

Sacramento City Unified School District

Board of Education

Gustavor Arroyo, President
Patrick Kennedy, Vice President (Area 7)
Ellyne Bell (Area 1)
Jeff Cuneo (Area 2)
Donald Terry (Area 3)
Darrel Woo (Area 6)
Diana Rodriguez (Area 5)
Arthur Fong (Student Member)

Administration

Jonathan Raymond, Superintendent
Teresa Cummings, Chief of Staff
Robert Garcia, Chief Human Resources Officer
Patty Hagemeyer, Chief Business Officer
Olivine Roberts, Chief Academic Officer
Gabe Ross, Chief Communications Officer
Mary Shelton, Chief Accountability Officer
Koua Franz, Chief Family and Community Engagement Officer

Matsuyama Elementary School
Norm Tanaka, Principal
7680 Windbridge Drive
Sacramento, CA 95831
(916) 433-5535

Welcome to Matsuyama Elementary School
2011-2012

The staff and I are looking forward to working with you as partners in your child's education. Our expectations are that your children learn at the "Common Core" standard. This standard can be achieved if school staff and parents actively discuss learning expectation students, assess their achievement level; and set attainable goals. Listed below are the "Core Beliefs" of the Sacramento Unified School District and Matsuyama Elementary School. Please read this handbook with your child. Join us as partners in "High Standards" by returning the agreement in the back of this handbook to the school. I look forward to meeting each of you.

Sincerely,

Mr. N . Tanaka
Principal

Vision Statement:

With parent support, Matsuyama School is committed to all students to be held to high expectations and ready for college. We will provide a positive climate that will support best practices and a "no excuse" policy.

Matsuyama School will be a model for continuous improvement, integrity, accountability, and trust.

***We want the best teachers and staff**

***We want our parents to be partners in learning**

***We want an after school enrichment Mandarin Enrichment Program**

***We want to implement a Site Based Decision Making Team**

***We want to retain our students at Matsuyama School**

Mission Statement:

We will ensure and do our best to:

- Provide a collaborative culture
- Be reflective, open to communication and instructional leaders
- Provide rigor and best instructional practices
- Use data as one tool to make decisions (surveys, reports, etc)

ATTENDANCE

It is very important that students attend school every day. When students are absent, they miss the classroom instruction that makes them successful in school. It is very difficult to catch up when the class has continued to move ahead.

When a student returns from school after an absence, please send a note signed by the parent/guardian with the date(s) and reason for the absence. In order for a student to attend a school event or any after-school activity on the campus, the student must have attended a full day of school on the day of the activity.

Students are excused from school if they are sick or have a medical or dental appointment. Parents are encouraged to schedule such appointments before or after school, or as close to the student's beginning or dismissal times as possible, so that students can attend school for the majority of their instruction. Absences not related to illness or medical appointments are unexcused, and the student is considered truant.

Matsuyama School operates on a year-round education calendar that enhances academic achievement by minimizing student learning loss during long vacation breaks, spending less time on review when returning to school, allowing English language learners to maintain the language skills they have developed, and allowing for more frequent and shorter vacations to pursue seasonal activities and hobbies. It is expected that Matsuyama students do not take vacations during their scheduled school attendance days. If the year-round education calendar causes concern for families, the office staff is available to assist parents in discussing alternative placements.

Sacramento City Unified School District's truancy program includes partnerships with the offices of the District Attorney, Sacramento Police, Juvenile Probation, City of Sacramento, and several judges. A number of steps will be taken when students have three or more unexcused absences. These include letters home, meetings with parents/guardians and a Student Attendance Review Board (SARB) hearing. Taking a student and his/her parents to a SARB hearing is not the goal. Our goal is to see to it that every child has the fullest opportunity to receive a quality education. If, however, there is a problem with a student's attendance, the District is prepared to carry out the SARB procedure to the fullest extent.

EARLY DISMISSAL

Students are not permitted to leave the school or grounds before their regular dismissal time without prior written approval from their parent or guardian. If you would like your child to leave for a medical or dental appointment, please send a note with your child to the office before school. In addition, we require parents to **COME TO THE OFFICE TO SIGN OUT THEIR CHILD**. If student leave the campus on their own will or through defiance, campus security will look for him/her; if all attempts fail, the police officers will be called. Students will not be dismissed directly from their classroom. If you wish another adult to pick up your child for an early dismissal, his/her name must be registered on the student's Emergency Card and proper identification will be required.

PERSONAL PROPERTY

Personal property other than items needed to complete homework and assignments should not be brought to school without specific permission from the teacher or principal. This includes, but is not limited to, toys, games, radios, CD players, IPOD, IPAD, electronic devices, headsets of any kind, pagers, skateboards, and excessive amounts of money. **The school does not encourage students having cell phones at school. Cell phones, however, are allowed under the following conditions: phones must be set in the off mode and placed in backpacks during the instructional day. Students may not check messages or make/receive calls during school hours. Cell phones can be taken out and used once the instructional day has come to an end to call parents to get rides back home.** Students violating this procedure will have the items taken away and returned at the end of the trimester. In the case of money or valuables, parents will be notified to pick up the items. Animals may only be brought with permission from the teacher and must be in an appropriate cage or container. The school will not be responsible for lost, stolen, or damaged personal property and pets. Personal playground equipment, such as balls, jump ropes, mitts, etc. may be brought to school under the following conditions:

- Footballs and baseball bats may only be used during P.E. time. Hard balls are not allowed.
- Equipment must be approved by the teacher for school use.
- Use of equipment will be monitored by the teacher.
- Personal equipment may not be used by “lock out” games.
- Equipment must be placed in the classroom equipment box.
- All personal equipment must be clearly marked in permanent ink with owner’s name.
- The school will not be responsible for lost, stolen, or damaged equipment.

CAFETERIA RULES

Students are expected to observe these rules:

- Enter and exit on the door to their left. Eat their lunch and carefully clean their area of all food, wrappers, and debris.
- Keep hands and feet to themselves.
- Use a quiet conversational tone and speak only to those seated on either side or across the table.
- Be courteous and polite in conversation and refrain from teasing, name calling, foul language, **bullying**, and loud talking.
- Refrain from throwing anything.
- Remain seated until dismissed.

PLAYGROUND RULES

Students are expected to observe the following rules:

- Refrain from physical contact games such as tackle football, keep-away, crack the whip, camel (or any other type of piggy back game,) play fighting, play wrestling, karate, or kung fu. No tag on the blacktop. Ball games on the black top are limited to kick ball, four square, and basketball.
- Play only on the asphalt and grassy areas. The quad area is off limits during recesses and lunch recess.
- Abide by all game and equipment use rules.
- Use the climbing equipment only during recesses and lunch recess.
- Respect the restrooms and those using them. Restrooms are not to be used as a play area or refuge area.

- Walk any bicycle, skateboard, or other mode of transportation across the quad, playground area, or walkway whenever school or a school-related activity is taking place.
- Respect and respond to all teachers, supervisors, or staff members on the playground.
- Freeze and cease all activity and talking when the recess bell rings. Walk directly to your line when the teacher or supervisor gives permission after the freeze time. No water or bathroom privileges after the freeze bell.

BUS RULES

When riding the bus, students are expected to follow these rules:

- Stay off private property while waiting for the bus.
- Line up in an orderly and quiet manner, standing safely away from the curb.
- Obey the bus driver's rules and show respect for him/her at all times.
- Refrain from eating, drinking, or chewing gum on the bus.
- Get prior permission from the bus driver before bringing any animal or pet on the bus. (It is assumed that permission has been given by the classroom teacher first.)
- Be respectful of one another and the neighbors while waiting for and riding on the bus.
- Refrain from extending any part of the body or any belongings out the bus window.
- Remain seated and facing forward keeping hands and feet out of the aisle.

Any student who does not follow the bus rules may receive a bus citation, be put on the classroom agenda, have a conference with the principal, and/or lose their bus riding privilege.

STUDY HINTS

To be successful in school, students need to develop good study habits and to be encouraged and praised by parents for efforts as well as successes. We hope you will try the following suggestions:

- Schedule a regular time every day for homework and study. Allow time for after school play or activity. Encourage some type of physical activity each day. A good time for homework and study is just before or after dinner.
- Keep homework time reasonable. Students have different amounts of homework each night. Allow students to take a short break (5-10 minutes) every once in a while if they have a lot of homework.
- Keep distractions to a minimum. Try to find a place for students to work away from the TV or radio. Allow no phone calls during homework time and try to keep brothers and sisters from bothering the student.
- Check the homework. When the student finishes, check to see that homework is neat and free from obvious mistakes. Do not correct homework, but you may want to point out areas that the student may want to re-check. See that homework is put in a binder or safe place where the students can easily pick it up before going to school the next day.
- No homework? Finish early? We suggest that each student have a minimum numbers of minutes scheduled for homework/study each night (20-40 minutes for primary and 30-60 minutes for intermediate) so he/she will get into the habit of studying. In most classes, homework is given Monday through Thursday each week.

There may be times when a student finishes early or has little work to do. We strongly suggest the remainder of the time be used to check assignments or to read for pleasure. Have a book available for reading. If a student knows he/she will have to study or read no matter how much homework he has, he is more likely to do a better job. This also provides quiet time, free from distraction, for brothers and sisters who may also be studying.

HOW PARENTS CAN HELP

- Help your child to understand he/she is responsible for his/her own actions and behavior. Allow them to accept the consequences for their behavior. This will help them to learn to decide whether or not their decision was a good one.
- Expect your child to grow towards independence and offer challenging opportunities.
- Set limits and give directions. Be clear with your expectations and enforce rules consistently.
- Get all sides of a story before coming to a conclusion. In cases of miscommunication or doubt, call the teacher. Communication with the teacher is extremely important. **If a dispute arises, call or make an appointment with the teacher before going to the principal. If there are health issues, see the nurse, office staff, teacher, principal.**
- Set high, but realistic expectations for your child's behavior and academic performances. Encourage and praise him/her daily for efforts as well as for accomplishments.
- Communicate special needs and concerns with the school. In order to provide the best program possible for your child, we need to understand any special circumstances that may affect his/her education or well-being in school. Health needs and stressful out-of-school situations may affect school behavior and work.
- Teachers usually teach because they care about children and their goals for student success are the same as yours. Communication is the key to understanding and reaching that goal. When students see parents and the school working closely and positively, they develop a good attitude towards the school and learning.
- Spend a few minutes each night listening and talking to your child.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to the following:

- A school environment conducive to learning which is made possible by reasonable rules that are firmly and fairly enforced.
- Due process in cases of infraction of the rules by them. The process includes a hearing within the school, knowledge of the specific charges brought against them, and the opportunity to be heard in their own defense.
- Know the behavior expected of them and the consequences for infraction of the rules.
- Be treated with courtesy and respect by all members of the staff.

Students have the responsibility to do the following:

- Make a sincere effort to complete assignments given both in class and as homework within the prescribed time.
- Make a sincere effort to follow directions given by all adults at the school.
- Make a sincere effort to be kind and courteous to others.
- Make a sincere effort to obey all school rules including classroom, playground, cafeteria, and bus rules.
- Make a sincere effort to take care of school property and to respect the property of others.
- Make a sincere effort to attend school punctually and regularly.

Consequences:

Students unable to behave in a responsible manner may be given one or more of the following consequences:

- Student conference
- Loss of a related privilege
- Time out
- Principal conference
- Parent Contact
- Parent Conference
- In-house suspension or student placed in another class (depending upon the act)
- Individual student contact
- Suspension from school
- District Behavior hearing
- Expulsion from school

Examples of unacceptable behavior which may require being given a consequence may include, but are not limited to:

Infraction of any school rule Racial slurs Use of profanity Stealing Leaving campus without permission Harassment Rough play Cheating, pushing, shoving, hitting Being off limits No bullying Walk on play structure; refrain from playing tag	Unsafe or threatening acts After bell play Disrespect to adults/students Lying to adults Destruction of property Chewing gum/eating in class Disruption of class Disruption on the playground-eating or drinking on playground Defiance and Non-Compliance (ignore adult's directions)
--	--

The goal of discipline is to change negative behavior to positive behavior, rather than to punish students. Therefore, the least punitive consequence that will lead to behavior change will be given first. If the behavior does not change, additional consequences may be given. If the student displays repeated unacceptable behavior, a Behavior Hearing with the District's Hearing Officer may be requested. **If a student's behavior is dangerous to him/her or to other people, the student may be suspended and/or an expulsion hearing requested.** The following is a list of acts that could lead to suspension or expulsion (California Ed.Code, Section 48900:)

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object unless, in the possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee which is concurred on by the principal or the designee principal.
- Unlawfully possessed, used, sold, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and

represented the liquid, substance or material as a controlled substance, alcoholic beverage or intoxicant.

- Committed or attempted to commit robbery or extortion.
- Caused, attempted to cause damage to school property or private property.
- Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff chew packets, and betel. (This section does not prohibit use/possession of own prescriptions.)
- Had unlawful possession of or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors.
- Sexual Harassment. Conduct considered sufficiently severe or pervasive to have a negative impact upon an individual's performance or created an intimidating, hostile, or offensive educational environment. (grades 4-12)
- Hate Violence. Willfully interfering with or threatening another person's personal property or property rights because of his or her race, ethnicity, national origin, religion, disability, or sexual orientation. [A verbal act (speech) is not sufficient unless the speech threatens violence against person or persons, and perpetrator has apparent ability to carry out the threat (grades 4-12).]
- Harassment, threats, intimidation. Intentional behavior severe enough to disrupt class work, create substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment (grades 4-12.)

FREEZE BELL

When the bell rings at the start of the day and at the end of each recess, students are expected to "freeze" or stop whatever they are doing and to stop talking. If students are on the playground equipment, they are to step to the ground. When all students have stopped their activity, the yard duty teacher will blow a whistle to signal to the students to WALK directly to their class line. The purpose of the "freeze" is to have all students stop their play and move in a safe and orderly manner to the classroom with as little instructional time lost as possible. Failure to freeze may result in the loss of two days of recess.

TARDIES

Like absences, tardies can be disruptive to your child's education. Excessive or habitual tardies also cause students to miss important instruction. Please help us by making sure your child gets up in time to dress, eat breakfast, and get to school by his scheduled class time. If a student is late, he must come to the office for a pass to enter class. If your child is tardy due to a medical or dental appointment, please send a note and the tardy will be excused. All other tardies are unexcused. Tardies of thirty minutes or more are recorded in the official state register of attendance. Habitual tardies of any length are subject to referral to district and city truancy authorities and may lead to a School Attendance and Review Board (SARB) hearing.

STUDENT ARRIVAL AND PICK UP

Students arriving or leaving school by car should enter and leave campus through the parking lot next to the Kindergarten and Children's Center Buildings. No drop offs or pickups in posted staff parking lot. This is the safest place for students to stand as they will not have to cross the driveway to get into cars. It also is a somewhat protected area in bad weather. The front of the school is reserved for the school buses, child care vans, and commercial loading and unloading.

Private vehicles may not stop or park in the driveway. Cars stopped or parked in the red zone are subject to ticketing and fines by the fire marshal. Students should not arrive at school more than ten minutes before their class begins and should leave campus promptly at their dismissal times. There is no supervision on the school yard before or after school.

BICYCLES

Bicycles are to be parked and locked in the bike rack next to the Children's Center. Arrival and departure should be on the sidewalk between the Kindergarten and Library coming from Windbridge Drive or between the bike rack and First Grade rooms if coming from the back of the school. For safety and traffic reasons, please do not enter through the parking lot. For the safety of everyone, no bicycle riding is permitted on the school grounds or adjacent sidewalks; this is especially dangerous at dismissal time. Students should walk their bicycles while on the campus. It is encouraged that all bicycles have some form of identification on them. The school assumes no liability for the theft or damage of bicycles or helmets while on the school grounds.

WITHDRAWAL FROM SCHOOL

In order for us to prepare records for students, please notify the school at least two days in advance if you are transferring from Matsuyama Elementary School. If you are moving at the end of the school year, please notify the school as soon as you know so that records can be processed and sent to the receiving school.

HOMEWORK POLICY – DISTRICT

The Board of Education recognizes that the ability to work independently is a valued and necessary skill which is an integral part of the elementary instructional program. The assignment of homework to elementary pupils is one important means by which this skill may be developed. Homework is an integral part of the S.C.U.S.D. core curriculum and will be assigned on a regular basis. Homework will be assigned on a regular basis to elementary school pupils (except special education pupils and pupils with individual educational plans) for the following reasons: to give needed additional time for the individual child to pursue a particular interest; to give needed additional time to the individual child who is not working to expectancy; as a result of extended absence; and as an extension of a classroom assignment. Homework may not be assigned as a punitive measure.

TEXTBOOKS, MATERIALS, SUPPLIES

The school provides students with all textbooks and most supplies. Students are expected to cover all textbooks and to treat all school property with respect. Students are responsible for and will be expected to pay for any damage or loss of school property (including equipment and furnishings.) The school reserves the right to withhold report cards until students pay for damage or loss of school property.

USE OF TELEPHONE

The school telephone is for business use only. Students and parents are encouraged to discuss arrangements for school pick-up, appointments, and after school activities before coming to school each day. Students will be given permission to use the telephone in cases of emergency or necessity. Students should make requests to the classroom teacher, who will determine the need.

DELIVERIES TO STUDENTS

Students should not receive any items unrelated to instruction at school. This includes flowers, balloons, or other personal items. If such items are delivered to school, the office will notify the student to pick the items up after dismissal. The school will not be responsible for the delivery of such items. Personal party invitations should not be delivered in the classroom unless each member of the class receives one. Students may deliver invitations before or after school, outside the classrooms. Parents are encouraged to allow students who regularly forget lunches, homework, or school items at home to develop a sense of responsibility by not fringing the items to school for the students. The cafeteria has a program by which students may borrow money to purchase a lunch. If the teacher feels it necessary for the student to have his/her forgotten materials brought to school, the teacher will allow the student to use the telephone. Forgotten items should be brought to the office rather than directly to the classroom. The office will deliver items to the students at a time that will not disrupt the classroom.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued three times per year (at the end of each trimester.) If a student is in danger of working below “basic” in grade level standards or lower in any subject area, including Work Habits and Citizenship, a Progress Report will be sent home by the teacher at least four weeks before the end of the report card marking period. If a student falls below “basic” or lower range within the last four weeks before the report card marking period, teachers will attempt to make a telephone call to the parent or to send a note of explanation with the Progress Report.

PARENT CONFERENCES

Parent-Teacher conferences are held two times each year (at the end of the first and second trimesters.) Academic progress and student behavior are the primary topics of the conferences. Parents are encouraged to maintain close contact with the school and are invited to make appointments whenever they have questions or concerns. Please call the office to schedule an appointment with the appropriate staff member to make sure he/she is available to meet with you. Parents are highly encouraged to attend first trimester parent conferences. If you cannot make the meeting, call on the phone and communicate, communicate, communicate!

BACK TO SCHOOL NIGHT/OPEN HOUSE

Parents are invited to attend Back-to-School Night, which is held within the first few weeks of school. Parents have an opportunity to meet their child’s teacher, hear about grade-level curriculum, class rules and procedures, and expectations for the school year. This is an evening reserved for parents and guardians only. There is no child supervision provided during Back-to-School Night. It is requested that students not accompany their parents. Open House is held during Public Schools Week in April. Parents, friends, and family are invited to accompany their students to visit the school and the classrooms to see displays of student work. There is no supervision for Open House so children are required to stay with their parents. Notices will be sent home for both events.

VOLUNTEERS

Parents, adult family members and community members are encouraged to participate in school-wide activities and also in the classroom. The school recognizes that parents play an important role in motivating their children to succeed. There are many opportunities for adults to volunteer at school, such as parent advisory committees, School Site Council, PTA, classroom tutors, mentors, readers, and library volunteers. There are also opportunities for adults to do volunteer work at home. Please call our office if you are willing and able to assist in these efforts.

SCHOOL NOTES

Letters or notices from school are sent home with the students periodically. These may include important information about school procedures, calendar, or attendance schedule or special programs. Parents are encouraged to set aside a special place at home for students to place notices from school and homework and to ask for them on a daily basis.

SCHOOL VISITATIONS

Parents are welcome and encouraged to visit the school. Visits to the children's classrooms or to staff members should be by appointment so student instruction is not disrupted and so parents may be assured that they will be seen and their concerns addressed. For the safety and welfare of our students, all parents and visitors are required to check in at the office before going to the classroom and must wear their visitor badge. Because we have many requests for visitations in the classroom where the visitor does not have a child, observations are limited to Wednesdays. Arrangements must be made at the office with the school secretary. Observations are a maximum of one hour, and the observer may not interact with the students or the teacher. Our goal is to allow you an opportunity to see the class in action with as little disruption to the instructional process as possible.

CHANGE OF ADDRESS OR TELEPHONE

Please *notify* the office of any change in address or telephone number (including home, work, or emergency.) It is very important that we be able to reach a parent or authorized adult in case of an emergency.

STUDENT INSURANCE

Student accident insurance is available and may be applied for anytime during the school year. There are several different types of coverage available. Application forms may be obtained from the school office.

LUNCH PROGRAM

Students eat in the school cafeteria and may bring a lunch or purchase a hot lunch from the school cafeteria. Reduced or free lunches are available for qualified students. Application forms are sent home with each student the first week of school or upon registration. Additional forms are available in the office and it may be obtained at any time during the school year. For your convenience, lunches may be purchased ahead of time. Cafeteria staff will accept cash or checks for the purchase of any number of meals. Please bring checks or cash to the cafeteria before school starts for the day. State law states, food purchased in the cafeteria must be eaten in the cafeteria. No cafeteria food may be taken outside and no food is allowed on the playground.

Elementary lunch	\$1.25
Breakfast	\$1.00
Reduced lunch	\$0.40
Milk only	\$0.40

SAFETY/CRISIS

Safety of students is of critical importance to the school. All staff members are familiar with district “Emergency Preparedness Guidelines” which are posted in each classroom. In addition, our school site has security procedures that parents are welcome to review in the school office.

BUS PRIVILEGES

School bus transportation is provided for students living within the Matsuyama attendance boundaries and whose residence is two miles or further from the school. Bus schedules may be picked up from the office. Bus riding is a privilege which may be revoked. Parents are urged to discuss appropriate bus riding behavior and bus rules with their child. Should a student persist in disobeying instructions given by the bus driver, a School Bus Disorderly Conduct Report may be filed and disciplinary action may follow. Students may be restricted from riding the bus for inappropriate behavior on the bus, while waiting for the bus, or upon leaving the bus.

STUDENT’S ILLNESS OR ACCIDENT

Each student is required to have a completed Emergency Card on file at the school. It is very important that we be able to contact parents in case of illness, accident, or serious injury. All attempts will be made to contact the parent at the phone number listed on the student’s emergency card. If the parent cannot be contacted, the listed authorized persons will be contacted. If any phone numbers or addresses change, please notify the office immediately.

STUDENT MEDICATION

Students may not bring or take any type of medication at school (including over-the-counter medication) unless the school has on file a parent authorization form AND doctor’s instructions. Please come to the office to get the proper authorization forms. Medication must be brought to the office in its original prescription or over-the-counter container and will be kept in a locked cabinet in the office. **STUDENTS MAY NOT KEEP MEDICATION OF ANY KIND IN THE CLASSROOM OR IN THEIR LUNCH BOXES.** All medications will be administered by school personnel authorized to do so. In the event that a student is on short-term medication, parents/guardians are welcome to come to school and administer the medication in the nurse’s office. Students will not be allowed to administer their own medication.

FIELD TRIPS

Throughout the year, students have an opportunity to participate in study trips off campus. Parents will be asked to sign a field trip permission form prior to the field trip. Students without a completed permission form may not participate. Parents will be notified by the teacher as to the date, time, and mode of transportation for field trips. Upon notification, if you did not want your child to participate, please call the school or send a written request for exclusion. Field trips are a privilege, and a student may be excluded from a field trip based on behavior. Students, whose misbehavior has been a safety issue throughout the year such as two or more suspensions, will not participate in the field trip. The teacher will inform you **at least two weeks** in advance of the trip. To remedy the situation, we recommend parents chaperon the trip with your child. A behavior contract with specific interventions will be written to assist in strategies.

Siblings are not allowed to participate in field trips if you have chosen to supervise or transport students. Parents transporting students must complete an affidavit certifying proof of insurance. To ensure a positive behavioral climate, teachers will assign students to drivers/vehicles. Parents driving only their child must obtain prior approval from school administration.

MATSUYAMA ELEMENTARY SCHOOL

MATSUYAMA SCHOOL UNIFORM POLICY

Colors: Navy bottoms, white tops, and forest green shirts without logos.

Boys Clothing: Plain, white collared shirts without any logos showing on the outside. Long pants, denim blue jeans, or short pants which are as long as the end of the student's fingertips when the hands are extended. Uniform sweatshirts, t-shirts, and polo shirts are available for purchase by order in the office; green or white "spirit-wear" shirts with Matsuyama logo, California Distinguished School T-shirts. Sweats, baggy pants, or bicycle shorts are not allowed. No tank tops or half shirts.

Girls Clothing: Plain, white collared shirts or blouses without any logos showing on the outside. Long pants, shorts (as defined in the boy's policy,) skirts, jumpers, or denim blue jeans. White or navy leggings may be worn under jumpers or skirts. Uniform sweatshirts, t-shirts, and polo shirts are available for purchase by order in the office. green or white "spirit-wear" shirts with Matsuyama logo, California Distinguished School T-shirts. Sweats, baggy pants, or bicycle shorts are not allowed. No tank tops or shirts exposing the torso or shirts with spaghetti straps.

Outerwear: Cardigan sweaters, pullover sweaters, or sweatshirts should be navy blue. They should be plain without any logos, words, or pictures showing on the outside and are worn over a white collared shirt or blouse. Sweaters or sweatshirts may not be worn instead of a uniform shirt or blouse. Students may wear jackets of their choice. Team sports jackets are discouraged. Uniform sweatshirts, t-shirts, and polo shirts are available for purchase by order in the office.

Shoes & Hats: No thongs, open toe sandals, high-heels, clogs, or backless shoes. Hats must be worn front forward and may not be worn inside.

Recognized Organizations & Free Dress Days: Boy Scouts, Girl Scouts, etc; uniforms may be worn on meeting days-complete uniforms must be worn. Free Dress Days will be held periodically and will be announced. Clothing must still be appropriate for school.

Financial Assistance: The criterion for financial assistance is that a family must qualify for a free lunch. Request for assistance can be made in Matsuyama's front office. Applications will be verified and kept confidential.

Appeal Process: State Law requires the school uniform policy to provide a method whereby parents may choose not to have their children comply with an adopted school uniform policy. California Education Code on school uniforms states that "no pupil shall be penalized academically or otherwise discriminated against nor denied attendance to school if the pupil's parents choose not to have the pupil comply with the school uniform policy." **Parents will be required to appeal to the school principal if they do not wish to participate in our mandatory uniform policy.** SCUSD uniform policy allows students to wear a basic uniform of dark blue jeans and a plain white t-shirt, or a school color shirt or sweatshirt with the school logo (Green/White.) Cosmetics such as perfume, after-shave, hair spray, and make-up are not appropriate for school. Matsuyama school reserves the right to send home any student who, in the opinion of the staff, is not appropriately dressed for school.

Questions: Questions or comments may be directed to our office at (916) 433-5535.

*Green, Heather Gray, and White shirts and sweatshirts with the Matsuyama logo are available for purchase by order in the office. Also, are our new California Distinguished School T-shirts.

TITLE IX (NON-DISCRIMINATION ON THE BASIS OF SEX)

Includes Sexual Harassment

The District shall not unlawfully discriminate against or tolerate the harassment of employees or job applicants on the basis of their sex, race, color, religious creed, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, Vietnam-era veteran status, or actual or perceived sexual orientation. Equal employment opportunity shall be provided to all employees and applicants. All employees are expected to carry out their responsibilities in a manner that is free from discriminatory statements or conduct. Employees who permit or engage in discrimination or harassment may be subject to disciplinary action up to and including dismissal. Unlawful harassment includes, but is not limited to:

- ✓ Slurs, epithets, threats, or verbal abuse.
- ✓ Derogatory or degrading comments, descriptions, drawings, pictures, or gestures.
- ✓ Unwelcome jokes, stories, or teasing.
- ✓ Any other verbal, visual, or physical conduct which adversely affects employment, interferes with work performance, or creates an intimidating, hostile, or offensive work environment.

Harassment may arise not only as a result of the offender's intention, but also as a result of the offended person's perception of the conduct.

Title IX Policy on Sexual Harassment 4119.11(a) and 5145.7(a)

The Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by an employee, student, or other person at school or at any school-related activity.

- ✓ Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action.

The Governing Board prohibits sexual harassment in the working environment of District employees or applicants by any person in any form.

- ✓ Employees who permit or engage in such harassment may be subject to disciplinary action up to and including dismissal.

Report Violations to:

1. Your supervisor or site administrator for initial attempts at resolution, or
2. Contact District Title IX Compliance Coordinators:

Student Related Issues: Michael O'Leary, Coordinator, Student Behavior and Placement, at 643-9425, or

Employee Related Issues: Carol Mignone, Interim Chief Personnel Officer at 643-7471

LAWS RELATING TO SCHOOL PENAL CODES

- 71 - Threatening School Official (Felony)
- 241.2 - Assault on School Property
- 241.6 - Assault Against School Employee
- 243.2 - Battery on School Property
- 243.5 - Authority to Make Arrest Without Warrant. Arrest on “Probable Cause”
- 243.6 - Battery Against School Employee (on or off campus)
- 245.5 - Assault with Deadly Weapon on School Employee (Felony)
- 415.5 - Disturbing the Peace (Fights on Campus, No Victim Needed)
- 602.11 - Preventing Entry or Exit From School
- 626.6 - Disruptive Activity on Campus (Not to Return for 7 Days)
- 626.9 - Loaded Firearms on Campus (Felony)
- 626.10 - Bring of Possess weapons on Campus (Felony)
- 653g - Loitering About Schools (Must be Advised to Leave-Not to Return Within 72 Hours)

CALIFORNIA
RIGHT TO SAFE SCHOOLS

***All students and staff of primary, elementary, junior high and senior high schools have the inalienable right to attend campuses which are safe, secure, and peaceful.**

ACTS THAT MUST BE REPORTED TO LAW ENFORCEMENT

1. Pupil attacks or menaces school employee. (Ed. Code, § 440114(a))
2. Child abuse. (Pen. Code, §§ 11165.4 and 11165.6)
3. Pupil commits assault with deadly weapon. (Ed. Code, § 48902(a) & Ed. Code, § 44030)
4. Pupil possesses or sells drugs or possesses weapon on campus. (Ed. Code, §§ 48902(c) & (b))

*Source: "Right to Safe Schools," section 28(c), Article 1, California Constitution (1982)
Updated 6-21-11