

**Honeydew Elementary School  
Mattole Elementary School  
Mattole Triple Junction High School**



**“Building  
A Tradition of Excellence”**

**Scholarship ... Spirit ... Self-Esteem**

**Parent & Student  
Handbook**

**2011-2012**

**Mattole Unified School District**

## **SUPERINTENDENT'S MESSAGE**

Dear Parents and Students,

Welcome back to all returning students and a very special welcome to our new students in the Mattole Valley. The Mattole Unified School District believes in providing an innovative public education environment for students, parents, and teachers by empowering them to collaboratively create learning opportunities, which will develop responsible and contributing members of society. We believe in giving students, parents and teachers the freedom to become part of the decision making process, with the ability to implement educational plans and programs.

Finally, in the spirit of the above message, I would like to encourage parents to participate in our schools. Due to your past participation, great teaching and student learning, we have continued to have some of the highest standardized test scores in Humboldt County and the state of California. Please join us for the 2008-2009 school year. Working together we can make this new school year the best ever!

Richard Graey, Superintendent

## **MISSION STATEMENT**

The Mission of the Mattole Unified School District is to promote honesty, curiosity, self-respect, creativity, and compassion in our students. We hope to motivate our students to become cooperative problem solvers and knowledgeable, responsible citizens who are inspired to become life long learners. We want our students to be empowered to strive for excellence and hold high expectations for themselves. Above all, we wish to instill in our students a strong sense of self worth and pride and appreciation for who they are and where they come from.

## GENERAL INFORMATION

### Mattole Unified School District

P.O. Box 211  
Petrolia, California 95558  
Phone: 707-629-3311  
Fax: 707-629-3575



### BOARD OF TRUSTEES

Sue Etter  
Edward Gilda  
Ian Sigman  
Linda Yonts  
Joe Zanone

### Phone #

707-599-8907  
707-629-3355  
707-629-3445  
707-629-3554  
707-629-3300

### ADMINISTRATION

Richard Graey

Superintendent

629-3311 Mattole

445-2660 Ext. 15

Jennifer Kausch  
Corey Weber

Asst. Superintendent of Instruction

445-2660 Ext. 16

Asst. Superintendent of Business

445-2660 Ext. 17

### Business Services

Laureen Grothe  
Leslie Swafford  
Tammy Picconi  
Theresa Ozard

District Secretary

629-3311

Human Resources

629-3233

Accounts Payable

629-3233

Payroll/Personnel/Insurance

629-3233

## MATTOLE ELEMENTARY SCHOOL

Mail: P.O. Box 211, Petrolia, California 95558  
29289 Chambers Road, Petrolia, California 95558  
Phone: 707-629-3240 Fax: 707-629-3611  
Office Hours: 8:00 AM – 4:00 PM  
School Hours: 8:55 AM – 2:55 PM

### STAFF

Glenda Short	Principal	629-3219
	District Consolidated Programs	
	Special Education Coordinator	
Margaret Fraser	K-4 <sup>th</sup> Grade Teacher	629-3232
Gordon Hunt	5-8 <sup>th</sup> Grade Teacher	629-3216
Patty Houx	District Speech Specialist	629-3540
Diane Brocco-Clark	Classroom Aide	
Marilyn McCormick	Classroom Aide	
Laurie Short	Classroom Aide	
Diane Brocco-Clark	Library Aide	629-3215
Margit Cook	Food Service/Custodial	629-3214
Margit Cook	Grounds/Transportation Maintenance	
Tim Hartley	Maintenance	
Deanna Cooper	Bus Driver	

## HONEYDEW ELEMENTARY

Mattole Road and Wilder Ridge Road, Honeydew, California 95545  
Phone: 707-629-3230 Fax: 707-692-3239  
School Hours: 8:25 AM – 2:30 PM

### STAFF

John Goodrow	K-4 <sup>th</sup> Grade Teacher	629-3230
Linda Lyons	Mattole Independent Study Teacher	629-3230
	Honeydew Site Coordinator	
Karen Ashmore	Independent Study Teacher	
Gail Smith	Teachers Aide	
Kevin Houle	Custodian	

## MATTOLE TRIPLE JUNCTION HIGH SCHOOL

Mail: P.O. Box 211, Petrolia, California 95558  
Physical: 210 Lindley Road, Petrolia, California 95558  
Phone: 707-629-3250 Fax: 707-629-3551  
Office Hours: 8:00 AM – 4:00 PM  
School Hours: 8:15 AM – 3:25 PM

### STAFF

Gail "Shoshone" Dube	Administrative Team College Counselor Social Science Teacher	629-3250
Donna Mayer	Secretary Math/P.E. German/Science/Music Teacher	629-3250
Will Peterson	English Teacher	
Kevin Houle	Custodian	
Tim Trower	Library Aide Maintenance	629-3337 629-3255

### Mattole Valley Charter School Main Office

Mail: P.O. Box 211, Petrolia, CA 95558  
Physical: 210 Lindley Road, Petrolia, CA 95558  
Phone: 707-692-3634 Fax: 707-629-3649

Richard Graey	Superintendent/Director	629-3632
Corey Weber	Business Manager (District/Charter)	629-3634
Debbi Sholes	Purchasing/Inventory/SGL Setup	629-3634
Patty Chapman	Accounts Payable	629-3634
Roxy Kennedy	Student Records	629-3634
Linda Huddleston	Student Records	629-3634

### Cutten Resource Center Resource Library

2120 Campton Road Suite H, Eureka, California 95503  
Phone: 707-476-8406 Fax: 707-476-8069

Gwen Neu	Director	476-8406
Lynda Speck	District STAR Test Coordinator District CBEDS	445-2660 X14

**MATTOLE SCHOOL & HONEYDEW SCHOOL  
2006-2007 SCHOOL CALENDAR**

School Month	Mon	Tues	Weds	Thurs	Fri	Days Taught	Holidays
				(24)	(25)		Staff Duty Days
August 28 To	28 4	29 5	30 6	31 7	1 8		Students Start 8/28 Labor Day Sept. 4
September 22 FIRST MONTH	11 18	12 19	13 20	14 21	15 22	19	
September 25 To	25 2	26 3	27 4	28 5	29 6		
October 20 SECOND MONTH	9 16	10 17	11 18	12 19	13 20	20	
October 23 To	23 30	24 31	25 1	26 2	27 3	Q	
November 17 THIRD MONTH	6 13	7 14	8 15	9 16	10 17	19	Veteran's Day Nov. 10
November 20 To	20 27	21 28	22 29	23 30	24 1		Thanksgiving Holiday Week
December 15 FOURTH MONTH	4 11	5 12	6 13	7 14	8 15	15	
	18	19	20	21	22		Winter Break
	25	26	27	28	29		Winter Break
January 1 To	1 8	2 9	3 10	4 11	5 12		
January 2 FIFTH MONTH	15 22	16 23	17 24	18 25	19 26	Q 18	Martin Luther King Day
January 29 To	29 5	30 6	31 7	1 8	2 9		
February 23 SIXTH MONTH	12 19	13 20	14 21	15 22	16 23	15	Presidents' Week
February 26 To	26 5	27 6	28 7	1 8	2 9		
March 23 SEVENTH MONTH	12 19	13 20	14 21	15 22	16 23	20	
March 26 To	26 2	27 3	28 4	29 5	30 6	Q	Easter Sunday April 8 Spring Break
April 20 EIGHTH MONTH	9 16	10 17	11 18	12 19	13 20	15	
April 23 To	23 30	24 1	25 2	26 3	27 4		
May 18 NINTH MONTH	7 14	8 15	9 16	10 17	11 18	20	
May 21 To	21 28	22 29	23 30	24 31	25 1		Memorial Day
June 15 TENTH MONTH	4 11	5 12	6 13	7 14	8 15	Q19	Last Day School 6/16

(18)

( ) Staff Duty Days	1 <sup>st</sup> Quarter End 10/27	44 Days
Holiday	2 <sup>nd</sup> Quarter End 1/19	42 Days
Local Recess	3 <sup>rd</sup> Quarter End 3/30	45 Days
Q End of Quarter	4 <sup>th</sup> Quarter End 6/15	49 Days

180 Days Total

**MATTOLE TRIPLE JUNCTION HIGH SCHOOL  
2006-2007 SCHOOL CALENDAR**

School Month	Mon	Tues	Weds	Thurs	Fri	Days Taught	Holidays
August 28	28	29	30	31	1		Staff Duty Days
To	4	5	6	7	8		Students start 8/28 Labor Day Sept. 4
September 22	11	12	13	14	15		
FIRST MONTH	18	19	20	21	22	19	
September 25	25	26	27	28	29		
To	2	3	4	5	6		
October 20	9	10	11	12	13		
SECOND MONTH	16	17	18	19	20	20Q	
October 23	23	24	25	26	27		
To	30	31	1	2	3		
November 17	6	7	8	9	10		Veteran's Day Nov. 10
THIRD MONTH	13	14	15	16	17	19	
November 2	20	21	22	23	24		Thanksgiving Holiday Week
To	27	28	29	30	1		
December 15	4	5	6	7	8		
FOURTH MONTH	11	12	13	14	15		
	18	19	20	21	22		Winter Break
	25	26	27	28	29		Winter Break
January	1	2	3	4	5		New Years Day
To	8	9	10	11	12	Q	
January 26	15	16	17	18	19		Martin Luther King Day
FIFTH MONTH	22	23	24	25	26	18	
January 29	29	30	31	1	2		
To	5	6	7	8	9		
February 23	12	13	14	15	16		
SIXTH MONTH	19	20	21	22	23	15	Presidents' Week
February 26	26	27	28	1	2		
To	5	6	7	8	9		
March 23	12	13	14	15	16	Q	
SEVENTH MONTH	19	20	21	22	23	20	
March 26	26	27	28	29	30		
To	2	3	4	5	6		Easter Sunday April 8th
April 20	9	10	11	12	13		Spring Break
EIGHTH MONTH	16	17	18	19	20	15	
April 23	23	24	25	26	27		
To	30	1	2	3	4		
May 18	7	8	9	10	11		
NINTH MONTH	14	15	16	17	18	Q20	
May 21	21	22	23	24	25		
To	28	29	30	31	1		Memorial Day
June 15	4	5	6	7	8		
TENTH MONTH	11	12	13	14	15	19	Last Day School 6/15

(18)

( ) Staff Duty Days	1 <sup>st</sup> Quarter End 10/20	39 Days
Holiday	2 <sup>nd</sup> Quarter End 1/12	43 Days
Local Recess	3 <sup>rd</sup> Quarter End 3/16	39 Days
Q End of Quarter	4 <sup>th</sup> Quarter End 5/18	40 Days
	Mentor Projects 5/21-6/15	19 Days
		180 Days Total

## Getting Involved!!

Parents are invited and encouraged to become involved in their child/children's education. Parent and community volunteers are extremely important to Mattole schools. Whether you volunteer in the classroom, as a mentor for special projects, as a coach, or on a committee, your presence is important to your child and to the school. Through the efforts of volunteers, students receive more individual attention and more special study programs, and volunteers receive a better understanding of the education the students are receiving.

There are many ways volunteers are utilized at the various sites, many of which do not require regular or school-hour time. All efforts are equally appreciated by the staff. Contact the school if you are able to volunteer for any of the following.

**School Site Council:** School advisory board for each site. The council at each site meets monthly. School Site Councils are state required advisory councils made up of parents and staff members. Its function is to be an advisory body for all special programs in the areas of planning, implementation, evaluation, and budget for Federal and State Consolidated Programs. Five parents or community members are elected by parents to serve two year terms.

**Volunteers:** May be on a regular basis or on call as needed for special events. We welcome volunteers for the following: regular (weekly) small group supervision such as math or language arts groups; room mothers or assistants for parties or special curriculum events; present or help on special projects in areas of personal interest, expertise, or hobby such as science or art; field trips; physical education program; foreign language program; help with the preparation of materials; or office work.

**School Gardens:** Mattole School, Honeydew, and Mattole Triple Junction each have school gardens. Volunteers willing to help with teaching gardening activities, watering, and weeding are a valuable asset to the programs. Donations of plants and manure are always appreciated.

**School Booster Clubs:** Organizes and coordinates community-school activities in order to increase school spirit and sense of community. Assists staff at school sites with special events and programs, field trip planning, and fundraising throughout the year. Mattole School Club and Honeydew's Parent Club meet monthly after School Site Council meetings or as needed.

**Library Help:** May include shelving books, filing, reading to children, or other tasks needed by school's Library Aides.

**Friday Night Live, Club Live, and Friday Night Live Kids:** Youth program for high school, and students in 4-8<sup>th</sup> grades. Their mission is to build partnerships for positive and healthy youth development which engage youth as active leaders and resources in the community. Friday Night programs are held in Mattole Multi-Purpose Room. Activities include Open Gym Night, "LAN" (Local Area Network) Parties, and dances. Adult advisors/chaperones are needed.

**Athletics:** Coaches for various sports, scorekeeping, transportation to games, referees, and tournament organization or service are areas that parents can actively take part in school athletic programs. Call Mattole School if you are interested in helping with athletic programs.

### **BACK TO SCHOOL NIGHT:**

This orientation night for parents provides an opportunity for opening up the communication lines between the school and the community. Parents can meet the teachers, review daily schedules, thumb through textbooks/other materials, and learn about the classroom philosophy (including discipline procedures and

homework). Back to School Nights are generally held in September or October. Please watch for our notices and come visit us!

## **HOMEWORK GUIDELINES**

Homework serves an important purpose in the child's school life. Its purpose is to reinforce the lessons taught in school, develop independent study skills, and encourage parent and student involvement in the learning process. Homework is also a way to help a child develop work and study habits that will assist him or her throughout the years spent in school.

Homework shall be a thoughtfully planned, well-organized, regular part of the educational program. Homework shall reinforce and be an extension of class work. Reading, writing, and thinking experiences in literature, math, history, science, and fine arts shall be extended through homework.

Homework shall be given at the teacher's discretion based on the ability and needs of the individual student. Before students are assigned independent practice and application as homework, they shall first have had guided practice and application with supervision and feedback. Homework allows for drill on a specific area of weakness and allows makeup of work missed because of absence. It provides a time to complete unfinished class work and may be for the purpose of enriching the instruction of skills or concepts taught in class.

Students shall receive prompt and informative feedback on completed assignments including re-teaching as needed. All written homework should be evaluated. Homework shall never be given as discipline or for punitive reasons.

### **HOMEWORK PARENT TIPS**

- Encourage students to take responsibility for doing assigned work.

- Help students work out a good study schedule.

- Effective homework time must be uninterrupted.

- Create a specific, well lit, quiet place and set a consistent time for homework away from distractions such as TV, phone, siblings, and chores.

- Have school supplies such as paper, pencils, scissors, rulers, glue, tape, pens, crayons, etc. available in the student's workplace.

- Pre-plan homework time so as not to conflict with enjoyable family time or other outside activities.

- Share your child's work to reinforce the importance of homework and to help your child to understand that you are interested in his or her progress.

- Check completed homework and offer suggestions for improvements.

- Give praise for a job well done.

### **STUDENT DISCIPLINE**

Webster's provides us with a variety of definitions for the word **discipline**. The three that are the most simple and clear are "...orderly or prescribed conduct or pattern of behavior; self-control; a rule or system of rules governing conduct....".

Parents also seem to have differing perspectives on discipline. Some feel that too many rules create a rigid environment, while others believe that every possible situation should be covered with a guideline or rule.

Although we all have perspectives that often relate to the ways we are raised, one thing seems to be consistently true. Kids who behave in school are more likely to do well. Or to put this time-honored bit of wisdom in more up to date terms, effective schools and effective discipline go hand-in-hand. Good discipline is a solid foundation on which to build an effective school because the two share so many characteristics.

The goal of our discipline program is to provide students with opportunities to learn self-discipline through a system of consistent rewards and consequences for their behavior. We believe that students who develop a sense of personal responsibility will also improve their academic skills. Through a variety of academic and non-academic experiences, students will be better prepared to become life-long learners.

The following pages describe the Mattole Unified Schools adopted discipline program. Our emphasis is on recognition and acknowledgement of students for appropriate social and academic behavior. Our hope is that by acknowledging and rewarding good behavior a more positive school environment will result.

## **DISCIPLINE AND SCHOOL RULES - A SHARED RESPONSIBILITY**

### ***The 3 R's***

***Respect Yourself***

***Respect Others***

***Responsibility for Your Actions***

The **STUDENT** is responsible for:

1. Respecting the authority of teachers, administrators, and other school staff who enforce district policy and school rules regarding student discipline and conduct.
2. Behaving in the classroom and on the school campus in a manner that does not disrupt or interfere with the rights of others to learn.
3. Attending classes daily on time.

The **PARENT** is responsible for:

1. Reinforcing children at home who demonstrate appropriate behavior.
2. Reviewing school discipline rules and regulations with family members to ensure that all are familiar with and understand the standards of conduct expected by school authorities.
3. Cooperating with school officials in carrying out appropriate discipline penalties when such action is necessary.

The **TEACHER** is responsible for:

1. Assisting in the development and enforcement of school rules.
2. Establishing a classroom management program and atmosphere that promotes proper behavior and which gives every student full opportunity to pursue his/her studies without disruption.
3. Communicating with students and parents regarding behavior successes, problems, and solutions.

The **ADMINISTRATORS** are responsible for:

1. Eliminating vagueness and inconstancy from rules and responsibilities.
2. Supporting teachers by developing behavioral agreements with disruptive students and by holding conferences with parents to get commitments to agreements.
3. Recognizing and rewarding outstanding student behavior, as well as academic achievement, in the school.

# **STUDENT SCHOOL RULES**

## **GENERAL**

1. Remain within school boundaries during school hours unless given permission by the office to leave campus.
2. Complete all work assigned.
3. Keep hands, feet, and objects to self. A student must not interfere with the rights of others to learn.
4. Use common sense. If you think there's a chance you or someone else might get hurt, "Don't do it!"
5. Spitting and obscene language is considered inappropriate behavior. Also in order to maintain proper respect for our campus, gum is not permitted.
6. Do not make fun of a person's name, appearance, or ability.

## **PLAYGROUND**

The most important rule is to play safely. Students who do not play safely are interfering with the rights of other students. They will be removed from recesses and offered alternative activities.

## **UNAUTHORIZED ARTICLES**

Common sense and consideration is the best guide in determining whether or not to bring toys or unusual items to school. The staff cannot be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home.

Use of skateboards on campus is only permitted during official club activities. All personal items such as radios, cameras, tape recorders, and electronic games are to be left at home. They are disruptive to the school program.

Please be aware that State Education Code prohibits the possession of any knife on campus. Students must leave all knives and tools with knives at home.

**Additional high school rules and consequences are posted at the high school.**

## **APPROPRIATE DRESS POLICY**

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction that would interfere with the educational process. Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action. In cooperation with teachers, students, and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with district policy and regulations. These school dress codes shall be regularly reviewed.

The following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.
2. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures, or any other insignia: which could be interpreted as crude, vulgar, profane or sexually suggestive; which bear drug, alcohol, or tobacco company advertising, promotions or likenesses; or which advocate racial, ethnic, or religious prejudice.
3. Hats, caps, and other head coverings shall not be worn indoors.

4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited.
5. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes. No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. The principal, staff, students, and parent/guardians at each school may establish reasonable dress and grooming regulation for times when students are engaged in extracurricular or other special school activities.

## **ATTENDANCE AND TARDIES**

California State Law requires every child to attend school. The following policies are essential to our attendance.

1. Please make an effort to get your child to school in the morning on time. If a student does arrive late, they must check in with the office to pick up a late admittance slip. After three unexcused tardies, the office will contact the parents/guardians to see if the problem can be solved. If tardies continue, it could lead to a referral to the School Attendance Review Board.
2. After absences, students must bring notes from parents verifying the absence from school. This can also be done by **phone** (629-3250 Triple Junction High School, 629-3230 Honeydew, 629-3240 Mattole Elementary) or by personally stopping by the school office. Parents can expect to be contacted in cases of excessive absence.
3. According to state law and our local board of education policies, absences are excused only for reasons of illness, medical appointments, quarantine, and funerals.
4. If your child must be absent for reasons other than those listed in #3 above (i.e. vacation), you should contact your child's teacher and request an Independent Study Agreement. This provides an opportunity for your child to keep up with schoolwork while away from school and allows the school to continue to receive funding for those days absent. Since the teacher will work with you and your child in tailoring the lessons around the nature of the absence, it is very important you contact the teacher at least one week prior to the scheduled departure.

## **ARRIVAL AND DEPARTURE**

1. Bicycle and skateboard riding is not allowed on campus before, during, or after school. Be sure to park bicycles in the bike racks provided. Bicycles may be confiscated if parked in other areas.
2. A student who is to be picked up by someone other than a family member must have a note stating this fact and indicating the name of the driver. Without this, the school may not allow the student to leave campus.
3. Students who do not ride the bus to and from school should not arrive at school earlier than 30 minutes before school begins. They should go directly home immediately following dismissal unless other arrangements are made with teachers or other staff members.
4. Use of the office phone will not be allowed without the permission of a staff member. Use of the phone should be for emergency situations only.
5. Anyone wishing to pick up a student during the school day must send a note with the child or come to the office. When it becomes necessary to check a student into school following an appointment or delay, or when checking a student out of school before dismissal time, please do so from the office. Do not take the student directly to or from the classroom.
6. Board policy and Education Code 44808.5 permits students enrolled in Mattole Triple Junction High to leave the school grounds during the lunch period. Students who violate school rules while off campus during lunch will be subject to disciplinary action, including loss of off campus privileges. Please note that students who leave campus under this policy do so at their own risk. Neither the school district nor any officer nor employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds.

**Please keep us informed of any changes in your child's routine so that we can be aware of his/her whereabouts.**

**MATTOLE SCHOOL —Behavior Consequences Grades K- 8**

Goal: To help provide a safe, healthy, and productive learning environment for students and staff

<b>INAPPROPRIATE BEHAVIORS</b>	<b>FIRST OCCURRENCE</b>	<b>SECOND OCCURRENCE</b>	<b>THIRD OCCURRENCE</b>
<ul style="list-style-type: none"> <li>◇ Not respecting others</li> <li>◇ Being in an unsupervised area</li> <li>◇ Not following directions</li> <li>◇ Playing in an unsafe way</li> <li>◇ Destruction of property (under \$100)</li> <li>◇ Disruptive behavior</li> <li>◇ Inappropriate language, clothing, and/or gestures</li> </ul>	<ul style="list-style-type: none"> <li>Time out, loss of free time, detention</li> <li>Community restitution</li> <li>Referral to teacher or Principal</li> <li>After school detention</li> </ul>	<ul style="list-style-type: none"> <li>Additional detention(s)</li> <li>After school detention</li> <li>Community restitution</li> <li>Parent contact</li> <li>Re-entry behavior plan</li> </ul>	<ul style="list-style-type: none"> <li>Additional detention(s)</li> <li>After school detention</li> <li>Parent conference</li> <li>Re-entry behavior plan</li> <li>Suspension</li> <li>Possible referral for expulsion</li> </ul>
<ul style="list-style-type: none"> <li>◇ Possession or use of tobacco products</li> <li>◇ Possession of drug paraphernalia</li> <li>◇ Cheating</li> <li>◇ Vandalism (over \$100)</li> <li>◇ Stealing</li> <li>◇ Any violation of Computer Use Agreement</li> </ul>	<ul style="list-style-type: none"> <li>After school detention</li> <li>Community restitution</li> <li>Parent contact</li> <li>Re-entry behavior plan</li> <li>Restitution</li> </ul>	<ul style="list-style-type: none"> <li>In-house suspension</li> <li>Alternative education setting (IDEA)</li> <li>Community restitution</li> <li>1-3 day suspension</li> <li>Parent conference</li> <li>Re-entry behavior plan</li> <li>Financial restitution</li> <li>Possible referral for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>5 day suspension</li> <li>Referral for expulsion</li> </ul>
<ul style="list-style-type: none"> <li>◇ Harassment, including (4-8) sexual harassment</li> <li>◇ Threatening or hurting anyone</li> </ul> <p>⇒ Cumulative grades 4-8</p>	<ul style="list-style-type: none"> <li>After school detention</li> <li>Community restitution</li> <li>1-2 day suspension</li> <li>Parent contact</li> <li>Re-entry behavior plan</li> </ul>	<ul style="list-style-type: none"> <li>In-house suspension</li> <li>Alternative education setting (IDEA)</li> <li>1-3 day suspension</li> <li>Parent conference</li> <li>Re-entry behavior plan</li> <li>Possible referral for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>5 day suspension</li> <li>Referral for expulsion</li> </ul>
<ul style="list-style-type: none"> <li>◇ Fighting</li> <li>◇ Robbery or extortion</li> <li>◇ Receiving stolen property</li> <li>◇ Possession or use of alcohol or other drugs</li> </ul> <p>⇒ Cumulative grades 4-8</p>	<ul style="list-style-type: none"> <li>1-3 day suspension</li> <li>Notify sheriff, if appropriate</li> <li>Parent conference</li> <li>Re-entry behavior plan</li> <li>Possible referral for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>2-4 day suspension</li> <li>Notify sheriff, if appropriate</li> <li>Parent conference</li> <li>Re-entry behavior plan</li> <li>Possible referral for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>5 day suspension</li> <li>Notify sheriff, if appropriate</li> <li>Referral for expulsion</li> </ul>
<ul style="list-style-type: none"> <li>◇ Possession of a knife, explosive or other dangerous object</li> <li>◇ Assault &amp; battery</li> </ul> <p>⇒ Cumulative grades 4-8</p>	<ul style="list-style-type: none"> <li>2-3 day suspension</li> <li>Notify sheriff</li> <li>Parent conference</li> <li>Re-entry behavior plan</li> <li>Possible referral for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>3-5 day suspension</li> <li>Notify sheriff</li> <li>Parent conference</li> <li>Re-entry behavior plan</li> <li>Possible referral for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>5 day suspension</li> <li>Notify sheriff</li> <li>Referral for expulsion</li> </ul>
<ul style="list-style-type: none"> <li>◇ Brandishing a knife</li> <li>◇ Sale of controlled substance</li> <li>◇ Possession of firearm</li> <li>◇ Sexual assault</li> </ul>	<ul style="list-style-type: none"> <li>5 day suspension</li> <li>Notify sheriff</li> <li>Mandatory referral for expulsion</li> </ul>		

Suspensions for regular education students will be at home or in-school at staff discretion.

Special education students may be placed in an alternative educational setting, or suspended at-home or in-school.

Re-entry contract for more serious behavior problems should be signed by parents and include specific expectations and consequences, including referral for expulsion, if the contract is not followed.

Any combination of inappropriate behaviors resulting in 10 days of suspension will result in a referral for expulsion.

Adopted: 11/14/02

**MATTOLE UNIFIED SCHOOL DISTRICT—BEHAVIOR CONSEQUENCES GRADES 9-12**

GOAL: To help provide a safe, healthy and productive learning environment for students and staff.

<b>INAPPROPRIATE BEHAVIORS</b>	<b>FIRST OCCURRENCE</b>	<b>SECOND OCCURRENCE</b>	<b>THIRD OCCURRENCE</b>
<ul style="list-style-type: none"> <li>◇ Not respecting others</li> <li>◇ Insubordination</li> <li>◇ Being in an unsupervised area</li> <li>◇ Not following directions</li> <li>◇ Disruptive or unsafe behaviors</li> <li>◇ Destruction of property (under \$100)</li> <li>◇ Inappropriate language, clothing and/or gestures</li> </ul>	<ul style="list-style-type: none"> <li>In-school suspension, detention or community restitution</li> <li>Alternative education setting (IDEA)</li> <li>Parent conference and re-entry behavior plan</li> <li>Mediation intervention or counseling</li> </ul>	<ul style="list-style-type: none"> <li>3-day suspension from school</li> <li>Parent conference and re-entry behavior plan</li> <li>Mediation intervention or counseling</li> </ul>	<ul style="list-style-type: none"> <li>5-day suspension</li> <li>Possible referral for expulsion</li> </ul>
<ul style="list-style-type: none"> <li>◇ Possession or use of tobacco</li> <li>◇ Possession of drug paraphernalia</li> <li>◇ Cheating</li> <li>◇ Vandalism (over \$100)</li> <li>◇ Theft</li> <li>◇ Any violation of Computer Use Agreement</li> </ul>	<ul style="list-style-type: none"> <li>In-school suspension, detention or community restitution</li> <li>Referral to tobacco cessation or drug counseling program</li> <li>Financial restitution</li> <li>Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>3-day suspension</li> <li>Parent conference and re-entry behavior plan , including restitution</li> <li>Referral to tobacco cessation or drug counseling program</li> <li>Possible referral for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>5-day suspension</li> <li>Notify sheriff, if appropriate</li> <li>Referral for expulsion</li> </ul>
<ul style="list-style-type: none"> <li>◇ Harassment, including sexual harassment</li> <li>◇ Injurious or threatening conduct, including fighting</li> </ul> <p>⇒ Cumulative grades 9–12</p>	<ul style="list-style-type: none"> <li>3-day suspension</li> <li>Notify sheriff, if appropriate</li> <li>Parent conference and re-entry behavior plan</li> <li>Anger management intervention</li> </ul>	<ul style="list-style-type: none"> <li>4-day suspension</li> <li>Notify sheriff, if appropriate</li> <li>Parent conference and re-entry behavior plan</li> <li>Anger management intervention</li> <li>Possible referral for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>5-day suspension</li> <li>Notify sheriff, if appropriate</li> <li>Referral for expulsion</li> </ul>
<ul style="list-style-type: none"> <li>Possession of a knife, explosive, or other dangerous object</li> </ul> <p>⇒ Cumulative grades 9–12</p>	<ul style="list-style-type: none"> <li>3-day suspension</li> <li>Notify sheriff, if appropriate</li> <li>Parent conference and re-entry behavior plan</li> <li>Possible referral for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>5-day suspension</li> <li>Notify sheriff, if appropriate</li> </ul> <p>Referral for expulsion</p>	
<ul style="list-style-type: none"> <li>◇ Robbery or extortion</li> <li>◇ Receiving stolen property</li> </ul> <p>⇒ Cumulative grades 9–12</p>	<ul style="list-style-type: none"> <li>3-day suspension</li> <li>Notify sheriff</li> <li>Parent conference and re-entry behavior plan</li> <li>Possible referral for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>5-day suspension</li> <li>Notify sheriff</li> <li>Referral for expulsion</li> </ul>	
<ul style="list-style-type: none"> <li>Possession of or under influence of alcohol, other drugs</li> </ul> <p>⇒ Cumulative grades 9–12</p>	<ul style="list-style-type: none"> <li>3-day suspension</li> <li>Notify sheriff, if appropriate</li> <li>Parent conference and re-entry behavior plan</li> <li>Referral to drug counseling</li> </ul>	<ul style="list-style-type: none"> <li>5-day suspension</li> <li>Notify sheriff, if appropriate</li> <li>Referral for expulsion</li> </ul>	
<ul style="list-style-type: none"> <li>Assault and/or battery</li> <li>Hate violence</li> <li>Terroristic threat</li> </ul> <p>⇒ Cumulative grades 9–12</p>	<ul style="list-style-type: none"> <li>5-day suspension</li> <li>Notify sheriff</li> <li>Parent conference and re-entry behavior plan</li> <li>Referral to counseling</li> <li>Possible referral for expulsion</li> <li>Mandatory referral for expulsion if victim was District employee.</li> </ul>	<ul style="list-style-type: none"> <li>5-day suspension</li> <li>Notify sheriff</li> <li>Referral for expulsion</li> </ul>	
<ul style="list-style-type: none"> <li>◇ Possessing, selling, or otherwise furnishing a firearm</li> <li>◇ Brandishing a knife at someone</li> <li>◇ Unlawfully selling a controlled substance</li> <li>◇ Sexual assault</li> </ul>	<ul style="list-style-type: none"> <li>5-day suspension</li> <li>Notify sheriff</li> <li>Mandatory referral for expulsion</li> </ul>		

Unless identified as in-school, suspensions for regular education students will be at home or in-school at staff discretion.

Special education students may be placed in an alternative educational setting or suspended at-home or in-school at staff discretion.

Re-entry contract for more serious behavior problems should specify behavior expectations and possible consequences, including referral to the School Board for expulsion hearing, if the contract is not followed.

Any combination of inappropriate behaviors resulting in 10 days of suspension will result in a referral for expulsion.

Adopted: 9/19/02

## **PARENTS HAVE THE RIGHT TO:**

Visit their child's classroom to observe activities. The time and date of the visitation must be arranged in advance with the school.

Request a conference with their child's teacher(s) or the principal. Contact the school to schedule a date and time convenient to all participants.

Volunteer their time and resources to improve school facilities and programs. Contact the school to determine the terms and conditions of this service.

Be notified in a timely manner if their child is absent from school without permission.

Be notified of their child's performance on standardized and statewide tests and the school's ranking on these tests. (Under other state law, parents may request that their child not participate in the statewide tests.)

Request that their child be enrolled in any school in the district's boundaries. However, the district is not compelled to grant the request.

Be assured of a safe and supportive learning environment for their child.

Examine the curriculum materials of the class or classes in which their child is enrolled.

Be informed of their child's academic progress in school and of the persons to contact if they wish more information or assistance with their child.

Access their child's records and question anything they feel is inaccurate, misleading, or an invasion of privacy. Parents have the right to a timely response from the school district about their questions.

Receive information regarding the academic standards their child is expected to meet.

Receive written notification of school rules, attendance policies, dress codes, and procedures for school visitations.

Receive information on all psychological testing recommended for their child.

Participate as a member of a parent advisory committee, school site council, or site-based management leadership team in accordance with established rules and regulations for membership. Parents also have the right to attend at least two meetings per year scheduled by the school to get information on school issues and activities.

Work in a mutually supportive and respectful partnership with the school to help their child succeed. The governing board of each school district shall adopt a jointly created policy that

outlines how parents and guardians, school staff, and students may share the responsibility for the intellectual, physical, emotional, social development, and well-being of their students.

## **SERVICES AND SPECIAL PROGRAMS**

### **ACADEMIC RECOGNITION**

Many opportunities are available for students to participate in events which provide challenge and recognition. These events include, but may not be limited to, History Fair, Science Fair, GATE Academies, Advanced Placement, and the school, regional, and state spelling competitions. High school students are also recognized through participation in the California School Federation's National Award given to a senior each year, Honor Society, Times Student of the Month, and a local Community Service and Citizen Award.

### **OTHER RECOGNITION**

The "Caught Being Good" Program and Honor Roll system are used at the elementary schools. The district also has an annual sports banquet to acknowledge student participation in various sports.

### **ATHLETICS**

Mattole Triple Junction students may participate in basketball, baseball, softball, and track and field. Students in grades 4-8 can participate in boys' and girls' basketball and track meets.

Medical exams are recommended for all playing field participants; however, they are only required for high school.

### **CAFETERIA**

We know that students do better in school if they eat regular nutritious meals. We also know that many of our families do not have enough money for food. We have a Free/Reduced Breakfast Program and a Free/Reduced Lunch Program. Students do not have to be hungry at school. We are very careful to avoid making students feel embarrassed about receiving this help.

Eligible students can receive free or reduced meals. Applications for the free and reduced lunch program are included in the parent packet and are accepted at any time during the school year. All students receive a morning snack for free.

Students in kindergarten through grade 8 may buy lunch for \$2.25 (\$0.40 reduced). Lunch price for students in grades 9-12 is \$2.50 (\$0.40 reduced). Adult lunch price is \$3.50. Lunch prices include milk. Students who bring their lunch can purchase milk for 50 cents.

No lunch charges are allowed. Payment must be made on the day the lunch is ordered. When students buy a school lunch every day, payment by the week or the month in advance is strongly encouraged.

K-8 students who eat lunch at home must have a note from their parents on file in the office giving them permission to go home at lunch. This allows them to go home only, not to neighboring businesses or friends' houses.

**Students eating lunch in the cafeteria must display acceptable manners and self-control.**

### **MENUS AND CALENDARS OF EVENTS**

The lunch menu, calendar of events, and other timely information are sent home with students, or mailed at the beginning of each month. Please encourage your child to deliver these items so that you may be an informed parent.

## **TRANSPORTATION**

Busing is provided for students who are not within walking distance of the school. It is important to remember, however, that riding the school bus is a privilege, which may be revoked at any time. Students must follow the good conduct rules set up by the transportation staff.

Students will be warned about misbehaviors. After a child has been verbally warned and has received a written warning requiring a parent signature, further infractions will result in suspension or exclusion from riding the bus.

If you want your child to be left off at a stop other than his/her regular bus stop, we must have either a note or a phone call from you in advance.

The bus can stop only at approved stops. If you need to stop the bus for any reason, please wait at the next scheduled stop. The driver will stop at the next regular stop for parents or guardians who flash their headlights while following the bus.

## **BUS REGULATIONS**

1. Students should board the bus from the same stop each day. Be sure to be on time.
2. Parents are encouraged to accompany younger children to and from the bus stops.
3. Students should board the bus as directed by the bus driver. To aid in discipline, the driver may assign regular seats.
4. No skateboards or bicycles are permitted on the bus.
5. No animals may be transported on the bus.
6. Do not open windows.
7. No eating is allowed on the bus.
8. Students riding on the bus shall not cause disturbances that are a bother to other riders.
9. No seat changing.
10. Students will remain seated until the bus has come to a complete stop. Upon departing the bus, students must go directly home, not to neighboring businesses or friends' homes.
11. Students must get off at their regular stop unless parents provide a note granting permission for another stop.
12. No gum chewing on bus.
13. Pointed objects should be kept in a container.

**NOTE: CHILDREN WHO REPEATEDLY DISOBEY BUS RULES OR THE BUS DRIVER WILL BE DENIED THE PRIVILEGE OF SCHOOL BUS TRANSPORTATION.**

## **EMERGENCIES**

In case of any emergency we will always call your home. Many times we cannot reach parents. Therefore, it is important that you keep an up-to-date emergency number on file in the school office. Please phone the school when this changes.

The person designated as your emergency number should be someone who can reach the school in a reasonable length of time. If you or the person designated cannot be reached, our only resource is to use our judgment in getting medical attention for a sick or injured child.

## **CHANGE OF ADDRESS OR PHONE NUMBER**

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address and phone number record at the school office. Please notify the school immediately if you have a change of address during the school year.

## **TELEPHONE MESSAGES**

Delivering personal messages to students disrupts instructional time and involves many people. If a call is absolutely necessary, please call us as early as possible. It is impossible to deliver messages minutes before school is out for the day.

Students must make arrangements for after school visits or staying overnight at the home of another pupil in advance at home. The school phone may not be used to make last minute plans.

## **LOST AND FOUND**

Please see that your child's name is plainly written on his/her lunch-box, jackets, sweaters, and other personal belongings. Even upper grade students should label their sweaters and jackets. There is a Lost and Found box in the office where you or your child may check for lost articles. Items left on the school bus are also placed in the Lost and Found.

## **LIBRARIES**

Libraries at each site are open or available to students during school hours unless otherwise posted. Students of all levels are encouraged to read for recreation and to use resources on a wide variety of subjects. We feel our libraries provide a comfortable place for students to read, study, research, and occasionally play quiet games. Our libraries provide support for students and teachers by keeping current with State Standards, curriculum, and student interests.

## **SAFETY**

Once a month fire drills are held and everyone must leave the school buildings in an orderly manner. Earthquake drills are held periodically throughout the year. At these times each person assumes the "duck and cover" position within the classroom. Children and teachers get under their desks and cover their heads with their hands. Lock down drills are also held periodically throughout the year.

## **SCHOOL NURSE, PSYCHOLOGIST**

The district receives the services of a school nurse and psychologist five times a year or on an "as needed" basis.

## **MEDICATIONS**

If your child must bring medication to school, the following requirements must be met for prescription and non-prescription medication:

1. Must be clearly identified as to the name and type of medication.
2. Must be in original container.
3. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
4. The prescription must be current.
5. A note, dated and signed by the parent, must accompany the medication giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary.
6. No more than one week of medication may be sent at one time.
7. Refrigeration is available.

## **FIELD TRIPS**

At times, instructional opportunities are enhanced by field trip activities. When a field trip is planned, parents will be notified and must give written permission for their child to participate. If space permits, parents are welcome to accompany classes. Routine school rules are in effect during all off campus activities. Students are expected to maintain the spirit and the pride that makes the Mattole Unified School District the great place that it is.

Parents must complete and return the "blanket" JPA-1(A) form included in your packet before their student(s) can go on any field trip.

1. Teachers/Coaches will take responsibility for maintaining discipline of their group.
2. Adequate supervision should be provided by the teacher/coach who has organized the field trip.

3. Students not complying with school rules during field trips can be sent home. Parents may be responsible for transporting students home.
4. Bus driver's responsibility will be for safe transportation of students, setting the rules that should be followed, and checking bus safety.
5. Students may not board the bus at any time without driver present.

### **AFTER SCHOOL ACTIVITIES**

1. To participate in a sports activity after school, the student must have a sports form on file in the office.
2. To take part in the activity, the student must attend school that day. With the High School, students must also attend the day following a game. Failure to do so will eliminate the student from participating in the next game.
3. School rules apply to evening activities.
4. Students who stay after school as a spectator must have a note from home granting permission to stay for that activity.
5. Student players and spectators must remain on the school grounds while attending activities.
6. Soda cans, candy wrappers, etc. will be allowed at these events only if they are disposed of properly in the trash.

### **CONFERENCES-REPORT CARDS**

Parent-teacher conferences for elementary students begin after the end of the first quarter. A schedule of appointment times is mailed to all parents. First quarter report cards are given out at the parent-teacher conferences. Report cards for the second, third, and fourth quarters and all High School report cards are mailed to parents one week after the end of the quarter.

### **SUBSTITUTE TEACHERS**

As needed, a substitute teacher will periodically teach our regular classes. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers leave for personal business, professional training, or family emergencies. Our school uses highly skilled professionals as substitutes. Students are expected to be extra courteous to substitute teachers; any misconduct in the classroom will be referred to the principal.

### **INSURANCE**

The Mattole Unified School District provides student accident insurance at no cost to parents for all students enrolled in the District. This plan is for school-time only. The coverage is **secondary** to any other medical coverage the family may carry—i.e., the benefits will be paid for those eligible expenses left unpaid by other insurance or health plans. The claim must be received within 90 days after the date of the first treatment. It is important you obtain a claim form from the school district office.

## **STATE AND FEDERALLY FUNDED PROGRAMS**

In addition to basic school aid, Mattole Unified receives state and federal money on a competitive basis because it recognizes the need of our students to have every educational opportunity available. All of the following programs require a high level of coordination and parent support.

### **THE CONSOLIDATED APPLICATION**

The Consolidated Application is used by the California Department of Education to distribute categorical funds from various state and federal programs to county offices, school districts, and charter schools throughout California.

### **TITLE I – ECONOMIC IMPACT AID**

These programs provide additional instructional time and materials in basic and advanced skills to students who are not achieving at grade level.

## **TITLE II – PREPARING, TRAINING, AND RECRUITING HIGH QUALITY TEACHERS AND PRINCIPALS**

Program and funds which provide professional development to assist teachers through coaching and mentoring.

### **SPECIAL EDUCATION & SPEECH**

Special Education is a federal, state, and locally funded program providing an Individual Education Plan (IEP) for qualifying students. Educational services include: alternative learning environments, differentiated instruction, modified curriculum, differential standards, or in-class support. Speech provides speech therapy to identified students. (The California Department of Education publication, “Special Education Rights of Parents and Children: Notice of Procedural Safeguards, January 1999,” which gives an overview of special educational rights, is available upon request.)

### **SCHOOL IMPROVEMENT PROGRAM**

This is a state funded program for all K-8 students which provides the opportunity to plan improvements to the regular curriculum. It funds classroom assistants, materials, and staff development.

### **TENTH GRADE COUNSELING**

Program and funds to provide all students a systematic review of academic progress and counseling on educational options prior to the end of tenth grade.

## **TITLE IV – 21<sup>ST</sup> CENTURY SCHOOLS**

### **Part A - SCHOOL SAFETY AND VIOLENCE PREVENTION**

These are state funds used to reduce at risk behaviors by providing prevention programs for all students and intervention programs for those with identified needs.

### **GIFTED AND TALENTED**

A state funded program to provide students with exceptional abilities additional opportunities to work on special projects and to receive enrichment opportunities.

## **TITLE VI (FORMERLY CHAPTER II)**

A yearly federal entitlement to provide additional technology and library resources to coordinate with our other programs.

### **SCHOOL WIDE PROGRAM**

An opportunity to combine services from School Improvement, Economic Impact Aid, and Gifted to provide a coordinated program for students.

## **Mattole Unified School District Alternative Programs:**

### **INDEPENDENT STUDY PROGRAM**

Independent Study is an optional instructional alternative by which students may reach district curriculum objectives and fulfill graduation requirements. Independent Study offers a means of individualizing the educational plan for students outside of the regular classroom setting.

Independent Study entails a serious commitment by both the parent/guardian and the student. Those involved must be willing to spend the time necessary to ensure that assignments meet district standards and are completed in a timely manner.

The Superintendent and designated independent study teacher shall determine that the prospective independent study student and family understands and is prepared to meet the district requirements for

independent study. Independent Study may be offered only to those students whose needs may be best met through study outside of the regular classroom.

At Mattole Triple Junction High School, Independent Study agreements are subject to approval by the Independent Study Team. Interested parents should contact the school to set up an Independent Study Team meeting.

For further information on Independent Study, please contact the Superintendent, the high school Administrative Team, or the Independent Study teacher.

## **MATTOLE VALLEY CHARTER SCHOOL**

Mattole Valley Charter School (MVCS) has successfully served the students of Humboldt, Del Norte, Mendocino, Siskiyou, and Trinity Counties since 1998. MVCS had an enrollment of more than 880 students in 2005-2006. MVCS offers both classroom based and non-classroom based educational options. For more information regarding the charter school, contact the charter office at 629-3634.

## **WITHDRAWALS**

The parents of any student who is leaving the district to transfer to another school should complete a request for withdrawal. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment

## **SCHOOL POLICIES AND GUIDES:**

### **UNIFORM COMPLAINT PROCEDURES (3080, 4600, 4960 TITLE 5CCR)**

The school district has the primary responsibility to ensure that its programs and activities are available to all persons without regard to race, ancestry, ethnic group, identification, religion, creed, age, sex, color, physical or mental disability, marital, or parental status. This school district shall investigate complaints of unlawful discrimination in its programs or activities.

Individuals, agencies, organizations, students, and interested third parties have the right to file a complaint regarding a public education agency's alleged violation of federal and state law including allegations of unlawful discrimination in specified programs and activities which receive state or federal funding. Such complaints may include allegations that the local educational agency has failed to implement a student's individualized education program.

Complaints must be filed in writing with the appropriate complaint officer identified below.\* Complaints alleging discrimination must be filed not later than six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the Superintendent of Public Instruction.

In accordance with adopted procedures, complaints will be investigated and a written decision sent to the complainant within 60 days. If the complainant is not satisfied with the local educational agency's decision, the complainant may file, within fifteen (15) days of receipt of the decision, a written appeal with the California Department of Education in Sacramento, California. A copy of the local educational agency's policy and complaint procedures may be obtained through the superintendent's office.

Complainants also may pursue available civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders in federal or state court. Further information about such remedies may be available through a public or private interest attorney, the County Lawyer Referral Service, Legal Aid Society, a mediator, or dispute resolution service.

\*Complaint Officer: Richard Graey, Superintendent  
Mattole Unified School District  
P.O. Box 211  
Petrolia, CA 95558

## **SEXUAL HARASSMENT POLICY**

In accordance with applicable state and federal laws, the Mattole Unified School District is committed to providing all students a learning environment that is free of discrimination. In this nondiscriminatory learning environment, the district maintains a strict policy prohibiting sexual harassment and harassment based on race, color, sex, religious creed, national origin, ancestry, disability, or handicap. This policy prohibits all forms of discriminatory harassment through any means, including: nonverbal or verbal (derogatory comments, slurs, propositions, teasing, jokes, or taunts), physical (gestures, touching, obstructing or otherwise interfering with a person's movement) or visual (leering, cartoons, drawings, magazines, notes, letters, or posters).

This policy prohibits all conduct by which any student because of race, religious creed, color, national origin, ancestry, disability, handicap, or sex, is subject to unwelcome, offensive, intimidating, oppressive, or otherwise interfering harassment.

All of the foregoing applies to complaints of sexual harassment. For the purpose of clarification, prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, visual, or physical conduct of a sexual nature where such conduct has the purpose or effect of substantially interfering with academic performance or creating an intimidating, hostile, or offensive learning environment.

Disciplinary action up to and including expulsion will be promptly taken against any student if it becomes known to the district and proven by school officials that such student has engaged in conduct prohibited by this policy.

No student shall be retaliated against, in any manner, for reporting conduct, which he/she believes to be a violation of this policy, for participating in an investigation of a possible violation of the policy, or for using the district's Complaint Procedure.

Individuals who have been subjected to discriminatory harassment have an obligation to immediately report the incident or incidents to their teachers, principal, or appropriate district official.

## **OPEN CAMPUS POLICY**

Board Policy and Education Code 44808.5 permits students enrolled in MTJHS to leave the school grounds during the lunch period. Please note that students who leave under this policy do so at their own risk. Neither the School District nor an officer or employee thereof shall be liable for the conduct nor safety of any pupil during such time as the pupil has left the school grounds. Students who violate school rules while off campus will be subject to disciplinary action including loss of off-campus privileges.

## **ASBESTOS MANAGEMENT PLAN**

Pursuant to Title 40 CFR Part 763 Subpart E (ASHERA), our school is required to inform you that a copy of the school's ASHERA Management Plan is available for your inspection in the school office. It contains information regarding inspections, response actions, and post-response action activities, including periodic reinspections and surveillance activities that are planned or in progress. Should you wish to review the ASHERA Management Plan, please contact the office to arrange for an appointment. An application form (Form ACC-1) will be sent to you to document your request. Application review and report preparation will require a maximum of five days.

A certified inspector determined the level of asbestos in our schools. Some of the materials used to construct Mattole School did contain asbestos. The inspector concluded that the floor tile in the multipurpose room did not contain asbestos, but the black mastic underneath contains 7% Chrysotile (non-friable) asbestos. This falls in the lowest priority category and is considered to be of little or no concern as long as the tile is sealed and waxed. Mattole School does not contain friable asbestos. Mattole Triple Junction High School and Honeydew School buildings contain no friable or non-friable asbestos.

## **SUSPENSIONS/EXPULSIONS**

Suspensions from class and school are generally given for major infractions of the school rules and policies. Although most suspensions are made by the administration, it is also possible for a classroom teacher to suspend a student from class. This suspension is an in-school suspension and can be for up to two days. The suspensions rendered by the administration can be either in school or at home and will vary from half a day to five days depending on the severity of the infraction. All suspensions at home require that the parents confer with the administration prior to the child returning to class.

The California Department of Education has identified a number of specific acts that represent grounds for suspension as well as expulsion from a school. They are identified in Education Code Sections 48900(a) through 48900(o), 48900.2, 48900.3, 48900.4 and 48900.7. They cover acts that are related to school activities or school attendance occurring within a school, including but not limited to the following circumstances: (a) while on school grounds; (b) while going to and from school; (c) during the lunch period, whether on or off the school campus; and (d) during, or going to or coming from, a school sponsored/school related activity.

## **GROUND FOR SUSPENSION AND EXPULSION**

A student may be subject to suspension or expulsion when it is determined that he/she:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense. (Education Code 48900(a))
2. 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))
3. Unlawfully possessed, used, sold, or 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))
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Health and 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 controlled substance, alcohol beverage, or intoxicant. (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))
7. Stole or attempted to steal school property or private property. (Education Code 48900(g))
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to: cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h))
9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education code 48900 (i))
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))
11. Disrupted school activities or otherwise willfully defied the valued authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))
12. Knowingly received stolen school property or private property. (Education Code 48900 (l))
13. Possessed an imitation firearm, i.e., a replica of a firearm that is so 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))
14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289 or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))

15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900(o))
16. Made terrorist threats against school officials and /or school property. (Education Code 48900.7)  
A student in grades 4 through 12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:
17. Committed sexual harassment as defined in Education Code 212.5. (Education Code 48900.2)
18. 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)
19. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment. (Education Code 48900.4)

Alternative to suspension or expulsion will be used with students who are truant, tardy, or otherwise absent from assigned school activities.

### **REMOVAL FROM CLASS BY A TEACHER**

A Teacher may suspend any student from his/her class for the remainder of the day and the following day for any act listed in “Grounds for Suspension and Expulsion” above. (Education Code 48910)

## **NO CHILD LEFT BEHIND ACT OF 2001 (NCLB)**

A landmark in education reform designed to improve student achievement and close achievement gaps. Passed with overwhelming bipartisan support from Congress, the law was signed by President George W. Bush on Jan. 8, 2002. With passage of No Child Left Behind, Congress reauthorized the Elementary and Secondary Education Act of 1965 (ESEA) – the principal federal law affecting education from kindergarten through high school. It is built on four common-sense pillars: accountability for results, an emphasis on doing what works based on scientific research, expanded parental options, and expanded local control and flexibility.

Under No Child Left Behind, the District must provide the public with information about schools and teachers. The District is required to make public an Annual District Report Card which is published on the District’s web page ([http://internet.humboldt.k12.ca.us/mattole\\_usd/](http://internet.humboldt.k12.ca.us/mattole_usd/)). The annual report card includes:

- The State assessment results by performance level (basic, proficient, advanced).
- Accountability information comparing achievement goals and actual performance.
- Percentage of each group of students tested.
- An additional indicator of student performance, selected by the state, for elementary and middle school academic achievement.
- Graduation rates for secondary school students.
- District and school progress in making Adequate Yearly Progress (AYP) goals.
- Teacher information:
  - Professional qualifications of teachers in the state (degrees, certification).
  - Percentage of teachers teaching under emergency or provisional credentials.
  - Percentage of classes statewide taught by teachers not meeting the highly qualified teacher requirements.

### **STAR Test**

The **Standardized Testing And Reporting Program (STAR)** is used by California schools as one tool for accountability. The STAR evaluates individual and group achievement, helps teachers to plan instruction, and provides comparisons to a national normative group. Each school is given an Academic Performance Index (API) score, which is then compared to previous years, thus allowing schools to determine their progress toward growth targets, and allowing teachers to include this information in their instructional decision-making.

It is important that students participate in the STAR program not only because of the teacher information gained from the testing, but also because the percentage of students tested is factored in with the API to create the Adequate Yearly Progress (AYP) scores for the school. If a school has a participation rate below 95% for two years, the District will become a Program Improvement District, and Federal funding (Title I funds) may be withheld from the District.

## **SCHOOL SONGS**

### **Mattole School Song**

Written By  
Dorothy Short

In a small green valley, by a river cool  
There's a place we know well, our grammar school.  
Where we learn our lessons, in work and play  
With our friends and teachers, in a country way.

Mattole Union School (Valley Schools) we will remember  
No matter how far away we roam.  
Our forests, hills, and streams will always call us  
And we'll return to our sweet home.

We come from Petrolia, and Honeydew  
And down the river, and farther, too.  
But we work together to get things done  
And make our school a better one.

Mattole Union School we will remember  
No Matter how far away we roam.  
Our forests, hills, and streams will always call us  
And we'll return to our sweet home.  
And we'll return to our sweet home.....

### **Honeydew School Song**

Come to our home in the tall green trees  
Come where the river runs to the sea  
Come and work and play with me  
Honeydew School is the place to be.



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