.**

## **MCFARLAND UNIFIED SCHOOL DISTRICT DRESS CODE POLICY**

 **DRESS CODE** 

Part of career planning is learning to dress appropriately for the job or for certain occasions. We realize that fashion dictates changes, but as with most things new, certain guidelines and limitations have to be set which are in the best interest of all students. **Extreme fashions or appearances that are considered inappropriate and are distracting to the educational process will not be allowed.** **Horizon Elementary** school uniform policy was established to insure a sense of equality amongst all students. The attitude of students is usually affected by what they wear, and what they wear affects the attitudes of those who see them.

**Students are required to wear uniforms during the school day.**

The school uniforms are as follows: Collared polo shirt and blouses must be solids: white, navy blue, and light blue. The bottoms must be navy blue or khaki.

**DENIM JEANS ARE NOT ALLOWED.** For boys, they may wear navy blue pants or shorts. For girls, they may wear navy blue colored pants, skirts, shorts, skorts, or jumpers. Shorts and skirts may be worn that are longer than the students' arms when standing straight with their arms by their side. Shorts and skirts shall cover the underwear when sitting or standing. Lycra and spandex shorts may be worn if covered; they may not be worn as an outer garment.

Shirts and tops must be correct size and length. If too long, they must be tucked in at the waist. Students may wear appropriate clothing of choice on the **last school day of each month** and **on special occasions.**

*Parents if you have “gently used” school uniforms that your children have outgrown or no longer wear, please feel free to bring them to the school office. Throughout the year we have families in need and they would really appreciate any donations.*

Uniform waivers may be granted only for:

- 1) Religious policy
- 2) Financial limitations  
(The school will loan uniforms to families in need of assistance for a limited time)
- 3) Medical limitations
- 4) Compelling reason other than parent or student desire

**Waivers may be requested but students must be in compliance with the uniform dress code by August 31<sup>st</sup>.**

All clothing shall be neat, clean, and acceptable in repair and appearance and shall be worn within the boundaries of decency and good taste as appropriate for school. Apparel shall not advocate, advertise, denote or be recognized as gang activity or affiliation—**this includes color of shoe laces**, crude or vulgar printing, slogans, symbols, designs or pictures depicting drugs, alcoholic beverages, tobacco, violence, graffiti, sexual suggestions, unlawful activity, and racial, ethnic or religious prejudice.

Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter-tops, off-the-shoulder or low-cut tops and bare midriffs are prohibited. Clothes cannot be too large for student and may not be worn too tightly, but must fit accordingly. All trousers and pants must be the wearer's correct waist size and length and worn at the waist (hip bone) with or without a belt. Oversized pants with large creases are not allowed. Web belts (example: belts with initials) of any color are **NOT** acceptable. If garment being worn has shoulder straps, the straps must be worn over the shoulders (ex: overalls). Pant bottoms are not to be frayed at the bottom, split up the sides.

Spaghetti straps and/or off the shoulder sleeves are prohibited. The shoulder straps on dresses, tops, blouses, and shirts must be least 2” in width. Tank tops or muscle shirts cut low at armpits are not allowed.

**Closed shoes are to be worn at all times.** Sandals or slipper cannot be worn because they do not protect the toes and feet. Shoes with a heel may not be higher than 1-1/2” inches tall. (See pictures below for examples of shoes that **MAY NOT** be worn.) Shoes should be appropriate for recess and P.E.



Hair shall be clean and neatly groomed. Hair may not be sprayed, **dyed or altered** by any coloring—**that may be distracting to the educational process**, except on dress-up days and Halloween. Possession of bandannas or hairnets is not permitted on school grounds or at any school activities off school grounds.

Hats, caps, and other types of headgear coverings worn by males or females shall not be worn. Gang related symbols of any kind are not acceptable on any attire.

- A. In addition, any hair apparel that can be attributed to denote gang or group membership or affiliation will not be permitted.
- B. Sunglasses shall not be worn in classrooms or offices unless there is a verified medical reason and a letter on file from a doctor.

### **JEWELRY**

Jewelry, which creates a health safety hazard, is not permitted. Large chains are not to be worn or brought to school. All decisions regarding appropriate and reasonable jewelry will be at the discretion of Principal.

*According to California State Education Code, the final decision of whether the student's appearance is acceptable, or not, is up to the school and its governing board.*

### **VIOLATION OF DRESS CODE**

Parents will be called and asked to bring students their uniform. Site administrator shall have the discretion to make reasonable exceptions to the above for SPECIAL DAYS OR SPECIAL EVENTS. Consistent or habitual infringement of dress code may result in disciplinary action. **The dress code policy is subject to modification to ensure the safety of the students.**

### **CELLUAR PHONES, SMART DEVICES/WATCHES & OTHER ELECTRONICS**

These items are not allowed to be turned on or used by students while on school campus or while attending school sponsored activities. Additionally, all electrical toys (CD/MP3 players, games, etc.) are not allowed on campus. These items may be confiscated by the teacher and/or administrator if this policy is not followed. Parents may be required to meet with the teacher and/or administrator to have the item returned. The school is not responsible for lost, damaged or stolen personal items.

## **PHYSICAL EDUCATION**

The Physical Education program at **Horizon Elementary School** is committed to helping all students gain an appreciation of the lifetime benefits of healthy living through physical activity, wellness, and social interaction. We strive to maintain a non-threatening environment where all students are free to challenge themselves to do their personal best.

Students will be involved in developing their skills in a wide variety of activities. Physical fitness, movement skills and knowledge, self-image, personal growth and social development will be areas of focus in our curriculum.

### **GOALS**

1. To develop the desire for lifetime sports and fitness activities.
2. To create an environment where the students have fun, can take risks, and want to participate.
3. To have a program that meets the needs of all students.

# ACADEMICS

## HOMEWORK

Homework is required Monday through Thursday. Homework provides practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a comfortable place for students to work and by seeing that assignments are completed. If your child frequently says he has no homework or tells you it was completed at school, check with the teacher. Homework assignments for kindergarten students will begin following the second quarter. Twenty minutes of reading is required daily at home.

## MAKE-UP WORK

If your child's illness lasts more than three days, you may request homework for him/her by calling the school office. Please allow teachers' 24 hours notice to assemble the work for you. (For example, if you call the office on Monday to request homework, it will not be ready until Tuesday at about the time you called it in.) Students shall be given the opportunity to make-up school work missed because of absence and receive full credit if the work is returned to the teacher in a reasonable amount of time. As a general rule: if a student is absent one day, they have one day to make up the work; if they are absent two days, then they have two days to make up the work; etc.

## GRADING PERIODS

Report cards are issued to parents four times a year. Parent conferences will be held following the first and third grading periods.

### Quarter Ends:

First Quarter – October 4, 2019  
Second Quarter – December 13, 2019  
Third Quarter – March 13, 2020  
Fourth Quarter – June, 2019

### Report Cards sent home:

during Parent/Teacher Conference or by 10/25/19  
January 22, 2020  
during Parent/Teacher Conference or by 4/3/20  
Last day of school

## REPORTING OF ACADEMIC PROGRESS

Mid-quarter progress reports are sent out to provide parents the academic progress of students who are at risk of failing in grades 3<sup>rd</sup> through 5<sup>th</sup>.

## PARENT CONFERENCES

Parent-teacher conferences occur at the end of the first and third grading periods. The teacher will schedule appointments. Parents are expected to attend conferences.

It is not necessary to wait for the regular conference if you have a special concern. Conferences are encouraged and can be arranged any time during the school year.

## PARENT VOLUNTEERS

Our schools consider parent volunteers a very special and necessary resource. We encourage parents to assist in classrooms and with extracurricular student activities. Parent volunteers may help by accompanying classes on field trips, re-shelving library books, supervising children, tutoring, and correcting papers. If you have time or skills you would like to share to make our school a better place for students, please call and indicate your area of interest. We need you!

## TEXTBOOKS/LIBRARY/BOOKS/CHROMEBOOKS

Textbooks, library books, videos and Chromebooks are loaned to students for use during the school year. If a book is lost or damaged beyond reasonable wear, the student will be required to pay for them to be replaced.

# Behavior

## TEACHER AUTHORITY

Teachers have the authority and responsibility to maintain discipline in the classroom. School policies and classroom rules are established and will be enforced. Parents will receive information about discipline procedures during the first weeks of school.

## FIGHTING

Fighting is forbidden. It is not a legally acceptable way of resolving conflict. **TEACHERS ARE REQUIRED BY LAW TO STOP FIGHTS.** Students should report hitting, **bullying** or harassment to their teachers, who will report it to the office. Students involved in fights **will** be suspended from school for a specified time. We will make every possible attempt to have **Horizon Elementary School** a safe place to learn for each child.

<b>Behaviors that may result in immediate suspension or expulsion:</b>	<b>CA Ed. Code</b>
X1 Possessing, selling or furnishing a firearm	48915 (c)(1)
X2 Brandishing a knife at another person	48915 (c)(2)
X3 Unlawfully selling a controlled substance	48915 (c)(3)
X4 Committing sexual assault or sexual battery	48915 (c)(4)
S2 Sexual harassment	48900.2
S3 Hate Violence	48900.3
S4 Harassment, threats or intimidation	48900.4
S7 Making a terrorist threat	48900.7
A1 Fighting	48900 (a)(1)
A2 Assault or Battery	48900 (a)(2)
B Possession of firearm, knife, explosive, or other dangerous object	48900 (b)
C Possess, use, sell, or furnish controlled substance	48900 (c)
D Possess, use, sell, or furnish controlled substance look like	48900 (d)
E Committing or attempting robbery or extortion	48900 (e)
F Causing or attempting to cause damage to property	48900 (f)
G Stealing or attempting to steal	48900 (g)
H Possess or use any product containing tobacco or nicotine	48900 (h)
I Commission of an obscene act or habitual profanity	48900 (i)
J Possession, use, or sale of drug paraphernalia	48900 (j)
K Disruption of activities or willful defiance of school staff	48900 (k)
L Knowingly receiving stolen property	48900 (l)
M Possession of imitation firearm	48900 (m)
N Committing or attempting sexual assault or sexual battery	48900 (n)
O Harassing, threatening, or intimidating a witness	48900 (o)

**Possession and/or use of drugs, alcohol, and tobacco are detrimental to the health of our students. The superintendent requires a suspension of 10 days in these cases.**

## SEXUAL HARASSMENT

The governing board prohibits unlawful sexual harassment of, or by, any students, by anyone in, or from the district. Teachers shall discuss the policy with their students in age-appropriate ways, and should assure them that they need not endure any form of sexual harassment.

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



The Board expects students, or staff, to immediately report incidents of sexual harassment to the principal or designee or to another district administrator. Any student, who feels that he/she is being harassed, should immediately contact the principal or designee or another district administrator in order to obtain a copy of AR 1312.3 Uniform Complaint Procedures. Complaints of harassment can be filed in accordance with these procedures.

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

(cf. 5131.5 - Vandalism, Theft, and Graffiti)

(cf. 5137 - Positive School Climate)

(cf. 4117.4 - Discharge: Just Cause)

(cf. 5144.1 - Discipline/Punishment)

Legal Reference:

## EDUCATION CODE

200-240 Prohibition of discrimination on the basis of sex, especially:

212.5 Sexual harassment

212.6 Sexual harassment policy

230 Particular practices prohibited

48980 Notice at beginning of term

UNITED STATES CODE, TITLE 42

2000d & 2000 et. seq Title VI & Title VII, Civil Rights Act of 1964 as amended

2000h -2 et seq. Title IX, 1972 Education Act Amendments

Franklin vs. Gwinnet County School (1992) 112 X. Ct. 1028

### **48900.2. Additional grounds for suspension or expulsion; sexual harassment**

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

### **48900.3. Hate Violence**

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the Superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

### **48900.4. Additional grounds for suspension or expulsion; harassment, threats, or intimidation**

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.



## **TOBACCO, DRUGS AND ALCOHOL**



Use, possession, or distribution of tobacco, illegal drugs or alcohol on school property, including buses, or by students on the way to or from school, is unlawful and prohibited. In cases of violation of this policy, school authorities will initiate appropriate disciplinary measures that will include suspension, expulsion, and/or notification of law enforcement.

## **RESTROOM – LOITERING / ABUSE**

Loitering in the restroom area is not an acceptable use of this area. Students should not use this area for “socializing.” Students found to be disfiguring restroom facilities or littering the area will be disciplined according to the severity of the offense.

## **VANDALISM**

Our buildings and equipment are public property. Willful damage or destruction of this property is cause for suspension. In addition, the school requires that vandalism damage be reimbursed. This includes the cost of paying maintenance personnel to repaint or repair damaged items. If a student accidentally causes damage, he or she should report it to a staff member immediately. This damage is not vandalism.

## **CELLULAR PHONES, SMART DEVICES/WATCHES & OTHER ELECTRONICS**

These Items are not allowed to be turned on or used by students while on school campus or while attending school sponsored activities. Additionally, all electrical toys (CD/MP3 players, games, etc.) are **not** allowed on campus. These items may be confiscated by the teacher and/or administrator if this policy is not followed. Parents may be required to meet with the teacher and/or administrator to have the item returned. **The school is not responsible for lost, damaged or stolen personal items.**

## **BICYCLES, SKATEBOARD & SCOOTERS**

Students who choose to ride their bicycles, skateboards and scooters to school do so at their own risk. **School personnel are not responsible for bicycles or other items brought from home.** We suggest that students record their bicycle serial numbers. If a bike or scooter is stolen on the way to or from school, or while at school, neither the school nor the McFarland Unified School District is liable for this.

### **Students must wear a bike helmet if they ride their bike, skateboard & scooter to and from school.**

This is a state law and students can receive a citation for not wearing their helmet. Students may lock their helmet with their bike/scooter in the enclosure. There are bike racks for parking bikes & scooters. Students are to provide their own locks. Students found riding bicycles, skateboards & scooters in school hallways and walkways will lose the privilege of bringing bikes, skateboard & scooter to school.

## **BUS CONDUCT**

The following rules have been established to insure the safety of all students who ride the buses. Students must:

- 1 - Remain seated when the bus is in motion;
- 2 - Visit quietly with friends;
- 3 - Keep head and arms inside the bus; and
- 4 - **Never throw anything.**



**Parents will be notified whenever their child is responsible for creating a dangerous situation that may result in loss of transportation privileges.**

## PERSONAL ITEMS

Students sometimes wish to bring personal items for projects or sharing. The school cannot accept responsibility for the care and safety of personal items. Parents are advised to pick up any item that is brought to school as part of a project for sharing. All items brought to school must meet the health and safety standards prescribed by law, the district, and the school.

## NON-PARTICIPATION LIST/NO GO LIST

Students placed on the non-participation list lose the opportunity to participate in special activities. Students may be placed on the non-participation list for violation of school and classroom rules, inappropriate behavior.

## HALLWAYS

Students in the hall during class are expected to be quiet at all times, so as not to disrupt classes in progress. All students will be expected to follow these simple rules while in the hallways:

- ❖ Walk at all times.
- ❖ Walk alone or in pairs, never in groups.
- ❖ Keep a careful watch for opening doors.
- ❖ Keep hallways clean. Always use the trashcans.
- ❖ During instructional time -- carry a hall pass.

## FIELD TRIPS

Teachers schedule field trips throughout the year. These experiences are intended to complement classroom studies and to introduce students to the resources of the community. Parents will receive notices of field trips and are encouraged to assist by attending these field trips, **when there is available room.** Younger brothers and sisters may not attend because of insurance liabilities.

# PROGRAMS AND SERVICES

## DISTRICT PSYCHOLOGIST

A school psychologist provides services to our school primarily for the purposes of diagnosing students with specific learning disabilities. The psychologist administers numerous tests and conducts screening procedures on appropriate Student Assistance Team referrals. The psychologist participates in a committee process, which makes recommendations in cases of learning disabilities as well as behavior problems.

## RESOURCE SPECIALIST PROGRAM

The Resource Specialist Program (RSP) serves students with an identified learning disability(ies) and current Individualized Education Plan (IEP). Students in the Resource Program are served either in the regular classroom using the “collaborative model” or in the resource room for RSP Language Arts, RSP Literature, or RSP Math on a regular “pull-out model.”

 **MCFARLAND INTERVENTION DEVELOPMENT CENTER** 

McFarland Intervention and Development Center is for students qualifying for special education support for a majority of the school day. Instruction is designed on an individualized basis as written in the Individualized Education Plan (IEP) for each student. This class is available only at Kern Avenue Elementary School for all elementary district students.

 **SERVICE TO DISABLED STUDENTS** 

If you have reason to believe that your child (ages 0-21 years) has a disability, which requires special services or accommodations, please notify the school. Your child will be evaluated to determine whether he/she is eligible for special instruction or services. (E.C. Section 56020, et seq.)

## **Health Services**

 **MEDICATIONS** 

When a student brings medication to school, the following requirements must be met:

1. Medication must be given by school personnel
2. Medication must be clearly identified as to name and type of medicine
3. Medication must come with prescription label showing child's name, drug identification, dosage instruction, doctor's name, and prescription date.
4. Medication will be given by the office staff only if the Pupil Medication to be administered at School Form is completed and signed by the doctor. This form is available at the school office.

No medications, including over-the-counter, can be given without a completed medication authorization form signed by the physician indicating the specific time(s), circumstances, and dosage that is to be administered. The parent/authorized adult must bring the medication to school in the original container and the prescription label must be current according to the physician's instructions. The medication will be counted and documented on the medication log and signed by parent/authorized adult and school personnel. If there is a change in the medication procedure, a current prescription label and new physician's authorization will be required.

***UNDER NO CIRCUMSTANCES ARE STUDENTS TO CARRY MEDICATION TO OR FROM SCHOOL*** This includes all over-the-counter medication, asthma inhalers, Tylenol, eardrops, cough drops, etc. The student will come to the office for the administration of medication. Due to the fact that there are a large number of students who take medication over the course of the year, parents are reminded that it is the student's responsibility to come to the office when medication is needed.

 **ILLNESS or INJURY** 

In the case of illness or injury, the school nurse or other staff member will care for a student temporarily. School personnel will render first aid only. If emergency medical treatment is necessary, the parent or guardian will be contacted. If no one is available, the student may be taken to the Emergency Room at Delano Regional Medical Center.

## INSURANCE

When a student is seriously injured at school, office staff will complete an Accident Report Form. The office staff will provide you with a school insurance form. Personal insurance must be used before school insurance.

## CHILD ABUSE

Under the Child Protective Service of Act of 1975, all school district personnel (administrator, teacher, nurse, etc.) are MANDATED by law to report suspected child abuse. Reports of suspected abuse are made immediately by telephone to the appropriate agency.

A concerned citizen may also make a report of suspected child abuse if he or she has reasonable cause to suspect that a child is being abused. You may call Kern County – Children’s Protective Services at (661) 631- 6011, 24 hours/day, seven days a week. All reports made are strictly confidential and you may remain anonymous.

## WELLNESS POLICY

The district has adopted a wellness policy that is available to parents upon request at the school office.

## BREAKFAST/LUNCHESES

All students will be provided with breakfast/lunches at no cost to the family.

## NUTRITION

It is recommended that students eat a nutritious, healthy breakfast before coming to school if they do not eat in the cafeteria. Without food for a prolonged period of time, symptoms of headaches and abdominal pain tend to develop. Food is fuel for the body and the brain provides energy for students to perform well in school.

## BIRTHDAY CELEBRATIONS

Student birthday celebrations are not allowed during class time for several reasons:

- ❖ It reduces instructional time.
- ❖ Some students have a need to control sugar intake or have food allergies.
- ❖ Other students, because of religious convictions, cannot participate in party activities.
- ❖ **Balloons, flowers, and other gifts are not allowable.** Please do not have them delivered, dropped off in the office; they will be denied.

# **NONDISCRIMINATION POLICY**

## **EQUAL OPPORTUNITY, DISCRIMINATION, AND THE EDUCATION OF HANDICAPPED STUDENTS**

Our school district is committed to equal opportunity for all individuals in education. Our district programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, and lack of English skills, ethnic group, marital or parental status, physical or mental disability, or any other unlawful consideration. The district shall promote programs that ensure that these discriminatory practices are eliminated in all district activities.

You have certain rights under the law, including Title VI of the Civil Rights Act of 1974, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act (IDEA) formerly known as EHA). The California Department of Education and the Office for Civil Rights of the U.S. Department of Education have authority to enforce these laws and all programs and activities that receive federal funds. (E.C. Section 260, et seq., above-cited federal statutes)

If you wish further details in this regard, or wish to file a complaint, please contact the superintendent or other appropriate agency.

## **UNIFORM COMPLAINT PROCEDURES**

The McFarland Unified School District (MUSD) Board of Trustees recognizes that the district is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The district shall follow adopted Uniform Complaint Procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. The district shall also follow Uniform Complaint Procedures when addressing complaints alleging failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, childcare and development programs, child nutrition programs and special education programs.

The board encourages the early, informal resolution of complaints at the site level whenever possible. The Uniform Complaint Procedure will be available upon request at the front office.

## **WILLIAMS UNIFORM COMPLAINT PROCEDURES**

Education Code 35186 requires that the following notice be posted:

1. There should be sufficient standards-aligned textbooks and/or instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments.

Misassignments means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

4. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site. You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/eo/ce/wc/index.asp>.

The Williams Uniform Complaint Procedure will be available upon request at the front office.

**MCFARLAND UNIFIED SCHOOL DISTRICT  
INTERNET ACCESS POLICY  
2019-2020**

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The Internet provides access to electronic mail, college/university and other libraries, information, and news from a variety of sources and research institutions, software of all types, and discussion groups on a wide variety of topics. The School District is pleased to make access to this valuable resource available to students and staff.

Internet access is coordinated through complex association of government agency, private industry, and regional and state networks. However, there is no agency or company "in charge" of the Internet. With so many computers and users participating, it is inevitable that some of the material available on the Internet will not be of educational value in the school setting. We have taken precautions to restrict access to inappropriate materials. However, users are advised that some material on the Internet may be defamatory, inaccurate, obscene, profane, sexually oriented, threatening, racially offensive, or illegal. We do not condone the use of these materials or permit it in the school environment. We need the cooperation of students, staff, and parents to insure that the valuable information and interaction on this worldwide network are not outweighed by the possibility of access to inappropriate materials.

Before anyone may take advantage of the Internet access we provide, we will require that they receive appropriate orientation and instruction. All users will be required to sign (and minor students must have their parents/guardians sign) an Internet User Agreement. In addition, all users must review this Internet Policy, the Rules for Internet Etiquette, and the Prohibited Internet Practices list, and agree to abide by them. Access to the Internet is a privilege and it will be withheld or withdrawn from anyone who fails to abide by this Policy and the acceptable rules.

**MCFARLAND UNIFIED SCHOOL DISTRICT  
INTERNET USE AND ABUSE  
RIGHTS AND RESPONSIBILITIES OF STUDENTS  
2019-2020**

**Students**

1. Internet Use

A. Filters

Unlawful for public libraries, as form of censorship in violation of the First Amendment

Lawful for public schools, which are not public forums under the First Amendment.

B. Student Publications and School Home Pages

The U.S. Supreme Court in *Hazlewood v. Kuhlmeier* grants schools broad authority to:

"...exercise control over...student expression, to assure that participants learn whatever lessons the activity is designed to teach, that readers or listeners are not exposed to material that may be inappropriate for their level of maturity, and that views of the individual speaker are not erroneously attributed to the school."

Education Code Section 48907 grants California students greater rights:

"Students of the public schools shall have the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, the wearing of buttons, badges, and other insignia, and the right of expression in official publications, whether or not such publication or other means of expression are supported financially by the school or by the use of school facilities, except that expression shall be prohibited which is obscene, libelous, or slanderous. Also prohibited shall be material, which so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school.

"Each governing board of a school district and each county board of education shall adopt rules and regulations in the form of a written publications code, which shall include reasonable provisions for the time, place, and manner of conducting such activities within its respective jurisdiction."

A note on hate speech:

The courts have not been receptive to laws or ordinances that prohibit hate speech aimed at groups on the basis of race, religion, etc.

The courts reason that the government cannot censor speech (alone, without regard to conduct) by content. Therefore, speech that offends a person because of his or her race cannot be treated differently from speech that offends someone because of politics, sports team affiliation, favorite music groups, etc.

Schools are different, because they are not open public forums and students are captive audiences that need to be protected. Hate speech (in person, in print, or online) directed against students or staff is probably related to school attendance/activities and falls within one or more of the "enumerated" offences above.

**E.61334.1**



# Internet Acceptable Use Policy

## McFarland Unified School District- Student / Family /Community Agreement

McFarland Unified School District (MUSD) may offer Internet access to students. This document contains the **Acceptable Use Policy (AUP)** for student and family use of the computer system. It must be signed by each student prior to using the Internet or email. Students under the age of 18 must also have the signature of a parent or legal guardian.

### A. Educational Purpose

#### **School site computer system is:**

- For educational purposes such as classroom activities, career development, and limited high-quality self-discovery activities.
- Established as a public access service or a public forum. MUSD has the right to restrict the material accessed or posted through the system.
- Not to be used for commercial purposes. You may not offer, or provide for sale, products or services through the computer system.

### B. Student Internet Access

- Students have access to Internet resources.
- Students may have email access through a classroom account or through an individual account.
- Student created Web pages hosted by MUSD must be pre-approved by School Administration before posting on the Internet/Intranet. Material on the Web page may relate to your school, community or personal interests that are appropriate in an educational environment.
- Students may not access public Internet Chat Rooms.
- Students may access District hosted Internet Chat Rooms under teacher supervision

### C. Unacceptable Uses

#### **Personal Safety**

- Do not post personal contact information about yourself or other people. This includes your address, telephone, school address, work address, etc.
- Do not agree to meet with someone you have met online.
- Disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

#### **Illegal Activities**

- Do not attempt to gain unauthorized access to the MUSD computer system or to use MUSD computer system to gain unauthorized access to other computer systems.
- Do not go beyond your authorized access. It is illegal to attempt to log in through another person's account or access another person's files even if only for the purposes of "browsing".
- It is illegal to attempt to disrupt the computer system or destroy data by spreading computer viruses or by other means.
- Do not use the MUSD computer system to engage in any other illegal acts, such as arranging for a drug sale, engaging in criminal gang activity, or threatening the safety of persons, etc.
- Or any activity to be an unreasonable disruption to school activities per Ed Code 48900, section k.

#### **System Security**

- You are responsible for your individual account/file; take precautions to prevent others from being able to use your account. *Under no conditions should you provide your password to another person. Sharing of access is prohibited.*
- Immediately notify your teacher or the system administrator if you have identified a possible security problem. Do not look for security problems; this may be seen as an illegal attempt for you to gain access.

#### **Inappropriate Language**

- **Restrictions against inappropriate language apply to all public messages, private messages, and material posted on Web pages or in email.**
- Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Do not engage in personal attacks, including prejudicial or discriminatory attacks; do not post information that could cause damage or a danger of disruption.
- Do not harass (act in a manner that distresses or annoys) another person.
- Do not knowingly post false or defamatory information about a person or organization.

#### **Respect for Privacy**

- Do not re-post a message that was sent to you privately without permission of the person who sent you the message.
- Do not post private information about another person.

#### **Respecting Resource Limits.**

- Do not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

- Check your email frequently; delete unwanted messages promptly.

**Plagiarism and Copyright Infringement**

- Do not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. **Plagiarizing is a crime and is against the law.** This includes images, sound bytes, and video.
- Respect the rights of copyright owners.

**Inappropriate Access to Material**

Do not use MUSD computer system to access material that:

- Is profane or obscene (pornography).
- Advocates illegal acts.
- Advocates violence or discrimination towards other people.

If you mistakenly access inappropriate information, immediately tell a teacher.

Your parents/legal guardian should instruct you if there is additional material that they think it would be inappropriate for you to access.

**D. Your Rights**

**Free Speech**

- Because the MUSD computer system is a limited public forum (like a school newspaper) restrictions may be placed on the expression of your ideas. School Administrators retain the right to determine the appropriateness of all materials.

**Search and Seizure**

- All contents of your personal files are accessible to School Administrators at all times.
- The MUSD computer system is monitored frequently. Discovery that you have violated this AUP or the law will result in immediate termination of your access.
- Parent\’s/legal guardian\’s have the right to see the contents of their student\’s files.

**E. Limitation of Liability**

MUSD makes no guarantee that the computer/Internet functions or services provided will be error-free or without defect. MUSD will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. MUSD is not responsible for the accuracy or quality of the information obtained through or stored on the system. MUSD will not be responsible for financial obligations arising through the unauthorized use of the system.

**F. For Your Information**

Whenever you do something on a network you leave “electronic footprints”. School Administrators frequently follow those “footprints”. If inappropriate activity is traced to your sign-on account, on the first offense you will receive a warning, a meeting with your parents/legal guardians and School Administration, and must submit a 250-word paragraph discussing an assigned Internet-use related topic. The second offense will result in loss of the Internet access for a minimum of 18 weeks. **The third offense will be cause of permanent suspension of Internet use, and possible school suspension or expulsion as determined by the school and District administration.**

If an illegal activity occurs through the use of the Internet or MUSD technology use as defined in this AUP the previous aforementioned consequences will be superseded by the California Education Code and State and Federal Laws accordingly.

**Required Signatures**

**Student**

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the AUP provisions will result in disciplinary action, the revoking of my user account, or appropriate legal action. I also agree to report any misuse of the information system to the School system administrator.

•Student Name (Please Print)\_\_\_\_\_

•Student Signature\_\_\_\_\_ Date: \_\_\_\_\_

**Parent or Guardian**

Students under the age of 18 must also have the signature of a parent or guardian who read this contract. As the parent or guardian of this student, I have read this AUP and understand that it is designed for educational purposes. I understand that it is impossible for MUSD to restrict access to all controversial materials, and I will not hold MUSD responsible for materials acquired on the network.

I accept full responsibility for supervision if and when my child’s Internet use is not in a school setting. I hereby give my permission to issue an account for my child.

Parent or Guardian Name (Please Print)\_\_\_\_\_

As an adult user, I accept and agree to abide by the same standards and rules established for students.

• Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Community Members**

Community members may be allowed to use MUSD resources. In those cases Community members, are required to comply with the requirements stated in this AUP. When reading this AUP, replace the term “student”, for the term “community member” if it applies to your case.

• Community Member Name:: \_\_\_\_\_ Date: \_\_\_\_\_

**Please sign pages 30 & 31 (signature page)**

# Horizon Elementary School

## Parent Involvement Policy

### 2019-2020

Children are more successful in school when parents are involved in their children's education. This parent involvement policy lists what the California Department of Education and schools MUST do to promote parental involvement in schools that receive Title I funds. The information is based on requirements found in the No Child Left Behind Act (NCLB) of 2001.

#### **What schools MUST do:**

1. Work with parents to develop a written parental involvement policy that is agreeable to them and describes ways of meeting the following requirements in Title I of NCLB (if a school already has a parental involvement policy that applies to all parents, the school may amend that policy to meet Title I requirements):
  - Notification to parents of the policy in an understand-able format and language
  - Periodic updates of the policy to meet the changing needs of parents and the school
2. Hold an annual meeting, at a convenient time, for all parents of participating children. The purposes of this meeting are to:
  - Inform parents of their school's participation in the Title I program.
  - Explain the requirements of Title I.
  - Explain the right of parents to be involved.
3. Offer parental involvement meetings at various times, such as morning or evening. Schools may use Title I funds to pay for transportation, child care, or home visits related to parental involvement.
4. Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the school parental involvement policy for all parents and the Single Plan for Student Achievement.
5. Submit parents' comments on the schoolwide program plan to the LEA, if parents do not find the plan to be satisfactory.
6. Provide the following items to the parents of participating students:
  - Timely information about Title I programs
  - A description and explanation of the curriculum used at the school, the academic assessments used to measure student progress, and the proficiency levels students are expected to reach
  - Opportunities for regular meetings, if requested by parents, to:
    - ✓ Make suggestions.
    - ✓ Receive timely responses to them.

- ✓ Participate, as appropriate, in decisions relating to the education of their children.

7. Develop jointly with the parents or caregivers of participating students a school-parent compact that outlines:

- The shared responsibility of parents, students, and the entire school staff to improve students' academic achievement
- The shared responsibility between the school and parents to help children achieve the statewide academic content standards
- The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that helps children served under Title I meet the statewide academic content standards
- The ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their children's classroom; participating, as appropriate, in decisions related to the education of their children and the positive use of their children's extracurricular time
- The importance of ongoing communication between teachers and parents through (at a minimum):
  - ✓ Annual parent-teacher conferences in elementary schools, in which the compact shall be discussed in relation to the individual child's achievement
  - ✓ Frequent reports to parents about their children's progress
  - ✓ Reasonable access to staff
  - ✓ Reasonable opportunities to volunteer at the school, participate in their children's class, and observe classroom activities

# **SCHOOL-PARENT COMPACT**

*The **Horizon Elementary School**, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.*

*This school-parent compact is in effect during school year **2019-2020**.*

## **SCHOOL-PARENT COMPACT PROVISIONS**

### **School Responsibilities**

The **Horizon Elementary School** will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

Horizon Elementary will provide the most recent State Board-adopted core instructional programs, including accelerated interventions, in reading/language arts (Journeys and Read 180) (2016 adoption, including interventions), documented to be in daily use in every classroom, with materials for every student.

Horizon Elementary will provide the most recent State Board-adopted core instructional program in mathematics (My Math) (2015 adoption), documented to be in daily use in every classroom, with materials for every student.

Horizon Elementary has an assessment and monitoring system (e.g., every 4 & 8 weeks curriculum-embedded assessments). These assessments inform teachers and principal on student progress and effectiveness of instruction. The purpose of these assessments is to provide timely data to teachers and principals to make decisions that will improve instruction and student achievement. In addition, they will provide a basis for the monitoring system. We are a data driven school.

- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held:

October 14<sup>th</sup> - 17<sup>th</sup> and March 24<sup>th</sup> and 25<sup>th</sup>

- 3. Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

Teachers will be available for consultation with the parents after school, or by appointment. We also have parent/teacher conferences in the Spring and Fall when parents may consult with their child's teacher.

- 4. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities:**

Please consult with your child's teacher, if you wish to volunteer in the classroom. A parent may observe any classroom, at any given time, by coming into the office and signing in.

## **Parent Responsibilities**

**We, as parents, will support our children's learning in the following ways:**

- *Monitoring attendance.*
- *Making sure that homework is completed and provide a quiet time and place to do the homework.*
- *Monitoring amount of television their children watch.*
- *Volunteering in my child's classroom.*
- *Participating, as appropriate, in decisions relating to my children's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving as a volunteer, to the extent possible, on policy advisory groups, such as being a parent representative on the school's School Site Council, the English Language Acquisition Committee, the District wide DELAC, the Gate Support Team or other school advisory or policy groups.*
- *Support the school's discipline and uniform dress code*
- *Communicate the importance of education and learning to my child*
- *Ensure that my child attends school everyday, gets adequate sleep, regular medical attention and proper nutrition.*
- *Read to my child or encourage my child to read every day (20 minutes K-3, and 30 minutes for 4-6).*
- *Respect the school, staff, students, and families.*



## **Student Responsibilities**

I, as a student, will share the responsibility to improve my academic achievement and achieve the State's high standards. Specifically, I will:

- *Do my homework every day and ask for help when I need to.*
- *Read at least 20 minutes every day for K-3 and 30 minutes for 4-6 outside of school time.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*
- *Come to school ready to learn and work hard.*
- *Bring necessary materials, completed assignments and homework.*
- *Follow the school's uniform dress code.*
- *Know and follow school and class rules.*
- *Communicate regularly with my parents and teachers about school experiences so they can help me to be successful in school.*
- *Limit my TV watching and instead study or read every day after school.*
- *Respect the school, classmates, staff and families.*

## **School Responsibilities**

The **Horizon Elementary School** will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient

time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.

4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school’s curriculum, the forms of academic assessment used to measure children’s progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

**School Responsibilities**

To help build and develop a partnership with parents to help their children achieve the State’s high academic standards, the **Horizon Elementary School** will:

1. Recommend to the local educational agency (LEA), the names of parents of participating children of Title I, Part A programs who are interested in serving on the State’s Committee of Practitioners and School Support Teams.
2. Notify parents of the school’s participation in Even Start Family Literacy Programs operating within the school, the district and the contact information.
3. Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
4. Work with the LEA to ensure that a copy of the SEA’s written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

Horizon Elementary School

\_\_\_\_\_  
Parent(s)/Guardian Name

\_\_\_\_\_  
Student

2019-2020  
School Year

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Please sign pages 30 & 31 (signature page)**

**McFarland Unified School District  
Publications, Video, Internet Consent and Release Agreement  
2019-2020**

District students and employees who work at/for or attend schools in the McFarland Unified School District (MUSD) are occasionally asked to be a part of school and/or District publicity, publications and/or public relations activities. In order to guarantee privacy and ensure you comply or agree with your child's participation, the District asks that you sign this form and return to the District Office or the school your child attends.

The form referenced below indicates approval for the administrator's, employees' or student's name, picture, art, written work, voice, verbal statements or portraits (video or still) to appear in school publicity or District publications, videos or on the District's website. For example, pictures and articles about district or school activities may appear in local newspapers or district publications. These pictures and articles may or may not personally identify the employee or student. The district may also use the pictures and/or videos in subsequent years.

McFarland Unified School District agrees that the employee's or student's name, picture, art, written work, voice, verbal statements, portraits (video or still) shall only be used for public relations, public information, school or district promotion, publicity, and instruction.

**Employees, Students and Parents/Guardians understand and agree that:**

- No monetary consideration shall be paid
- Consent and release have been given without coercion or duress
- This agreement is binding upon heirs and/or future legal representatives
- All rights of any nature are hereby granted worldwide and in perpetuity to MUSD
- If the Employee, Student and Parent/Guardian wish to rescind this agreement they may do so at any time with written notice.

On my behalf or On behalf of the child whose name address are written below, I hereby waive any rights to fees, royalties or other compensation, which may arise from my or the child's participation in the programming, under the laws of the United States or any state thereof, or under the laws of any nation or jurisdiction.

**Please check one:**

- I grant the consent and release. (**District Employees**)
- I expressly represent that I have the authority; either as a parent or legally appointed guardian to execute the consent and release on behalf of the student whose name is written below. (**District Students**)

This release form applies solely to McFarland Unified School District publications and programming and is not transferable to any commercial media enterprise. McFarland Unified Schools does not have control of commercial media use of pictures/statements, which are taken without parental permission.

**If a Student and/or Parent/Guardian; Please Complete the Following and Return to Your Child's School:**

Name of Child: \_\_\_\_\_ School: \_\_\_\_\_

Name of Parent or Guardian: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_, CA. Phone: (    ) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Parent or Legal Guardian

**If a District employee; please Complete the Following and Return to the District Office**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**READ, SIGN AND RETURN THIS PAGE TO YOUR CHILD'S TEACHER**



Horizon Elementary School

2019 - 2020

Student Handbooks

Signature Page



STUDENT



1. Yes, I have read the **Horizon Elementary** Student Handbook.
2. I understand and will abide by the Internet Use Agreement included in this handbook. I further understand that any violation of the regulations outlined in the Internet Use policy is unethical and may constitute a criminal offense. Should I commit any violation, my Internet access may be revoked and school disciplinary and/or appropriate legal action may be taken.
3. I have read and understood the **Horizon Elementary School** Rules, including the Discipline Program. I understand that I am responsible to follow these rules and that I will be subject to more serious disciplinary actions (sent home for the day, suspension, and/or expulsion) depending on the severity of the violation.

Student Name	Teacher	Grade
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Student Signature	Date
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PARENT / GUARDIAN



1. Yes, I have read the **Horizon Elementary** School Student Handbook.
2. As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. McFarland Unified School District has taken all precautions to eliminate controversial material. However, I also recognize it is impossible for McFarland Unified School District to restrict access to all controversial material and I will not hold the District responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.
3. On behalf of the Child, I am in agreement with the MUSD Publications, Video, Internet Consent and Release Agreement. I grant full permission for the use of the Child's name, likeness, performance, voice, biography and products for the purpose of MUSD media presentations.
4. As the parent/guardian of the student, I have read and understand the **Horizon Elementary School-Parent Compact** and the required school-parent provisions.

Parent/Guardian Name	Phone Number
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Parent/Guardian Name	Date
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**READ, SIGN AND RETURN THIS PAGE TO YOUR CHILD'S TEACHER**