

**PARENT / STUDENT HANDBOOK
2011-2012**



Providing Individualized Education

**Mineral Elementary School
38355 Scenic Avenue, P.O. Box 130
Mineral, CA 96063
Phone: (530) 595-3322
Fax: (530) 595-3298
www.mineralschoolca.org**

PRINCIPAL'S MESSAGE

Welcome to Mineral Elementary School. My name is Charles Allen and I am happy to serve as the Principal of Mineral Elementary School. I have joined a great team of professionals. Mrs. Worley will again serve as our teacher for the 2011-2012 school year. The Paraprofessional is Miss Amber VanSlavens. Cheryl Cronemiller is our Office Manager and Denise Cottingham is our Chief Business Officer. Sara Rogers will once again serve as our music teacher.

The purpose of this handbook is to provide information regarding the procedures and goals of the Mineral Elementary School. Please take time to not only read this yourself, but to review this handbook with your student(s). Please contact me if you have any questions or concerns. I can be reached at (530) 528-7341 or callen@tehamaschools.org. Please check our website for staff contact information. You will find our website helpful. The address is: www.mineralschoolca.org.

Mineral Elementary School is able to provide an excellent learning environment. Our “small school” atmosphere allows personalized instruction in a caring and nurturing environment. We strive to maintain respect. We believe a productive structured and safe environment supports children in facilitating learning.

Mineral Elementary School takes pride in the quality of education provided, the level of student achievement and the cooperative relationship we have with our parents and community. Thank you for partnering with us in the education of your child. Together we will provide the best education possible for your student. Please feel free to contact me with any questions or suggestions you might have.

Charles Allen
Superintendent/ Principal

VISION STATEMENT

It is the vision of Mineral Elementary School to:

- *Maximize opportunities provided by our unique multi-graded learning environment*
- *Develop students' self-image while promoting their personal growth*
- *Unite with parents in supporting the academic endeavors of the students*
- *Provide occasions for social development with the community and other educational facilities*
- *Strive to remain competitive in the use of technological advances in the classroom*
- *Enhance student appreciation of visual and performing arts*
- *Utilize our unique mountain setting to create environmental awareness and promote stewardship of the earth*

MISSION STATEMENT:

Mineral Elementary School strives to provide a nurturing environment which teaches students to work cooperatively, appreciate students' individuality and needs, and promote academic excellence by having high expectations, thereby creating caring and responsible individuals with a life-long desire for learning.

BOARD OF TRUSTEES

MINERAL SCHOOL DISTRICT

The school board meets on the third Thursday of each month at 5:45 pm

PresidentMrs. Pam Begrin
Board ClerkMrs. Asya Lesly
MemberMs. Barbara Jackson

SCHOOL STAFF

Superintendent/Principal:Mr. Charles Allen
Teacher:Mrs. Karen Worley
Paraprofessional:Miss. Amber VanSlavens
Chief Business OfficerMrs. Denise Cottingham
Office Manager:Mrs. Cheryl Cronemiller
Custodian/Maintenance:Mr. Robin Worley
Music Teacher:Miss Sara Rogers
Technology Consultant:Mr. Micah Stetson

SCHOOL HOURS

Monday / Tuesday / Thursday / Friday:

Kindergarten:8:20 am - 12:40 pm
Grades 1 - 8:8:20 am - 2:20 pm

Wednesday:

Kindergarten – Grade 8:8:20 am - 1:00 pm

Students should not arrive before 8:00 am and will not be supervised before then or after dismissal time without prearrangements.

MINERAL SCHOOL OFFICE HOURS & TELEPHONE USAGE

Monday through Friday, you may call the school at **(530) 595-3322**. If a parent would like to telephone the teacher, the best time of day to call is before or after school hours, for a non-emergency situation. **Conferences should be arranged by appointment.** If no one is in the office to answer the phone, you may leave a message and your call will be returned as soon as possible. The answering machine will be checked regularly throughout the day. **In case of emergency**, you may contact the classroom directly at **(530) 595-3291**. Students are discouraged from using the school phones and will be permitted only if school staff determines the call is necessary. School personnel are **not** permitted to schedule arrangements for students to go home with friends.

TRANSPORTATION

Safe transportation to and from school is the responsibility of each parent or guardian. Students who ride their bikes to school must have prior parental approval. *California Vehicle Code Section 21212* requires children to wear a state certified bike helmet when riding a bike. Transportation to/from special events or field trips during school hours will be prearranged with the school's Principal.

PARKING/SCHOOL GROUNDS SAFETY

Parents are requested to avoid the area of the parking lot between the basketball hoops during winter, as this will help ensure adequate snow removal. Parents are also expected to provide appropriate snow gear/apparel to ensure student safety at school during inclement weather. For students' safety, parents are requested to inform their children to avoid loitering in the school's parking lot. This will be reinforced during school hours by school staff members. Due to insurance regulations, **skateboarding, scooter riding, and rollerblading** are not allowed on school premises at any time.

SCHOOL REGISTRATION/IMMUNIZATIONS

All students must have a copy of his/her birth certificate and immunization record on file at the school. California immunization requirements must be up-to-date for school admission. A physical examination is required for all first grade students, and a dental exam is required for all kindergarten students.

ATTENDANCE / TRUANCY

Whenever your child is absent, please provide a note stating the reason, as well as the date(s) involved. It is essential that prompt, regular attendance be maintained for the benefit of each student's education, as well as their long-range personal habits. If you plan dental or doctor visits please bring your child to school, even if it is only for one hour, this will enable your student to receive assignments for completion at home.

Independent Study will only be available if the absence extends for five (5) days or more. Please inform the teacher at least 48 hours in advance (preferably 5 days) by obtaining an *Independent Study Contract*. Your student will be able to keep up with their class and also be counted for regular attendance. Any time your student is absent, make-up assignments must be completed for classroom credit.

Students may not be released during school hours to persons other than parents, legal guardians, or properly authorized persons who have written authorization from parents. All releases during school time must be cleared with the classroom teacher and must be indicated on the sign-out sheet located beside each classroom door. Please notify the school, in writing, any time students have alternate after school plans. A phone call from a parent *may* be sufficient in an emergency situation.

A student shall be classified as truant if absent from school without a valid excuse three (3) days in one school year, or tardy without a valid excuse in excess of 30 minutes on each of more than three (3) days in one school year.

ILLNESS

Students with a communicable disease should not attend school until written permission has been granted by a licensed physician. Please notify the school if your child has an illness that can be transmitted to others. Students who become ill during the school day will be sent home.

EMERGENCY CARDS

An emergency card must be completed for each student at the beginning of the school year. The information contained on the cards allow school personnel to contact a relative or alternate person, who has the authority granted by a parent to take responsibility in a student emergency if a parent is unavailable. **It is the parent's responsibility to inform the Principal in writing if any changes on the emergency card occur during the school year.** Only the adults listed on the emergency card may drop-off or pick-up students from school. In the event that someone else must pick up students from school on a given day, a parent/guardian must send a written note, or phone the school's Principal, in order for your student to be dismissed from school to that person.

ACCIDENTS AT SCHOOL / IN CASE OF AN EMERGENCY

If an accident occurs during school hours, parents will be expected to transport their student(s) home, or to emergency facilities. In the event of a more serious event, parents will be notified and a plan will be formulated at that point in time. If parents cannot be contacted, then the person listed on the medical form will be called. If this person is not available, then school personnel and/or local emergency services will transport the student(s) to the St. Elizabeth Hospital Emergency Department. Under EC 35330, the school is not held liable for any injury, or injuries, by students while under school supervision.

In the case of an unplanned power outage, an attempt to contact parents will be made. If parents cannot be located or contacted, then the person listed on the medical card will be contacted if an "Emergency Closure Notification/Release" form has not been completed and returned to the school.

STUDENT MEDICATION

Students are **not** allowed to bring any medication to school, including (but not limited to) over-the-counter items such as Tylenol, aspirin, or cough medication. Exceptions will be made upon completion of the proper forms by both a parent and licensed physician.

Education Code Section 49423 states “... *any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives (1) a written statement form from such physician detailing the method, amount, and time schedules by which said medication be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement.*”

Please contact the school and make arrangements to have this form with you **before** your child visits the doctor. A parent/guardian of a student who does **not** have this form on file, must make arrangements with the classroom teacher, so they may come to the school and administer the medication personally to their child.

LUNCH/SNACK

At this time, the Mineral School does not offer a hot-lunch program and students must bring their own lunch from home. For safety reasons, please do not send glass containers with students to school. Staff will make hot water available and will heat lunches in the microwave upon request. Students should notify staff, at the beginning of the day, if they require either of these conveniences. Mineral School is a 'closed campus,' but parents are allowed to deliver a hot meal for their student(s) or send a thermos container. If a parent or other authorized adult would like to accompany their student off campus, the child may leave the school during lunchtime. Nutritious snacks and juice drinks are available during the designated snack time. Each item is only \$.25 and students are allowed to charge as long as their bill does not exceed \$1.00.

The school will provide a sack lunch for any student who qualifies for free/reduced price meals under state/federal guidelines. Please complete the application for the lunch program if you feel you may qualify. The school may be eligible for increased funding, regardless of your child's actual participation by submitting the confidential form. Please call the school for further information.

Candy, carbonated soda drinks, and gum are not allowed at school or during school related activities. Adult staff and visitors are asked to observe this policy as well.

TRANSFERS/INTERDISTRICT TRANSFERS

Parents residing in California are required to enroll their child(ren) in their district of residence, with certain allowable exceptions. These are outlined in a pamphlet published by the Tehama County Department of Education called *Parent Guidelines for Enrollment of Students Outside Your School District of Residence*. For further information or a copy of the pamphlet, you may contact the Principal.

LOST AND FOUND

The Mineral Elementary School is not responsible for any items brought to school, including those brought to school for “sharing time.” Any items found by school personnel will be placed in an area designated by the Principal. To avoid the loss of personal items please personalize each item, using permanent ink, with the student's name. Articles not claimed will be directed to a local charity at the end of each trimester.

SPECIAL EVENTS/ASSEMBLIES

Throughout the school year, special events and/or assemblies may be scheduled during school hours, either on-site or at another campus. Students are expected to conduct themselves in the same manner as in the classroom. Parents and/or guardians are often welcome to attend. The school can provide transportation for up to seven (7) students at a time, so parents may be encouraged to drive their own student(s). Any parent wishing to volunteer to drive other students must complete Form 3540.1, the school's Driver Certification, prior to transporting students.

VISITORS/VOLUNTEERS

Parent volunteers are always appreciated, however, please check with the teacher to determine current classroom needs. Student visitors may be approved as determined by the teacher/administrator. All visitors must sign in/out upon entering/leaving the campus. In addition, **verification of a negative TB test and fingerprinting is required for all volunteers.**

SCHOOL SITE COUNCIL

The Mineral Elementary School Site Council consists of a quorum of parents, teachers, and/or school personnel. Meetings are scheduled in advance. Please contact the Principal if interested in being nominated for this committee. Students in the upper grades may serve as student members, and are encouraged to contact the Principal for more information. Parents/guardians and community members are welcome to attend. The Site Council: *“shall be responsible for the development, review, and modification of school plans within their program area and for other duties as prescribed by law” (BP 0420).*

PARENT COMMITTEE

The Mineral Elementary School encourages an active parent committee. Fundraising events typically support school field trips and special events. Please contact the school office at (530) 595-3322 if interested in serving on this committee.

“The Board requires parent/guardian clubs to have a written statement of purpose and bylaws, to be renewed each year. The Board recognizes that these organizations are independent of the school or district. In order to protect the District and students, the principal or designee shall establish appropriate controls for the relationship between such organizations and the District. Any program, fund-raiser, or other activity sponsored by the parent/guardian clubs shall be authorized and conducted according to Board Policy, administrative regulations, and school rules. Announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the parent/guardian organization, not by the School or District. School-connected organizations shall present the Principal or designee with an annual financial statement showing all expenditures and all income from fund raisers. School connected organizations automatically grant the district the right to audit their financial records at any time, either by personnel or by a CPA” [BP 1230, 1230(a), 1230(b)].

PARENT CONFERENCES

Parent/Teacher Conferences will be scheduled after the first trimester, and as needed during the school year. For any questions or concerns, the Principal may be contacted at (530) 595-3322. Parents may request a conference at any time throughout the school year. Education Code 49067 requires that a parent or guardian be notified when their child is in danger of failing a course.

REPORT CARDS

Report cards are issued after each trimester. All students receive a Standards-Based Report Card.

GRADUATION

An eighth grade graduation ceremony is traditionally held for qualifying students at the end of the school year. Parents and community members are welcome to attend. Exact dates and times will be determined on a year-by-year basis. Kindergarten graduation is traditionally held during school hours, with parents, guardians, and relatives welcome to attend. Refreshments are provided by Mineral School.

PARENTS RIGHT TO KNOW / MINOR CHILDREN

Parents and guardians have the right to request information regarding the professional qualifications of their student's classroom teacher. Parents and guardians also have the right to know about the qualifications of paraprofessionals that provide services to their child(ren). To receive this information, please contact the school office at (530) 595-3322. Education Code Section 48980 requires that district governing boards provide yearly notification of rights regarding certain school activities to parents and legal guardians of minor students. Parents receive a pamphlet at the beginning of each school year detailing this information.

Within this framework, the school's primary responsibility shall be to provide a high quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet the academic expectations of the school (BP 5020).

SEXUAL HARASSMENT

Education Code 212.5 prohibits sexual harassment in the school setting, including but not limited to, unwelcome sexual advances, requests for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature. The Governing Board is committed to maintaining a school environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees, or other persons, at school or at school supervised activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

The Superintendent/Principal, or designee, shall ensure that all students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment; including the fact that sexual harassment could occur between people of the same gender.

2. A clear message that students do not have to endure sexual harassment.
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained.
4. Information about the person(s) to whom a report of sexual harassment should be made.

Any student who feels that he/she is being, or has been subjected to, sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours of getting the complaint, report it to the Principal or designee.

Mineral Elementary School's Title IX Officer:

Superintendent
38355 Scenic Avenue, P.O. Box 130
Mineral, California 96063
(530) 595-3322

UNIFORM COMPLAINT POLICY

The Governing Board designates the following compliance officer to receive and investigate complaints and ensure district compliance with law [AR 1312.3(a)]:

Superintendent
38355 Scenic Avenue, P.O. Box 130
Mineral, California 96063
(530) 595-3322

SAFE SCHOOL PLAN

The Mineral Elementary School's Safe School Plan is revised annually by the School Site Council and/or Safety Committee. Upon completion, the Plan will be sent to the Governing Board for approval. Please contact the Principal for additional information at (530) 595-3322. Evacuation points are:

- 1) Mineral Gas Mart
- 2) Park Service Ball Field (to wait for further instructions)

TOBACCO FREE POLICY

Mineral School District policy **prohibits the use of tobacco**, or tobacco products, on campus, **inside and outside**. This applies to employees, students, visitors, and anyone at a school or school-sponsored event. Your cooperation is expected.

SPECIAL PROGRAMS

The Tehama County Department of Education in Red Bluff supports specialists who assist with health, speech, and special needs. A nurse periodically visits the school site to update school records and to do medical screenings. An appointment can be made in advance to meet with the school nurse by calling the school office. A resource specialist and a speech and language specialist are also available to the school, and may be reached via the school Principal. In addition, a special education school psychologist is available to perform student assessments for learning disabilities. A counselor is

available on an as needed basis. Please contact the Principal for more information.

MUSIC AND ART

The Mineral Elementary School may provide curriculum that includes music and art instruction. Parents are encouraged to assist their students with any homework or extra curricular work assigned from either program.

SPORTS/DANCES/STUDENT COUNCIL

Mineral Elementary School encourages participation in these events for students in grades 5-8. These programs are dependent upon volunteer assistance and adequate student participation. These events may be co-sponsored by a combination of schools, including Plum Valley and Manton. Transportation of students to and from any after school event is the responsibility of the parents or guardians.

DRESS AND APPEARANCE STANDARDS

Students should be appropriately dressed and groomed during the regular school day and at school-sponsored activities. Parents and students alike share a responsibility with the school to ensure that the dress of the student is not disruptive to the learning environment. Any clothing or grooming habits that have, in the opinion of the school administration or teaching staff, the potential to create a disturbance or distraction will not be permitted. In the event a student's dress or grooming is unacceptable for school, appropriate clothing *may* be supplied by the school for that day.

Every effort will be made to enforce the dress standards fairly and consistently. Adult staff and volunteers are asked to observe dress and appearance guidelines also.

1. Student attire must not interfere with his/her ability to perform assigned class activities or pose a health or safety hazard.
2. Clothing should be neat and clean.
3. No article of clothing shall be flimsy, sheer, or distracting.
4. Garments with writing, drawings, designs, or stencils that could be interpreted to advertise alcohol, drugs, tobacco or illegal acts, violence, obscenities, are suggestive in nature, or are gang related in any form, are not allowed.
5. Clothing must be worn as designed and constructed.
6. Halter/crop tops, swim suits, or tank tops shall not be worn. No bare midriffs will be tolerated. Shirts, sweaters and blouses must be long enough to cover mid-sections of the body at all times – when standing, sitting, or performing any physical activity.
7. Students are allowed to wear shorts of at least mid-thigh length, if they meet all other guidelines.
8. Excessively baggy pants or shorts are considered inappropriate as they constitute a safety issue for all students.
9. Students who wear costumes for special activities must have approval in advance from the administrative or teaching staff.
10. Hats, caps, and other head coverings shall not be worn in the school building. The exception is during extremely cold weather, when students may wear appropriate head coverings for warmth when indoors.
11. For safety purposes, shoes or strap sandals shall be worn at all times – except during

designated athletic activities. For reasons of safety, 'flip-flop' type sandals should not be worn.

12. Students should bring appropriate clothing and **non-marking**, non-damaging shoes for participating in PE. **Students without appropriate footwear will be asked to refrain from play on the gym floor.**

STUDENT BEHAVIOR/DISCIPLINE

Students have the right to learn in a safe and secure environment free of violence, drugs, and fear. We encourage students to conduct their behavior in a manner becoming to themselves, their family, and their school. We believe that each student can assume the responsibility to follow classroom and playground rules, respect each other's rights and property, and become involved in helping their school. Discipline is designed to effect changes in behavior which will promote good self-esteem and respect for others.

MINERAL ELEMENTARY SCHOOL RULES

1. Come to class on time and be prepared.
2. Follow directions.
3. Always do your best.
4. Respect the rights of others.
5. Be polite and courteous at all times.
6. No name calling or 'put-downs.'
7. Keep your hands, feet, and objects to yourself.
8. Use appropriate spoken and body language.
9. Wait patiently and speak only when it is your turn.
10. Leave distracting/valuable items at home.
11. Stay in assigned areas and behave in a safe and appropriate manner.
12. Don't bring dangerous or illegal items to school.
13. Practice good sportsmanship.
14. No wrestling or contact sports.
15. Clean up after yourself.
16. Value school property by taking care of it.
17. Use equipment/toys safely and appropriately.
18. Personal music players (CD's, radios, computer games, etc.) should be left at home unless prearranged with classroom teacher.

COMMUNITY EVENTS HELD AT THE SCHOOL

Students are expected to follow school guidelines for behavior at community events. In addition, the following rules will apply to evening or other after-hours events:

1. No running or 'horse play' in the gym.
2. Use 'inside' voices at all times.
3. Be seated at a table, or other designated area, to eat or drink.
4. Stay inside the building unless accompanied by an adult.
5. Students must have the permission of the teacher to be inside a classroom.
6. Take responsibility for your own trash.

Parents or guardians should monitor their children's behavior and whereabouts at all times.
Please communicate the above guidelines to non-school age siblings or guests.

MISCELLANEOUS

For your convenience, a Suggestion Box is available in the hallway on the north side of the school. Parents or guardians may anonymously submit written suggestions at any time. This box is checked regularly. The Principal will communicate any properly submitted suggestions to the Board during the Administrator portion of each regularly scheduled Board Meeting.