

Mission School Padres



STUDENT-PARENT HANDBOOK 2021-2022

Mission Union School District
36825 Foothill Road
Soledad, CA 93960
Telephone (831)678-3524

Dear Students and Parents,

On behalf of the entire Mission Union School District Board of Trustees and staff, I would like to welcome you to the 2021-2022 school year. We look forward to continuing providing your child with an outstanding educational experience. The intent of the Student/Parent Handbook is to furnish all Mission School students and their parent's information regarding key policies and procedures. Please read it carefully and discuss it with your family. The handbook will also serve as a resource for the entire year. Parents or guardians must sign and return the signature page to their child's classroom teacher. If you have any questions, please call the school and we will be happy to help you.

Sincerely,

Dr. Jinane Annous,
Superintendent/Principal
Mission Union School District

MISSION UNION SCHOOL DISTRICT

2021-2022

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Kindergarten-Jane Stephens
First Grade-Leanne Rains
Second Grade-Nancy Morrison
Third and Fourth Grades-Natalia Bahena
Fifth and Sixth Grades-Natalie Heredia
Seventh and Eighth Grades-Matthew Kert
Art-Mary McCloskey
Music-Amy Giertz

INSTRUCTIONAL AIDES

Gregoria Pantoja
Renee Sitko

NOON DUTY/CUSTODIAN

Leonor Rodriguez

MAINTENANCE

Johnny Silva

Mission School Discipline Plan

We recognize the value of working with our students to develop traits of good character. We teach and support the positive social-emotional growth of our children and in doing so we create a community of respectful, responsible, caring, fair and trustworthy citizens. We model for our children the traits which define excellence of character. In doing so we demonstrate that each of them should be a happy, caring and productive member of their family, school, community and world.

Standards of Good Character- Students are expected to demonstrate the following traits:

Caring:	Be kind, helpful, and generous: show concern for others;
Citizenship:	Do your share to help your family and to make your community a better place;
Trustworthiness:	Be honest, reliable and loyal: keep promises
Respect:	Be polite and courteous to everyone: use peaceful ways to resolve conflicts, treat others the way you would like to be treated
Responsibility:	Work hard and do you best: use self-control: accept the consequences of your choices
Fairness:	Play by the rules; take turns; share and listen; treat others equally

Recognition

1. Students will receive recognition for academic and athletic achievement, good citizenship, and special service to the school for each trimester.
2. Staff will provide recognition where appropriate in the classroom setting.

School Standards

1. Students will do their best work on assigned work at school and at home.
2. Students will keep hands and feet to themselves.
3. Students will follow directions of the adult in charge.
4. Students will use appropriate language.
5. Students will play fair.
6. Students will treat others with respect.
7. Students will arrive at school on time.
8. Students will follow classroom rules.
9. Students will treat the property of others with respect.
10. Students will dress appropriately.
11. Gum chewing is not allowed.
12. Students will be free from bullying, harassment and intimidation.
13. Electronic games, I-pods, MP3 players are to be left at home.

14. Students will use computers and the internet appropriately.
15. Toys will be left at home.
16. No students are to be in the multi-purpose room during recess or lunch.
17. Students must be with a teacher at all times during recess or lunch in the classroom.

Serious or repeated offenses of the above listed standards shall result in consequences up to and including restricted participation in school activities, detention, in school suspension, suspension, revocation of inter-district agreement and expulsion.

Classroom Expectations

1. Each teacher will establish clear classroom standards.
2. Each teacher will establish ways of dealing with inappropriate behavior.
3. Parents will be notified when classroom behavior is not appropriate.

Playground Rules

Supervision

Playground supervision is provided by aides/teachers during recess and lunch. Parents are encouraged to report to the principal any concerns they have regarding playground issues. Everyone wishes to maintain the playground as a safe and enjoyable place for the students.

General Rules

The play structure is for Kindergarten through Fourth Grade only.

1. Slides are for sliding:
 - Feet first, sitting down.
 - One at a time.
 - Slide all the way down.
2. Swings are for swinging:
 - Swing straight.
 - One at a time.
 - Stop the swing before getting off.
3. Jump ropes are for jumping.
4. K-2 may play on the upper lawn.
5. No tag on or near the playground structure.
6. Play by the game's rules.
7. Touch football only.
8. Softballs only.
9. Wall Ball may only use tennis balls provided by school.
10. No playing wall ball against school buildings (only against the mural wall).
11. When the whistle blows, stop playing immediately, then when the second whistle blows walk and line up at your classroom.

First whistle-Freeze
Second whistle-Walk to classroom holding equipment and no talking.
(Students bouncing balls or playing with equipment will lose the use of the equipment for one day)

Consequences for breaking playground rules: a log will be kept of all offenses each Trimester. Each day is a new day.

1st Offense-Run/warning

2nd Offense-Run/placed on bench

3rd Offense-See Principal and call parents

***Note* Students may be referred anytime they demonstrate a pattern of misbehavior.**

Boundaries

1. The Eucalyptus Trees near the Kindergarten classroom.
2. All students must play below the back of the building, beginning at the Butterfly Garden area.
3. Bottom field where the lawn ends.
4. Track area
5. Lower Garden area/Pine trees; off limits.

Parent Committees and Groups

PARENT TEACHER ORGANIZATION

Membership is open to all parents and staff. The organization holds various fundraisers throughout the year. These fundraisers provide additional funds that are directed back to support student activities, supplies and field trips. Special equipment and school projects are often funded and supported by this committee. Meetings are held monthly. Your participation is strongly encouraged!

PARENT CLASSROOM VOLUNTEERS

Volunteers may work in the classroom with students and assist teachers in a variety of ways. Schedules are agreed upon by the teacher and the parent. Any parent wishing to serve on a regular basis must be cleared through fingerprinting and a background check.

STUDENT COUNCIL

Students seeking nomination must be reliable leaders who represent their peers fairly and equitably. One Representative is chosen from each class. Eighth grade students run for the office of President and Yearbook Editor. Seventh grade students run for the office of Vice-President and Yearbook Co-Editor. The offices of Secretary, Treasurer and Athletic Commissioner are open to either seventh or eighth grade students. (If there is no interest in an office at a particular level, that office may be filled by a student from the next grade level)

Each classroom will select a representative to attend Student Council Meetings.

Student Council members will maintain at least a C average in order to remain qualified for their office.

PARENTS ARE CRITICAL TO EVERY CHILD'S SUCCESS

- Visit Mission School. You are always welcome!
- Make sure your child gets enough sleep, eats breakfast everyday, wears clean appropriate clothing
- Read to your child every day, or monitor your child's daily assigned independent reading.
- Insist that children treat school staff members with respect and obey school rules.
- Call a teacher or write a note when you have a question or a concern.
- Volunteer your time. Many volunteer tasks can be done from home.
- Attend parent-teacher conferences to discuss your child's progress.
- Carefully review your child's report cards, notes and other information sent home from school.
- Attend P.T.O. meetings.

Section II-School Routines and Hours

Kindergarten: All over, schools are finding that many students are one to three years below their grade levels in reading. Research, as well as common sense, tells us that the first few years of development are the most critical. Therefore, we conduct an all-day Kindergarten program. Beginning on September 29th, kindergarten students will be released at 3:00 pm with all other students. Until then they will be released at 12:30 pm. We appreciate your support in our continued efforts to better serve the educational needs of your child(ren).

Kindergarten	Aug. 25-Dec. 17 8:30 a.m.-12:00 p.m. January 4--- 8:30 a.m.-3:00 p.m.
1 st -8 th Grades	8:30 a.m. – 3:00 p.m.

Arrival and Departure

Parents delivering and picking up students at school ***must*** enter the school driveway **slowly and with extreme caution**. Students **are not** allowed to walk into the parking lot unescorted. Students are not allowed to walk up to Foothill Road without a parent escort.

If you are not going to get out of your car to walk your child to their classroom, please use the bus parking area, if empty, to drop off your child. Do not park your car in the bus area. We have a limited number of parking spaces and pulling in and out for a drop off is dangerous. (Please refer to the email sent out with new drop off/pick up rules until further notice.)

Students arriving at or leaving school at other than regular beginning or ending times must check in or out with the office. A sign-out log is maintained for the signing out of students.

Bus Transportation

*****NOTE***** We regret to inform you that due to the drastic budget reductions from the state budget for transportation, we will need to cut bus services to and from school. If at any time in the future those funds are re-instated by the state, we will resume busing services.

Recess Schedule

Morning recess is from 10:00 to 10:15 a.m. Noon Lunch recess is 12:05 p.m. to 12:45 p.m.

Before and After School Supervision

There is no before or after school supervision. Students should not arrive at school before **8:20 a.m.** Parents picking up children should do so within 10 minutes of the **3:00 p.m.** dismissal time. In the event you have a particular problem on a certain day, please call the office in advance to insure your child will be supervised.

Attendance and Absences

Regular attendance is essential to a student's success in school.

A large portion of the income of our school is based on Average Daily Attendance (ADA). This means that we receive reimbursement for students who are physically in class. Independent Study Contracts are available for students that will be out of class for FIVE OR MORE continuous days.

Students may be excused from school for the following reasons: Illness, visit to a medical practitioner, funeral of an immediate family member or attendance at a religious retreat or observance of a religious holiday (see Board policy for guidelines regarding absence due to religious reasons.)

Students who are absent from school for any other reason other than listed above will be recorded as unexcused. Three or more absences or three or more tardies of 30 minutes or ANY combination of three absences or tardies during the school YEAR make a child truant under Ed Code section 48260. Students who are truant three (3) or more times during the year will be declared habitual truants. Parents will be notified by mail of all trancies.

You may excuse your child's absence by doing any one of the following:

1. Calling the office in the morning to inform staff your child is ill; (678-3524)
2. Calling our voice mail before or after school hours to leave a message;
3. Sending a note to school upon our child's return.

*****IMPORTANT***** Physician's Verification. Board Policy 5113 states "When a student has had 14 absences in a school year for absences verified methods listed in 1-3 above, any further absences would have to be verified by a physician."

PLEASE DO NOT send your child to school if he/she is ill. (See Illness or Injury)

We believe that by maintaining an effective line of communication with parents concerning their child's attendance, we will create a positive learning environment that will significantly enhance your child's educational experience. Please feel free to contact your child's teacher or the school principal during the school year regarding your child's attendance and academic progress.

Snacks/Lunch

Please provide your child with a nutritious snack/lunch daily. All students customarily eat their snacks midmorning. All students will sit at the lunch tables for a minimum of twenty minutes and eat lunch. **Parents, many unopened food items are being thrown away instead of being eaten. Please discuss food preferences and quantity to avoid food waste. The use of microwaves is prohibited until further notice due to COVID.**

EMERGENCIES AND MEDICAL ISSUES

Emergencies

Each student is required to have an emergency card on file at the school office. If any of the data on the card changes during the year, the parent is asked to call the school office. Please keep your child(ren) informed as to where you can be reached in an emergency. This information is also used to notify parents in the case of school or district wide emergencies. *****Note***** No one will be able to pick up a child from school unless they're named on that child's emergency card.

Illness or Injury

In case of illness or injury, a child will be cared for temporarily by school personnel. If first aid treatment is necessary, the parent will be contacted. If unable to contact the parents, the school personnel will follow the information on the emergency card.

DO NOT bring your child if one or more of the following symptoms are apparent. We want all healthy children protected from illness. Each parent needs to be responsible for the health of his/her own child.

- Oral temperature of 99.6 degrees or above
- Matter (yellow discharge) in eyes
- Copious amount of nasal drainage
- Rash behind ears or on body
- Sore throat or difficulty swallowing
- Incessant coughing
- Diarrhea
- Headache
- Vomiting within the last 24 hours

Immunization

Students are required by law to have immunizations. Parents will be asked to provide a complete California School Immunizations Record during registration signed by a physician.

Medication

The following procedures must be followed before a designated employee administers any prescribed or non-prescribed medication to any student during school hours:

- A written statement from the student's physician detailing the method, amount and time of schedules by which medication is to be taken.

- A written statement from the student's parent/guardian requesting the district to assist the student in taking the medication as prescribed by the physician. (Ed Code 49423)
- Parents/guardians must secure from the physician a prescription for duplicate supplies of the medication, one supply to be kept at home and one at school. Both supplies shall be in a properly labeled pharmacy bottle containing the name and telephone number of the pharmacy, the student's identification, name of physician and dosage of the medication to be given. The designated employee shall be responsible for the medication at school and shall administer it in accordance with the physician's indicated dosage schedule.

All medication must be delivered to the school by the parent/guardian.

CLOTHING

Students are expected to dress in appropriate clothing. If a student's dress appears inappropriate or disruptive to the educational process, the student will be asked to leave class and the following may occur:

- Students will borrow a replacement garment from the office. Parent will be contacted to pick-up clothing, accessories that are removed.
- Students will remain in the office until a parent brings a replacement.
- Student's names need to be in garments.
- Sneakers must be worn for P.E. activities.

The following attire is considered inappropriate:

1. Halter tops
2. **Short** shorts/skirts - Shorts/skirts should be no shorter than mid-thigh
3. Revealing or strapless tops; tops that expose midriffs or undergarments
4. Apparel related to alcohol, drugs or profanity
5. Apparel that hinders the student's participation in school activities such as:
 - Platform shoes
 - Shoes or sandals which are inappropriate for P.E. and or outdoor activities
 - Backless shoes/sandals and heelies are not allowed
6. Oversized baggy/saggy pants that are worn below the hips
7. Exposed undergarments

Student's names should be placed on all garments.

Section III-School/District Expectation and Procedures

Mission School creates a positive, caring environment where students thrive. Everyone has the right to learn and be safe from physical and emotional harm. Appropriate behavior is the responsibility of each student. Parents and staff members cooperate to help students meet that responsibility.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, physical education equipment and furniture supplied by the school. Parents of students who damage or deface school property or equipment will be required to pay for the damage done to replace or repair the item.

All textbooks must be covered in a way that will not damage the book. There is to be no writing of any kind in any textbook. Parents will be charged the full replacement cost of textbooks or library books that are lost or damaged by students.

STUDENTS' PERSONAL PROPERTY

Students may not bring personal articles to school: trading cards, electronic games, I-pods, radios and toys, etc. Cell phones are strongly discouraged and may not be turned on, visible or used during school hours. Parents will be required to pick up unauthorized personal articles from the principal.

LOST AND FOUND

The lost and found box is located at the front entrance of the building. Unclaimed clothes will be donated at the end of each trimester.

USE OF THE TELEPHONE

The office phone is to be used strictly as a business phone. **Students will be allowed to use the classroom phones in extreme cases or emergencies. We ask parents to call students at school only in extreme emergency situations. Due to limited office staffing, the office cannot guarantee that messages will reach students at a particular time.**

CLASSROOM INTERRUPTION

There have been many telephone calls to the office regarding doctor appointments, needing to talk to the teacher during class time, requests for a child to ride home with another student, reminders about sports practice, etc. These calls require the office staff to stop carrying out their assigned responsibilities, interrupt the teacher from teaching and the students from learning. It is our intention to assist in any way we can to get an emergency message to a child. **However, if it is not an emergency, please send a note with your child to his/her teacher, stating any instruction he/she may need during the day.**

TEACHER MESSAGES

If it is necessary to relay an important message to your child's teacher, please leave the message on the teacher's voice mail. Please provide your daytime and evening phone numbers if you would like the teacher to return your call.

BIRTHDAYS

The bringing and handing out of any party invitations at school **is not** allowed, unless the whole class is invited. Invitations should be mailed to avoid hurting students' feelings.

VISITOR/PARENT CHECK IN

We recognize the importance of maintaining the best learning environment possible for all Mission Union School District students. Disruptions to that environment infringe upon the

rights of your child to learn. Therefore, every person arriving at Mission Union School must check into the office before proceeding to another part of the school. Of course parents are always welcome at Mission School; however we urge you to make arrangements prior to a visit to a class during school hours, then check-in upon arrival. Do not hesitate to schedule a meeting outside of the academic day.

ACADEMICS

It is impossible to predict exact time requirements for homework due to individual learning styles, but the following guidelines are used.

The following list shows the average amount of homework given per night to students in the 1st through 8th grades:

Grade Level	Teacher Assigned Work	Reading	Total
K	15 minutes per day	15 min	30 min
1	20 minutes per day	20 min	40 min
2	20 minutes per day	20 min	40 min
3	30 minutes per day	30 min	60 min
4	30 minutes per day	30 min	60 min
5	40 minutes per day	30 min	70 min
6	50 minutes per day	30 min	80 min
7	60 minutes per day	30 min	90 min
8	60 minutes per day	30 min	90 min

*teachers may also give assignments not completed in class as homework

Grading

Grades 4-8 receive report cards at the end of each trimester. Students in K-3 are not issued letter grades and will be evaluated on grade level standards.

Beginning in fourth grade, students receive grades as follows:

A	95.0 – 100.0	B-	80.0 – 82.9	D+	67.0 – 69.9
A-	90.0 – 94.9	C+	77.0 – 79.9	D	63.0 – 66.9
B+	87.0 – 89.9	C	73.0 – 76.9	D-	60.0 – 62.9
B	83.0 – 86.9	C-	70.0 – 72.9	F	0 – 59.9

Conferences

Parent/Teacher Conferences will be held November 29th through December 3rd. Your child's school progress will be discussed at the conference.