

# **McCabe Union Elementary School District**

## **2024-2025 Student & Parent Handbook**

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**Belong, Learn, and Lead to Succeed**

701 W. McCabe Road  
El Centro, CA 92243  
760-335-5200

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## MUESD Administration and Teachers

### Board of Trustees:

Alexa Horne   Alec Hendry   Dr. Edgar Aguilar   Robert Christensen   Marcy Mendoza

**Superintendent:** Mary Kay Monson

**Director of Fiscal and Administrative Services:** Clarissa Acuna

**Director of State and Federal Programs:** Veronica Hernandez

**McCabe Principal:** Gina Sanchez-Macias

**Corfman Principal:** Isaac Leon

<b>TK</b>	Mrs. Pyle	<b>4<sup>th</sup></b>	Mrs. Delgado
<b>TK</b>	Mrs. Wavra	<b>4<sup>th</sup></b>	Mrs. Gray
<b>Kinder</b>	Miss Galaviz	<b>4<sup>th</sup></b>	Mrs. McAbee
<b>Kinder</b>	Mrs. Godinez	<b>4<sup>th</sup></b>	Mrs. Wood
<b>Kinder</b>	Mrs. Kemp	<b>5<sup>th</sup></b>	Mrs. Aguilera
<b>Kinder</b>	Mrs. Lara	<b>5<sup>th</sup></b>	Mrs. LeBaron
<b>1<sup>st</sup></b>	Mrs. C. Hernandez	<b>5<sup>th</sup></b>	Mrs. Patton
<b>1<sup>st</sup></b>	Mrs. Luera	<b>5<sup>th</sup></b>	Mr. Vasquez
<b>1<sup>st</sup></b>	Mrs. Strahm	<b>6<sup>th</sup></b>	Mrs. Alford
<b>1<sup>st</sup></b>	Mrs. Tucker	<b>6<sup>th</sup></b>	Mr. Arreola
<b>2<sup>nd</sup></b>	Mrs. Bush	<b>6<sup>th</sup></b>	Mrs. Lyons
<b>2<sup>nd</sup></b>	Mrs. Cook	<b>6<sup>th</sup></b>	Ms. Rizo
<b>2<sup>nd</sup></b>	Mrs. Dickerson	<b>7<sup>th</sup></b>	Mr. Amaya-History
<b>2<sup>nd</sup></b>	Mrs. Leon	<b>7<sup>th</sup></b>	Mr. Binkinz-PE
<b>2<sup>nd</sup></b>	Mrs. Sanders	<b>7<sup>th</sup></b>	Ms. Blackerby-ELA
<b>3<sup>rd</sup></b>	Mrs. Christensen	<b>7<sup>th</sup></b>	Mrs. Cochran-Math
<b>3<sup>rd</sup></b>	Mrs. Davey	<b>7<sup>th</sup></b>	Ms. Buckley-Science
<b>3<sup>rd</sup></b>	Ms. K. Hernandez	<b>8<sup>th</sup></b>	Mr. Beye-ELA
<b>3<sup>rd</sup></b>	Mrs. Higginbottom	<b>8<sup>th</sup></b>	Mr. Bohanna-History
<b>3<sup>rd</sup></b>	Mrs. Mayo	<b>8<sup>th</sup></b>	Mrs. Cabanas-PE
<b>Education Specialist</b>	Mrs. McNeece	<b>8<sup>th</sup></b>	Mr. Olivares-Science
	Mrs. Kolb	<b>8<sup>th</sup></b>	Mrs. Teague-Math
	Mrs. Hodgkin	<b>Art</b>	Ms. Semmes
	Mrs. Mancera	<b>Band</b>	Mr. Singh
<b>Intervention</b>	Mrs. Arevalo	<b>Orchestra</b>	Dr. Busse
<b>Counselor</b>	Ms. Bravo	<b>Counselor</b>	Mrs. Hester
<b>School Psychologist</b>	Mr. Hayasaka	<b>Speech</b>	Mrs. Taylor Mrs. Lamoure

# 2024-2025 School Calendar

August						
S	M	T	W	Th	F	S
	4	5	6	7	8	9
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
10	0	0	4	1	0	
September						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
20	1	0	0	0	1	
October						
S	M	T	W	Th	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
28	0	0	0	0	1	
November						
S	M	T	W	Th	F	S
	1	2	3	4	5	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
15	3	3	0	4	0	
December						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
15	1	6	0	1	0	
January						
S	M	T	W	Th	F	S
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
18	2	16	0	0	1	

February						
S	M	T	W	Th	F	S
	2	3	4	5	6	7
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
17	2	1	0	0	1	
March						
S	M	T	W	Th	F	S
	2	3	4	5	6	7
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	21	0	0	1	
April						
S	M	T	W	Th	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
16	1	5	0	0	1	
May						
S	M	T	W	Th	F	S
	1	2	3			
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
21	1	0	0	0	1	
June						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
4	0	0	1	1	0	
July						
S	M	T	W	Th	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
0	0	0	0	0	0	

August						
S	M	T	W	Th	F	S
	2	3	4	5	6	7
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
17	2	1	0	0	1	
September						
S	M	T	W	Th	F	S
	2	3	4	5	6	7
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	21	0	0	1	
October						
S	M	T	W	Th	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
16	1	5	0	0	1	
November						
S	M	T	W	Th	F	S
	1	2	3	4	5	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
15	3	3	0	4	0	
December						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
15	1	6	0	1	0	
January						
S	M	T	W	Th	F	S
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
18	2	16	0	0	1	

# McCabe Union Elementary School District

## Bell Schedules for the 2024-2025 School Year

### REGULAR DAY SCHEDULES

McCabe TK-3rd Grade		Corfman 4th-6th		Junior High 7th-8th	
Breakfast in Cafeteria	7:30-8:08	Breakfast in Cafeteria	7:30-8:08	Breakfast in Cafeteria	7:30-8:08
Warning Bell	8:08	Warning Bell	8:08	Warning Bell	8:08
Class Begins	8:10	Class Begins	8:10	1st Period	8:10-9:00
2nd PRIME Time	8:45-9:30	4th AM Recess	10:00-10:15	2nd Period	9:04-9:49
TK AM Recess	8:45-9:00	5th AM Recess	10:15-10:30	3rd Period	9:53-10:38
3rd PRIME Time	8:45-9:30	6th AM Recess	10:30-10:45	4th Period	10:42-11:27
Kinder AM Recess	9:00-9:15			5th Period	11:31-12:16
1st/2nd/3rd AM Recess	9:30-9:45			7th LUNCH	Cafeteria 12:16-12:40 Recess 12:42-1:06
1st PRIME Time	9:45-10:30	4th LUNCH	11:00-11:50	8th LUNCH	Recess 12:16-12:40 Cafeteria 12:42-1:06
TK LUNCH	10:10-11:00	5th LUNCH	11:25-12:15	6th Period	1:08-1:53
Kinder LUNCH	10:40-11:30	6th LUNCH	11:55-12:45	7th Period	1:57-2:40
1st LUNCH	11:10-12:00			Dismissal	2:40pm
2nd LUNCH	11:40-12:30				
3rd LUNCH	12:10-1:00				
TK PM Recess	12:10-12:25				
Kinder PM Recess	12:45-1:00				
Dismissal	2:00	Dismissal	2:40		

### MINIMUM DAY SCHEDULES

McCabe TK-3rd Grade		Corfman 4th-6th		Junior High 7th-8th	
Breakfast in Cafeteria	7:30-8:08	Breakfast in Cafeteria	7:30-8:08	Breakfast in Cafeteria	7:30-8:08
Warning Bell	8:08	Warning Bell	8:08	1st Period	8:10-8:42
Class Begins	8:10	Class Begins	8:10	2nd Period	8:46-9:16
TK AM Recess	8:50-9:05	4th Recess	9:30-9:45	3rd Period	9:20-9:50
Kinder AM Recess	9:00-9:15	5th Recess	9:45-10:00	4th Period	9:54-10:24
1st & 2nd AM Recess	9:30-9:45	6th Recess	10:00-10:15	7th/8th LUNCH	10:24-11:04
3rd AM Recess	9:30-9:45			5th Period	11:06-11:36
TK LUNCH	10:10-10:55	4th LUNCH	10:45-11:25	6th Period	11:40-12:10
Kinder LUNCH	10:45-11:30	5th LUNCH	11:05-11:45	Dismissal	12:10
1st LUNCH	11:15-12:00	6th LUNCH	11:25-12:05		
2nd LUNCH	11:40-12:25				
3rd LUNCH	12:05-12:50				
TK PM Recess	12:10-12:25				
Kinder PM Recess	12:30-12:45				
Dismissal	12:55	Dismissal	12:10		



## McCabe Union Elementary School District School Visitor Policy

McCabe Union Elementary School District encourages the interest and involvement of parents/guardians and community members and supports school visits and participation in the educational program. To ensure the safety of students and staff and minimize interruption of the instructional program, the following procedures have been established.

[BP 1250: Visitors/Outsider](#) / [AR 1250: Visitors/Outsiders](#)

### Requirements for Visitors to School:

A visitor is defined as any person seeking to enter a school building who is not an employee of the school district, or a student currently enrolled in that building.

- All visitors shall report to the school office when they arrive on the school premises.
- All visitors shall provide a valid driver's license to obtain a visitor's pass.
- Visits may be limited to certain times of the school day or school year.
- **The site administration must approve access to all school campus areas.**
- If you wish to speak with a teacher, please make an appointment during non-instructional times of the day.

Classrooms and other instructional areas are the most vulnerable to disruption. The guidelines below may be required of visitors, including but not limited to:

- Visitors must provide a 24-hour advance written notice to the site administration requesting to visit a classroom or other instructional area. The purpose of the visit must be clearly stated in the written request. You may email your request to [contactus@muesd.net](mailto:contactus@muesd.net)
- There is a thirty-minute limit of classroom visits on any given day to minimize the disruption of classroom lessons. Visits longer than thirty minutes must have prior approval from the site administrator.
- No electronic listening or recording device may be used by any person without the teacher's and principal's permission. ([Education Code 51512](#))
- Remaining in a designated area or seat
- Refraining from speaking to your child while the class or activity is in session
- Refraining from speaking to students for whom you are not the parent or guardian
- Requiring that the visitor be chaperoned
- The duration of the visit to specific times or lengths of time
- The activities of the visitor to a particular purpose(s)
- Appropriate interactions and conversations with students and staff

Per [Penal Code 626.7](#), the Superintendent or designee may request that any individual causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

## Attendance

**Truant:** California Education Code Section 48260-Any pupil is subject to full-time education who is absent from school without a valid excuse for more than 30 minutes on each of three days in one school year is truant and shall be reported to the attendance supervisor of the superintendent of the school district.

**Chronic Absentee:** California Education Code 60901(c)(1)-A “chronic absentee” has been defined as a “pupil who is absent on 10 percent or more of the schooldays in the school year when the total number of days (excused or unexcused absences)

## Reporting an Absence

To report an absence, call 760-335-5205 or email [francina.loucel@muesd.net](mailto:francina.loucel@muesd.net) and provide the following information:

- Child’s name
- Date of absence
- Child’s grade and teacher
- Reason for the absence
- The name and relationship of the person reporting the absence
- When you expect your child to return to school
- Best phone number as a contact
- Doctor’s notes may be emailed directly to [francina.loucel@muesd.net](mailto:francina.loucel@muesd.net)

You can also go to [muesd.net](http://muesd.net) and complete the Student Absence Reporting Form

School attendance is very important for the academic achievement of students. Parents should reinforce the importance of school attendance and make every effort to send their child to school on a regular basis. Make every effort to schedule doctor, dental, and other appointments after school. Parents will be notified of excessive absences via letter and may be required to attend a School Attendance Review Team (SART) meeting. If absences continue, the parent will be required to attend a School Attendance Review Board (SARB) hearing.

### Excused Absences (CA Ed Code 48205)

- Due to Illness, including absence for mental or behavioral health
- Due to quarantine under the direction of county or city health officer
- Medical, dental, optometric, or chiropractic appointments
- Funeral services for immediate family member
- Observance of religious holiday or ceremony

If an absence is not excused within three days, it will be marked as unexcused.

### Unexcused Absences (CA Ed Code 48205)

- Missing a full day of school, being tardy 30 minutes or more without a valid excuse
- Family vacation, non-school events such as sports, dance, etc.

**Tardies:** Students are tardy when they are not in their classroom at 8:10 a.m. Attendance is taken at the start of the school day. Students who are late will need to report to the front office to receive a tardy slip. Three tardies equal an absence and excessive tardies will create a notification for parents via letter and may be required to attend a School Attendance Review Team (SART) meeting. It is desirable that doctor and dental appointments to be scheduled after school hours whenever possible. Students are highly encouraged to attend any portion of the school day prior to or after appointments.

**Celebrating Perfect Attendance:** MUESD wants to express a sincere appreciation to all parents who make regular school attendance a priority. Your commitment makes a significant difference to their education and future success.

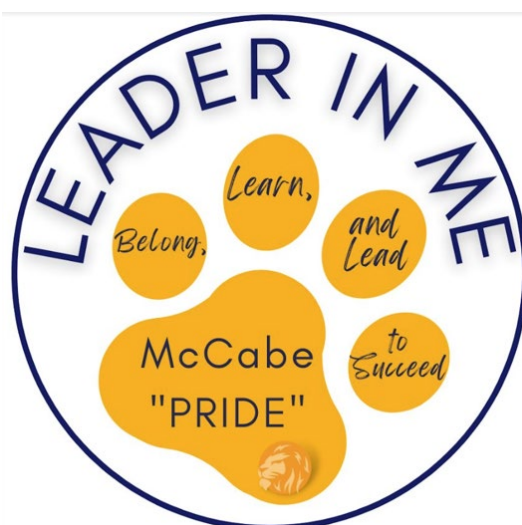
- Weekly attendance drawings
- Quarterly perfect attendance certificate and recognition
- Perfect Attendance: Zero Absences, Zero Tardies
- Honorable Attendance: One Absence and/or One Tardy

Students with Perfect and Honorable attendance for the school year will be honored and eligible for exciting attendance prizes and recognition.

## PeaceBuilder & Leader in Me

We strive to create a culture of belonging, learning, and succeeding as good citizens and leaders. Every month, we recognize a student from each class that has demonstrated the trait and habit.

Month	PeaceBuilder Trait	Leader in Me Habit
August	<b>Our Mission</b> Belong, Learn and Lead to Succeed!	
September	Responsibility	<b>Be Proactive</b> You're in Charge
October	Helpfulness	<b>Begin with the End in Mind</b> Have a Plan
November & December	Respect	<b>Put First Things First</b> Work First, Then Play
January	Kindness	<b>Think Win-Win</b> Everyone Can Win
February	Honesty	<b>Our Mission:</b> Belong, Learn, and Lead to Succeed
March	Courage	<b>Seek First to Understand, Then to be Understood</b> Listen Before you Speak
April	Friendship	<b>Synergize</b> Together is Better
May	Citizenship	<b>Sharpen the Saw</b> Balance Feels Best



## Marking Periods

Grade Report	End of Progress Report or Quarter	Aries Parent Portal or Report Card Home
Q1 Progress Report	September 20, 2024	09/27/24 Parent Portal
Q1 Report Card	October 25, 2024	11/05-11-08 Report Card @ Parent Conference
Q2 Progress Report	December 6, 2024	12/13/24 Parent Portal
Q2 Report Card	January 17, 2025	01/24/25 Report Card
Q3 Progress Report	February 14, 2025	02/21/25 Parent Portal
Q3 Report Card	March 21, 2025	03/28/25 Report Card
Q4 Progress Report	May 2, 2025	05/09/25 Parent Portal
Q4 Report Card	May 30, 2025	06/05/25 Report Card

## Grading Scale

Percentage	Letter Grade	GPA
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
59 and Below	F	0.0

## Promotion/Graduation Information

To the Parents/Guardians of 8th Grade Students,

This notice is to inform parents at the beginning of the school year about the Promotion Program at the end of school. We want you to have ample time to discuss with your son/daughter the following items and not have any surprises or misinformation on this topic.

**Graduation Requirements:** The following requirements are hereby set forth in order for an 8th grade student to participate in the promotion ceremony.

The goal is for all students to maintain a 2.00 or above grade point average (G.P.A.) over the four quarters with teacher considerations for best work effort. A parent/teacher/student conference will occur as needed for students with a 2.00 G.P.A. or below G.P.A. to discuss strategies for improvement in order to meet the goal.

**Promotion Is Not Automatic:** If your child has been earning “F” grades or receiving poor test scores, your child may not be allowed to participate in the promotion ceremony. If your child owes the school money or detention hours, these things will need to be taken care of before your child will be allowed to participate in the promotion ceremony. Students may also lose this privilege with excessive office referrals or suspensions.

Your child must maintain a 2.00 G.P.A. average for all four quarters during 8th grade to be eligible to participate in the promotion ceremony. The Superintendent/ Principal will notify the parents of students who will not be promoted or who will not be allowed to participate in the program.

I hope this information will help us achieve the goal of all our 8th grade students being able to attend the Promotion/Graduation Program and other end of the year activities this year. If you have any questions, please call 335-5200.

## Junior High Athletic Regulations

**ELIGIBILITY:** Students are deemed eligible by meeting the following criteria: 2.0 Grade Point Average, No more than 1 D, and **NO** F's on the most recent report card or grade check. Any student not meeting the criteria above will be deemed academically ineligible and may not participate in tryouts.

**Students remain eligible during the season by:** • Maintaining GPA 2.0 or higher, Must not have more than 1 D, and **NO** F's. • Any student athlete who receives a suspension, inclusive of an in-house suspension or if any student athlete has to sit out 2 or more games for disciplinary reasons, will be deemed ineligible for the remainder of the season. • All behavioral issues and incidents are subject to the review and discretion of the Athletic Director and District Administration.

The Athletic Director will check student athlete's eligibility weekly. Any student athlete deemed ineligible will be suspended for one game. If any student athlete is deemed ineligible twice during a season, they will be deemed ineligible for the remainder of that season.

**SPORTSMANSHIP** • Profanity is prohibited. • Courtesy is extended to all involved with athletic events. • Official rulings are final. Athletes will refrain from challenging calls impacting competition. • District bus rules are in affect while being transported to league events. • Student athletes represent the McCabe Union Elementary School District and are expected to exhibit superior sportsmanship qualities at all times.

## Counseling Services

The school counseling program is designed to serve all students through schoolwide events and classroom instruction. Additionally, small group and individual counseling is implemented, as needed. Counseling topics include leadership and empowerment, college and career readiness, problem solving, positive behavior, improved attendance and academics, and coping strategies.

Staff and parents may refer a student to counseling through the counseling page on the school's website or by phone/email. Additionally, all students are given the opportunity to visit the counselor's office during the school day, when needed. This self-referring process includes filling out a "counselor's pass" with the teacher and bringing it to the counseling classroom. If counselor is unavailable, students can leave their pass in the mailbox right outside the door. Students are directed to rate the urgency of their concern so that they are seen in a timely manner.

## Blue Note Procedure



For the Safety of our students, we require the students have a "blue note" if they:

1. are leaving school early
2. have different transportation arrangements for a particular day

Please send either a note with your student in the morning before school begins or call the office by 11:00 am to request a "blue note".

BLUE NOTES NOT CALLED IN BY 11:00 AM **WILL NOT** BE HONORED.

Your cooperation will help the office get your child's "blue note" to the teacher in a timely manner without disrupting their classroom.

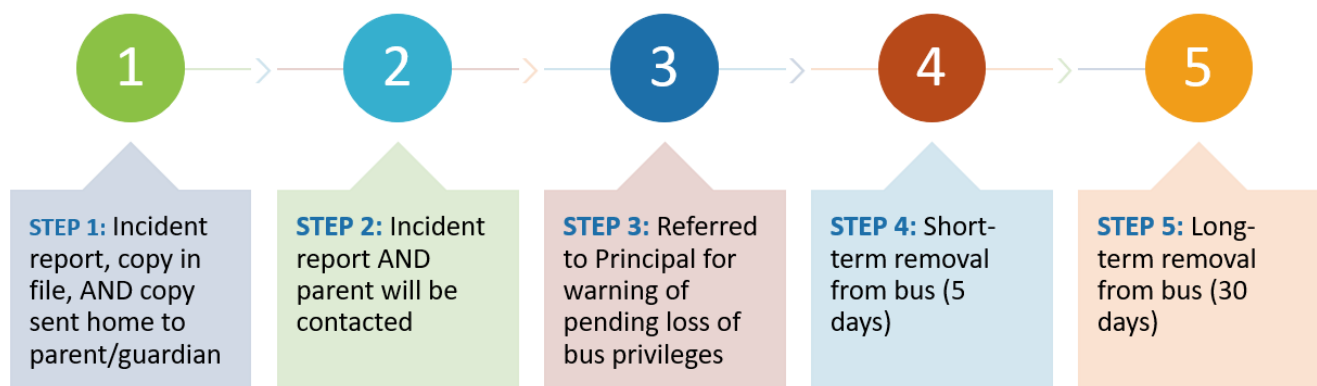
BLUE NOTE	Student: _____	
	Teacher: _____	Date: _____
	<hr/>	
	BUS HOME  Gate: _____ Color: _____	
	Address: _____	
	<hr/>	
	CAR LINE 	Time of pick-up: _____
	EARLY PICK-UP	Picked up by: _____

## Bus Rules and Regulations

<ol style="list-style-type: none"><li>1. Follow the bus driver's instructions</li><li>2. Cross the street ONLY under the direct supervision of the bus driver</li><li>3. Enter and exit the bus orderly</li><li>4. NO slapping, hitting, shoving, or other distracting behaviors at any time. Keep hands, head, and all objects inside the bus at all times</li><li>5. DO NOT throw any objects outside or inside the bus</li><li>6. Keep the bus clean</li><li>7. Do NOT shout or make offensive remarks to pedestrians or motorists</li></ol>	<ol style="list-style-type: none"><li>8. No eating, drinks, or gum allowed on the bus</li><li>9. Keep aisles clear-No feet, books, backpacks, hands, etc.</li><li>10. No live animals or any other item that will cause a disturbance on the bus</li><li>11. No profanity allowed-Proper language at all times</li><li>12. Promptly report any damage to the bus to avoid being charged with responsibility of the damage</li><li>13. ALWAYS behave in a manner that will keep others safe while waiting for the bus, entering, riding, and exiting the bus</li></ol> <p><b>MUESD has video cameras on school buses to promote safety and prevent disruptive or inappropriate behavior on the buses.</b></p>
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## Bus Conduct Referral-Discipline Procedure



**ALL MAJOR bus misconduct will result in immediate loss of bus privileges**

## School Rules

Arrival		
<b>Do NOT</b> drop off students earlier than 7:30 am (NO SUPERVISION) <ul style="list-style-type: none"> <li>School gates open at 7:30 a.m.</li> <li>Breakfast is served daily 7:30-8:10 a.m.</li> <li>Playgrounds open at 7:45 a.m.</li> </ul> Always show respect for all school and personal property		
Playground	Swings	Ball Games
<ul style="list-style-type: none"> <li>Play in grade-level designated area</li> <li>Students are not to be in hallways</li> <li>No wall-ball against buildings</li> <li>Students need supervisor permission before going to the office</li> <li>Keep hands, feet, and other objects to yourself</li> <li>NO horseplay or roughness</li> <li>NO gum, candy, or food</li> <li>NO pencils, pens, markers allowed on playground-Only designated work areas</li> <li>Include all students-Be a PeaceBuilder</li> </ul>	<ul style="list-style-type: none"> <li>No jumping off or twisting on swings</li> <li>Must be sitting on swing and not on stomach or knees</li> <li>Do not push each other</li> <li>No walking in front of the swing</li> </ul>	<ul style="list-style-type: none"> <li>Basketball Court: Do not climb pole</li> <li>Basketball Court: Do not hang on rim or net</li> <li>Kickball can only be played on the field-DO NOT play on the basketball court or ramada</li> <li>Tag lightly NO tackling</li> <li>Use good sportsmanship, sports etiquette, and proper language at all times</li> </ul>
Cafeteria	Restrooms	Dismissal
<ul style="list-style-type: none"> <li>Be RESPECTFUL</li> <li>Students sit by class</li> <li>Stay in your seat until excused</li> <li>Eat quietly using good table manners</li> <li>DO NOT share food</li> <li>Keep hands, feet, and other objects to yourself</li> <li>Follow directions the first time they are given</li> <li>Clean-up your area before being excused</li> </ul>	<ul style="list-style-type: none"> <li>NO backpacks allowed in the restrooms</li> <li>Keep restrooms clean</li> <li>Only 3 students allowed at once-others form a line outside</li> <li>Be respectful of others privacy-DO NOT look over stalls</li> </ul>	<ul style="list-style-type: none"> <li>Walk to carline or bus line immediately-No loitering</li> <li><b>NO cell phone use</b>-If you need to call home, use the front office phone</li> </ul>

## Discipline

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by school officials will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors. In all cases administrative discretion is exercised.

You can access the MUESD Discipline Matrix at [www.muesd.net](http://www.muesd.net).

## Dress Code

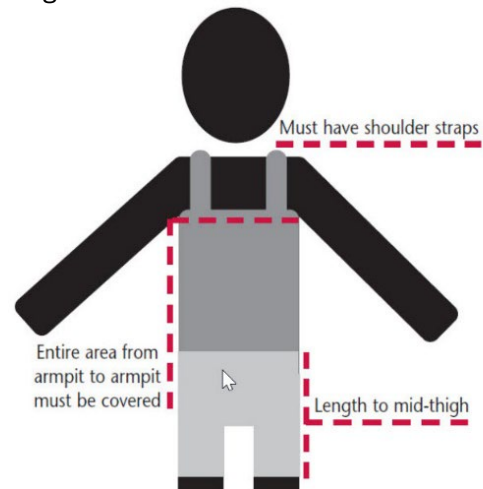
Violation of the dress code will result in appropriate disciplinary action including by not limited to the following: change of clothes, parent notification, detention, parent conference.

The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity
2. Appropriate shoes must be worn at all times. For safety purposes, shoes must have an enclosed heel, or a heel straps
3. Hats, caps, and other types of head covering shall not be worn inside buildings. Hats are not to be worn backwards
4. Hair shall be clean and neatly groomed. Dress, hair style, hair color, or makeup which are of a disruptive nature or that interfere with the educational school day are NOT permitted. Hair may not be sprayed with any coloring. Aerosol cans of hair color are not permitted at school
5. Sunglasses are approved for campus wear but are not to be worn inside buildings

6. All clothing shall be within the bounds of decency and good taste as appropriate for school. Garments shall be sufficient to conceal under-garments

- a. Dresses, skirts, and shorts must be mid-thigh or longer
- b. Shorts, pants, skirts shall have no writing across the seat area-Be proper size-no rips above mid-thigh
- c. All students must wear appropriately fitting athletic clothes-NO excessively tight or oversized shirts/shorts
- d. Shirts-NO exposure of abdomen-straps 2 inches wide-NO low neckline-NO see through or fishnet



## Electronic Signaling Devices

- The possession of any electronic signaling device is strictly prohibited during all instructional activities, during all school-sponsored activities, and while riding in any district vehicle.
- For the purposes of this policy, the term "electronic signaling device" is any device that operates through the transmission or receipt of radio waves, including, but not limited to, pagers, cellular telephones, two-way radios, and e-mail communicators.

**NO cellphones, smart watches, I-pads, etc.**

### CONFISCATION:

- Electronic devices which are used in violation of this policy are subject to confiscation by any employee of the District. Any device which is confiscated shall be turned over to an administrator for security.

### RECOVERY:

- **1<sup>st</sup> Offense:** Parent or guardian must come to the school office at the end of the school day
- **2<sup>nd</sup> Offense:** Phone will be confiscated- Parent or guardian can pick up after 7 days from the school office
- **3<sup>rd</sup> Offense:** Phone will be confiscated- Parent or guardian can pick up after 14 days from the school office

## **Use of Technology Policy**

- **Security** - Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If a student believes a computer or mobile device might be infected with a virus, they should alert a teacher. Students should not attempt to remove the virus or download any programs to help remove the virus.
- **Downloads** - Students should not download or attempt to download any files, programs, or software updates, or run .exe programs over the school network or onto school resources, even if prompted to do so by the computer or device being used. Teachers may give students special permission to download images or videos. For the security of the network, such files should only be downloaded from sites provided by the teacher, and only for educational purposes.
- **Netiquette** - Students should always use the Internet, network resources, and online sites in a courteous and respectful manner. Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Trusted sources should be used when conducting research via the Internet. Teachers or library staff can help with this.
- **Plagiarism** - Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.
- **Personal Safety** - Students should never share personal information, including phone number, address, social security number, birthday, pictures, or financial information over the Internet without adult permission. Students should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

VIOLATION OF THIS POLICY MAY HAVE DISCIPLINARY OUTCOMES INCLUDING SUSPENSIONS FROM USE OF NETWORK, TECHNOLOGY, OR CHROMEBOOK PRIVILEGES. THIS MAY ALSO INCLUDE SUSPENSION FROM SCHOOL OR SCHOOL-RELATED ACTIVITIES AND LEGAL ACTION.

## **Bullying and Cyberbullying**

- No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.
- Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.
- Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized.
- When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute

cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

- When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.
- Discipline actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

## Sexual Harassment

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

- Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
- Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
- The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
- Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, honors, programs, or activities available at or through any district program or activity.

Examples of types of conduct which are prohibited in the district, and which may constitute sexual harassment include, but are not limited to:

- Unwelcome leering, sexual flirtations, or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- Graphic verbal comments about an individual's body or overly personal conversation
- Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class
- Massaging, grabbing, fondling, stroking, or brushing the body
- Touching an individual's body or clothes in a sexual way
- Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
- Displaying sexually suggestive objects
- Sexual assault, sexual battery, or sexual coercion
- Electronic communications containing comments, words, or images described above

## MUESD Statewide Testing Notification

Every year, California students take several statewide tests. When combined with other measures such as grades, class work, and teacher observations, these tests give families and teachers a more complete picture of their child's learning. You can use the results to identify where your child is doing well and where they might need more support.

Your child may be taking one or more of the following California Assessment of Student Performance and Progress (CAASPP), English Language Proficiency Assessments for California (ELPAC), and Physical Fitness Test assessments. Pursuant to California *Education Code* Section 60615, parents and guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments. This exemption does not exist for the ELPAC or Physical Fitness Test.

### CAASPP

#### Smarter Balanced Assessments for English Language Arts/Literacy (ELA) and Math

**Who takes these tests?** Students in grades 3–8 and grade 11 take these tests.

**What is the test format?** The Smarter Balanced assessments are computer-based.

**Which standards are tested?** The California Common Core State Standards.

#### California Alternate Assessments (CAAs) for ELA and Math

**Who takes these tests?** Students whose individualized education program (IEP) identifies the use of alternate assessments take the CAAs for ELA and Math in grades 3–8 and grade 11.

**What is the test format?** The CAAs for ELA and Math are computer-based tests that are administered one-on-one by a test examiner who is familiar with the student.

**Which standards are tested?** Alternate achievement standards called the Core Content Connectors derived from the California Common Core State Standards.

#### California Science Test (CAST)

**Who takes the test?** Students take the CAST in grades 5 and 8 and once in high school, either in grade 10, 11, or 12.

**What is the test format?** The CAST is computer-based.

**Which standards are tested?** The California Next Generation Science Standards (CA NGSS).

#### California Alternate Assessment (CAA) for Science

**Who takes the test?** Students whose IEP identifies the use of an alternate assessment take the CAA for Science in grades 5 and 8 and once in high school, either in grade 10, 11, or 12.

**What is the test format?** The CAA for Science is a computer-based series of four embedded performance tasks. The test is administered one-on-one by a test examiner who is familiar with the student shortly after the science content is taught.

**Which standards are tested?** Alternate achievement standards called the Core Content Connectors derived from the California Next Generation Science Standards (CA NGSS)

#### California Spanish Assessment (CSA)

**Who takes the test?** The CSA is an optional test for students in grades 3–12 that tests their Spanish reading, listening, and writing mechanics.

**What is the test format?** The CSA is computer-based.

**Which standards are tested?** The California Common Core State Standards en Español.

## ELPAC

### Initial ELPAC

**Who takes the test?** Students who have a home language survey that lists a language other than English will take the Initial test, which identifies students as an English learner student or as initially fluent in English.

**What is the test format?** The Initial ELPAC is computer-based.

**Which standards are tested?** The 2012 California English Language Development Standards.

### Summative ELPAC

**Who takes the test?** Students who are classified as English learner students will take the Summative ELPAC every year until they are reclassified as proficient in English.

**What is the test format?** The Summative ELPAC is computer-based.

**Which standards are tested?** The 2012 California English Language Development Standards.

### Initial Alternate ELPAC

**Who takes the test?** Students whose IEP identifies the use of an alternate assessment and who have a home language survey that lists a language other than English will take the Alternate Initial ELPAC, which identifies students as an English learner student or as initially fluent in English.

**What is the test format?** The Initial Alternate ELPAC is computer-based.

**Which standards are tested?** Alternate English Language Development (ELD) Connectors derived from the 2012 California English Language Development Standards.

### Summative Alternate ELPAC

**Who takes the test?** Students whose IEP identifies the use of an alternate assessment and who are classified as English learner students will take the Alternate Summative ELPAC every year until they are reclassified as proficient in English.

**What is the test format?** The Summative Alternate ELPAC is computer-based.

**Which standards are tested?** Alternate ELD Connectors derived from the 2012 California English Language Development Standards.

### Physical Fitness Test

**Who takes the test?** Students in grades 5, 7, and 9 will take the FITNESSGRAM®, which is the test used in California.

**What is the test format?** The test consists of five performance components: aerobic capacity, abdominal strength, trunk strength, upper body strength, and flexibility.

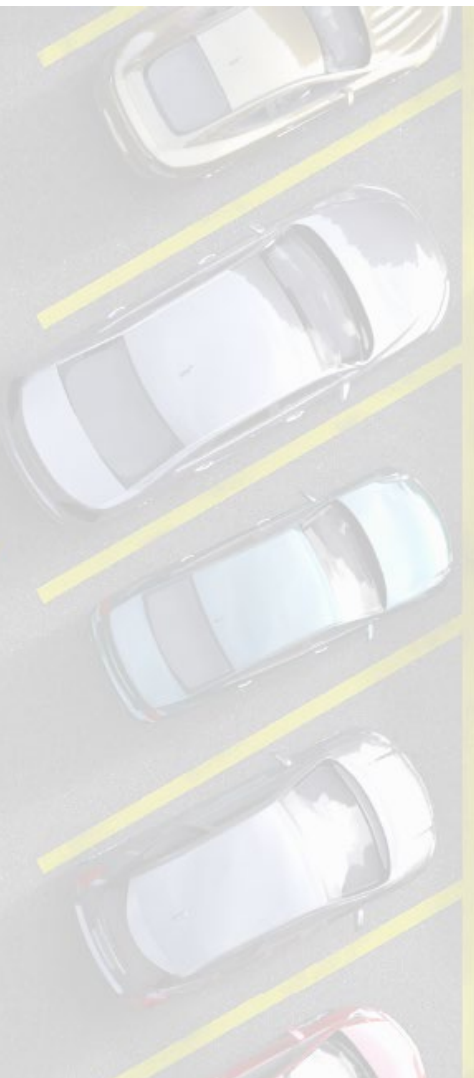
**What is Reported?** Student participation (by component, by grade level) shall be reported in the local educational agency's Student Accountability Report Card.

## SCHOOL PROCEDURES AND PROTOCOLS

- **Balloons are not permitted on campus due to:**
  - Latex allergies for students and adults
  - Classroom, car line, and bus disruptions and distractions
  - Balloons released inside building with high ceilings and the possibility of triggering smoke detectors
  - The sound of a popped balloon may cause a panic
- **Due to the importance of instructional time, student deliveries will not be made during class time.**
  - Lunches may be left in the front office clearly labeled with the child's name. Please remind your child that it is his/her responsibility to check the office for their lunch on the way to the cafeteria. Office staff will not interrupt class due to the high volume of lunches delivered in a day.
  - Lunches may be left ONLY for your child and not to be shared with other students due to possible allergies.
  - Flowers and gift deliveries will not be accepted at either office and will be returned with the delivery person.
- **Birthday celebrations are not permitted on campus.**
  - Classes are limited to three (3) class parties per school year: Christmas, Valentine's Day, and End-of-Year
  - To comply with the [MUESD Wellness Policy](#), parents may not bring cupcakes, cakes, cookies, food items, or balloons at any time for the purpose of celebrating a child's birthday.
  - Parents and family members are welcome to eat lunch with their child in front of each school site. Adults **MUST** be listed as an emergency contact.
  - Parents are not permitted to eat with a child who is not their own.

## Car Line Etiquette

For the safety of our students and staff, please review the car line reminders below:

- 
- Stay on the right-hand side of the car line.
  - Please have your child packed up and ready to exit the vehicle as you approach the drop-off area.
  - Have your child exit the vehicles on the sidewalk in the designated area.
  - Do not park on the left or next to the red curb.
  - Stay in your car. Don't park in the car line and get out of your vehicle.
  - Do not drive past waiting cars in the car line.
  - The speed limit in a school car line or parking lot is 5 mph.
  - Put down your cell phone and give your full attention to students, staff, and other cars while in the car line. Be prepared to pull forward when the car in front of you moves.
  - Students are not to be dropped off in any parking lot or across the street unless the parent parks and accompanies the student to a sidewalk.
  - Make sure your child is ready to exit the vehicle when you pull up to the front of the car line. Let your child out **ONLY** in the designated areas.
  - Please be mindful of buses or vehicles entering and exiting the bus road.
  - When picking up your child during school hours, please park in the parking lot to leave curbside parking available for unexpected emergencies.
  - Treat other drivers with patience and respect. We all have somewhere we need to be. Refrain from using profanity and inappropriate gestures in the presence of students.
  - Staff parking areas are not drop-off or pick-up areas. Please use the car line or visitor parking areas.
  - Be sure to give a friendly smile and a wave to our morning and afternoon car line staff members. It's **ALWAYS** appreciated!



## **Consent and Release Form for Photography and/or Recording of Students**

The McCabe Union Elementary School District (MUESD) has many opportunities to highlight school sponsored events, learning experiences, and accomplishments of our students, staff, and programs via our website ([www.muesd.net](http://www.muesd.net)), ParentSquare, newspapers, television broadcasts, training videos, and other media outlets.

In order to release photographs, video footage, and/or comments, and/or post on school website, we need parental permission. To approve or decline consent for your child's image/photograph or work to be used, please click on the acknowledgement page.

PARENT: By giving consent, I give permission for my child to be photographed, recorded, and/or interviewed by employees and/or representatives of MUESD for educational or public relations purposes. I authorize the use and reproduction by MUESD, or anyone authorized by MUESD of any and all photographs and/or videotapes taken of my child, without compensation to me or my child.

All students will be listed in the MUESD yearbook unless administration is informed by the parent to do otherwise.

### **Field Trips and School Activities Participation**

Our MUESD teachers in each grade-level work hard at planning field trips and activities as part of our great traditions for students. To ensure we have safety in place, ALL students must demonstrate good citizenship and not pose a safety or disciplinary risk. In addition, teamwork, good character, and participation are essential to the success of our field trips and activities. In accordance with MUESD Board Policy and Administrative Regulation 6153: School Sponsored Trips, any conduct referral leading up to a field trip may disqualify a student from participating in such activity.

### **School Dances**

In order for students to participate in school dances or activities, the following will be taken into consideration.

- 2.0 GPA
- No unexcused absences (can not be excused when an event is calendared as absences must be excused within the week of the actual absence)
- No behavior referrals

**Board Policies Available to View on MUESD Website at:**

<https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36030325>

• Bus Conduct:	<a href="#">BP 5131.1</a>	<a href="#">AR 5131.1</a>		
• Bullying/Cyberbullying:	<a href="#">BP 5131.2</a>	<a href="#">AR 5131.2</a>		
• Mobile Communication Devices:	<a href="#">BP 5131.8</a>			
• Dress and Grooming:	<a href="#">BP 5132</a>	<a href="#">AR 5132</a>		
• Sexual Harassment:	<a href="#">BP 5145.7</a>	<a href="#">AR 5145.7</a>		
• Student Use of Technology:	<a href="#">BP 6163.4</a>			
• Independent Study Instruction:	<a href="#">BP 6158</a>	<a href="#">AR 6158</a>		
• Suspension or Expulsion:	<a href="#">BP 5144.1</a>	<a href="#">AR 5144.1</a>	<a href="#">AR 5144.2</a>	<a href="#">Ed Code</a>
<a href="#">48900</a>				
• <a href="#">Promotion/Acceleration/Retention</a>	<a href="#">BP 5123</a>	<a href="#">AR 5123</a>		
• Absences and Excuses	<a href="#">BP 5113</a>	<a href="#">AR 5113</a>		

The current Comprehensive School Safety Plan is available to view on the MUESD website at:

<https://www.muesd.net/District/District-School-Plans/Comprehensive-School-Safety-Plan/index.html>

The Annual Parent Notification – Pupil Rights Information for Parents in English and Spanish is available to view on the MUESD website at:

<https://www.muesd.net/Resources/EnrollmentRegistration/District-Acknowledgements-for-23-24-School-Year/index.html>

Pacific Educators California Student and Athletic Accident Insurance (parent letter, brochures, forms) are viewable on the MUESD website at:

<https://www.muesd.net/Resources/Parent-Student-and-Staff-Resources/Parents/Student-School-Insurance-JPA-Risk-Management/index.html>

## Signature Page

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Please mark the following boxes to indicate that you have read and discussed the items in the MUESD Handbook.

\_\_\_\_ I have read and discussed with my child the MUESD Student and Parent Handbook.

\_\_\_\_ I have read and will abide by the carline and parking lot guidelines to ensure the safety of all.

\_\_\_\_ I have read and understood the Jr. High Athletic Requirements for student participation in sports.

\_\_\_\_ I, the parent/guardian of \_\_\_\_\_ give consent for my child to be photographed, recorded, and/or interviewed by employees and/or representatives of MUESD for educational or public relation purposes. I authorize the use of reproduction by MUESD, or anyone authorized by MUESD of any and all photographs and/or videotapes taken of my child, without compensation to me or my child.

\_\_\_\_ I have read and understood the behavioral requirement for student participation for field trips and school activities to ensure safety of all staff and students (Board Policy and Administrative Regulation 6153: School Sponsored Trips).

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

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

Print Name of Student: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE MARK, SIGN, AND RETURN FORM WITH YOUR CHILD TO SCHOOL. THANK YOU!**