

# Myra Linn Elementary School

Never Settle for Less than OUR Best

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## Parent & Scholar Handbook 2021-2022



Dr. Theresa Steele, Principal  
Wendy Lopez, Assistant Principal



We have received and read the 2021-2022 Myra Linn Parent/Student Handbook which includes the school rules.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Sign and return this form to your child's teacher tomorrow.

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Dear Myra Linn Families,

Welcome to the 2021-2022 school year. Our goal at Myra Linn is to work collaboratively with stakeholders to ensure that we are addressing the social, emotional, and academic needs of our scholars. This handbook will be helpful in understanding our procedures and the rationale behind the expectation.

Please take some time to review the materials and have conversations with your child(ren). Feel free to contact us, should you have any questions. We look forward to working with you and know that together we will have a wonderful school year.

Dr. Theresa Steele, Principal – Alvord Unified School District  
Myra Linn Elementary School  
[10435 Branigan Way, Riverside, CA 92505-1515](https://www.alvordunified.org/10435-Branigan-Way-Riverside-CA-92505-1515)  
(951) 358-1630





# Myra Linn Elementary School

## 2021-2022 Daily Schedule

**Never Settle for Less Than Your Best!**

Gate Opens	First Bell	Late Bell	School Ends
7:45	7:55	8:00	2:15

Preschool Schedule (Monday, Wednesday, Thursday, and Friday)	
Session 1	Session 2
7:55-11:00	11:35-2:35

### Bell Schedule Grades TK-5

Morning Bells	
School Begins	8:00

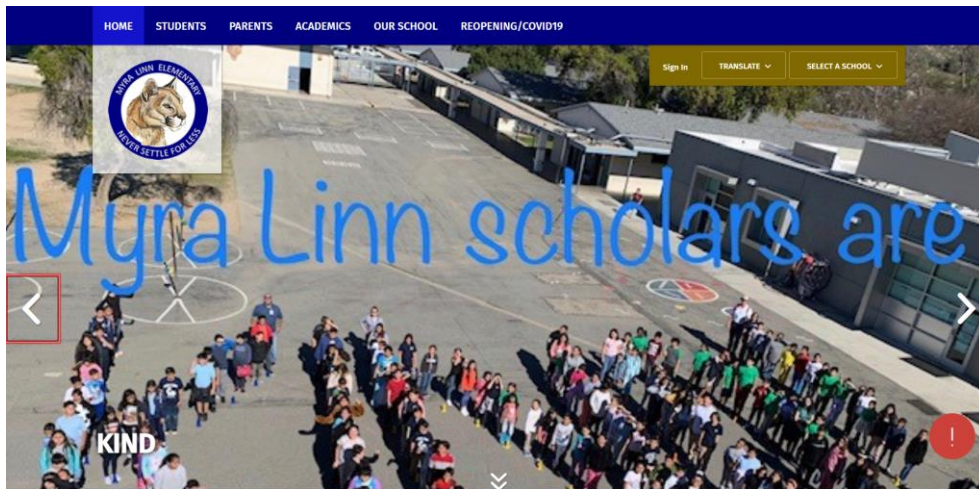
AM Recess	Lunch	PM Recess
TK-SDC/Preschool 9:30-9:45	<b>TK-Kinder 10:30-11:05</b>	1 <sup>st</sup> 1:00-1:15
Kinder 9:45-10:00	1 <sup>st</sup> /Ibarra 11:00-11:35	2-3 1:15-1:30
1 <sup>st</sup> - 3 <sup>rd</sup> 10:00-10:15	2 <sup>nd</sup> - 3 <sup>rd</sup> 11:35-12:10	
4 <sup>th</sup> - 5 <sup>th</sup> 10:15-10:30	4 <sup>th</sup> - 5 <sup>th</sup> 12:10-12:45	

Dismissal	
Kinder Dismissal	12:20
Dismissal 1 <sup>st</sup> -5 <sup>th</sup> Grade	2:15

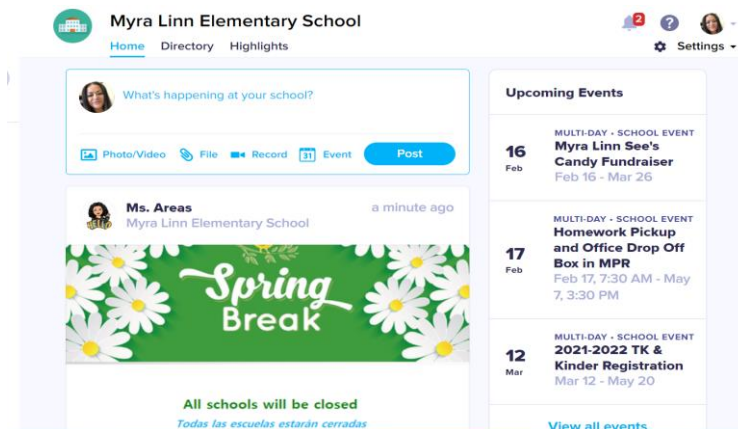
Early Release Dismissal
Tuesdays, 1 <sup>st</sup> --5 <sup>th</sup> only, Dismissal @ 1:00pm

## Myra Linn Social Media

- Keep up to date with future and current school activities on our [website](http://www.alvordschools.org/Domain/14) (<http://www.alvordschools.org/Domain/14>).



- Class Dojo: Myra Linn Elementary



## IMPORTANT NOTES

- Myra Linn Elementary School has a dress code policy for all scholars. All scholars are required to conform to the dress code. The Student Dress Code policy applies to all scholars unless a doctor's note is on file at the school for the scholar.
- Myra Linn Elementary School cannot be responsible for lost, stolen, or damaged items brought to school. No toys are allowed unless the teacher requires the items for a lesson or class project. Expensive items should stay at home.
- Myra Linn Elementary School will donate all lost and found items at the end of each progress reporting and grading period. Please check the lost and found regularly for missing lunch bags/boxes, water bottles, jackets, sweaters, and other articles of clothing, including accessories.
- Myra Linn Elementary School welcomes the celebrations of special events. Please see our Health and Wellness Policy for suggested and acceptable ways to celebrate with classmates.
- Myra Linn Elementary School is an Alcohol, Tobacco, and Drug-free zone. This includes the fields and parking lots.
- Myra Linn Elementary School participates in the Alliance for a Healthier Generation Healthy School Program.
- Alford Unified School District has a **ZERO TOLERANCE** policy with regards to weapons, violence, and drugs. scholars involved in any of these activities can expect suspension and possible expulsion. Police and legal action will be pursued.
- Myra Linn Elementary School believes every student deserves the right to learn from their experiences. When scholars make mistakes, these are seen as learning experiences. Thus, Myra Linn implements the PBIS framework which is focused on prevention and instruction. This framework aligns with district policies and guidelines as well as California Ed Code that allow scholars to learn from their experiences.

## **SCHOOL OVERVIEW**

### **Mission Statement**

Our mission at Myra Linn Elementary School is to create a family and community-centered environment that promotes a rigorous academic environment, which creates a multicultural quality education for all scholars. This environment fosters creative, honest, and kind citizens of the community and the world.

**Motto:** Never Settle for Less than Your Very Best

**Mascot:** Mountain Lion

**School Colors:** Navy Blue and White

### **Program Overview**

Myra Linn Elementary is a school dedicated to excellence and fidelity to a high quality implementation of California Common Core State Standards. Myra Linn will support all scholars in a rigorous, highly focused educational environment that will prepare them for a future in higher education and a global workforce. Myra Linn is dedicated to inspiring each student to realize his/her unlimited potential. Central to the educational philosophy is the belief that children learn best when:

- There are high standards and expectations established for all.
- They become active participants in, not mere recipients, of their education.
- A positive school culture is developed that respects diversity and multiculturalism.
- Parents and community are seen as essential partners.
- The language and culture of all families are valued and embraced.
- They are provided a positive, respectful learning environment, where scholars take responsibility for their actions, choices and learning.
- Collaboration and positive interaction among peers is facilitated.
- They are offered meaningful high quality instruction.
- They are given opportunities to use technology as a tool to access and share knowledge across the content areas.
- Teachers reflect and differentiate instruction based on student's needs
- Teachers and staff are provided quality professional development to ensure they are implementing best practices and current research.
- Teachers are given time to collaborate and plan instruction based on assessment and student needs

Myra Linn Elementary School recognizes that scholars and schools are more successful when parents, staff, scholars, and the community build strong partnerships to support and foster learning for all. Therefore, at Myra Linn, the education of each child is a joint venture between the parent, student, community and school.

To support this goal parents and guardians are expected to:

- Discuss regularly with their child the importance of education and school.
- Keep in regular contact with their child's teacher(s) regarding student progress.
- Consistently support their child in completion of school work and preparation of assessments.
- Ensure scholars attend school every day and arrive prior to the start of the day.

### **Emergency Information**

When your child is registered, you are required to fill out emergency information which is kept on file in the school office. In case of an emergency, we will always call home first. **It is critical that you keep up-to-date emergency contact phone numbers on file in the office in the event we cannot reach you.** The person designated as your emergency contact should be someone who can reach the school in a reasonable length of time. Please notify the office of any changes in your address or phone number. **REMEMBER, WE WILL NOT RELEASE YOUR**

**CHILD TO PEOPLE NOT LISTED ON THE EMERGENCY INFORMATION.** Make sure that those picking up your child carry an official I.D.

**It is essential that the information include:**

1. A home and /or business phone number.
2. Emergency contact phone numbers of those you have authorized to pick up and care for your child in your absence. Emergency contacts should be persons who live locally and can come to the school quickly in case of an emergency.
3. The name, address, and phone number of your child's doctor.
4. At least three (3) people the school can contact in case of an emergency.
5. Your signature giving or refusing permission for the school to seek emergency medical attention for your child.

**Student Arrival and Dismissal** Safety of our children is very important. The following are suggestions and rules which will help your child be safe:

1. Insist that your child go directly to and from school. We encourage parents never to let scholars travel alone.
2. Know the time your child is due home. If your child is irregular in arriving home, please contact the school and an attempt will be made to find out the reason for the delay.
3. Scholars should not arrive more than 15 minutes before the beginning-of-class time.
4. Scholars should depart school as soon as dismissed.
5. Please pick scholars up PROMPTLY after school.
6. Scholars should stay off private property and travel the recommended routes to and from school.
7. You must send a note if your child is to change his/her regular routine. Young children, especially, have difficulty remembering what a parent said when it is time to go home. Arrangements need to be made BEFORE school. Children may not use the school phone to change plans.
9. Advise your child to avoid strangers, and not get into a car with someone s/he doesn't know. Tell him/her not to accept money, candy or presents from strangers, and not to help a stranger look for lost animals or get directions.
10. Parents picking up and dropping off scholars are required to comply with all traffic instructions around the school at the front and side of the school for the safety of all children.

#### **Arrival**

- There is no supervision before 7:45am. **For safety reasons, scholars are not allowed to be dropped before 7:45 am.**
- When dropping off, all scholars should only exit from the passenger side of the vehicle to avoid stepping into traffic.
- Breakfast: Myra Linn serves free breakfast to all scholars, in their classrooms, beginning at 7:55 am.
- Myra Linn is a closed campus school. Only students and staff are allowed on campus.
- Scholars may only be dropped off in the car loop off of Meredith Street.

#### **Dismissal**

- There will be three dismissal gates:
  1. Front Gate off of Branigan for walkers.
  2. Side Gate off of Meredith for walkers
  3. Car Loop off of Meredith

#### **Kindergarten**

- Parents/guardians are expected to meet their children at the car loop, or as determined by teachers.

#### **Parking Lot Safety and Courtesy**

The parking available to visitors is very limited. Please park in a designated parking spot and not in the red zone or bus zone. The rear parking lot is designated for district personnel only.



Non-district personnel are not allowed to enter the rear parking lot. Safety and courtesy are to be observed for the safety of our children. We appreciate your cooperation in this matter and ask that you follow all the procedures set by the school and published yearly. During heavy traffic times of arrival and dismissal, we require parents to:

- Never block the flow of traffic
- Park in designated areas only
- Never leave your vehicle unattended unless in a designated parking spot.

### **Classroom Interruptions**

At Myra Linn Elementary, student achievement is a focus and a priority. During the day, we make every effort to reduce classroom interruptions.

We are asking you to help us by:

- Due to safety of students and potential miscommunication, messages will not be relayed to students.
- We can not relay messages to students about changing the way they get home after school.
- Inform your child before they leave for school in the morning of any plans for after school that they may need to know such as -
  - Who is picking them up after school?
  - Which exit are they going to?
  - Do they need to go to daycare?
  - What do they do if it rains?
  - Do they have their homework?
- If your student forgets their lunch, school lunches are available for them. Fill out a lunch application in case of this emergency. Make sure lunch is taken care of by
  - Seeing that they take their lunch with them to school
  - Checking if they have enough money for the day
  - Purchasing extra lunches (by having money in the account) in case of a forgotten lunch or an emergency. Please see lunch personnel if you are interested in this option.
  - Because of safety and proper supervision procedures, parents will not have the option of dropping off a student's lunch they have forgotten, school lunches are available for students.
- If a student forgets their homework or project, students will be responsible for bringing it to school the next day. The office will not be responsible for delivering homework to teachers.

### **Parents on Campus**

Myra Linn is a closed campus. This means that parents/guardians or family members will not be allowed on campus simply to observe their student on the playground or to walk them to their line/class; however, we welcome parents to sign-in to the office for school business such as volunteering in the classroom, attending a parent meeting or helping in other volunteer capacities. All visitors on campus must sign in and must be on campus for school business per the Education Code and Penal Code 627 et al. This provides parents an opportunity to advise the staff of their presence at school and of their needs. This requirement is intended to maintain a safe, secure, and peaceful campus. When signing in at the office you will be required to present a valid driver's license or state ID.

During school hours Parents/Adults are not allowed to communicate with scholars from outside the campus gates or fencing.

At morning ingress and at dismissal time, family members must remain outside the school gates so that we can keep the campus orderly and safe.

The following may not be taken on campus during visits (too disruptive): electronic devices; any other item making noise. Cell phones must be turned off.

The above procedures have been established to ensure student safety and to minimize disruption of the instructional program.

On occasion, there may be special days the school sets aside for parents to join their child(ren) for lunch. However, as a general rule, we ask that parents refrain from visiting their children at breakfast, recess, or lunch times. Scholars need to become comfortable and confident at school. This is best accomplished with minimal interruptions to their daily school routine.

Any concerns that a parent may have regarding a child other than their own must be brought to the attention of the principal. Parents may not speak to another child regarding a discipline concern or an incident between their own child and another student. By approaching a child on campus, you violate his/her rights to be safe and secure, and open yourself to possible criminal charges of assault. Since parents have no authority over any other parents or children, you must address your concerns through school officials who do have the necessary authority and responsibility for seeing that issues concerning scholars are properly addressed.

### **Pets on Campus**

Parents bringing or picking up their children from school are asked not to bring pets of any kind on the Myra Linn campus. Pets are not allowed in the office. Please leave your pets at home for the safety of our scholars.

### **Lost and Found**

Lost items, including clothing, may be claimed from the Lost and Found container. In order to minimize the number of items lost, please label personal belongings on the inside with your child's first and last names. All unclaimed items will be donated at the end of each grading period.

### **Lost and Damaged Books**

scholars are responsible for all textbooks, school materials, equipment, and library books issued to them during the school year. All lost or damaged books must be paid for in order to continue using the library. Participation in activities, including study trips, may be restricted until outstanding fees are paid. If a lost book is found, money will be refunded.

According to California Education Code, section 48900, parents are liable for the damage or loss of books that have been loaned to their child during any given school year. All lost/damaged books and instructional materials will be charged at the placement fee for the book(s). Parents are liable for paying to replace all lost or damaged textbooks and library books.

### **Physical Education**

All scholars in grades 1-5 will participate in 100 minutes of Physical Education class each week. Appropriate dress and shoes are expected. scholars may wear a hat (that follows the dress code policy) during this outside instruction. If a child is wearing shoes or clothes that hinders participation, an alternate activity will be assigned. Please send your student with water only. Juices, soda, Gatorade etc. will not be permitted. Regular water breaks will occur. If it is too hot or raining, PE instruction will take place indoors.

### **Snacks**

Scholars are encouraged to bring a healthy snack to eat during their morning recess break. scholars may not share snacks as that can lead to allergic reactions or issues of conflict between other scholars. Please refrain from sending your child with such food as Hot Cheetos, *Takis*, etc. Refer to the [Health and Wellness Policy](#) for appropriate snack ideas.

## Alvord Unified School District Approved Food List – Smart Snacks

USDA’s Smart Snacks in school standards are practical, science-based nutrition standards for all foods and beverages sold or offered to scholars during the school day and extended school day (includes before/after school activities and parties/celebration during/after school). The new rule went into effect July 1, 2014 and merges the previous California Nutrition Standards. There are no exemptions to these standards.

The following list is of foods and beverages that meet the standards for all grade levels. This list is **not all inclusive**. Alternative items may be available at different stores. Manufactures’ ingredients and distribution change frequently. If you have additional questions, please contact the Child Nutrition Services office at (951)-509-6200.

### Applesauce/Fruit Cups/Fruit Snacks

Manufacturer	Name/Description	Serving Size	Wal-Mart	Cost-co	Cardenas	Stater Bros
All Brands	Individual Fruit Cups in Water or Natural Juices	½ cup	X	X	X	X
All Brands	Dried Fruit with No Added Sugar	¼ cup	X	X	X	X
All Brands	Fresh Fruit and vegetables- Individual Bags or Platters	½ cup	X	X	X	X
Andros	Fruit Me Up Pouches- All Flavors	1 pouch (133g)			X	
Brother’s	All Natural Fruit Crisps	1 bag	X	X		
Buddy Fruits	100% Fruit Snack Squeeze Pouch- All flavors	1 pouch (90g)	X			X
Buddy Fruits	Pure Fruit Jiggle Gel	1 pouch (3.2oz)	X			X
Chiquita	Fruit Chips 100% Fruit Freeze Dried- All flavors	1 pouch (30g)	X			
Clif	Organic Twisted Fruit- All Flavors	1 twist (20g)	X			
Crunchies	Freeze Dried Fruit- All Flavors	¼ cup	X			
Crunch Pak	Dipper Fruit Packs- All Flavors	1 container (2.75oz)	X			
Del Monte	Fruit Cups No Sugar Added- All Flavors	1 cup (106g)	X		X	X
Del Monte	Fruit Naturals No Sugar Added	1 container (1 cup)	X		X	X
Del Monte	Fruit Burst Pouch- All Flavors	1 pouch (90g)			X	
Disney	Fruit Crisps Freeze Dried Fruit Slices- All Flavors	1 bag (7g)	X			
Dole	Fruit Cups in 100% Juice- All Flavors	1 container (113g)	X		X	X
Dole	Fruit Squish’ems	1 pouch	X			X
Earth’s Best	Organic Applesauce- Cinnamon	1 cup (113g)	X			
Earth’s Best	Organic Applesauce- Original	1 cup (113g)	X			
Earthbound Farm	Organic Raisins	1 box (43g)				
Go Go Squeez	Go Go Squeez Applesauce Pouches	1 pouch (90g)				X

Great Value	All Natural No Sugar Added Applesauce- Individual Cups	4oz unit (113g)	X			
Great Value	Unsweetened Applesauce	½ cup	X			
Great Value	Dried Apricots	7 pieces	X			
Great Value	No Sugar Added Fruit Cups- Peaches	1 bowl (108g)	X			
Happy Squeeze	Fruit & Veggie TWIST Pouch- All Flavors	1 pouch (99g)	X			
Kirkland	Sunsweet Dried Apricots	About 6		X		
Kirkland	Sunsweet Dried Plums	About 6		X		
Kirkland	Real Sliced Fruit- Freeze Dried- Individual Bags	1 bag		X		
Materne	Go Go Squeeze- All Flavors	1 pouch (90g)		X		
Motts	Applesauce Snack & Go- All Flavors	1 pouch (90g)	X		X	X
Motts	Healthy Harvest No Added Sugar- Country Berry, Peach Medley & Summer Strawberry	1 cup (113g)	X			X
Motts	Motts Medley's Fruit & Veggie Snack	1 cup (111g)				
Motts	Natural Applesauce	1 cup (111g)	X			X
Smuckers	Fruit Fulls- Pure Blended Fruit	1 pouch (4 oz)				X
Stater Bros	Unsweetened apple sauce	1 cup				X

Manufacturer	Name/Description	Serving Size	Wal-Mart	Cost-co	Card-enas	Stater Bros
Sunmaid	Raisins	1 box (42.5g)	X	X	X	X
Tree Top	No Sugar Added Natural Applesauce- Individual Cups	1 unit (113g)	X	X		X
Tree Top	All Flavor Pouches	1 pouch (26g)				X

### Chips/Pretzels/Popcorn/Corn Nuts

Manufacturer	Name/Description	Serving Size	Wal-Mart	Cost-co	Card-enas	Stater Bros
Act II	Bags 94% Fat Free Butter Popcorn	6.5 cups popped	X			X
Corn Nuts	Original, Ranch, Chile Picante	1 package (1/3 cup)	X			X
Corn Nuts	Variety Pack	1 package (1/3 cup)		X		
General Mills	Chex Mix Snack Mix- Individual Snack Bags Traditional, Sweet n Salty, Trail Mix	1 pouch (.82oz)				
General Mills	Chex Mix- Traditional Sweet n Salty, Trail Mix, Caramel Crunch	½ cup	X			X

Jolly Time	Healthy Pop Butter 94% Fat Free- 100 Calorie Pack	1 package				
Jolly Time	Healthy Pop 94% Fat Free Microwave Popcorn	2 cups popped				
Lays	Baked Doritos Brand Nacho Cheese Flavored Tortilla Chips	15 chips (1oz)	X			
Lays	Baked Ruffles Potato Chips	9 crisps (1oz)	X			X
Lays	Baked Potato Chips- BBQ, Cheddar & Sour Cream, Original, Sour Cream & Onion	1oz				X
Popcorners	Sweet Cinnamon, Memphis BBQ	1 package (28g)				X
Smart Balance	Smart N' Healthy Popcorn	4 cups popped				X
Smart Food	Smart Food Delight Popcorn- Sea Salt or White Cheddar	1 cup				X
Quaker	Popped Rice Snacks- Only Apple and Chocolate	1oz	X			X
Quaker	Rice Cakes- All Flavors	1 Cake	X			X
Tostitos	Baked Tortilla Scoops- Light Tortilla Chips	16 chips (28g)	X			
Wholesome Goodness	Tortilla Chips- Sea Salt or Multigrain Flax	8 chips				X

### **Nuts/Seeds/Jerky**

<b>Manufacturer</b>	<b>Name/Description</b>	<b>Serving Size</b>	<b>Wal-Mart</b>	<b>Cost-co</b>	<b>Card-enas</b>	<b>Stater Bros</b>
Blue Diamond	Almonds Whole Natural- Grab & Go Bags	1 bag (1oz)	X			X
Blue Diamond	Almonds Whole Natural	1 oz (24 nuts)				X
David	Original Sunflower Seeds	1 bag (1.75oz)	X	X		X
David	Pumpkin Seeds	1/3 cup	X			
Diamond	Shelled Walnuts	¼ cup (1oz)				
Emerald	100 Calorie Packs- Natural Almonds	1 bag (18g)	X			X
Hoody's	Dry Roasted Peanuts	40 pieces		X		
Kirkland	Dry Roasted Almonds	¼ cup		X		
Kirkland	Pistachios	½ cup with shells		X		
Orchard Fresh	Walnuts Halves & Pieces	1oz	X			
Orchard Fresh	Pecan Halves	1oz	X			
Orchard Fresh	Whole Natural Almonds	1oz	X			
Planters	Single Serve Salted Cashews	1 bag (1oz)		X		X
Planters	Single Serve Salted Peanuts	1 bag (1oz)		X		X
Planters	Cashew Halves & Pieces	50 pieces	X	X	X	X

### **Electronic & Wireless Communication Devices (Cell Phones)**

In general, scholars have no need to bring cell phones, tablets, smart watches, or other wireless communication devices to school. scholars shall not use, display, transmit or have in the “on” position on school property any wireless communication device, including but not necessarily limited to: cellular telephones/watches, tablets, paging devices, two-way radios, cameras, or similar devices until after the conclusion of the school day.

\*AUSD BP5131 (b)(9) Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code §48901.5) [underlining for emphasis]

**Ed Code §48901.5.**

(a) The governing board of each school district, or its designee, may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees.

(b) No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the pupil and use of which is limited to purposes related to the health of the pupil.

Scholars shall be personally and solely responsible for the security of their cell phones. However, any device possessed or used in violation of this rule may be immediately confiscated by school personnel. Absent compelling and unusual circumstances, wireless communication devices that are confiscated by the school will only be returned to the scholar's parent or guardian. Alvord Unified School District shall not assume responsibility for theft, loss or damage of cell phones or any other personal wireless communication devices. scholars who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and will be subject to appropriate disciplinary action, generally up to and including short-term suspension. Additional aggravating factors subject a scholar to more stringent disciplinary consequences when the circumstances warrant.

Using wireless communication devices to reproduce images of tests, to access unauthorized school information or to assist scholars in any aspect of their instructional program in a manner that violates any school board policy, district or school code of conduct is prohibited. Further, using cellular telephones or other devices with photographic capabilities in classrooms, playground, library, cafeteria, restrooms, or any other common student areas is also prohibited.

**Transfers/ Moving Away from Myra Linn**

Whenever a child is moving away or exiting the school, please let us know a few days in advance and specify the last day of attendance to both the office and the teacher.

**School Breakfasts and Lunches (Breakfast is free for all scholars; Lunch is \$2.25 ?)**

Parents are encouraged to provide the best opportunity for their child(ren) to learn by sending scholars to school with sufficient and nutritious food. Studies show that hunger and poor nutrition can have a negative effect on child development, behavior, and learning.

You may establish an online account for your student by going to [www.ausdnutrition.org](http://www.ausdnutrition.org) and clicking on the Pre-pay option. Applications for free or reduced breakfasts and lunches are also available online. Applications must be completed yearly and receive approval before scholars begin receiving food through the program.

Please send your student with his/her lunch or lunch money in the morning before school. Families who drop off their child's lunch or lunch money in the office late, cause a disruption to the school routines and learning in the classroom. It also causes supervision to be taken away from students so that we may pick up and deliver lunches. Please help your child be responsible for remembering their lunch and at the same time help us to keep the focus on learning.

Cafeteria Behavior Expectations

	<b>Responsible</b>	<b>Ownership</b>	<b>Accountability</b>	<b>Respect</b>
<b>Cafeteria</b>	-Follow directions from adult -Walk at all times -Eat only your food	-Leave a clean table, chair and floor -Say please and thank you	-Clean up after yourself by picking up food and trash -Use inside voices to visit with neighbors	-Respect other's space -Use kind words and actions

- Remain seated while eating lunch and raise hand to request permission to leave seat/area
- Listen to and follow directions from campus supervisors the first time they are given
- Be polite and mannerly
- Talk with soft “inside” voices

**Homework**

Homework Assignments are teacher planned learning activities which take place outside of the student’s regular school hours. Homework should allow your child additional time to reinforce the skills taught in school, be reasonable and specific, relate to the district’s course of scholars, and relate to individual student needs and abilities.

Homework guidelines are explained to parents during Back-to-School Night and in a written notice from each teacher. Ordinarily, assignments will not exceed one half hour per day for grade K-3, and not more the 4-6 hours per week for grades 4-5. Homework may be assigned a grade and/or general development mark on the student’s report card. Homework may be assigned during non-school time but shall not hinder a student’s overall grade.

We urge you to establish regular “homework times” and a quiet study place for your child. Check to see that assignments are completed, and please contact the teacher if assignments seem to be causing your child problems. As an AVID school, we require a parent/guardian signature for homework completion. Please check with your scholar’s teacher regarding the signature requirement for their grade level. Also, in the event that an emergency arises and your scholar must miss between 5-10 days, your scholar might qualify for independent study. Please notify the teacher and office AT LEAST 5 days before said absence.

**Academic Testing**

All scholars are expected to learn and master the California Common Core State Standards. Alvord Unified School District provides a balanced rigorous curriculum for each grade level, which reflects the academic areas taught each year. Test results are analyzed by district and site staff for the purpose of program improvement. scholars at Myra Linn Elementary School are regularly tested to determine their individual progress. Each teacher uses tests in reading, mathematics, social studies, and other academic areas to monitor each child’s growth. scholars in grade 3-5 will be given the California Assessment of Student Performance and Progress (CAASPP) in English Language Arts and Math in the Spring. 5th grade scholars will also be assessed in Science and Physical Fitness. The English Language Proficiency Assessments for California (ELPAC) is the mandated state test for eligible scholars in grades TK-5.

**Reporting Pupil Progress**

All scholars are expected to learn and master specific curriculum standards. Alvord Unified School District provides a balanced, rigorous curriculum for each grade level, which reflects the academic areas taught each year. Test results are analyzed by district and site staff for the purpose of program improvement. scholars at Myra Linn Elementary School are regularly tested to determine their individual progress. Each teacher uses tests in reading, mathematics, social studies, and other academic areas to monitor each child's growth. scholars in grades 3-5 will be given a state standardized test in the spring.

Report cards and progress reports will each be provided two times a year. In addition, communications from school personnel concerning behavior, homework, or other personal matters will be sent to you if the need arises.

### **Deficiency Notices**

Deficiency Notices are sent home prior to report cards for scholars in danger of failing a subject or subjects.

Individual parent conferences are held once each school year. Conferences provide parents and teachers with an opportunity to discuss each student as an individual and to identify goals for academic progress. Through a free exchange of information and ideas the school becomes more effective in planning and carrying out programs that meet each child's individual needs. Either the teacher or parent may initiate additional conferences. Parents are encouraged to make communication a two-way process. Contact the school and make appointments for conferences whenever you deem it necessary.

### **Retention Policy**

Prior to retention consideration, the Student Success Team (SST) process must be implemented. Parents will be notified in advance so that they can work together with the school to assist their child to come up to standard, and thereby prevent retention. Parents are encouraged to be active participants in this process.

### **Back to School Night**

Back-to-School Night is an evening program held early in the new school year. It is a time set aside for parents to familiarize themselves with their child's classroom, teacher and school. This is a time to ask questions regarding the program for that grade level. Parents who wish to discuss particulars about their own child should make an appointment for another time.

### **Open House**

This night is provided in the spring for your children to share their accomplishments in the classroom.

### **Class Parties**

Only two parties per year are authorized by Alvord Unified School District Board Policy due to the importance of instructional time. **Food and drink donations must follow sound nutritional guidelines of the AUSD Wellness Policy.** While birthday parties for scholars are enjoyable, it is very difficult to celebrate the birthdays of all scholars. We encourage parents to have parties for their children somewhere other than school. One nice way to honor a child's birthday at school is to donate a special book to the child's classroom. It can be read to the entire class and then entered into the classroom reading materials.

### **Study Trips**

Study trips will be coordinated with academic learning and be organized by the classroom teacher with approval from the principal. scholars MAY NOT GO on a study trip without a permission slip signed by a parent. If a student's behavior and discipline, prior to the study trip, calls into question the safety or success of a study trip, that student may not be allowed to attend. In the event that a scholar chooses to behave inappropriately while on a study trip,



he/she may lose their privileges and parents will be notified. Parents may be asked to chaperone; however, any student, including siblings, not enrolled in the participating class may not accompany chaperones on field trips.

### **Lunch Drop-Off**

Parents are not able to drop off lunch. We provide school lunches for students that have forgotten their lunch at home. Please ensure you have filled out a lunch application. Scholars who do not have a lunch from home will be asked to purchase a school lunch. If you are having lunch with your child, we ask that you eat lunch at the designated lunch area.

### **Parent Involvement**

Myra Linn's parent and community involvement program focuses on synthesizing a harmonious partnership between the school and its surrounding community. Parents are strongly encouraged to engage in their child's education by being involved in decision-making as members of parent groups and committees. Parents are invited to attend Back-to-School Night, Open House, Parent Conferences, and other school-wide activities. Parents may volunteer time in their child's classroom and, as arranged by their child's teacher, serve as chaperones on study trips.

Teachers and administrators receive training to increase effective communication between home and school, Newsletters, the school website, recorded phone messages and Myra Linn's Parent Handbook are provided in both English and Spanish. The Parent Handbook provides a comprehensive overview of Myra Linn's programs and services.

The objective of strengthening partnerships with parents is to assist in the learning and the success of each student. Parent Involvement is an integral component of the Single Plan for Student Achievement which is updated yearly. Opportunities for parent involvement include:

Back-to-School Night School	School Site Council (SSC)
English Learners Advisory Committee (ELAC)	Parent-Teacher Association (PTA)
Parent-Teacher Conferences	Volunteer in classrooms
Volunteer as chaperones for Study Trips	Attend Coffee with the Principal
Meetings	
Attend classes and Informational meetings	Open House
Action Team for Partnerships (ATP)	CABE Conference
College and Career Week	Winter Festival/ Spring Carnival

### **Special Programs and Services**

Myra Linn School seeks to provide a quality and equitable educational program for all scholars. Some of the special programs and services available, based on program criteria, include:

Adaptive P.E.	Bilingual Instructional Assistants
English Language Learner Program	AVID
School Psychologist	Library
Literacy Specialists/Academic Coaches	Music
Special Education (RSP)	Student Success Team (SST)
Speech and Language Services	Enrichment Clubs
McKinley Children's Center	Elementary School Counselor
Gifted and Talented Education (GATE) (grades 4-5)	

### **Immunizations**

Before your child enters grades K-12, the state requires, in addition to a birth certificate, proof of immunizations. The office can provide you with up-to-date requirements. Not only are these

state requirements, but your child's, and other children's protection from certain diseases is dependent upon getting these immunizations. They may be obtained from your doctor or from clinics sponsored by the Riverside Neighborhood Health Center. For the dates of a clinic in your area contact them at 951-358-6000. The state requires that scholars entering first grade must have had a physical examination within the last 18 months. Proof of this is required before registering the student. Parents are urged to keep accurate health records from birth on. It is frequently necessary to research a child's health history.

### **Drugs and Medication**

If your child needs to take a prescription drug while at school, it must be brought to the office. Do not put them in your child's lunch box. The medicine is kept in the nurse's office and dispensed by the school nurse, health assistant, or office staff. Parents are required to sign an authorization for the health assistant or office personnel to give the medication and to file signed directions from the doctor about dispensing the medication. These forms are available from the school secretary or health office personnel. If you have any questions regarding this procedure, call health services at 951-509-5033. Non-prescription drugs are not allowed at school. Parents have the option to administer medication. However, prior arrangements must be made with the front office to minimize disruption to learning.

### **Illness and Contagious Diseases**

Sick children should not be sent to school. Symptoms such as fever, runny nose, stomach ache, cough, or a headache *may* indicate a contagious condition. For the protection of your child, classmates and teachers, he/she should not be in school, but should be kept at home until fully recovered. If your child has a contagious disease, please notify the school immediately. Following a quarantine for a contagious condition, children are to be examined before re-admittance. Your child must have a signed clearance slip to give to the teacher. To provide this clearance, there is a nurse available MONDAY THROUGH FRIDAY, 7:30 A.M. – 8:30 A.M. ONLY AT THE HEALTH CLINIC (10365 Keller Ave.) The child can be admitted to school only if the contagious period of the disease is past. Head lice is a contagious condition which requires clearance from a school district nurse before a student returns to school.

### **Vision and Hearing Screening Clinic**

Each year, hearing and vision screening are conducted by the school district which seeks to identify those scholars who may have either vision or hearing disorders. All scholars in grades kindergarten, second and fifth are screened. If problems are detected, the parents are notified. If you are concerned about your child's hearing or vision, please talk to your child's teacher.

### **Restroom Use**

Proper use of restroom facilities is expected from all scholars at all times. Children should learn to use the restrooms during scheduled recess time which includes: before school, morning recess, lunch recess, and P.E. Parents may contact the teacher if special arrangements need to be made during a time of illness or disability. Adults are not to use the student restrooms. There are designated adult restrooms for staff, parents, and other adults.

### **Smog Alerts & Hot Weather**

During high risk days, the district office will notify the school of smog alert conditions. At this time physical activity will be limited until the end of the alert. During periods of extreme heat, physical activities will be curtailed or moved to the multipurpose room.

### **Insurance**

Application forms are available in the school office for a low-cost accident insurance protection policy for your child. THE SCHOOL DISTRICT DOES NOT PROVIDE INSURANCE FOR CHILDREN. You may wish to check policies you already have to see if your child is covered.

### **Home and Hospital Teacher**

If your child, due to illness or injury, will be out of school for a prolonged period of time, please notify the school office. S/he may be eligible to receive instruction from a home and hospital teacher so that s/he does not fall behind in learning. A doctor's prescription is required for Home and Hospital Teaching.

## **ATTENDANCE POLICY AND PROCEDURES**

All scholars are expected by state law to attend school every day unless they are ill. Dental and medical appointments should be scheduled after school or during vacation time. scholars must not only attend school daily, but arrive on time. ALL scholars must be on campus when the bell rings at 7:55 a.m. Parents are highly encouraged to visit our school website to report an absence: <https://www.alvordschools.org/Domain/14>. Parents may also send a note or call the office with the reason for absence or tardy the day of or the day after the absence. If your child arrives late or tardy, your student must check in with the office and pick up a "Tardy Slip."

When a student arrives at school late, he/she disrupts the instruction already in progress and causes an unnecessary distraction to the class. Furthermore, scholars who arrive late to school often feel embarrassed for showing up late. We ask parents to please do their part to avoid scholars arriving late to school.

When recognizing scholars for "Perfect Attendance" we consider perfect attendance- no absences, no tardies, and no early dismissals.

### **Early Departure (CA Ed Code 48200)**

Children may not leave campus during the school day without special permission. If you must take your child out of school for the day, please check in at the office. Your child will be called and you must sign him/her out. If it is within 10 minutes of dismissal, scholars will not be called to the office and parents will be asked to wait for their child at the regular dismissal location due to the difficulty of disrupting the dismissal process.

Some parents pick up their children early from school frequently. These are logged and counted in your child's attendance record. If your child is leaving early for an appointment, a medical or dental note is required upon return. Early departure causes a disruption to the educational process and should be avoided. Thank you for doing your part to ensure that your child is in school for the entire school day.

### **Excused Absences (CA Ed Code 48205)**

Absences must be verified as required by state law. Please send a note to the teacher, call the school office, or visit our school website to give the reason for your child's absence. We can only excuse absences due to illness, doctor appointments, or bereavement of an immediate family member. All other absences are considered "unexcused".

### **Excessive Absences (CA Ed Code 48263.6)**

Absences of over 10% (about 18 school days) are considered excessive and deemed chronic truant. We understand that some scholars may have medical conditions that require time out of school.

### **Truancy (CA Ed Code 48260)**

On the 3rd unexcused absence, you will receive a truancy letter. Letters will continue to be sent home for continued unexcused absences and by the 7th unexcused absence, the student may be declared as "habitual truant." After the 5th truancy the family may be referred for site-based interventions, including School Attendance Review Team (SART) Meeting, and subsequently, intervention by the district such as the School Attendance Review Board (SARB), and possible legal action.

## Vacations

Vacations are unexcused absences and should be planned during scheduled school breaks. See the District Calendar of this handbook for scheduled breaks.

## Excessive Tardiness

scholars who are late disrupt the classroom and their own education. Being tardy 10% or more of the time is considered unacceptable. The school will work with parents to identify the problem and how the family will rectify the situation. In addition, the office will maintain a tardy log in order to better track scholars who are often late.

## STUDENT DRESS CODE/UNIFORM POLICY

All scholars in grades K-5 will have two ways in which to comply with the mandatory dress code for Myra Linn Elementary School. The dress code is vital to insure personal safety, create a positive learning environment, and discourage classroom disruptions or distractions. Outward appearances that are radical, unusual and draw specific attention to an individual are disruptive to the learning process and present a disruptive influence to the social interaction between scholars. All Myra Linn staff is responsible for assuring that all scholars follow the dress code. Changes may be made during the school year.

**Modesty** should be maintained by both genders at all times. In order to assist with achievement of the goals for student success Dress Code Requirements for **ALL** scholars is as follows:

- Scholars are expected to be neat and clean. **Modesty must be maintained at all times.**
- **Shoes** must be worn at all times. Footwear with a substantial sole and an **enclosed toe and heel are required.** Roller skates/shoes and heels/wedges are not permitted.
- **Skirts and shorts** must reach at least **mid-thigh** in length.
- **Tops** must have a **2 inch wide strap** and not expose bra straps. Aerobic style clothing, bare midriffs, halter tops, tube tops, net tops, see through clothing, clothing with holes in the shoulders, spaghetti straps, and low cut necklines are not permitted.
- **Baggy fitting and low-slung pants or shorts are not allowed.** Pants must be worn at the waist at all times.
- Jewelry which creates a health and safety hazard is not permitted. (ie Long earrings, hoop earrings) **Facial piercings, other than the ears, are not permitted. Spiked earrings are prohibited.**
- **Plain Baseball hats (brim forward),** beanies, berets, and sunglasses may be **worn outside** but are **not to be worn in the classroom or inside any building.**
- **Gang attire of any kind is not permitted.** This includes clothing with writing promoting or relating to gang activity, bandanas, stocking caps, hair nets and mittens with the fingers cut off.
- Clothing, jewelry, and personal items (backpacks, gym bags, water bottles, etc.) containing emblems, lettering or pictures promoting gangs, tagging, drugs, alcohol, tobacco, sex, death, mutilation violence, and/or messages with double meanings are not permitted. **We expect that the clothing reflects positive messages.**
- Clothing which has been altered in an inappropriate manner (torn, written on or personalized) will not be allowed.
- scholars **may not** wear make-up or have excessive hairdos, emblems or jewelry.
- **Hairdos** including **extremely unusual styles,** or bleaches, colored hairspray, glitter, dyes or **radical tints significantly different than the student's natural color are not allowed. Mohawks must be one inch or less.**
- Chains, including wallet chains are not allowed.
- Temporary tattoos need to be covered.
- Pajamas and slippers are not appropriate attire for school
- Scholars may not change clothes at school.

## Non Compliance for Dress Code

1. The first time a student violates the dress code he/she will be asked to call home and have the parent/guardian bring the appropriate clothing to school
2. A second offense may result in a conference with the principal followed up with a phone call home to the parent/guardian. The parent/guardian must then bring the appropriate clothing to school.
3. The third violation will be considered defiance of school rules and school personnel and will result in a conference scheduled with the parent/guardian to formulate a plan for the student to comply. The parent/guardian must then bring the appropriate clothing to school.

## School Spirit Days/Dress Up Days

Our school spirit shirt day is on Friday. From time to time we have dress up days. We will send home a notice advising scholars what they can wear on these fun days.

## CODE OF CONDUCT

Our goal at Myra Linn Elementary School is to ensure that our scholars develop and realize their full potential, socially and academically. We are committed to creating an atmosphere for learning and for developing social responsibility. Each scholar is encouraged to take responsibility for his or her own learning and behavior. We urge parents and guardians to be actively involved in supporting our efforts in learning and discipline. Scholars at Myra Linn will adhere to the Myra Linn Code of Conduct. Our Code of Conduct is based on the three pillars of character: Be Respectful, Be Responsible, Be Safe. Our Code of Conduct is based on the PBIS principles.

### School Rules

	<b>Responsible</b>	<b>Ownership</b>	<b>Accountability</b>	<b>Respect</b>
<b>Hallway</b>	-Walk facing forward -Keep to the right -Keep hallways clear and clean	-Go directly to your destination -Set a good example During class have a pass	-Follow directions -Accept consequences for your actions	-Keep hands and feet to selves -Stay quiet - classes are in progress
<b>Restroom</b>	-Wash hands -Report problems to an adult -Walk at all times -Keep water in the sink	-Throw trash in receptacle -Use time wisely	-Remind others of rules -Return to room promptly -Go, flush,wash	-Respect privacy -Use kind words and actions -Use equipment and supplies properly
<b>Assembly</b>	-Walk at all times -Stay in designated area	-Keep hands and feet to yourself -Sit appropriately	-Enter and exit quietly -Follow directions -Remain quiet	-Eyes and ears on speaker -Participate Use appropriate applause
<b>Playground</b>	-Stay in designated area -Report problems to an adult -Walk to and from building	-Line up when you are called -Set a good example Use equipment appropriately	-Play by the rules -Invite others to play	-Take turns -Use kind words and actions

<b>Cafeteria</b>	-Follow directions from adult -Walk at all times -Eat only your food	-Leave a clean table, chair and floor -Say please and thank you	-Clean up after yourself by picking up food and trash -Use inside voices to visit with neighbors	-Respect other's space -Use kind words and actions
<b>Library</b>	-Follow directions from adults -Walk at all times	-Stay on task -Put things away in their proper place Return materials on time	-Be quiet -Use time wisely	Take care of books and equipment -Respect others who are trying to read and learn
<b>Classroom</b>	-Pay attention to your teacher -Follow instructions -Use kind words and actions -Raise your hand to speak	-Complete your work -Do your very best	-Be ready to learn -Try your very best -Stay on task -Participate	-Use classroom materials appropriately -Walk at all times Keep hands, feet and objects to yourself
<b>Bus</b>	-Keep noise down -Use kind words and actions -Listen for your stop -Remember your bus number	-Listen to the bus driver -No eating or drinking -Keep track of your belongings	-Keep your backpack closed -Report problems to adults	-Stay seated face forward -Watch for traffic when entering/exiting -Keep hands and feet to yourself

**PROBLEM SOLVING TECHNIQUES** Our goal for Myra Linn scholars is to treat everyone with dignity and respect. scholars are encouraged to be peacemakers by using the following guidelines to solve problems:

- Talk it over ... listen
- Ignore it
- Walk away
- Say "I'm Sorry" or "Please stop that"
- Take turns
- Share
- Find something else to do
- Ask for help
- Rock, Paper, Scissors

**CONSEQUENCES FOR MISBEHAVIOR** scholars may receive good behavior slips and other rewards for following rules and showing good citizenship and respectful behavior. Failure to follow school rules may result in the following action or actions (not necessarily in this order):

- Warning
- Reprimand/citation
- Parent notification
- Loss of privileges or activity, including end-of-the-year activities.
- Detention
- Damage or replacement fees assessed
- Suspension
- Referral for expulsion
- Police action

**DUE PROCESS** Prior to the decision to suspend a pupil (except under emergency conditions) an informal conference must be held with the principal/designee. At this time the pupil will be

afforded an opportunity to know what s/he is accused of and to tell his/her side. The parent shall be notified as soon as possible by telephone or other reasonable means of the decision to suspend a pupil. A notice of the suspension will be given to the pupil's parent/guardian and a conference may be requested. Suspension and expulsion policies may be found in the Parent Guide Annual Notification of Rights & Responsibilities.

### **Suspendable and Expellable Offenses**

Some School offenses are considered serious enough to require a school suspension, even if it is a first offense. The most common student misconduct violations at Myra Linn that result in suspensions include fighting and bringing dangerous objects to school (most common are: weapons, toy guns, knives (utility and pocket), lighters and matches. Please encourage your children to talk to an adult (parent, teacher, counselor, administrators) about any problems before it escalates and discuss with them that bringing objects that are considered dangerous to school, even water guns, can lead to a suspension.

### **Replica Firearms**

Replica firearms are not allowed on any campus or within the jurisdiction of the Alvord Unified School District. Any scholar who possesses a replica of a firearm or other dangerous object while under the school's jurisdiction is subject to suspension or expulsion. A replica is any reproduction of a firearm so constructed as to appear to a reasonable person to be a firearm. scholars who threaten another person with a weapon shall be reported to law enforcement and are subject to arrest under California Penal Code 417.2.

### **Police Notification**

Appropriate law enforcement officials will be notified under, but not limited to, the following circumstances:

- When a weapon, including any firearm, knife, explosive or other dangerous object, is taken from a student. This object will be turned over to the authorities.
- When any scholar possesses a replica of a firearm or other deadly weapon and the replica is used in a threatening manner toward any other person. scholars are subject to arrest under California Penal Code 417.2
- When a scholar possesses, furnishes, or sells drugs, alcohol, controlled substances, or look-alike substances. This contraband will be turned over to the police and a report made.
- In any case when a scholar has assaulted, attacked, or menaced a school employee, the employee and the employee's supervisor is required to report the incident to law enforcement. Failure to report is a misdemeanor (Education Code 44014.1).
- When a principal/designee requests police to conduct or assist in conducting a search.
- When an illegal article is taken from a student.
- When a scholar has caused injury to another scholar if circumstances warrant such as report, i.e., hate violence, serious injury, attacks, etc.
- When a principal/designee has determined a scholar has expressed a credible threat to his or her personal safety.

### **Search and Seizure**

The principal/assistant principal/designee has the authority to conduct searches when reasonable grounds exist to suspect that the scholar has contraband in his possession or control in violation of a rule, regulation, or statute. The following regulation apply:

*Personal Search* - a personal search shall be defined as any inspection of a student's desk, purse, pocket, backpack/book-bag, or similar receptacle used for the student's belongings

- The decision to search may be made by the principal/assistant principal/designee whenever there is a reasonable suspicion that a scholar has violated a rule, regulation, or statute.
- The school official may request a police officer to conduct or assist in any search.

- No “strip search” shall be conducted by any school employee including removal or moving clothing to look at underclothing or to observe a private area of a student’s body in a search for contraband.

### **Harassment**

Intentional Harassment: Intentional harassment is defined as threats or intimidation directed against a scholar or group of scholars that is sufficiently severe or pervasive that it materially disrupts class work, creates disorder, and invades the rights of that scholar or group of scholars. scholars are subject to suspension and/or expulsion for harassment when other means of correction have failed to bring about proper conduct or if the student’s presence causes a continuing danger to physical safety or threatens to disrupt the educational process.

### **Definition of Sexual Harassment.**

California and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to, the following:

- Unwanted sexual advances, including propositioning and requests for sexual favors, or repeatedly asking someone out for a date after it is clear that the person is not interested.
- Explicitly or implicitly offering employment or academic benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering; making sexual gestures; displaying sexually aggressive objects, pictures, cartoons, or posters.
- Verbal conduct: Making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another’s or one’s own body.

## **BULLYING**

Bullying is a serious issue and will not be tolerated. It is important to understand the difference between CONFLICT and BULLYING so that the school can address both issues appropriately.

### Definition and Types of Bullying

Bullying is defined as: “When a person is exposed, repeatedly and over time, to negative actions on the part of one or more persons, and he or she has difficulty defending himself or herself.”

The following 3 components must co-exist to constitute bullying

- Bullying is aggressive behavior that involves unwanted, negative actions
- Bullying involves a pattern of behavior repeated over time.
- Bullying involves an imbalance of power or strength

There are 9 types of bullying:

- Verbal bullying including derogatory comments and bad names
- Bullying through social exclusion or isolation
- Physical bullying such as hitting, kicking, shoving, and spitting
- Bullying through lies and false rumors
- Having money or other things taken or damaged by scholars who bully
- Being threatened or being forced to do things by scholars who bully
- Racial bullying
- Sexual bullying
- Cyber bullying (via cell phone or Internet)



Due to the serious nature of any and all types of bullying, bullies will receive consequences. If your scholar witnesses bullying or is a victim of bullying, please report it immediately to administration.

### Conflict vs Bullying

What is conflict? Conflict is a struggle between two or more people who perceive they have incompatible goals or desires.”

Conflict occurs naturally as we interact with one another. It is a normal part of life that we will not always agree with other people about the things we want, what we think, or what we want to do. Most conflicts arise in the moment because people of the same relative amount of power see the same situation from two different points of view. (schools.nyc.gov)

Here are some examples of conflict among children:

- Children quarrel over who gets to go first
- Children argue about the rules of a game on the playground
- Children call another scholar names when they don't know how to resolve a problem
- Children argue in class when working in collaborative groups because they don't agree on how to solve the problem
- Children change friends and friend groups.

When conflict occurs, it can be hurtful and conflict resolution and problem solving must occur. Further, consequences can be issued but conflict is very different from bullying.

### Bullying vs Normal Conflict

<b>Bullying</b>	<b>Normal Conflict</b>
Intentional	Accidental
Repeated	Occasional
Feels Proud	Feels Remorse
Does not stop when asked	Changes behavior when asked
Does not feel sorry for actions	Apologizes and learns a lesson
Part of a harmful situation	Part of building relationships

What you can do to support your child in dealing with conflict.

- Encourage your child to set their limits by telling the other child to stop or to leave them alone
- Encourage your child to tell an adult if they need help to resolve the problem
- Teach your child how to walk away, find a friend or problem solve the conflict
- Reach out to your child's teacher or administration for support

## PLAYGROUND PROCEDURES

### Recess Bells

All play activity is to stop when the campus supervisors blow their whistle. When the supervisors blow the whistle, scholars will freeze. scholars playing with balls will let the balls drop. Campus supervisors will choose scholars to gather the balls. When the whistle is blown again, all scholars will walk in an orderly fashion to their designated line-up area to prepare to go back to class. scholars are to line up quietly in one single file line.

	<b>Responsible</b>	<b>Ownership</b>	<b>Accountability</b>	<b>Respect</b>
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<b>Playground</b>	-Stay in designated area -Report problems to an adult -Walk to and from building	-Line up when you are called -Set a good example Use equipment appropriately	-Play by the rules -Invite others to play	-Take turns -Use kind words and actions
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Myra Linn is partnering with PlayWorks, a non-profit organization that focuses on the importance of play, to engage and empower scholars in a safe environment. The Playworks Junior Coach Leadership Program empowers our upper elementary scholars to promote a positive culture during recess.

### **Restrooms**

Restroom passes generally will not be given 10 minutes before recess or 10 minutes after recess. Restroom passes will be given at teacher discretion. Scholars should use their recess time to use the bathroom. Once the bell rings for the end of recess, the bathroom is considered closed. Add restroom matrix

## **FIVE WAYS YOU CAN MAKE A DIFFERENCE THIS YEAR**

As a parent, you were your child's first teacher. Even while your child is in school, you still teach important lessons every day. Research shows that when parents and schools work together, scholars do better. Here are some suggestions on ways you can make a difference in your child's education. They don't cost money. They don't require training. All they need is you:

- Read to your child every day. Long after children learn to read for themselves, they love this special time with mom or dad. Kids who are read to, are kids who want to read on their own.
- Volunteer. The more help parents give teachers, the more time teachers can spend with scholars. Work full-time? There are still ways to help such as ensuring your child does their homework every night. Ask your child's teacher what you can do to help.
- Let your children know school is important. Ask about their homework. Attend school events. Talk about how you use what you learned in school in your job.
- Recognize your child's special gifts. Each child has special talents. Perhaps the most important thing you can do is to help your child see how he or she is special. That boosts confidence and sets the stage for learning.
- Join a school organization. When parents and teachers work together schools improve.

Parenting is one of the most important tasks anyone ever performs and the one for which there is the least preparation. We learn to be parents through on-the-job training. In order for parents to raise children with strong values and healthy self-esteem in an increasingly complex world, parent education is of paramount importance. As administrators, we have the opportunity to provide research, resources, and support, which will assist parents in dealing with the multiple pressures of child rearing.

## **School Organizations**

### **School Site Council (SSC)**

The School Site Council consists of parents and staff that work together to plan and evaluate Myra Linn programs which receive special funding. Members on the council and committee are elected. However, the meetings are open and all parents are encouraged to attend and participate. Meetings are held once a month.

### **English Language Advisory Committee (ELAC)**

ELAC consists of parents and staff members who meet to discuss the planning and implementation of the English language development programs. The committee advises the principal and staff on community concerns and learns about instructional programs and school procedures. In addition, training opportunities are provided to parents to assist them in furthering their children's education. Meetings are held once a month.

### **Parent Teacher Organization (PTA)**

The PTA is a service organization, which provides hundreds of hours of volunteer work and support of curriculum at Myra Linn on an annual basis. You are welcome to attend meetings and strongly encouraged to support this group. General PTA meetings are held once a month. Committee meetings are held as needed.

### **Action Team for Partnerships (ATP)**

The Action Team for Partnerships(ATP) is a group consisting of administration, leadership, teachers, and parent representatives from parent groups (PTA, ELAC). Together, goals are established in areas of school climate, ELA, and Math. This group works to achieve these goals by connecting all parent groups and creating opportunities for parent involvement.

## **Myra Linn Elementary School**

### **AVID Student Supply List**

Dear Parents:

Welcome to another successful school year at Myra Linn! We are proud to become an **AVID (Advancement Via Individual Determination) Elementary School**. Our emphasis is to teach the Common Core Standards using AVID strategies that focus on **WICOR (Writing to learn, Inquiry, Collaboration, Organization, and Reading to learn)**. You will learn more about AVID throughout the year.

In order to support students with organizational skills needed on their path to mastery of the Common Core Standards and college and career readiness, we ask that students bring the following items to school.

First Grade	Second Grade	Third Grade	Fourth & Fifth Grades
<ul style="list-style-type: none"> <li>● Pencil Box</li> <li>● Box of Crayons</li> <li>● Glue Sticks</li> <li>● Scissors</li> <li>● ½ inch ruled primary journal composition book</li> <li>● Earbuds/Headphones</li> </ul>	<ul style="list-style-type: none"> <li>● 3- Pencils</li> <li>● 1- Eraser</li> <li>● 2- Highlighters (any color)</li> <li>● 1- Wide Ruled Spiral notebook, 3-hole punched</li> <li>● Scissors</li> <li>● Glue Sticks</li> <li>● Earbuds/Headphones</li> </ul>	<ul style="list-style-type: none"> <li>● A 2 inch, 3-ring binder with pockets inside the covers</li> <li>● 1- Heavy duty pencil pouch</li> <li>● 3- Pencils</li> <li>● 1- Eraser</li> <li>● 2- Highlighters (any color)</li> <li>● 1- Wide Ruled Spiral notebook, 3-hole punched</li> <li>● Scissors</li> <li>● Glue Sticks</li> <li>● 3 Hole Punched Pencil Pouch</li> <li>● Earbuds</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A 2 inch, 3-ring binder</li> <li><input type="checkbox"/> 6- Subject Tab Dividers</li> <li><input type="checkbox"/> 1- 3 Hole zipper pencil pouch</li> <li><input type="checkbox"/> 3- Single Subject Notebooks</li> <li><input type="checkbox"/> 5 or More Sharpened Pencils</li> <li><input type="checkbox"/> 2 or More Pens</li> <li><input type="checkbox"/> 1- Scissors</li> <li><input type="checkbox"/> 2- Glue Sticks</li> <li><input type="checkbox"/> 4- Highlighter</li> <li><input type="checkbox"/> 1- 12 Pack of Sharpened Colored Pencils</li> <li><input type="checkbox"/> 12-inch Ruler</li> <li><input type="checkbox"/> Earbuds/Headphones</li> <li><input type="checkbox"/> (2) 3 Hole Punched Pocket Folders</li> </ul>

**Organizational Tools for Success**

**Grades: Transitional Kindergarten, Kindergarten, 1, and 2:** a school provided Communication Folder will be used for home to school communication. The replacement cost for a lost or damaged Nikki Folder is \$2.00. Students will bring home their Nicky Folders each week on Monday. Please return the folder and include all assignments and papers needing signatures each Friday with students.

**Grades: 3, 4, & 5:** a Student Planner will be provided by the school. The replacement cost for a lost or damaged student planner is \$5.00. It is a school-wide expectation that students utilize their planner daily. Parents are asked to review and sign planners daily.

\* If you have difficulty acquiring any of the above materials please contact your child’s teacher, we are happy to assist.