

# MARK TWAIN UNION ELEMENTARY SCHOOL DISTRICT

P.O. Box 1359 - Angels Camp, CA 95222  
(209) 736-1855 phone (209) 736-6888 fax  
www.mtwain.k12.ca.us  
Copperopolis Elementary School \* Mark Twain Elementary School

## Parent/Student Handbook 2025-2026

Dear Parent or Guardian:

As required by law, we wish to notify you of your rights and responsibilities as parents and/or guardians of students enrolled in our schools. Please take a moment of your time to carefully review the information in this handbook with your child. After you review the Parent/Student Handbook, please sign and return this page to your child's school as an acknowledgement of your having received and reviewed the contents of the handbook.

If you have any question, please feel free to contact our District office at 209-736-1855. Thank you and we look forward to a great school year!

### Parent/Guardian Acknowledgement

Education Code Section 48982 required parents or guardians to sign and return this acknowledgment. By signing below, I am neither giving nor withholding consent for my child (ren) to participate in any program. I am merely indicating that I have received and reviewed the handbook with notices regarding my rights relating to activities that might affect my child(ren).

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Date:

---

Name of Student/Grade

---

Name of Student/Grade

---

Name of Student/Grade

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Name of Student/Grade

---

Parent/Guardian Signature

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Date:



**MARK  
TWAIN**  
UNION  
ELEMENTARY  
SCHOOL  
DISTRICT

981 Tuolumne Avenue  
P.O. Box 1359  
Angels Camp, CA 95222  
209-736-1855 phone  
209-736-6888 fax

**2025-2026**

Parent, Guardian,  
Student Handbook

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*Our Promise*

We promise to create  
a safe, supportive, and  
inclusive space where  
each and every  
student is empowered  
to achieve and  
inspired to succeed.

*Empowered to achieve.  
Inspired to succeed.*

[WWW.MTWAIN.K12.CA.US](http://WWW.MTWAIN.K12.CA.US)

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# BOARD OF EDUCATION

981 TUOLUMNE AVENUE, P.O. BOX 1359 ANGELS CAMP, CA 95222

The Board meets at the MTUESD Office Board Room. Open session begins at 5:30 p.m. (closed session at 4:45 p.m.). The Brown Act, the open meeting law, ensures that the Board's actions are taken openly and that their deliberations are conducted openly. The public is welcome to comment on items on the agenda and any topic during the public comment section. Due to the Brown Act stipulations, the Board cannot take action on an item brought to its attention during public comment. All Board meeting agendas and minutes can be obtained on the District website [www.mtwain.k12.ca.us](http://www.mtwain.k12.ca.us)

The Mark Twain Board of Education sets policy for the District and yearly sets District Goals. The goals provide the direction for the District's work and keep it focused on the success of our students

## OVERALL DISTRICT GOALS

Increase Student Academic Success  
Align District Expenditures to Support District Goals  
Provide Technology Infrastructure to Support Curriculum and Student Data Management  
Recruit and Retain Qualified Personnel

Specific goals support the overall goals and progress toward completion of those goals is posted on the website for your review.

## BOARD OF EDUCATION 209-736-1855

President  
Christy Miro  
[cmiro@mtwain.k12.ca.us](mailto:cmiro@mtwain.k12.ca.us)

Vice President  
Scott McNurlin  
[smcnurlin@mtwain.k12.ca.us](mailto:smcnurlin@mtwain.k12.ca.us)

Board Clerk  
Timothy Randall  
[trandall@mtwain.k12.ca.us](mailto:trandall@mtwain.k12.ca.us)

Board Member  
Cora Broglio  
[cbroglio@mtwain.k12.ca.us](mailto:cbroglio@mtwain.k12.ca.us)

Board Member  
Jennifer Eltringham  
no email preferred

# **DISTRICT OFFICE**

981 TUOLUMNE AVENUE, P.O. BOX 1359 ANGELS CAMP, CA 95222

Mark Twain Union Elementary School District is comprised of two schools. Mark Twain Elementary School (TK-8), and Copperopolis Elementary School (TK-6). The District consists of two major communities, Angels Camp and Copperopolis. Each of the schools provide a challenging, yet caring educational program for its students. The Superintendent administers the day-to-day operations of the District working closely with the principals.

## **DISTRICT OFFICE 209-736-1855**

Superintendent  
Louise Simson

Director of Business Services  
Catherine Eastburn

District Administrative Assistant  
Extension 521

Personnel & Payroll Specialist  
Lisa Stewart

Accounting Specialist  
Bernadette Costa-Moran

Facilities Manager  
Ken Malvini

Transportation Manager  
Bill Sundling

**L.E.A.P (Learners Empowered Academic Progress)**  
Long-Term Independent Study (6th-8th only)  
209-736-1855

Principal  
Louise Simson

Secretary  
Extension 521

# COPPEROPOLIS ELEMENTARY SCHOOL TK-6TH

217 SCHOOL STREET COPPEROPOLIS, CA 95228 (209)-782-3500

## **Principal**

Jessica Handgis

## **Office Manager**

Nicole Boucke

## **School/IT Clerk**

Molly Soulier



## Start Time

8:00 A.M.

*The more that you READ the more things you will KNOW.  
The more that you LEARN the more places you'll GO!*

-Dr. Seuss

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# MARK TWAIN ELEMENTARY SCHOOL TK-8TH

646 STANISLAUS STREET/ P.O. BOX 1239 ANGELS CAMP, CALIFORNIA 95222

## **Principal**

Sara Tutthill

## **Office Manager**

Jessikah StLouis

## **Office Clerk**

Michele Speyer



## Start Time

8:15 A.M.

*"Kindness is the language which the deaf  
can hear and the blind can see"*

-Mark Twain

STUDENT CALENDAR

Mark Twain Union Elementary School District  
2025-2026  
STUDENT CALENDAR

July 2025

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

August 2025

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

September 2025

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025

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

November 2025

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025

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

Aug 13 First Day of School

Holidays/Breaks:

July 4 - Independence Day Holiday  
Sept 1 - Labor Day Holiday  
Nov 11 - Veteran's Day Holiday  
Nov 24-28 - Thanksgiving Holiday  
Dec 23-Jan 2 - Winter break  
Jan 19 - MLK Day  
Feb 9 - Lincoln's Birthday  
Feb 16 - President's Day  
Local Holiday - March 27  
Mar 30- Apr 3 Spring Break  
Local Holiday - April 6  
Local Holiday May 14/15 - Frog Jump  
May 25 - Memorial Day  
June 19 - Juneteenth Holiday

Minimum Days (6):

Sept 29-30 (conferences)  
Oct 1-3 (conferences)  
June 2 - last day of school

Collaboration Planning Min Day (35)

Aug 15,22,29  
Sept 5,12,19,26  
Oct 10,17,24,31  
Nov 7,14,21  
Dec 5,12,19  
Jan 9,16,23,30  
Feb 6,13,20,27  
March 6,13,20  
April 10,17,24  
May 1,8,22,29

Report Cards/Progress Reports

Sept 24 - Progress Report  
Nov 5 - Report Card  
Jan 8 - Progress Report  
Feb 24 - Report Card  
April 16 - Progress Report  
June 2 - Report Card

First Day of Trimester

Aug 13 (60) T1  
Nov 6 (60) T2  
Feb 25 (60) T3

June 1 - Graduation

June 2 - Last day of School

January 2026

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

February 2026

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026

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

April 2026

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026

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

June 2026

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Holiday/Non School Days	
Minimum Days	
Collab Planning - MIN Day	Fridays
Total School Days	180

Mark Twain Elementary School Office:  
209-736-6533  
Copperopolos Elementary School Office:  
209-782-3500

# **GENERAL SCHOOL INFORMATION**

## **VISITORS/VOLUNTEERS**

To have the safest possible campuses, all visitors and volunteers must check in at the school office. Badges will be provided. Volunteers must be cleared through the volunteer process. To become a volunteer you will need to complete an application, be fingerprinted, complete online safety trainings and have a current TB screening. While at school or at a school function, volunteers may not discipline students. Observed problems should be referred to the classroom teacher, appropriate supervision personnel, or the school principal. Visitors may not interact with children or staff members.

## **EMERGENCY EARLY DISMISSAL**

When the Superintendent deems it is in the best interest of student health and safety to close school early, parents will be notified by phone or text dialer. If we are unable to contact parents, we will hold students until normal dismissal or until parents are contacted. Students will not be sent home early to empty houses without the direction of their respective parents or guardians.

## **TOBACCO-FREE WORKPLACE**

Effectively July 1, 1992, the Mark Twain Elementary School District is a tobacco-free workplace. Smoking and other tobacco use are prohibited anywhere on the school district property, indoors or out.

## **NON DISCRIMINATION IN DISTRICT PROGRAM AND ACTIVITIES**

The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination.

## **CLOSED CAMPUS**

No student may leave campus during the day, including lunchtime, unless released to a parent/guardian or authorized party and approved by the principal. Student guests are not allowed on campus.

## **STUDENT CHECK-IN/OUT**

It is necessary for any student leaving campus to check out through the school office. If a student is late to school, the parent or guardian must check the student in through the office. 7th and 8th grade students needed to be released early will need to submit a note from their parents to the office and obtain a call slip for release. A parent or guardian will be required to come in the office to check out their student. Transportation/pickup changes will need to be communicated to the office by 11 a.m. unless there is an emergency.

## **HOMELESS STUDENTS**

Lori Oliver has been appointed the contact person to assist students who are in homeless situation. MTUESD will ensure access to education and support services and disseminate notice of educational rights. You can reach Lori at 209-736-6533.

## **EARLY RELEASE DAYS**

All minimum days are indicated on the school calendar. Every Friday is a minimum day.



# GENERAL SCHOOL INFORMATION CONTINUED

## STUDENT SUCCESS TEAM

When it is apparent that a student may need additional educational or behavioral assistance, a referral may be made to the Student Success Team. The Student Success Team includes regular classroom teachers, special education teachers, parents, administrators and other personnel as appropriate to the need. The goal of the team is to ensure student success. A parent, administrator, teacher or support personnel may indicate a Student Success Team.

## TOBACCO-FREE SCHOOLS

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district's goals to provide a healthy environment for students and staff. The board prohibits smoking and/or the use of tobacco products at anytime in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420, 104559) These prohibitions apply to all employees, students and visitors at any school-sponsored instruction program, activity or athletic event held on or off district property. District property is considered to be a 25 ft perimeter of the school campus. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

- Smoking means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, pipe, tobacco or plant product intended for inhalation, whether natural or synthetic, in any matter or form and includes the use of electronic smoking device that creates aerosol or vapor or of any oral smoking device to circumvent the prohibition of smoking. (Business and Professions Code 229505; Education Code 48901).

# **TRANSPORTATION**

## **BUS TRANSPORTATION INFORMATION**

The goal of the Transportation Department to provide safe transportation to and from school. The District offers bus transportation for our students to and from school. The use of the bus is a privilege rather than a right.

Although every attempt is made to follow bus route and schedule, a window of ten (10) minutes before and after pick-up and drop-off time should be allowed for unexpected events.

Whenever a student has to change his/her bus stop, he or she must have a note signed by the parent or guardian and verified by school office personnel stating where he or she is to be dropped. In certain emergency cases, the parent may call the school office. Staff cannot guarantee that calls made after 1:30 p.m. of the day of the change will be able to be delivered to the bus drivers. In the event the bus is crowded, regular riders on that run will be loaded first. Special note riders will then be loaded on a space-available basis.

Students transported in a school bus shall be under the authority of, and responsible directly to the driver of the bus. Any student who violates the rules and regulations of the bus may have his/her privileges suspended. Video cameras may be used on school buses to monitor students behavior while traveling to and from school and school activities. Video recordings may be used in student discipline.

## **TRANSPORTATION IS FREE**

All students riding the bus must complete a transportation application annually. Commencing in the 2025-2026 school year, transportation is free.

# BUS RULES

Though school attendance is mandatory, *bus transportation is a privilege*. All school rules apply to students during transport and while at school bus stops.

- Students will display positive, calm behaviors that will ensure the safety of all riders and help the bus driver remain focused on driving safely rather than disruptive student behavior.
- Upon entering a bus equipped with seatbelts, the student will quickly be seated and properly buckled. Seatbelts must remain buckled for the duration of the ride.
- Students will use calm, quiet voices while riding the bus, remain seated, and keep hands and feet out of the aisle and in their personal space.
- Students will show care and respect for school property and the property of others.
- To maintain safe travel to and from school, buses are not able to transport the following items: glass containers, knives, live animals or any article that may be deemed a hazard by the bus driver.
- The bus driver must give permission and access to the riders. Special permission must be given by the site administrator, transportation director AND bus driver to parents, community members and siblings not enrolled to access the bus.
- The use of personal electronic devices may be used on the bus as long as the student is wearing headphones or earbuds and cannot be heard by others. Personal electronic devices may not be shared on the bus and should remain with the owner at all times. The district nor the bus driver is responsible for damaged or lost devices, should a student choose to use them during transportation times. Personal electronic devices must be turned off and stored away once school begins and remain turned off and away during the entire school day unless expressly permitted by the classroom teacher.
- The bus driver may, with the school principal's help, use seating charts to help with a safe, orderly and calm bus ride for all students. While most buses are equipped with recorded monitoring, the transportation manager will review with an administrator in the event of extreme behavior, but video will not be shown to parent/guardians due to privacy policy and confidentiality afforded to all students.
- Bus citations for disrespect, defiance, inappropriate language, property damage, physical contact, not wearing seatbelts, throwing items, having a voice volume that is distracting or disruptive, or moving seats without permission or while the bus is in motion, will receive verbal warnings and brought to the attention of the transportation director. If the behavior is persistent the bus driver will complete a transportation referral form and the transportation director or transportation clerk will notify the parents via phone. The transportation department will send the referral home with one of the following consequences.
  - 1st citation: Warning and/or assigned seating. The parent must sign and return the referral to the bus driver in order to return access to transportation
  - 2nd citation: 1-5 days removal from transportation privilege
  - When citation or citations have accumulated 5-days of removal from transportation privilege: 10 days
  - The next citation following a 10-day removal will result in either removal from transportation for the remainder of the trimester or the remainder of the year.
- If any of the following behavior issues occur on the bus, the transportation director will alert the site principal to consider further disciplinary actions for the day.
- Bullying, harassment, theft, physical injury or aggression, possession of a knife or dangerous object, vandalism, possession of tobacco product, possession/use/sale/furnished of a controlled substance, alcohol, intoxicant.
- Parent/guardians failing to send students to school because of denied bus service will be referred to the Calaveras County Student Attendance Review Board (SARB).

# ATTENDANCE

Every day counts in your child's education. Though make-up work and short-term independent study options exist, they cannot replace the rigor and quality of classroom teaching and learning that occurs in school. Your child is missing valuable instruction if they are not in school on time, daily. It is important to note that our District only receives funding for the days that your child is in actual attendance in school.

- Academically: High levels of attendance support academic performance.
- Legally: The compulsory Education Law requires all children between 6 and 18 (unless exempt) to attend school consistently and regularly.
- Financially: Revenue for our schools is generated by student attendance – not enrollment. We receive state funds only when a student is present in the classroom.

## YOU CAN HELP IN THE FOLLOWING WAYS

- Plan your family vacation during the summer months or when school is on holiday.
- Keep your child home only when he/she is sick.
- Make appointments for your child before or after school hours.
- Ensure your child is on time for school.

When your child is absent from school, either call the school office or send a note explaining the reason for the absence.

## EXCUSED ABSENCES

48205 (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is outside California.
- (5) For the purpose of Jury Duty in the manner of provided for by law.
- (6) Due to illness or medical appointment during school hours of a child of whom the pupil custodial parent, including absences to care for a sick child, for which the school shall require a note from the doctor.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observation of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or designated representative pursuant to uniform standards established by the governing board of the school district.
- (8) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, such as defined in Section 49701, and has been called to duty for, is on leave from, or immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- (11) For the purpose of participating in a cultural ceremony or event.

# EXCUSED ABSENCES CONTINUED...

(12) (A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.

- (B) (i) A middle school or high school pupil who is absence pursuant to subparagraph (A) is required to be excused for only one school day-long absence per school year.
- (ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.

(13) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

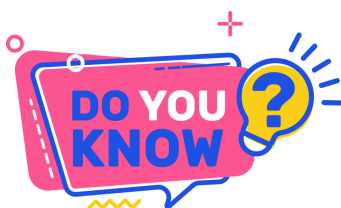
- (B) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to the tests and assignments that the pupil missed during the absence. (c) For purposes if this section attendance at religious retreats shall not exceed four hours per semester. (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment. (e) For purposes of this section the following definitions apply.

(1) A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums and town halls.

(2) "Cultural" means relating to the habits, practices, beliefs and traditions of a certain group of people.

(3) "Immediate family: means the parent or guardian, brother or sister, grandparent or any other relative living in the household of the pupil.

*Per board policy 5121* an **excused** or **unexcused absence** from school the student shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and upon satisfactory completion within a reasonable period of time shall be given full credit thereof. The teacher of any class from which a student is absent shall determine the tests and assignments which shall be equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.



Missing 10 % of school  
(1 or 2 days of every few weeks)  
can make it harder to...

Gain early reading  
and math  
skills

Build  
relationships

Develop good  
attendance  
habits

# TRUANCY

A student will be classified as truant if they are absent from school for **three full days and/or are tardy for more than 30 minutes on three occasions during one school year without a valid excuse**. Parents will be notified of truancy classification and every attempt will be made to assist the family to improve their student's attendance. [Education Code 48260] Students who are classified as habitually truant can be sent to the Student Attendance and Review Board. Parents of students identified as "truant" will be contacted by the Calaveras School Office of Education in conjunction with the Calaveras County District Attorney's Office.

- Third (3) - Unexcused Absence: Classified as a Truant (reported to attendance administrator) 1st Letter sent home.
- Fifth (5) - Unexcused Absence; Second truancy (again reported to attendance administrator. A school administrator will place the student on Attendance Supervision.
- Sixth (6) - Unexcused Absence: Third truancy (classified as habitually truant and subject to a summons to appear at a School Attendance Review Board (SARB).
- Chronic Truant - Any student absent from school without a valid excuse for more than 10 percent of the school days in one school year from the date of enrollment to the current date.
- Chronic Absent - A pupil absent on 10 percent or more of the school days in the school year.

## ATTENDANCE SUPERVISION

Once a student accumulated five (5) absences during the school year:

- A school administrator will place the student on Attendance Supervision, and hold a SART meeting.

## ATTENDANCE WHERE THE CAREGIVER RESIDES

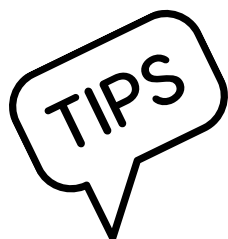
- If your child lives in the home of a caregiving adult, as defined by law, your child may attend the school district in which that residence is located by applying for an Inter/Intra District Attendance Agreement. [Education Code 48204(d), 48980(g)]

## ATTENDANCE IN THE DISTRICT IN WHICH PARENT/GUARDIAN IS EMPLOYED

- Allen Bill - Based on space available and district policies, your child may be able to attend school in the school district where you or your spouse is employed. If interested, call the school office for information regarding an Inter/Intra District Attendance Agreement. [Education Code 48204(f), 48204(f) (7), 48980(e)] Caregivers can request a caregiver affidavit from the school office.

## SHORT-TERM INDEPENDENT STUDY

- If at all possible, please schedule family events around the school calendar. Families may request a short-term Independent Study in advance for student absences of up to 15 school days, in duration. Independent study is subject to administrative approval and is limited to once per school year. Attendance credit will only be granted if the student completes all work products before the assigned due date and before returning to regular classroom instruction. Parents must notify the school no less than five days before departing for the Independent Study Contract. Independent study absences will not count for Perfect Attendance. Independent Study work not turned in and completed on time within the contract days will be marked as unexcused absences and subject to SARB review.



Set a regular  
bedtime and  
morning routine

Lay out clothes and  
pack backpack the  
night before

Talk about the  
importance of  
showing up

# BEHAVIOR

## BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Positive Behavior Interventions and Supports (PBIS) is an approach to supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate.

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### SCHOOL - WIDE RULES

**Be Safe**  
**Be Respectful**  
**Be Responsible**



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Having a few simple, positively stated rules facilitates the teaching of behavioral expectations across school settings because students will be learning through the same language. By focusing on 3 simple rules, it is easier for students to remember. It is also important for staff because instruction focusing on a few simple rules will improve teaching and consistency across staff through the use of a common language.

Positively stated rules are important because by stating rules positively, the hope is that staff will be more likely to use the rules to catch students engaging in the appropriate behavior.

By selecting only a few rules it is important that the rules are broad enough to talk about all potential problem behaviors. With the rules selected, the PBIS team believes that we can then teach all specific behavioral expectations across all school settings according to these simple rules, for example:

- Cleaning up your spills in the cafeteria is an example of **Being Safe** because someone could slip on the spill and get hurt.
- You were **Being Very Responsible** when you asked your classmate to walk in a straight line in the hallway.
- Thank your class for **Being So Respectful** by raising your hands to speak and listening to what everyone else had to say about the story.

## ACKNOWLEDGMENT SYSTEM

It is not enough to reach expected behavior, we also need to regularly recognize and reward students for engaging in appropriate, safe, and kind behavior. Research has shown that recognizing students for engaging in unexpected behavior is even more important than catching students breaking the rules. Research on effective teaching has found that teacher should engage in a rate of 4 positive interactions with students for every 1 corrective interaction (4:1 ratio). As a staff, it is very easy to get caught up in focusing on catching students engaging in negative behavior. The goal of an acknowledgment system is to increase the number of positive interactions that all school staff have with students.

At Mark Twain and Copperopolis we use PBIS to acknowledge students for appropriate behavior, through this program, we hand out tickets to students for following the school rules.

## **MTUESD EXPECTATIONS MATRIX**

### **Voice Regulation**

0 – No Talking

1 – Whisper

2 – Small Group/Partner Talk

3 – Presentation Voice

4 – Outside/Playground

<b>Area/ Setting</b>	<b>I AM SAFE</b>	<b>I AM RESPONSIBLE</b>	<b>I AM RESPECTFUL</b>
<b>Bus</b> Voice = 2	<ul style="list-style-type: none"> <li>Hands and feet to self</li> <li>Stay in your seat</li> <li>Put trash in the trash can</li> <li>Keep food and drinks sealed in your backpack</li> </ul>	<ul style="list-style-type: none"> <li>Use your inside voice</li> <li>Inform adults of vandalism or bullying</li> <li>Make sure you take all belongings on/off bus</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate words and actions</li> <li>Respect school and peer property</li> <li>Maintain personal space</li> </ul>
<b>Pick-up/Drop-off</b> Voice = 4	<ul style="list-style-type: none"> <li>Walk at all times, in designated areas (sidewalk, crosswalk)</li> <li>Watch for cars</li> <li>Stay in designated areas</li> <li>Walk bikes, scooters, skateboards on campus</li> </ul>	<ul style="list-style-type: none"> <li>Be attentive to staff directions</li> <li>Be alert for your ride</li> <li>Quickly load into the bus or car</li> <li>Leave campus at dismissal</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language</li> <li>Be kind in your words and actions</li> </ul>
<b>Walkways</b> Voice = 2	<ul style="list-style-type: none"> <li>Walk on the right hand side</li> <li>Walk</li> <li>Keep hands and feet to self</li> <li>Watch where you are going</li> </ul>	<ul style="list-style-type: none"> <li>Pick up and dispose properly of any trash</li> <li>Travel to your destination promptly</li> <li>Walk with purpose</li> </ul>	<ul style="list-style-type: none"> <li>Maintain personal space</li> <li>Use appropriate language and voice level</li> </ul>
<b>Classroom</b> Voice = 0-3	<ul style="list-style-type: none"> <li>Use materials and equipment as intended</li> <li>Keep hands and feet to self</li> <li>Maintain personal space</li> <li>Use personal electronics as intended</li> <li>Cell phones off and in backpack</li> </ul>	<ul style="list-style-type: none"> <li>Be attentive to the speaker and your work</li> <li>Come to class on time and prepared to learn</li> <li>Give your best effort, be productive</li> <li>Use your breaks for the restroom and water</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate words and actions</li> <li>Follow adult directions</li> <li>Keep a positive attitude</li> <li>Respect and include others ideas and perspective</li> </ul>
<b>Cafeteria</b> Voice = 1-2	<ul style="list-style-type: none"> <li>Walk</li> <li>Eat only your food</li> <li>Keep hands and feet to self</li> <li>Inform an adult of any spills or problems</li> </ul>	<ul style="list-style-type: none"> <li>Wait in line patiently</li> <li>Sit and eat at designated tables</li> <li>Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Use inside voice</li> <li>Use appropriate language</li> <li>Share your table with others</li> </ul>
<b>Restroom/ Locker Room</b> Voice = 2	<ul style="list-style-type: none"> <li>Wash hands</li> <li>Keep water in sink</li> <li>Put trash in the trash can</li> <li>Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>Flush toilet</li> <li>Inform adults of vandalism</li> <li>Do not linger</li> </ul>	<ul style="list-style-type: none"> <li>Give other people privacy</li> <li>Use appropriate words and sections</li> <li>Respect property</li> </ul>
<b>Office</b> Voice = 2	<ul style="list-style-type: none"> <li>Keep hands and feet to self</li> <li>Use chairs and desks appropriately</li> <li>1-2 students per situation</li> </ul>	<ul style="list-style-type: none"> <li>Walk patiently and quietly</li> <li>State your purpose politely</li> <li>Use your inside voice</li> </ul>	<ul style="list-style-type: none"> <li>Stay in student area</li> <li>Wait to be called on</li> <li>Use appropriate words and actions</li> </ul>
<b>Library</b> Voice = 0-3	<ul style="list-style-type: none"> <li>Keep hands and feet to self</li> <li>Push your chair in</li> <li>Use supplies properly</li> </ul>	<ul style="list-style-type: none"> <li>Return books to the proper place in a timely manner</li> <li>Wait in line quietly and patiently</li> <li>Use hand sanitizer when you enter</li> </ul>	<ul style="list-style-type: none"> <li>Handle books and school property with care</li> <li>Use appropriate words and actions</li> <li>Maintain personal space</li> </ul>



Area/ Setting	I AM SAFE	I AM RESPONSIBLE	I AM RESPECTFUL
<b>Field Trip</b> Voice = 0-3	<ul style="list-style-type: none"> <li>Stay within designated areas</li> <li>Stay with peer or designated chaperone</li> <li>Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Thank chaperones and your guides/directors</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate words and actions</li> <li>Show appreciation</li> <li>Listen attentively to all speakers</li> <li>Represent your school with pride</li> </ul>
<b>Assembly</b> Voice = 0-3	<ul style="list-style-type: none"> <li>Stay with your class</li> <li>Keep hands and feet to self</li> <li>Stay seated until dismissed or given instructions</li> <li>Make space for others</li> </ul>	<ul style="list-style-type: none"> <li>Focus on presentation</li> <li>Sit quietly and still</li> <li>Be aware of others needs by not blocking view</li> </ul>	<ul style="list-style-type: none"> <li>Show appreciation</li> <li>Applaud at appropriate times</li> <li>Listen to speaker</li> <li>Enter and leave quietly</li> </ul>
<b>Athletics</b> Voice = 3	<ul style="list-style-type: none"> <li>Use equipment appropriately</li> <li>Sportsmanship play</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself and others</li> <li>Know and follow all athletic policies</li> </ul>	<ul style="list-style-type: none"> <li>Respect all officials</li> <li>Use appropriate language, kind words and actions</li> <li>Follow coaches directions only</li> <li>Represent your school with pride</li> </ul>
<b>Rainy Day Recess</b> Voice = 1	<ul style="list-style-type: none"> <li>Keep hands and feet to self</li> <li>Food stays in designated areas</li> <li>Use equipment appropriately</li> <li>End all activity at bell or whistle</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself and others</li> <li>Quickly return to class</li> <li>Report problems to yard staff</li> <li>Pick up all personal belongings</li> </ul>	<ul style="list-style-type: none"> <li>Maintain an inside voice</li> <li>Follow staff directions</li> <li>Follow coaches directions only</li> <li>Use appropriate language</li> <li>Use kind words and kind actions</li> </ul>
<b>Playground</b> Voice = 3-4	<ul style="list-style-type: none"> <li>Keep hands and feet to self</li> <li>Food stays in designated areas</li> <li>Use equipment appropriately</li> <li>End all activity at bell or whistle</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself and others</li> <li>Quickly return to class</li> <li>Report problems to yard staff</li> <li>Pick up all personal belongings</li> </ul>	<ul style="list-style-type: none"> <li>Follow staff directions</li> <li>Use appropriate language</li> <li>Use kind words and actions</li> </ul>

## DISCIPLINARY CONSEQUENCES

The Mark Twain Union Elementary School District endeavors to teach students appropriate ways to behave and interact with their peers and adults at school. To that end, all efforts will be made to approach student discipline from a positive restorative approach. Disciplinary consequences will be assigned at the direction of the site administrator or designee, and may include the following (in order of severity):

Warning  
Time Out/Thinking Chair/Reflection  
Time Out in Buddy Class  
Structured/Alternative Recess Activities  
Campus Beautification/Other Restorative Practices  
Detention  
Class Suspension  
In-School Suspension  
Suspension  
Expulsion

In order to help students acquire the skills and strategies they need to be successful, students may also be referred for support from counseling. In extreme situations and when required by law, students may also be referred to Angels Camp Police Department and/or Calaveras County Sherriff for further follow-up. Please note that this is not an exhaustive list of potential disciplinary consequences that may be imposed. Student disciplinary consequences will be assigned at the discretion of the site administrator or designee.

# SCHOOL RULES

- Safety is a high priority in our schools. Students shall not endanger themselves or others by rough playing or fighting.
- Taking care of our environment and supplies is a high priority in our schools. Students shall not misuse school property or the personal property of others. This includes damaging textbooks, electronic devices, desks and misuse of restroom facilities.
- Positive communication and language are a high priority in our schools students shall not use profanity or vulgarity, nor verbally abuse others. That includes obscene gestures, swearing, threatening others, and the use of racial slurs.
- Positive learning environments are the top priority in our schools. Students shall not disrupt teaching and learning activities or defy the responsible adults on campus.
- Cyber safety is a high priority in our schools. The use of personal electronic devices may not be used during the school day, unless approved by a staff member. Any student found using personal electronic devices inappropriately will be required to surrender the device to school personnel and it will be held at the school office until the parent is contacted to come to school and pick up. Unless permission is granted, student cell phones may only be used before and after school hours. Student cell phones are to be turned off and kept in the student's backpack during school hours.
- Honoring all employees is a high priority in our schools. Students shall not be dishonest in their dealings with school personnel. This includes repeated disobedience of established classroom rules, willfully doing different than directed by school personnel and using disrespectful language or behavior towards school personnel.
- Honesty is a high priority in our schools. Students shall not be dishonest in their dealings with school personnel. This includes forgery of notes, signatures, excuses and other school documents, cheating, or lying to school personnel. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
- Being kind to others is a high priority in our schools. Students are responsible for showing maturity and mutual respect in their relationships. While there is no one specific rule, appropriate behavior will be handled individually by teachers, administrators, or counselors so that respect and maturity govern such behavior. Students will conduct themselves appropriately, in a manner that is customarily considered to be in good taste by the greater community. Public displays of affection such as, but not limited to holding hands, hugging, and kissing are not appropriate in school.
- Positive and healthy decisions by students are a top priority at school. Conduct that is so serious as to warrant immediate referral to the principal and this includes severe infractions of any of the school rules, having or using the following items at school: tobacco, alcohol, controlled substances, weapons and materials deemed dangerous or offensive, and repeated offenses for which other interventions do not seem to be working.
- Skateboarding, scooters, rollerblades, wheelies-type of shoes, gum and sunflower seeds are not allowed on campus.
- Nutrition is a high priority at our school. During school hours healthy food and beverages are encouraged.

## SCHOOL PERSONAL PROPERTY

Mark Twain Elementary School District assumes no liability or financial responsibility for theft, loss, cost, and expenses arising out of any liability or claim of liability for damage to a personal electronic devices (such as phone, iPad, iPod, etc). The privilege of carrying a personal electronic device onto the school campus may be revoked and/or the device may be impounded if the rules are not followed or if the school administration deemed it necessary to ensure school safety. **Student cell phones are to be turned off and kept in the student's backpack during school hours. Student cell phones may only be used on campus before and after school.** Confiscation of Property: students should not bring personal property such as radios, toys, or athletic equipment to school unless permission has been granted by the site administrator or designee. In any case, the school will not be responsible for personal property. The replacement or repair of personal property used at school is the responsibility of the owner. When a student brings personal property to school without permission to do so or the possession of such property results in the disruption of the educational process, such property may be confiscated. Parents are to contact the school administrator/designee to arrange the return of confiscated property.

# BULLY PREVENTION PROGRAM

The Mark Twain Elementary School District has adopted Character Strong. We recognize that bullying occurs when someone is exposed, repeatedly and over time negative actions on the part of one or more other persons and has difficulty defending him or herself. The staff and administration are committed to:

**Behavior**– The Board and staff of Mark Twain Union Elementary School District are committed to maintaining safe and orderly campuses. Our campuses are places of learning, free from fighting, drugs, alcohol, bullying, vulgarity, intimidation, gang-like behavior and fear. Carefully review your schools rules and the “Suspension” and “Expulsion” sections of this Parent/Student Handbook.

Students and parents are partners in ensuring positive campus environments. Please work closely with your principal and school staff when questions or concerns arise. It is critical that parents who see disturbing social media posts on phones/devices, that you alert and share with school administration.

- Reducing existing bullying program among students
- Preventing the development of new bullying problems
- Achieving better peer relations at school

As a result, the following school rules about bullying have been adopted at each site:

- We will not bully others
- We will try to help students who are bullied
- We will try to include students who are left out
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home

# **FIGHTING**

Students engaged in physical altercations may be suspended from school without regard to blame or instigation. Students are to report potential problems to school staff immediately.

## **RELEASE OF STUDENT TO PEACE OFFICER**

When a principal or other school official release a minor pupil to peace officer for the purpose of removing the minor from the school premises, the school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer, and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165.6 of the Penal Code, or pursuant to Section 305 of the Welfare and Institutions Code. In those cases, the school official shall provide the peace officer with the address and telephone number of the minor's parent or guardian. The peace officer shall take immediate steps to notify the parent or guardian, or responsible relative of the minor that the minor is in custody and the place where he or she is being held. If the officer has a reasonable belief that the minor would be endangered by a disclosure of the place where the minor is being held, or that the disclosure would cause the custody of the minor to be disturbed, the officer may refuse to disclose the place where the minor is being held for a period not to exceed 24 hours. The officer shall, however, inform the parent, guardian or responsible relative whether the child requires and is receiving medical or other treatment. The juvenile court shall review any decision not to disclose the place where the minor is being held at a subsequent detention hearing.

## **PARENT RESPONSIBILITY**

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, to school personnel or damage to school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents or guardians liability may be as much as \$10,000 in damages and another maximum of \$10,000 for payment or reward if any. [Education Code 48904] The school may withhold the grades, diploma, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in place of payment of money. [Education Code 48904, Civil Code Section 1714.1]

## **STUDENT SEARCH**

The school principal or properly certificated designee may search the person of a student; the student's backpack, or purse, and if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property or contraband. [U.S. Supreme Court Case: New Jersey v. T.L.O (1985) 496 U.S. 325] For personal cell phones and electronic devices, admin designee will contact a parent for permission to search for inappropriate content.

# **SUSPENSION & EXPULSION**

Mark Twain Union Elementary School District is committed to orderly, safe campuses. California Education Code permits/mandates that certain serious offenses result in exclusion from instruction to ensure a safe, positive learning environment for all students. Attendance of a suspended child's parent or guardian for part of the school day California Education Code authorizes teachers to provide that the parents or guardian of the suspended student attend a portion of a school day in his/her child's classroom (EC 48900.1).

The principal of a school may suspend a student for specific infractions (SEE: "Reasons for Suspension") for up to five (5) days per incident. The suspension duration is based on the seriousness of the infraction and the student's discipline history. The student's parent/guardian may appeal a suspension through the Superintendent's office (209) 736-1855.

Suspension from a class by a teacher - A teacher may suspend any student from class, for any other acts of Education Code 48900, for the day of the suspension and the day following. As soon as possible, the teacher shall ask the parent or guardian of the student to attend a parent-teacher conference regarding the suspension.

For specific causes, the principal may recommend to the Board of Trustees that a student be expelled for a period of time up to one calendar year. The duration is based on the seriousness of the offense and/or the student's discipline history. The parents/guardians of a student recommend for expulsion will be invited to a pre-expulsion meeting with the superintendent, followed by a formal hearing with the Board of Trustees. The parents/guardians of a student expelled by the Mark Twain Union Elementary School District may appeal that expulsion to the Calaveras County Superintendent of Schools Board. Upon the decision of expulsion, MTUESD will refer the expelled student to either CRA or the District's LEAP (Independent Study) program, depending on the expelled offense. Any situation on suspension or expulsion may not enter the premises of any Mark Twain Union Elementary School District property or campus, except for pre-scheduled conference with a school official, approved by the principal, superintendent, or appropriate designee. This includes entrance during the instructional day, after-school, and weekend activities such as dances and sports or community events held on the sites. Suspension are considered *unexcused* absences.

## **SUSPENSION NOTIFICATION**

The school will make reasonable efforts to notify the parents/guardians in person or by telephone at the time of suspension and will notify parents/guardians in writing (EC 48911).

## **DISCIPLINE MEETING**

The Board will notify, in writing via personal service, registered or certified mail, of the Boards intention to conduct a hearing for disciplinary action (EC 48912).

# REASONS FOR SUSPENSION & EXPULSION

## Grades K-8

Suspension is normally for serious offenses listed below, for the duration of one to five days. If the offense results in the recommendations for expulsion, the suspension may be extended pending the formal hearing with the Board. State law allows for the suspension of a student if a school investigation shows the student while on school grounds, going to or from school, during the lunch period (on or off campus), or during, or while going to or from, a school-sponsored activity or has engaged in any of the following acts.

- Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as judged by the juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))
- Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))
- Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))
- Committed or attempted to commit robbery or extortion (Education Code 48900(e))
- Caused or attempted to cause damage to school property or private property (Education Code 48900(f))
- Stole or attempted to steal school property or private property (Education Code 48900(g))
- Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packer, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code 48900(h))
- Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))
- Unlawfully possessed, offered, arranged or negotiated to sell any drug paraphernalia as defined in Health and Safety Code 11014.5 (education Code 48900(j))
- Knowingly received stolen school property or private property (Education Code 48900(l))
- Possessed an imitation firearm (Education Code 48900(m))
- Imitation firearm means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm (Education Code 48900 (m))
- Committed or attempted to commit sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))
- Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding to prevent that student from being a witness and/or retaliating against that student for being a witness (Education Code (o))
- Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug Soma (Education Code 48900 (p))

## REASONS FOR SUSPENSION & EXPULSION (CONTINUED)

- Engaged in, or attempting to engage in hazing (Education Code 48900(q))
  - **Hazing** means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current or prospective student. Hazing does not include athletic events or school-sanctioned events (Education Code 48900(q)). Engaged in the act of bullying Education Code 48900(r))
- Engaged in an act of bullying (Education Code 48900(r))
  - **Bullying** means any severe or persuasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one of more students that have or can reasonably be predicted to have the effect of placing a reasonable student in fear or harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r)) Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation as defined in Education Code 48900.2, 48900.3 or 48900.4 and below in items #1-3 of "Additional Ground of Suspension and Expulsion: Grades 4-8," that has any of the effects described above on a reasonable student.
- Electronic act means the creation or transmission of communication originated on or off school site, including, but not limited to, a message, text, sound, image, or post on a social network internet website, utilizing an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer or pager. A post on a social network internet website shall include, but not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above. (Education Code 48900(r))
- Reasonable student, means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))
- Aided or abetted the infliction or attempted infliction of physical injury on another person as defined in Penal Code 31 (Education Code 48900(t))
- Made terrorist threats against school officials and/or school property (Education Code 48900.7)
- A terrorist threat includes a written or verbal statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out (Education Code 48900.7).

# ADDITIONAL GROUNDS FOR SUSPENSION AND EXPULSION

## Grades 4-8

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

- Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)
  - Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or persuasive as to have a negative impact on the victim's academic performance or to create an intimidating, hostile, or offensive educational environment (Education Code 212.5, 48900.2). This is California's Education Code verbiage.
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)
  - Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)
- Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or persuasive to have the actual reasonable expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

## REASONS FOR EXPULSION

A student may be expelled by the Board of Education for a period of up to one calendar year. It is not unusual for offenses of this severity to also include law enforcement interventions. If a student's behavior falls under and of the outlined reasons for the suspension, he or she may also be recommended for expulsion by a principal or designee.

- Use, possession or sale of any weapon
  - This includes guns, knives, explosives, or other dangerous objects. Any object used in a dangerous manner may be considered a weapon.
- Brandishing a knife at another person
  - This refers to waving a knife at someone in a threatening manner. Knife refers to any type of folding knife, razor, (with unguarded blades), or any dirk, dagger, or weapon with a fixed, sharpened blade fitted primarily for stabbing.
- Dangerous Behavior
  - Repeated incidents of fighting, violence or otherwise causing serious injury to another.
- Sexual Misconduct
  - Attempting to commit or committing a sexual assault or committing a sexual battery.
- Use, distribution, or possession of controlled substances
  - A student may be expelled and/or referred to law enforcement for selling or providing someone a controlled substance, excluding tobacco, or possessing an amount for more than personal use. This includes prescription medications.



# DRESS AND GROOMING

The Mark Twain Elementary School District's dress code is designated to promote a learning environment that is free of distractions. If any dress or grooming is not outlined below presents a disruption of the learning environment, the staff reserves the right to prohibit it. When practical, *unless posing a safety threat or promoting derogatory or inflammatory comments*, students shall **NOT** be directed to correct a dress code violation during instructional time, or correction shall **NOT** be in front of other students. If time does not allow for a student to go to the office during the passing period before instruction begins, a call will be made to the office to call a parent or to prepare at the next available break. Repeated violations or refusal to comply with the district's dress code may result in a disciplinary action. The purpose of the dress code is to encompass the following basic principles and all students are encouraged to dress in a manner that is comfortable and conducive to an active school day.

- Students should be able to wear clothing without fear of actual unnecessary discipline or body shaming.
- The student dress code should serve to support all students to develop a body-positive self-image.
- The district standard dress and appearance policy is gender neutral and applies to all schools equally, regardless of gender on school campuses and at school sponsored functions and will be enforced consistently and fairly by all members of the school staff.
- Clothing and hairstyles are a manner or personal choice. The school staff shall be concerned only when they impact the health and safety of the students and staff.
- Any accessories that are considered to be hazardous to students are prohibited.
- Students are not allowed to possess or use aerosol cans at school or school-related functions.
- Shoes must be worn at all times, sandals are permitted only if they have a heel strap. Slides, flip-flops are not permitted. Students must wear appropriate shoes and attire for P.E.
- Commercial lettering or printing will be allowed on shirts, sweatshirts, jackets, book bags, hats, etc. Under the following conditions: The lettering or printing on a student's shirt, sweatshirt, jacket, hat or book bag, etc. may not offend others or:
  - Express or display crude, violent, or vulgar statements or pictures
  - Encourage or promote the illegal use or possession of drugs
  - Encourage or promote the use of alcohol or tobacco
  - Encourage or promote gang-related activities
  - Encourage or promote the association or membership with a gang
  - Encourage or promote sexually suggestive or pornographic material
  - Make, imply, or infer, derogatory or inflammatory comments against any racial, ethnic, political, national, gender, or religious association
- Students may wear outfits recognizing their association with particular organization on the day that organization meets or participates in an activity if the students presence at school with the outfit or uniform is not offensive to others and does not cause a disruption to the educational process or a risk of harm to students or staff.
- Hats, caps and other types of head coverings will not be worn inside buildings. Bandanas are not to be worn. Head coverings worn for religious reasons will be exempted. Baseball-style hats shall be worn with the bill forward.
- Garments shall be sufficient to conceal undergarments at all times and bottoms must be worn at the waist. Clothing shall be what is generally considered to be in good taste and not distracting, disruptive, or offensive to others.
- No low-cut or revealing tops. No "off-the-shoulder" blouses. Shirts/tops must touch the top of the bottoms.
- Students must wear tops at all times. Bare abdomens are prohibited.
- No tank tops with spaghetti straps.
- Shorts and skirts may not be any shorter than mid-thighs, including holes.
- Students may be provided a coverup when wearing inappropriate attire. Students may be required to call a parent to bring appropriate clothing.
- Pajamas and pajama pants may be worn only on specific spirit days.

# STUDENT SERVICES

## INDIVIDUAL EDUCATIONAL SERVICES

Children with either permanent or temporary disabilities may qualify for additional support services under the Individual Disabilities Education Act (IDEA) or Section 504 of the Americans with Disabilities Act. If you have reason to believe that your child has a disability that requires special services or accommodations, bring this to the attention of the school office. Your child will be evaluated to determine whether he/she is eligible for special instruction or services. [Education Code 56020, et seq., 53600]. To accommodate students with a Medical 504 Plan, any food brought onto school grounds for student consumption must be store-bought with a list of ingredients clearly labeled on the package.

Students who learned English as a second language will be assessed and provided opportunities for increased English acquisition that will ensure strong, positive academic growth.

## STUDENT MEAL PROGRAM

We hope all of our students take advantage of our breakfast and lunch meal program. All meals are 'free' for this year. However, the financial-income data sheet that traditionally qualifies you for Free & Reduced meals is still required to be completed and return as it opens up many funding opportunities for our district in other state resources. An income verification form will be sent home and is confidential [Education Code 49510-49520]. Additional applications may be obtained through your school office and on the District website at [www.mtwain.k12.ca.us](http://www.mtwain.k12.ca.us)

## TECHNOLOGY AN INTERNET ACCEPTABLE USE POLICY

Please read this Agreement carefully. This Agreement covers technology use at Mark Twain Union Elementary School District. The use of the Internet is a privilege, not a right. This privilege may be withdrawn if it is not used responsibly. Failure to abide by these rules may lead to disciplinary action as stated in section (8) below.

## TERMS AND CONDITIONS OF STUDENT INTERNET USE

- Personal Responsibility. As a representative of this school, students will accept personal responsibility for reporting any misuse of the network to a teacher. Misuse may come in many forms, but it is commonly viewed as any transmission(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below.
- Acceptable Use. The use of internet access must be in support of education and research and must be consistent with the educational goals and objectives of the Mark Twain Union Elementary School District. Students are personally responsible for their internet use.
- Use of other organizations' networks or computing resources must comply with rules appropriate to that network.
- Transmission of any material in violation of the United States or other state regulations is prohibited.
  - This includes but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets.
- Engaging in commercial activities by for-profit instructions is not acceptable.
- The use of the network for product advertisement or political lobbying is prohibited.
- The use of electronic information system is a privilege for students in the Mark Twain Union Elementary School District, not a right. Inappropriate use will result in the cancellation of privileges and school disciplinary action.

- Students will abide by guidelines which include but are not limited to the following:
- Be polite- Never send, or encourage others to send abusive messages.
- Use Appropriate Language-Remember that you are a representative of your school and Mark Twain Elementary School District on a non-private system. Never swear, use vulgarities, or any other inappropriate language, Illegal activities of any kind are strictly forbidden.
- Privacy - Do not reveal any personal information, your home address, personal phone numbers, or those of students or colleagues. Report to your teacher any person who asks for personal information of violates your privacy.
- Electronic mail (email) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to your teacher. Emailing classmates during class time is only allowed when directed by the teacher for group projects.
- Do not use the network in any way that would disrupt the use of the network by others.
- Games- Games must be educational only and directed by the teacher. Students are not to play electronic games with anyone outside his/her classroom and must be under the teacher's direction. Chatting online with anyone is prohibited unless the teacher directed.
- Misuse- Report to your teacher any misuse of the network.
- Passwords and Account- Keep your password secure. Do not share your password with others, although school personnel must have access to all passwords. Do not allow others to use your account. Do not use other people's passwords or accounts. Passwords may only be changed with staff approval.
- Personal Electronic Devices- Including phones, electronic watches, earbuds and other items. Personal electronic devices may not be used without staff permission.
- Services- The Mark Twain Union Elementary School District will not be responsible for any damage suffered while on this system. This damage includes loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by your errors or omissions. Use of any information obtained via the information system is at your own risk. Mark Twain Union Elementary School District specifically denies any responsibility for the accuracy of information obtained through its services.
- Security- On any computer system is a high priority. If you identify a security problem, notify a teacher or administrator at once.
- Vandalism- is defined as any malicious attempt to harm or destroy the data of another user, or that of agencies, or network that are connected to the system. This includes but is not limited to, the uploading or creation of computer viruses, disrupting or limiting access to network resources, or using the network to make unauthorized entry to any other machine accessible via the network. Any violation may result in the loss of your network privileges, disciplinary action, and/or legal referral.
- Definitions and Consequences-Inappropriate use are defined as using the internet in any way that is contrary to school policy, or local, state, and federal law. If a student violates any rules, he/she may be subject to any one or all of the following consequences.
  - Warning & review of acceptable use policy-parent contacted
  - Office referral
  - In-house suspension

## **ONLINE SERVICES**

All students receive training in digital citizenship. Technologies are in place to prevent inappropriate content from entering district networks, along with the close monitoring of students technology usage in schools. It is still possible to intentionally, or accidentally, access inappropriate or offensive content.

Before using District technology services, the student and parent/guardian shall sign MTUESD's user contract indicating that the student understands and agrees to abide by specified user obligations and responsibilities. Staff shall supervise students while using online services and may ask staff to assist in this supervision.

Users should not expect privacy and understand that MTUESD staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by these regulations shall be subject to disciplinary action as stated under "Student Use of Technology: in this handbook, revocation of the user account and legal action as appropriate.

# MTUESD CURRICULUM AND INSTRUCTION

## STATE TESTING

During spring, students in grades 3–8 will participate in the state mandated testing program, California Assessment of Student Performance and Progress (CAASPP). Your student's participation is important for tracking our district's progress.

## PHYSICAL FITNESS TEST

The test is administered to all 5<sup>th</sup> and 7<sup>th</sup> grade students in the spring.

## GRADING POLICY

### TK-2<sup>ND</sup> GRADING POLICY

Students will receive a; standards-based report card for English/Language Arts and Math, the following will be reported:

- 1- Standard Not Met
- 2- Standard Nearly Met
- 3- Standard Met
- 4- Standard Exceeded

Academic Effort Grade for Social Studies, Science, Physical Education, Homework and Citizenship:

- O-Outstanding
- S- Satisfactory
- N- Needs Improvement
- U- Unsatisfactory

Positive Attendance: Reported each trimester

Positive Citizenship: No suspensions, 3 or fewer referrals

### 3-6<sup>TH</sup> GRADING POLICY

Grades are reported on a trimester basis. However, the district is committed to ongoing and continuous communications with parents/guardians and the student regarding student achievement and progress. Parents are encouraged to contact the teacher at any time regarding grades and academic progress. Parents are encouraged to check grades at regular intervals on Infinite Campus. Teachers will instruct parents and guardians at Back to School Night on the usage of the Infinite Campus Portal. If a parent needs further support accessing the site, they should contact their site office manager. Teachers and parents/guardians will partner together to foster that expectation and support success.

- Students will receive a trimester letter grade every twelve weeks at the end of each trimester, and progress reports will be distributed six weeks into each trimester.
- Students must achieve a 2.0 GPA in order to be in good academic standing at progress reports and trimester report cards.

## **GRADING POLICY CONTINUED**

### **4th-6th Grade Academic Intervention**

It is the intention of the 4th through 6th grade teaching staff to support the achievement of students within the existing trimester and ensure students are participating appropriately and with effort during the trimester.

If a student is at risk of failing a subject on a progress report or report card:

Teachers will notify families with the following steps two weeks before progress reports or report cards:

- The teacher will send an email to the family.
- The student will bring home, and a copy will be mailed or emailed, a printed grade report showing their current grade and any missing work of the subject that has the failing grade.
- This report must be signed by a parent or guardian and returned to the teacher of the failing grade within 24 hours. If the student fails to return the progress note, a phone call/meeting with the teacher, admin or admin designee may be called to rectify the failing grade.
- If the student is from a two family household, both sets of parents/guardians will be contacted through the steps of this policy.

One week before grades are posted on a progress report or report card:

- The teacher will make a phone call to the parents/guardians to discuss the grade and any steps that can be taken.

After the report cards are posted:

- If a student earns an F on a report card, an SST will be called and the family, the student, teacher, and administration will meet to discuss the student's academic progress.

What can families and students do to ensure success:

- Attend Academic Intervention after school for the subject that the student is struggling in.
- Communicate to the teacher that you would like to fix your grade or communicate that you are concerned about your grade.
- Check Infinite Campus weekly to monitor grades. If families need assistance with Infinite Campus, please reach out to the front office.

# 7TH AND 8<sup>TH</sup> GRADING POLICY

Grades are reported on a trimester basis. However, the district is committed to ongoing and continuous communications with parents/guardians and the student regarding student achievement and progress. Parents are encouraged to contact the teacher at any time regarding grades and academic standing. Parents are encouraged to check grades at regular intervals on Infinite Campus. If a parent needs support in accessing the site, they should contact their site office manager. Teachers and parent/guardians will partner together to foster that expectation and support success.

Students will receive a trimester letter grade every twelve weeks at the end of each trimester, and progress reports will be distributed six weeks into each semester.

Students must achieve a 2.0 GPA in order to be in good academic standing at progress reports and students trimester report cards.

## 7th-8th Grade Academic Intervention

It is the intention of the middle school staff to support the achievement of students within the existing trimester and ensure students are participating appropriately and with effort during the trimester.

Beginning in the 2025/26 school year, there is not an opportunity to “remediate” an “F” grade after the grade has been given. However, to ensure that students have every opportunity to be successful during the trimester, the following steps will occur:

If a student is at risk of failing a class on a progress report or report card:

Teachers will notify families with the following steps:

Two weeks before progress reports or report cards:

- The teacher will send an email to the family.
- The student will bring home, and a copy will be mailed or emailed, a printed grade report showing their current grade and any missing work of the subject that has the failing grade.
  - This report must be signed by a parent or guardian and returned to the teacher of the failing grade within 24 hours. If the student fails to return the progress note, a phone call/meeting with the teacher, admin or admin designee may be called to rectify the failing grade.

One week before grades are posted on a progress report or report card:

- The teacher will make a phone call to the parent or guardian to discuss the grade and any steps that can still be taken.

After report cards are posted:

- If a student earns an F on a report card, an SST will be called and the family, student, teacher, and administration will meet to discuss the student’s academic progress.

What can families and students do to ensure success:

- Attend Advisory in the class of the failing grade, daily, until the failing grade is fixed.
- Attend Academic Intervention after school for the subject that the student is struggling in.
- Communicate to the teacher that you would like to fix your grade or communicate that you are concerned about your grade.
- Check Infinite Campus weekly to monitor grades. If families need assistance with Infinite Campus, please reach out to the front office.

# SAMPLE WEEKLY GRADE CHECKS

## ACADEMIC RECOVERY SAMPLE WEEKLY GRADE CHECKS:

WEEK OF:	ENGLISH	LANGUAGE ARTS	SOCIAL STUDIES	SCIENCE	P.E.	MATH
In Class Work/Participation	<div>___ Above Avg</div> <div>___ Avg</div> <div>___ Below Avg</div> <div>___ Poor</div>	<div>___ Above Avg</div> <div>___ Avg</div> <div>___ Below Avg</div> <div>___ Poor</div>	<div>___ Above Avg</div> <div>___ Avg</div> <div>___ Below Avg</div> <div>___ Poor</div>	<div>___ Above Avg</div> <div>___ Avg</div> <div>___ Below Avg</div> <div>___ Poor</div>	<div>___ Above Avg</div> <div>___ Avg</div> <div>___ Below Avg</div> <div>___ Poor</div>	<div>___ Above Avg</div> <div>___ Avg</div> <div>___ Below Avg</div> <div>___ Poor</div>
Missing Assignments	<div>___ None</div> <div>___ 1 or More</div>	<div>___ None</div> <div>___ 1 or More</div>	<div>___ None</div> <div>___ 1 or More</div>	<div>___ None</div> <div>___ 1 or More</div>	<div>___ None</div> <div>___ 1 or More</div>	<div>___ None</div> <div>___ 1 or More</div>
Attendance	<div>___ Perfect</div> <div>___ 1 or More Absence (UE)</div>	<div>___ Perfect</div> <div>___ 1 or More Absence (UE)</div>	<div>___ Perfect</div> <div>___ 1 or More Absence (UE)</div>	<div>___ Perfect</div> <div>___ 1 or More Absence (UE)</div>	<div>___ Perfect</div> <div>___ 1 or More Absence (UE)</div>	<div>___ Perfect</div> <div>___ 1 or More Absence (UE)</div>
Current Weekly Grade						
Comments						

Letter Grade	Minimum Value	GPA
A	94-100	4.0
A-	90-93	3.7
B	85-89	3.5
B-	80-84	3.0
C	75-79	2.5
C-	70-74	2.0
D	65-69	1.5
D-	60-64	1
F	59 and below	0
P	P	not included in GPA
I	O	not included in GPA



# 8TH GRADE PROMOTION CEREMONY REQUIREMENTS

## GRADUATION REQUIREMENTS

To participate in graduation:

- Students may earn no more than one F per school year in any class on a report card.
- Students with 504 Plans or IEPs are at the discretion of the School Board and Administration

If a student is at risk of failing a class on a progress report or report card:

Teachers will notify families with the following steps:

Two weeks before progress reports or report cards:

- The teacher will send an email to the family.
- The student will bring home and a copy will be mailed or emailed, a printed grade report showing their current grade and any missing work of the subject that has the failing grade.
  - This report must be signed by a parent or guardian and returned to the teacher of the failing grade within 24 hours. If the student fails to return the progress note, a phone call/meeting with the teacher, admin or admin designee may be called to rectify the failing grade.

One week before grades are posted on a progress report or report card:

- The teacher will make a phone call to the parent or guardian to discuss the grade and any steps that can still be taken.

After report cards are posted:

- Any F on a report card will count toward a student's academic eligibility for graduation.
  - If a student earns an F on a report card, an SST will be called and the family, student, teacher, and administration will meet to discuss the student's academic progress.
- More than one F per year will make the student ineligible for graduation and activities related to graduation such as the field trip for 8<sup>th</sup> grade, graduation practices, and the party the night of graduation.

What can families and students do to ensure success:

- Attend Advisory in the class of the failing grade, daily, until the failing grade is fixed.
- Attend Academic Recovery after school for the subject that the student is struggling in.
- Communicate to the teacher that you would like to fix your grade or communicate that you are concerned about your grade.
- Check Infinite Campus weekly to monitor grades. If families need assistance with Infinite Campus, please reach out to the front office.

## BEHAVIOR REQUIREMENT

- No expulsion offenses occurred during 8<sup>th</sup> grade.
- No more than 10 days of suspensions during 8th grade. This includes traditional daily suspensions as well as accumulated detentions. Three detentions are equivalent to one day of suspension. One day of bus suspension is equivalent to one detention. Three days of bus suspension is equivalent to one day of suspension.
- Students who participate in actions that would result in suspensions/expulsions during graduation practice may be excluded from graduation exercises, activities and/or ceremonies.

## ATTENDANCE REQUIREMENTS

- Attendance Requirement for the 8th Grade Promotion Ceremony is amended as follows: For students to participate in the 8th grade promotion ceremony, they must be present or excused for 90% of the school year. Students who have unexcused absences for 10% or more of the school year will not be eligible to participate in the graduation ceremony. Suspensions are considered unexcused absences for purposes of these promotion ceremony participation requirements.
- Suspensions are considered unexcused absences.

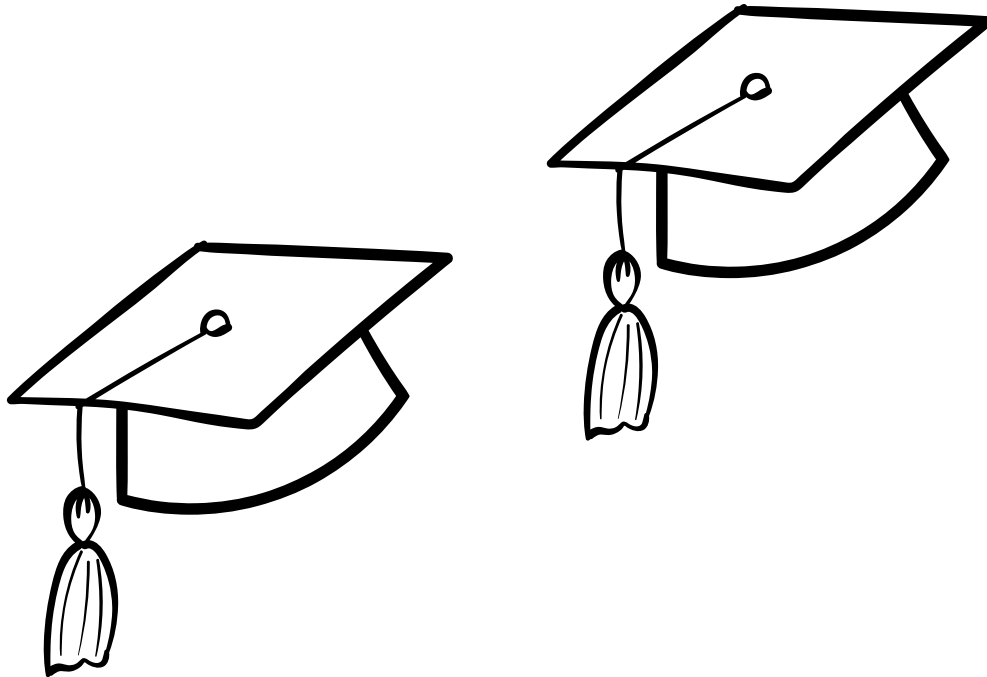
# 8TH GRADE PROMOTION CEREMONY REQUIREMENTS CONT..

## OTHER

- Expectations, due to special circumstances, may be granted only through an appeal to the MTUESD Governing Board.
- 8<sup>th</sup> grade students with less than a 2.0 GPA in the third trimester or 1 or more F's in third trimester only, will be assigned to summer school, if a student does not attend summer school, a retention meeting will be held to discuss how to complete academic requirements. A student will not participate in promotion ceremonies with more than 1 F grade during the school year.

## VALEDICTORIAN AND SALUTATORIAN

- The Monday after the 3<sup>rd</sup> trimester progress report cards, Valedictorian and Salutatorian will be determined by the two highest GPAs in the 8<sup>th</sup> grade class and are based on 7<sup>th</sup> and 8<sup>th</sup> grade cumulative GPAs.
- Third trimester progress report grades will be the last grades used in calculating GPA to determine Valedictorian and Salutatorian.
- In the event of a tie individual class percentages will be ranked.



# 6TH GRADE END OF THE YEAR ACTIVITY REQUIREMENTS

## PROMOTION REQUIREMENT

- Students must complete 6<sup>th</sup> grade courses with a 2.0 cumulative GPA over the three trimesters of 6<sup>th</sup> grade.
- Students may not have an F in the third trimester of their 6<sup>th</sup> grade year.
- Alternative Individual Education Plans (I.E.P.) and 504 Plans may specify alternative promotion and graduation standards.

## BEHAVIOR REQUIREMENT

- No expulsion offenses occurred during 6<sup>th</sup> grade. No more than 10 days of suspension during 6<sup>th</sup> grade. This includes an accumulation of detentions and referrals during 6<sup>th</sup> grade with three detentions equivalent to one day of suspension and one day of bus suspension equivalent to one detention.
- Students who participate in actions that would result in suspensions/expulsions during farewell ceremony practice may be excluded from ceremony exercises, activities and/or ceremonies.

## ATTENDANCE REQUIREMENTS

- Attendance Requirement for the 6th Grade Promotion Ceremony (Copperopolis Elementary only) is for students to participate in the 6th grade promotion ceremony, they must be present or excused for 90% of the school year. Students who have unexcused absences for 10% or more of the school year will not be eligible to participate in the graduation ceremony. Suspensions are considered unexcused absences for purposes of these promotion ceremony participation requirements.

## OTHER

- Exemptions due to special circumstances, may be granted only through an appeal to MTUESD Governing Board.
- 6<sup>th</sup> grade students with less than a 2.0 GPA in the third trimester only or 1 or more F's in the third trimester will be assigned to summer school. If a student does not attend summer school, a retention meeting will be held to discuss how to complete promotion requirements.



# ATHLETICS

## PHILOSOPHY

Mark Twain Union Elementary School District provides a number of extracurricular sports activities to currently enrolled students. The District's athletic program aspires to train students in individual and team skills by helping build self-confidence, self-worth, sportsmanship, and a spirit of cooperation through teamwork. Even though winning is a desired end of competitive sports, winning should not take precedence over the goals stated above. MTUESD student athletes are students first. This means that the District expects them to demonstrate integrity and excellence, both on and off the field/court. All eligible, qualified students should have the opportunity to participate in both practice and competitive games. However this does not mean that all students must participate equally in all games. Coaches will work to balance the playing time in regular season games as closely to equally as possible. However, playing time will also be dependent on effort and attendance in practice. All players will play in all regular season games (playing time is not a guarantee in tournament games). Our overall goal is to provide a rewarding experience in a competitive activity.

## CONDUCT EXPECTATIONS

On the field/court: athletes are respectful to teammates, coaches, opponents, fans and officials. They play by the rules of the game all the time.

On Campus: athletes set an example of good citizenship. They help promote school spirit and they strive to be positive leaders in school activities.

In the classroom: athletes are respectful to teachers, all staff and fellow students all the time. They compete all work on time, listen and cooperate with everyone.

In the community: athletes represent themselves, their family, their team, their school and their community. Athletes should be conscious of their appearance, behavior, manners and social media at all times.

## ELIGIBILITY REQUIREMENTS

Athletics are voluntary and participation shall be considered a privilege. Students must be currently enrolled in MTUESD and must meet both academic and behavioral expectations to be eligible to participate in any extracurricular activity.

## ACADEMIC

Students athletes must maintain a grade point average (GPA) of 2.0 or higher and may not have an "F" in any class(es).

- Students are expected to be eligible at the time of tryouts and maintain academic eligibility throughout the season.
- Students who are ineligible at the time of tryouts are considered ineligible for the season.
- Grade checks will be required at least every two weeks during the season, but may occur more frequently.
- Completing grade checks will be the responsibility of the student athlete, as required by their coach, the Athletic Director, or the Site Administrator.
- Students found to be ineligible at any point during the season will be placed on Academic Intervention and are ineligible to play until the grade is corrected.

## ACADEMIC INTERVENTION

In 7<sup>th</sup> and 8<sup>th</sup> grade students will participate in Academic Intervention as noted in the handbook until the grade is corrected. Other grades will work directly with teacher and site administrator to improve the grade in order to return to play.

## **ATHLETICS (CONTINUED)**

### **BEHAVIORAL**

Student athletes are representative ambassadors of their school and the Mark Twain Union Elementary School District. As such, MTUESD athletes are expected to be responsible and respectful on the field/court, on campus, in the classroom, and in the community. In addition to meeting academic eligibility requirements, student athletes must follow all school and district rules and policies, in addition to all applicable state and federal laws.

- Student athletes involved in tobacco/alcohol/drug use, or the possession of tobacco/alcohol/drugs or paraphernalia, shall be immediately removed from the team for the remainder of the season.
- Student athletes who commit any expellable offense shall be removed from the team for the remainder of the season, and will be ineligible to participate in any sport-related activity for the remainder of the school year.
- Any player suspended in school or outside of school during the school year will be ineligible to participate in any practices and/or games on the assigned suspension days. Upon returning to school from school suspension the student will serve a sports suspension equal to the number of days of the school suspension, including practices, games and tournaments.
- Any player suspended two times during the school year will be ineligible to participate in any sport-related activity for the remainder of the school year.
- Student athletes who receive an after-school detention during the season shall be required to serve all consequences before returning to practice or play.
- Student athletes who receive three (3) after-school detentions within a season shall be removed from the team for the remainder of the season.
- These behavioral guidelines shall not be considered an exhaustive list of reasons a student athlete may have their practice/play time restricted or be removed from the team. School referrals and/or bus referrals may also result in athletic and/or extracurricular restrictions, up to and including removal from the team.

### **ATTENDANCE**

School attendance is essential to students' academic progress. Attendance and participation in practices is fundamental to a student athlete's development as a member of their team. As such, student athletes must maintain good standing in both school and athletic attendance and participation.

- Student athletes must attend school for at least half of the day and participate in all subjects, including P.E. to practice or play later in the day. Medical or dental appointments can be an exception.
- Student athletes will not be eligible to attend practice and/or games if they are absent from the school day.
- Student athletes with 3 or more unexcused absences during the season may be removed from the team.
- Student athletes with 3 or more unexcused practices may be removed from the team.
- Student athletes who miss one or more practices per week may have their play time restricted in any games/tournaments that week.

**Coaches are not permitted to make exceptions to any athletic eligibility policies. Any dispute, disagreement, or request for an exception related to athletic eligibility shall be directed to the Athletic Director or site administrator.**

# TEAM SIZE

Although our coaches would like to be able to put every student who expresses an interest in team participation on the team, resource limitations can sometimes make it impossible. In order to provide uniforms and quality coaching for the the members of each athletic team, the district may need to limit the number of students on each team.

## 5<sup>TH</sup> AND 6<sup>TH</sup> GRADE TEAMS

Recommendation- The athletic directors and district administration have agreed that, when possible, all students who want to play on an athletic team in the 5<sup>th</sup> and 6<sup>th</sup> grades will be able to play, and the Athletic Director will determine if there are enough students for a second team.

## 7<sup>TH</sup> AND 8<sup>TH</sup> GRADE TEAMS

Recommendation- Between 12 and 15 students are on a team, to allow reasonable playing time. However, with the approval of the athletic director, the coaches will establish the size of the final team, which could be smaller or larger. If there is a need to cut students from a team, the coaches will recommend to the athletic director the names of those students they believe to be most qualified for team membership. The district's athletic director will then review the selection of team members with the principal prior to making the final cut. Every attempt will be made to keep the team's grade level specific, however, under special circumstances i.e., numbers, injuries, sickness, it will be at the coaches and athletic directors discretion to move students.

# COACHES RESPONSIBILITY

All coaches, with the approval of the athletic directors, principal, and superintendent will have the right to establish team rules, dress codes, practice procedures, and disciplinary procedures.

## CONFLICT AND DISPUTE RESOLUTION PROCEDURE

Any parent dissatisfied with any aspect of the sport in which their child is participating must follow this conflict and dispute resolution procedure:

1. Discuss the issue with the coach, in private, at least one hour after practice or competition. If the issues remains unresolved, proceed to step 2.
2. Discuss the issue with the athletic director. If the issue remains unresolved, proceed to step 3.
3. Discuss the issue with the principal. If the issue remains, proceed to step 4.
4. File a formal, written complaint to the superintendent. If the issue remains, proceed to step 5.
5. File a formal, written complaint with the district Board of Trustees.

## PARTICIPATION/BEHAVIOR

Participation in any extracurricular activity is voluntary. Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit, and do not take place during classroom time. MTUESD athletes are expected to be responsible citizens. They are expected to meet academic standards and cooperate with teachers and other school officials. Student-athletes who do not exhibit responsible citizenship and a solid classroom work ethic may be placed on athletic probation by the coach.

- An athlete must attend school for half of the day and participate in all subjects in order to practice or play later in the day. Dentist or doctors appointments can be an exception.
- Players with 3 unexcused practices may be dropped from the team.
- Players involved in tobacco/drug use, possession of tobacco/drug, or paraphernalia will be immediately removed from the team for remainder of season.
- Players committing expellable offenses will be removed from the team for the season.
- Mark Twain players who receive 3 after-school detentions within a season will be removed from the team for the remainder of the season. Copperopolis players who receive 3 major referrals within a season will be removed from the team for the remainder of the season. Bus infractions will be considered equal to after school detention at Mark Twain and a Copperopolis infraction. All consequences must be served before returning to practice or play.

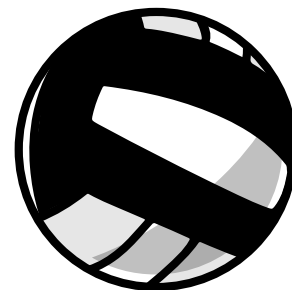
## **PARTICIPATION/BEHAVIOR (CONTINUED)**

- Any player suspended in school or outside of school during the season will be ineligible to participate in practices and/or games on the assigned suspension days. Upon returning to school from school suspension the student will serve a sports suspension equal to the number of the days of the school suspension, including practices, games, and tournaments.
- Any player suspended two times during the school year will be ineligible to participate in any school-related activity for the remainder of the school year.
- School referrals & Bus referrals- Any referral will result in the loss of an activity or activities based on the student's current status or placement on the discipline plan. If the student has a referral he/she cannot participate as a team member until the referral has been cleared with the principal.

<b>SPORT</b>	<b>SEASON</b>
Girls Basketball	September-November
Cross Country	September-October
Boys Basketball	December-February
Girls Volleyball	February-March
Track and Field	March-May

Students participating in the above activities are required to follow all school rules and the Athletic Program requirements.

- Students participating in the Athletic Program represent the school district and must be currently enrolled in MTUESD.
- The Athletic Program does include preparation for performances before an audience of spectators.
- Participation in any extracurricular activity is voluntary. Extracurricular activities are not part of the regular school curriculum, and not graded, do not offer credit, and do not take place during classroom time.



## **SCHOOL ACCOUNTABILITY REPORT CARD**

The School Accountability Report Card is available on request and is available on the District website at [www.mtwain.k12.ca.us](http://www.mtwain.k12.ca.us). It contains information about the District regarding the quality of the District's programs and its progress toward achieving stated goals. [Education Code 33126, 35256, 35258]

### **MEDICATION**

We encourage parents to manage medications at home, but there are some circumstances and medical conditions where this is not possible. On those occasions, these steps will be followed:

- Any medication (prescription or over-the-counter) to be given at school must have the appropriate order written by a health care provider. (Forms available in the school office).
- All medication to be given at school must be in its original container with the pharmacy label and instructions that match the prescribing physician's orders.
- All over-the-counter (OTC) medication must be in its original package and have its label intact.
- All medication must be delivered to the school by a parent/guardian or a designated adult. Never send medication to school with the student. Exceptions would be those medications that the student is permitted to carry and self-administer, such as inhalers, Epi-pens, and glucagon. Permission must be documented on the medication order form.
- Any controlled substance (including but not limited to Ritalin and Concerta) must be counted when delivered to the school to verify the number of pills. Counting will be done with the parent or responsible adult making the delivery and a designated staff person.
- Parents/Guardians are responsible for determining when medication refills are needed, although school staff will attempt to give a reminder notification.
- Parents/Guardians must pick up unused medication at the end of the school year.

### **ANAPHYLAXIS TREATMENT**

California Education Code 49414 authorizes school districts to provide epinephrine auto-injectors to trained personnel to use to provide emergency medical aid to persons suffering from an anaphylactic reaction.

Anaphylaxis is a rapid, severe allergic response triggered by insect stings, foods, medications, latex materials, exercise, or in rare cases by unknown causes. This is a life threatening allergic condition, requiring immediate treatment. Administering epinephrine to students during a medical emergency may help to ensure the student's health and safety at school. Therefore, Mark Twain Union Elementary has adopted a policy for standing orders to provide life-saving epinephrine to students who are in need of such treatment.

This policy states that a credentialed, licensed school nurse or trained, unlicensed school staff, under the direct or indirect supervision of the credentialed school nurse, may administer epinephrine in the form of an epinephrine auto-injector during a severe, life-threatening allergic reaction. The epinephrine auto-injector rapidly delivers a pre-measured, sterile, single dose of epinephrine by direct injection through the skin.

\*\* If parents/guardians do not wish their child to receive this treatment, they must so indicate in writing within two weeks of the beginning of school.

### **ORAL HEALTH SERVICE**

In accordance with student and community needs and available resources oral health services that may include preventive services, basic restorative services, and referral to specialty services pursuant to Health and Safety Code 104830-104865 for topical application of fluoride, including fluoride varnish, or other tooth decay-inhibiting agents to the teeth during the school year. The parent/guardian may consent to the treatment or indicate that the student shall not receive treatment because he/she has received the treatment from a dentist or the treatment is not desired. (Health and Safety Code 104830, 104850, 104855)



# WELLNESS ROOMS

## CALAVERAS WELLNESS CENTER SERVICES ON CAMPUS

CHHSA has contracted Sierra Child and Family Services (SCFS) to provide wellness support and services to students and families on ten elementary school campuses in Calaveras County. Calaveras Wellness Centers are available to support the health and well-being of our students, and to help students and families connect to community resources. The SCFS vision is to bring their services, at whatever level a child or family may need, to all of the communities they serve overcoming whatever barriers may exist.

Calaveras Wellness Centers is a giant-funded project of Calaveras Health and Human Services Agency (CHHSA), in partnership with Calaveras County Office of Education, Calaveras Unified School District, Mark Twain Union Elementary School District and Vallecito Union School District. The project is funded by the California Mental Health Services Act (MHSA) and Mental Health Schools Services Act (MHSSA). Wellness Center staff will be on campus two days per week. Additional days on campus may be added over time to meet student needs. Students can be referred to the Wellness Center by a parent/guardian, principal, or school counselor. With the consent of their guardians, students may access Wellness Center services such as check-ins with a family specialist and therapeutic interventions either on campus or through an outside provider. Parents can contact the Wellness Center for support or resources anytime. Calaveras Wellness Center is universal socio-emotional support, offered to all Mark Twain Students.

## STUDENT RECORDS

### STUDENT RECORDS

You have the right to review and inspect the school records of your child(ren) within five days of a written request. Those records are confidential, and privacy will be maintained, except in some instances such as your child transfers to another school. The records include transcripts, discipline letters, commendations, attendance, health information, 504 accommodations, and the special needs of students. The records are maintained at the school site by office staff. A log of who has viewed the records is kept at the same location as the records. District policy and Administrative Regulation 5125 sets forth the criteria by which school officials and employees can view, change or delete the files.

- Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require him/her to have access to student records.
- School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records.

Pursuant to Education Code 48980 the district may disclose students' personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

You may have copies made for ten cents per page. You also have the right to file a written request with the superintendent challenging the records. [Education Code 49063, 49060, 49070; Family Educational Rights and Privacy Act (FERPA) 34 CFR Part 99]

# STUDENT RECORDS (CONTINUED)

## CHALLENGING STUDENT RECORDS

The custodial parent/guardian of any student may submit to the Superintendent or designee a written request to correct or remove from his/her child's records any information concerning the child that he/she alleges to be any of the following: (Education Code 49070)

- Inaccurate
- An unsubstantiated personal conclusion or inference
- A conclusion or inference outside of the observer's area of competence
- Not based on the personal observation of a named person with the time and place of the observation noted
- Misleading
- In violation of the privacy or other rights of the student

## TEACHER QUALIFICATIONS

A condition of Federal Title I requires all districts to notify the parents of children in Title I schools that they have the right to request and receive timely information on the professional qualifications of classroom teachers and paraprofessionals. The information includes state qualifications, licensing for the grade level or subject taught, any waivers for qualifications, emergency provisions, college major, graduate degrees, graduate degrees, and subject; the qualifications of paraprofessionals or aides in the classroom can be made available. [Every Student Succeeds Act (ESSA)]

## RELEASE OF DIRECTORY INFORMATION

The law allows schools to release "directory information" to certain persons or organizations including military recruiters. Directory information may include a student's name, address, telephone information, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, and awards received, and the most recent previous public or private school attended by the student. You may have the District withhold any of the information by submitting a request in writing, [Education Code 49061 (c), 49070, Every Student Succeeds Act (EDSSA)]

## CAMERAS AND VAPE DETECTORS

Please be advised, for student and staff safety, video cameras and vape detectors are installed throughout the campus.

# COMPLAINTS

## GENERAL COMPLAINT PROCESS

Mark Twain Union Elementary School District is committed to working with parents and community members in partnership to best serve children. That said, disagreements and misunderstandings may sometimes occur. When they do:

- Step 1: Try to resolve the problem with the staff in question. If that does not result in a satisfactory outcome:
- Step 2: Meet with the school principal or supervisor. A formal complaint regarding a staff member must be made in writing (emails are acceptable). If you require assistance with this process, please notify the site principal or supervisor. The principal or supervisor will investigate and respond to you in writing in a timely manner. Formal Complaints will be shared with the staff against whom the complaint is against. If that does not result in a satisfactory outcome:
- Step 3: Meet with the superintendent. A formal complaint regarding a staff member must be made in writing (emails are acceptable). If you require assistance with this process, please notify the superintendent. The superintendent will investigate and will respond to you in writing in a timely manner. If that does not result in a satisfactory outcome:
- Step 4: Present your complaint to the Board of Education

# COMPLAINTS (CONTINUED)

## COMPLAINTS REGARDING DISCRIMINATION AND THE EDUCATION OF STUDENTS WITH DISABILITIES

The District is committed to equal opportunity for all individuals in education. The District programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, lack of English skills, ethnic group, marital or parental status, physical or mental disability, or any other unlawful consideration. The district shall promote programs that ensure that these discriminatory practices are eliminated in all district activities. [Education Code 56501]

You have certain rights under the law, including Title VI of the Civil Rights Act of 1974, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the individuals with Disabilities Education Act (IDEA, formerly known as EHA). The California Department of Education and the Office for Civil Rights of the U.S. Department of Education have the authority to enforce these laws and all programs and activities that receive Federal funds. [Education Code 260, et seq.], above cited federal statutes. If you wish further details in this regard or wish to file a complaint, please contact the District's Uniform Complaint Officer.

## UNIFORM COMPLAINT PROCEDURES (UCP)

The Mark Twain Union Elementary School District annually notifies its students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The Mark Twain Union Elementary School District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation, or bullying against any protected group, and all programs and activities that are subject to the UCP.

## PROGRAMS AND ACTIVITIES SUBJECT TO THE UCP:

Adult Education, After School Education and Safety, Agricultural Career Technical Education, American Indian Education Centers and Early Childhood Education Program Assessments, Bilingual Education; California Peer Assistance and Review Programs for Teachers, Career Technical and Technical Education; Career-Technical;; Technical Training (State) Career, Career Technical Training (Federal), Child Care and Development, Child Nutrition, Compensatory Education, Consolidated Categorical Aid, Course Periods without Educational Content, Economic Impact Aid, Education of Students in Foster Care, Students Who are Homeless, Former Juvenile Court Students Now Enrolled in a School District, and Students of Military Families, Every Student Succeeds Act/ No Child Left Behind (Titles I-VII), Local Control and Accountability Plans (LCAP), Migrant Education Physical Education Instructional Minutes, Student Fees, Reasonable Accommodations to Lactating Student, Regional Occupational Centers and Programs, School Safety Plans, Special Education, State Preschool, and Tobacco-Use Prevention Education.

## STUDENT FEES

A Student fee includes, but is not limited to, all the following:

- A fee charged to a student as a condition for registering for school or classes, or as a condition for participation in a class or extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- A security deposit, or other payment, that a student is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other material or equipment.
- A purchase that a student is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.
- A student fees complaint may be filled with the principal of a school or our superintendent or his or her designee. Student fees and/or an LCAP complaint may be filled anonymously, however, the complaint must provide evidence of information leading to evidence to support the complaint.
- A student enrolled in a school in our district shall not be required to pay a student fee for participation in an educational activity.
- A student fee complaint shall be filed no later than one year from the date the alleged violation occurred.

# ADDITIONAL INFORMATION

We shall post a standardized notice of the educational rights of students in foster care, students who are homeless, former juvenile court students now enrolled in a school district, and students in military families as specified in Education Code Sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51125.2. This notice shall include complaint process information, as applicable. You may contact your school's office or the District office to obtain a copy of the District's Complaint Board Policy.

Complaints made under this procedure shall be directed to the Uniform Complaint Officer who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure should be completed within 60 days unless otherwise indicated.

- You may contact the UCP Officer to obtain a copy of the complaint process.
- You may choose to have your complaint mediated.
- There shall be an investigative meeting after receiving the complaint.
- The compliance officer shall send a written report to the complainant describing the results of the investigation and pursuant decision.

The complainant has/will have five days to appeal that decision to the Board of Education. If not satisfied with the action of the Board of Education, the complainant then has 15 days to appeal to the California Department of Education.

- You may forward your complaint directly to CDE and they may choose to intervene immediately based on established criteria.
- There is nothing in the process to preclude a complainant from pursuing available civil law remedies outside of the District's complaint procedures. Such remedies may include mediation, attorneys, and legal remedies. Civil law remedies may include but are not limited to injunctions and restraining orders.

For discrimination complaints, 60 days must elapse from the time an appeal is filed with CDE before pursuing civil remedies except for an injunction. Complaints may also be forwarded to appropriate state or federal agencies in the following cases:

- American Civil Liberties Act 504 - Office of Civil Rights
- Child Abuse - Department of Social Services, Protective Services Division, or law enforcement
- Discrimination/Nutritional Services - U.S. Secretary of Agriculture
- Employment Discrimination - Department of Fair Employment and Housing, Equal Employment Opportunity Commission
- General Education - this school district Health and Safety/Child Development - Department of Social Services
- Student Records - Family Policy Compliance Office (FPCO), U.S. Department of Education [20 USC 11138; 34 CFR 300.510-511, 300.513; EC 232.262.3, 33032, 33381, 48985, 56000-56885, 59000-59300, 64000(a); 5CCR 4620-4632]

## SEXUAL HARASSMENT BP/AR 5145.7

The Governing Board prohibits unlawful sexual harassment of or by any student by anyone in or from the District. Existing law prohibits discrimination in any program or activity conducted by an educational institution that receives or benefits from State Financial assistance or enrolls students who receive State financial assistance. Mark Twain Union Elementary School District ensures that its programs and activities are free from discrimination based on a person's sex, ethnic group identification, race, national origin, color, mental or physical disability, or perceived sexual orientation. Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they do not need to endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. (cf.4118-Suspension/Disciplinary Action), (cf 5144.1 - Suspension and Expulsion/Due Process).

## **REPORTING PROCESS AND COMPLAINT INVESTIGATION AND RESOLUTION**

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal of the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. (cf 1312.3 – Uniform Complaint Procedures)

### **LEGAL REFERENCES**

Educational Code: 200–240 Prohibition of discriminating on the basis of sex especially: 212.5 Sexual harassment; 212.6 Sexual harassment policy; 230 Particular practices prohibited; 48980 Notice at beginning of term; UNITED STATES CODE TITLE 42:2000D & 2000E et seq. Title VI & Title VII, Civil Rights Act of 1964 as amended; 2000h–2 et seq. Title IX, 1972 Educational Act Amendments; Franklin vs. Gwinnet County Schools (1992) 112 S. Ct. 1028.

### **DISTRICT UNIFORM COMPLAIN OFFICER**

The Governing Board designates the following Uniform Complaint Compliance Officer to receive and investigate all complaints regarding the Discrimination and the Education of Handicapped Students. The district designates The Uniform Complaint Compliance Officer below as responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual also serves as the compliance officer specified AR 5415.3–Nondiscrimination/Harassment for handling complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation or bullying). The compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with the law.

### **MARK TWAN UNION ELEMENTARY SCHOOL DISTRICT DIRECT COMPLAINTS TO:**

MTUESD Superintendent, 981 Tuolumne Avenue/ P.O. Box 1359 Angels Camp, CA 95222 (209)736–1855. Complaints will be investigated and written report with a decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures. The complainant has a right to appeal our decision of complaints regarding specific programs and activities subject to UCP, student fees, and the LCAP to CDE by filing a written appeal within 15 days of receiving our decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our decision. We advise any complainant of civil law remedies, including, but not limited to, injunctions, restraining orders or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable.

### **FURTHER INFORMATION IS AVAILABLE**

Further information regarding MTUESD schools, programs, policies and procedures is available to any interested person upon request to the district office. [Education Code 48209.13, FERPA, 34 CFR Section 99.7(b)].

# MARK TWAIN UNION ELEMENTARY SCHOOL DISTRICT

Where we believe every child will succeed!

Rule of thumb for daily homework and/or student independent regarding and/or family read-aloud: 10 minutes times the grade of your child; for example:

TK, K and 1<sup>st</sup> = 10 minutes

5<sup>th</sup> grade = 50 minutes

8<sup>th</sup> grade = 80 minutes

**Please join Mark Twain Badger Boosters or Copperopolis PTC... we need you!**

To contact Mark Twain Badger Boosters please email [mtbadgerboosters@gmail.com](mailto:mtbadgerboosters@gmail.com)

To contact Copperopolis Parent Teacher Club (PTC) [Copperopolisptc@gmail.com](mailto:Copperopolisptc@gmail.com)

# ANNUAL NOTIFICATIONS

## **ANAPHYLAXIS TREATMENT**

California Education Code 49414 authorizes school districts to provide epinephrine auto-injectors to trained personnel to use to provide emergency medical aid to persons suffering from an anaphylactic reaction.

## **CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM**

Parents of kindergarten and first-grade children are notified of the requirements to complete a physical examination for first-grade enrollment. Free health screening is available through the local health department. A student may be excluded from school for up to five days for failure to comply or sign a waiver. Free health screening is available under California Medical Assistance Program (H&SC 324.2)

## **CHILD ABUSE PREVENTION TRAINING PROGRAM**

Parents have the right to refuse to allow their children to participate in a child abuse primary prevention program. (WIC 18976.5) (EC 1550)

## **COMPREHENSIVE SCHOOL SAFETY PLAN - ANNUAL NOTICE**

Information regarding updates to the Comprehensive School Safety Plan is included in the School Accountability Report Card

## **CONFIDENTIAL MEDICAL SERVICE AR 5113**

When excusing students for confidential medical services or verifying such appointments, district staff shall not ask about the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment. Students in grades 7-8 and all parents are notified that the law permits school authorities to excuse students in grades 7-8 to obtain confidential medical services without the consent of the parent (EC 46010.1).

## **DISCIPLINE RULES**

Discipline rules are established by school committees and parents are notified of the site and district rules.

## **DUTY CONCERNING CONDUCT OF STUDENT**

Every teacher in public schools shall hold students to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess (EC 44807).

## **ENGLISH LEARNERS IDENTIFICATION AND ASSESSMENTS - AR 6174**

Upon enrollment in the district, a student's primary language shall be determined through the use of a home language survey. (EC 52164.1; 5 CCR 11307). Any student who is identified as having a primary language other than English as determined by the home language survey, and who has not previously been identified as an English learner by a California public school or for whom there is no record of results from an administration of an English proficiency test, shall be initially assessed for English proficiency using the English Language Proficiency Assessment for California (ELPAC). (EC 313, 52164.1; 5 CCR 11511)

## **HEALTH EXAMINATIONS**

A parent/guardian may annually file with the principal a written statement withholding consent to the physical examination of his/her child. Any such student shall be exempt from any physical examination but shall be subject to exclusion from attendance when a contagious or infectious disease is reasonably suspected. (Education Code 49451; 20 USC 1232H)

## **HOME AND HOSPITAL INSTRUCTION**

A student with a temporary disability which makes school attendance impossible or inadvisable shall receive individual instruction on the student's home or in a hospital or other residential health facility, excluding state hospitals (Education Code 48206.3)

## **IMMUNIZATIONS**

To protect the health of all students and staff and to curtail the spread of infectious diseases, the Governing Board shall cooperate with the state and local public health agencies to encourage and facilitate immunization of all district students against preventable diseases.

## **IMMUNIZATION REQUIREMENTS**

Students are required to be excluded from attendance when immunization requirements are not met. Students may be immunized but their personal physician, or the public health department (EC 48216).

## **INTER-DISTRICT ATTENDANCE AGREEMENT**

Districts may enter into agreements for the inter-district transfer of one or more students for a period of up to five years.

## **ANNUAL NOTIFICATIONS CONTINUED**

### **MARRIED/PREGNANT/PARENTING STUDENTS - BP 5146**

The district shall not discriminate against any student on the basis of the students marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. (Education Code 230;34 CFR 106.40) For school-related purposes, a student under the age of 18 years or who enters into a valid marriage shall have all rights and privileges of a student who are 18 years old, even if the marriage has been dissolved (Family Code 7002). Pregnant and parenting students shall retain the right to participate in any comprehensive school or an educational alternative program. The classroom setting shall be preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or his/her child.

### **NON DISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES - BP 0410**

The Governing Board is committed to providing equal opportunity for all individuals in education, District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. This policy shall apply to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the District, and all acts of the Governing Board, the Superintendent and the County Superintendent of schools in enacting policies and procedures that govern the District.

### **PRESENCE OF STUDENTS WITH TEMPORARY DISABILITIES; NOTICE BY PARENT; COMMENCEMENT OF INSTRUCTION**

It is the primary responsibility of the parent or guardian of the student with a temporary disability to notify the school district in which the student is deemed to reside of the student's presence in a qualifying hospital (EC 48208).

### **REFUSAL TO HARM OR DESTROY ANIMALS-TEACHER RESPONSIBILITY TO UNIFORM-AR 5145.8**

Any student who has a moral obligation to dissection in otherwise harming or destroying animals shall have the right to refrain from participating in the instruction which involves such activities and shall not be discriminated against because of a decision to exercise this right. (Education Code 32255.1) A student who wished to refrain from such instruction shall notify the teacher and shall provide a note from his/her parent/guardian substantiating the objection.

### **STUDENTS WITH TEMPORARY DISABILITIES: INDIVIDUAL INSTRUCTION**

The district provides individual instruction (home and hospital) for students with temporary disabilities which are not covered under special education provisions (EC 48206.3).

### **SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION PARENT/GUARDIAN CONSENT (BP/AR 6142.1)**

Parents may request in writing that their child is excused from participating in comprehensive sexual health and HIV prevention education, Students so excused by their parents/guardians shall be given an alternative educational activity (Education Code 51240, 51938, 51939). The written and audiovisual educational materials to be used in comprehensive sexual health and HIV prevention education are available for inspection. The comprehensive sexual health or HIV prevention education will be taught by district personnel throughout the 2025-2026 school year. Parents/guardians have a right to request a copy of Education Code 51930-51939.

### **STUDENT AND FAMILY PRIVACY RIGHTS**

The Governing Board respects the rights of district students and their parents/guardians with regard to the privacy of their personal beliefs and the confidentiality of their personal information. (Education Code 49450-49458 Physical examinations / 49602 Confidentiality of personal information received during counseling / 51101 Parents Rights Act of 2002 / 51513 Test, questionnaire, survey, or examination concerning personal beliefs / 51938 Sexual Health and HIV/Aids Prevention Education Act; notice and parental excuse) (United States Code, Title 20;1232g Family Educational Rights and Privacy Act / 1232h Protection of Student rights).

### **TEMPORARY DISABILITIES RESIDENCY**

Hospitalized students with a temporary disability are considered residents of the school district in which the hospital is located (EC 48207).

### **UNIVERSAL PERMISSION SLIP**

For health/wellness programs