

Kynoch Elementary School Cub Guide 2019-2020



**Equipping our students with
tools for success since 1950!**

WALTER A. KYNOCH ELEMENTARY SCHOOL
1905 AHERN STREET
MARTYSVILLE, CALIFORNIA 95901
(530) 741-6141

August 2019

Dear Parents and Guardians:

On behalf of Kynoch Elementary School, we would like to welcome you and your family to a new school year. This Cub Guide is to introduce you to Kynoch School, our expectations, and what we have to offer, including bell schedules and a calendar for the year. Please take the time to read and discuss the handbook with your child and return the buff colored page indicating that you have read and understand the expectations of Kynoch Elementary.

Please know that this will be another great year at Kynoch. We are excited that you are entrusting your students to our care and education and look forward to working together to ensure that you and your students maximize any and all educational opportunities that come their way. Please do make an effort to get involved with your child's education, setting expectations and reading/participating with your child on assignments and projects. Research supports that parents involvement in their child's education raises student achievement. "Two of the patterns that emerged...were that the facets of parental involvement that required a large investment of time, such as reading and communicating with one's child, and the more subtle aspects of parental involvement, such as parental style and expectations, had a greater impact on student educational outcomes than some of the more demonstrative aspects of parental involvement, such as having household rules, and parental attendance and participation at school functions (Jeynes, 2005)."

Along this vein, we are excited this year to introduce into all of our classrooms the TOOLBOX, a Social Emotional Learning curriculum from Dovetail Learning (www.dovetaillearning.org). All staff participated in a training March 11, 2019 and began introducing portions of the TOOLBOX, such as some of the tools—the breathing tool, the patience tool, the garbage can tool, etc. Our intent is in line with Dovetail Learning's "What is TOOLBOX" message: "TOOLBOX is a Kindergarten through 6th grade program (being used in preK-8) that supports children in understanding and managing their own emotional, social and academic success." We will be holding some TOOLBOX Parent Information Nights during the first half of the school year and will be sending home information throughout the year about lessons students are receiving in class so that you may also participate with your children in learning and growing.

Attendance and participation in school events/functions is important, but the attitude that you as a parent display towards education on a daily basis and helping your student to set realistic but challenging goals goes much further. President Gerald Ford said. "The future our schools provide is, in large measure, dependent upon our involvement." We would love for each and every one of you to get involved and are help to help make that happen. Please remember that this year we have instituted a mandatory Volunteer Training that will be required of anyone wanting to volunteer in a classroom, on campus or chaperone a field trip. Three trainings were held in the Spring of last year and there are several scheduled throughout the school year (see calendar for dates and times); you only need attend one every three years to stay current, ensure we have a valid TB test on file and be fingerprinted through the district office. Should you have any questions about how to become involved, please ask!

Thank you for your support.

Eric D. Preston
Principal
epreston@mjusd.net

Derek Morrison
Assistant Principal
dmorrison@mjusd.net

Kynoch Elementary School

Mission & Vision Statements

Our mission is to produce champions one cub at a time, which we will do utilizing the following vision:

- We believe that school should teach to the whole child with high expectations.
- We believe that a good school is one that values students as people, teaches a passion for learning, and provides quality education.
- We believe that a successful student is able to develop into a successful citizen, learn according to his/her ability, and take responsibility for him/herself.
- We believe that an effective classroom is one in which there is a safe, supportive, and caring environment that promotes self-directed, reflective learning and positive relationships.
- We believe that a good school/office staff member is one who provides a good first impression to anyone who walks onto campus and is approachable, kind, caring, and respectful.
- We believe that an effective school faculty is one that works together for the benefit of children.
- We believe that a quality instructional program includes a core curriculum as a vehicle to mastering the standards by teaching to different learning styles and interests.

KYNOCH INSTRUCTIONAL & SUPPORT STAFF 2019-20

Eric D. Preston—Principal Derek Morrison—Assistant Principal

Transitional Kindergarten:

Mrs. Suzanne Villanueva Room 1

Kindergarten:

Mrs. Michelle Clavelle Room 3

Mr. Bill Hanan Room 9

Ms. J.J. Johal Room 4

Ms. Gena Pantoja Room 2

Ms. Jean Younggren Room 7

1st Grade:

Mrs. Heather Baker Room 8

Mrs. Katie Harvey Room 6

Mrs. Caryn Malak Room 5

Ms. Molly McKay Room 13

Mr. Elwyn Ordway Room 31

2nd Grade:

Mrs. Laura Anderson Room 14

Mr. Tobin Covert Room 20

Mrs. Kim Mell Room 38

Mrs. Daiquiri Sisney Room 21

Mrs. Ngia Xiong Room 12

3rd Grade:

Mrs. Stacy Anthony Room 17

Mrs. Mary Buck Room 11

Mrs. Michelle Cross Room 15

Mrs. Rebecca Lewellen Room 16

Ms. Ina Lujan Room 10

4th Grade:

Mrs. Erin Littlepage Room 26

Ms. Heather Mournal Room 22

Ms. Bobbi Jo Sanchez Room 18

Mr. Kyle Sweeney Room 19

5th Grade:

Mr. Chris Babb Room 25

Ms. Virginia Bondelie Room 28

Mrs. Julie Ristow Room 27

Mrs. Micheyl Walker Room 32

Learning Centers:

Mrs. Christina Foster & Mrs. Sydney Claggett

Room 35

Mr. Pierre Langecker Room 37

Music:

Mrs. Susan Farwell Room 34

Physical Education:

Mrs. Monica Bosworth-Smith—Teacher

Mrs. Amy Cortez & Mrs. Janna Harris—Instr. Assistants

Support Staff:

Mrs. Diane Lemstrom—School Secretary

Mrs. Sofia Santiago—Attendance Clerk

Mrs. Justie Asurmendi & Mrs. Billie Barnece
—Student Support Specialists

Mrs. Tedi Lattuca—Literary Resource Technician

Mrs. Julie Teesdale—Computer Ed. Instruction

Mr. Randy Fisher, Mr. Mario Garibay &

Mr. Osbaldo Espinoza—Custodial

Mrs. Lauren Merrill—Speech Therapist

Mrs. Lauren Inouye—School Psychologist

Ms. Jennafer Ahlberg—School Counselor

Mrs. Sandy McQuay—Nutritional Site Manager

Mrs. Angelica Carrasco, Mrs. Rhonda Conine, Mrs. Laura Lowery, Ms. Analleli Ortiz, Mrs. Irma Rubio, Ms. Aly Shelton, Ms. Angel Shreves—Instructional Assistants

Mrs. Vanessa Endicott, Mrs. Becky Mendez, Mrs. Joni Rosellini, Mrs. Pat Sanchez, Mrs. Amy Wong—Yard Duty

Ms. Danielle Anderson, Mrs. Bonnie Cole, Mrs. Corina Ngai, Ms. Sirena Sandoval, Mrs. Anna Valdez—
Nutritional Assistants

Kynoch Elementary School

2019-2020 Daily Bell Schedule

Transitional Kindergarten/Kindergarten:

Start	8:30—11:00 (150)
TK/Kindergarten Lunch	11:00—11:20
TK/Kindergarten	11:20—12:20 (60)
	Total 210

Regular Day 1st Grade:

Start	8:30—10:05 (95)
Recess	10:05—10:20
	10:20—11:25 (65)
Lunch	11:25—12:05
	12:05—2:25 (140)
	Total 300

Regular Day 2nd Grade:

Start	8:30—10:25 (115)
Recess	10:25—10:40
	10:40—11:45 (65)
Lunch	11:45—12:25
	12:25—2:25 (120)
	Total 300

Regular Day 3rd Grade:

Start	8:30—10:25 (115)
Recess	10:25—10:40
	10:40—12:05 (85)
Lunch	12:05—12:45
	12:45—2:25 (100)
	Total 300

Regular Day 4th Grade:

Start	8:10—9:45 (95)
Recess	9:45—10:00
	10:00—11:55 (115)
Lunch	11:55—12:35
	12:35—2:25 (110)
	Total 320

Regular Day 5th Grade:

Start	8:10—9:45 (95)
Recess	9:45—10:00
	10:00—11:15 (75)
Lunch	11:15—11:55
	11:55—2:25 (150)
	Total 320

Minimum Day 1st – 3rd Grade

	8:30—1:15
	Total 230

Minimum Day 4th & 5th

	8:10—1:15
	Total 250

Transitional Kindergarten & Kindergarten will go home at 12:20 always, whether it's a Minimum Day or not.

School starting times, recess and lunch times do not change for any grade, whether it's a Minimum Day or not.

Staff Email Addresses

Transitional K & Kindergarten Teachers:

Suzanne Villanueva svillanueva@mjud.net
Michelle Clavelle mclavelle@mjud.net
Bill Hanan whanan@mjud.net
JJ Johal jjohal@mjud.net
Gena Pantoja gpantoja@mjud.net
Jean Younggren jyounggren@mjud.net

1st Grade Teachers:

Heather Baker hbaker@mjud.net
Katie Harvey kharvey@mjud.net
Caryn Malak cmalak@mjud.net
Molly McKay mmckay@mjud.net
Elwyn Ordway eordway@mjud.net

2nd Grade Teachers:

Laura Anderson landerson@mjud.net
Tobin Covert tcovert@mjud.net
Kim Mell kmell@mjud.net
Daiquiri Sisney dsisney@mjud.net
Ngia Xiong ngia_xiong@mjud.net

3rd Grade Teachers:

Stacy Anthony santhony@mjud.net
Mary Buck mbuck@mjud.net
Michelle Cross micross@mjud.net
Rebecca Lewellen rlewellen@mjud.net
Ina Lujan ilujan@mjud.net

4th Grade Teachers:

Erin Littlepage elittlepage@mjud.net
Heather Moural hmoural@mjud.net
Bobbi Jo Sanchez bsanchez@mjud.net
Kyle Sweeney kysweeney@mjud.net

5th Grade Teachers:

Chris Babb cbabb@mjud.net
Virginia Bondelie vbondelie@mjud.net
Julie Ristow jristow@mjud.net
Michey Walker mwalker@mjud.net

Learning Center Teachers:

Christina Foster cfoster@mjud.net
Sydney Claggett sclaggett@mjud.net
Pierre Langecker plangecker@mjud.net

Music Teacher:

Susan Farwell sfarwell@mjud.net

PE Teacher:

Monica Bosworth Smith msmith@mjud.net

Speech Teacher:

Lauren Merrill lmerrill@mjud.net

School Psychologist:

Lauren Inouye linouye@mjud.net

School Counselor:

Jennafer Ahlberg jahlberg@mjud.net

Site Administrators:

Eric Preston epreston@mjud.net
Derek Morrison dmorrison@mjud.net

Support Staff:

School Secretary:

Diane Lemstrom dlemstrom@mjud.net

Attendance Clerk:

Sofia Santiago ssantiago@mjud.net

Student Support Specialists:

Justie Asurmendi jasurmendi@mjud.net
Billie Barnec bbarnec@mjud.net

Literary Resource Technician (Library):

Tedi Lattuca tlattuca@mjud.net

Computer Ed. Instructional Assistant:

Julie Teesdale jteesdale@mjud.net

Nutritional Services Site Manager:

Sandy McQuay smcquay@mjud.net



Kynoch Elementary

School Playground Rules

Aside from the basic rules, there are a few rules we would like to reiterate and expand upon. Parents, please go over these rules with your students. We will be covering them here at school, but greatly appreciate your involvement and assistance.

1. Students need to stay on the playground areas during recesses and lunch. The bathrooms are not for playing and students need to remain in the line of sight of playground supervision.
2. The Yard Duty or teachers on duty during recesses and lunch are always the first people students should report to for assistance. Students are to remain out of the office area and hallways unless sent or called in for a reason.
3. Play safely at all times without screaming, kicking, hitting, pushing, etc.
4. We do not play Dodge Ball, wrestle, or engage in any other such activities at school, because they almost always result in somebody getting hurt or starting a fight.
5. Use the equipment correctly. Jump ropes are for jumping. Soccer balls are for kicking. Volleyballs, basketballs and red balls should never be kicked or sat on. Repeated misuse of equipment will result in not being able to use the equipment and possibly having to replace broken equipment.
6. Wait in line patiently for games and for equipment.
7. In the morning, place personal items like backpacks, books, coats and lunchboxes by your classroom door.
8. Always respect yourself and others. Try to think about how your actions might affect another. Remember, the best way to get a friend is to be a friend.
9. Have fun!

"We don't stop playing because we grow old; we grow old because we stop playing."-George Bernard Shaw

"Almost all creativity involves purposeful play."-Abraham Maslow

"Children need the freedom and time to play. Play is not a luxury. Play is a necessity."-Kay Redfield Jamison

"The playing adult steps sideward into another reality; the playing child advances forward to new stages of mastery."-Erik H. Erikson



Minimum Days for the 2019-2020 School Year



Wednesday, August 28



Wednesday, September 4, 11, 18, 25*



Wednesday, October 2, 9, 16, 23, 30*



Wednesday, November 6, 13, 20*



Wednesday, December 4, 11



Friday, December 20



Wednesday, January 15, 22*, 29*



Wednesday, February 5, 12, 19*, 26*



Wednesday, March 4, 11, 18, 25**

Friday, March 27

Wednesday, April 1, 15*, 22, 29*

Wednesday, May 6, 20

Friday, June 5

Release times on Minimum Days are 1:15 for 1st through 5th grades. TK/K are always released at 12:20.

** Indicates a Kynoch Minimum Day & not necessarily a Minimum Day district-wide.*

Updating Emergency Contact Information

At the beginning of each school year, or whenever a new student enters Kynoch Elementary School, the parent or guardian is given an Emergency Card to fill out with the student's current address, telephone number, parents' work numbers and emergency contact people to be notified in case the school cannot contact the parents. Please remember to keep your information current-any time your address or telephone number change, please let Sofia or Diane in the office know so that they can make the changes in our computer system (AERIES). Also, as emergency contacts change, please let us know of those changes as well. There's not much harder on a kid who is sick at school and we can't get ahold of anybody to come and get them.



The School Office

Please remember that the school office is a working office and that it is necessary to maintain a pleasant and orderly working environment. We work with the students in an effort to limit their coming into the office when unnecessary, so please help us explain to them that people in the office have work to do and that their breaks don't coincide with those of the students. Similarly, if you are coming into the office and are excited or upset, please don't think twice about asking to step into one of our offices for a quieter conversation. We're happy to oblige.

School Telephones

The school telephones are for school business. Students are not permitted to use the school telephones except in cases of emergency. This means that arrangements with your children regarding pick-ups, buses, rides home, etc. should be made in the morning on the way to school or the night before. We understand that life happens and that emergencies arise, but frequent interruptions into the classrooms impact student learning negatively.

Attendance

If your child is absent from school for any reason, please call the office at 741-6141 and let us know on the day of the absence or send a note with your child upon their return.

Attendance is key to your child's success in school and in life beyond school. Please help us to teach them the valuable life lesson of work ethic and of responsibility.



Dear Parents,

We are honored that you chose a school with Marysville Joint Unified School District for your child's education. We are dedicated to academic achievement and success for all students. In an effort to continue our dedication to improve academic skills and social and emotional growth, we need a commitment from you to send your child to school every day of the school year. Please schedule family vacations, or non-emergency appointments, during non-school hours.

If your child is out ill, please contact the school office to have the absence excused. If your child incurs absences in excess of 10% of days enrolled for the year, you must verify the following absences by a physician or school personnel (Education Code 46011). Failure to provide verification will result in the absence being recorded as unexcused.

Thank you for your support and dedication in making your child's education a priority. Together we can help your child reach their potential.

Sincerely,

Jolie Critchfield

Coordinator of Student Discipline & Attendance

(530) 749-6901

TARDY POLICY

It is important for your student to attend school every day and to be on time in order for them to be academically successful and a responsible student. All students who are tardy to school must report to the school office before going to class. The student must have a note from home explaining why they were late, or a parent/guardian may accompany the student to explain. Students are expected to plan their time effectively so that they will arrive to school and classes on time. Consequences for 5 or more unexcused tardies may result in one of the following:

- ✓Detention
- ✓Campus Beautification
- ✓Saturday School (site and/or district level)
- ✓In House Suspension

Any student 4th grade and above with 25 or more unexcused tardies is considered "excessive" and will result in a referral to either our site Saturday School or the District's Saturday School located at 1919 B Street, Marysville. Referrals will be sent to our Attendance and Discipline Office at 749-6901. Failure to attend Saturday School will result in a 1 day suspension and a citation to our Yuba County Student Attendance Review Board (SARB).

***Please note that for Kynoch Elementary
School Attendance Awards, tardies and
early sign outs count as absences.***

Marysville Joint USD

Board Policy

Homework/Makeup Work

BP 6154

Instruction

The Board of Education recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences students' ability to meet the district's academic standards. The Board expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives.

(cf. 6011 - Academic Standards)

Although it is the student's responsibility to do most homework assignments independently, the Board expects teachers at all grade levels to use parents/guardians as a contributing resource. When students repeatedly fail to do their homework, parents/guardians shall be notified and asked to contact the teacher.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

To further support students' homework efforts, the Superintendent or designee may establish and maintain telephone help lines and/or after-school centers where students can receive encouragement and clarification about homework assignments from teachers, volunteers and/or more advanced students who are performing community service. The Board encourages the Superintendent or designee to design class and transportation schedules that will enable students to make use of homework support services.

(cf. 1240 - Volunteer Assistance)

(cf. 1700 - Relations between Private Industry and the Schools)

(cf. 3541 - Transportation Routes and Services)

(cf. 5148 - Child Care and Development)

(cf. 6112 - School Day)

(cf. 6142.4 - Service Learning/Community Service Classes)

Makeup Work

Students who miss school work because of an excused absence or suspension shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. (Education Code 48205)

(cf. 5113 - Absences and Excuses)

Students who miss school work because of unexcused absences shall be given the opportunity to make up missed work. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

Marysville Joint USD

Administrative Regulation

Absences And Excuses

AR 5113

Students

Excused Absences

A student's absence shall be excused for the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic appointments (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family (Education Code 48205)
 - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)
 - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household. (Education Code 45194, 48205)
5. Jury duty in the manner provided by law (Education Code 48205)
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to: (Education Code 48205)
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his/her religion
 - d. Attendance at religious retreats not to exceed four hours per semester
 - e. Attendance at an employment conference
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)
9. Participation in religious instruction or exercises in accordance with district policy: (Education Code 46014)
 - a. In such instances, the student shall attend at least the minimum school day
 - b. The student shall be excused for this purpose on no more than four days per school month

(cf. 6154 - Homework/Makeup work)

Method of Verification

When students who have been absent return to school, they shall present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Written note from parent/guardian, parent representative, or student if 18 or older. (Education Code 46012)
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.
4. Physician's verification

Excessive Absences

When a student has had absences in excess of ten percent of days enrolled for the school year, any further absences for illness must be verified by a physician or school personnel. Failure to provide physician or school personnel verification will result in these absences being recorded as unexcused.

The district may, when a student with absences exceeding ten percent of the days enrolled, institute actions intended to improve the student's attendance. These interventions may include, but are not limited to, referral to the District Truancy Officer or other intervention personnel who will make a home visit, the school nurse reviewing illness claims, and/or referral to the School Attendance Review Board (SARB). (Education Code 46011)

Employees Authorized to Verify Absences

1. School nurse or public health nurse
2. Attendance supervisor, school secretary, or attendance clerk
3. Physician
4. Principal or other administrator
5. Teacher
6. Any other qualified employee of the district assigned to make such verifications

Verification Timeline

All absences must be verified within 5 days to be deemed "excused." All absences after this time will be recorded as "unexcused" and may result in a referral to SARB.

(cf. 6154 - Homework/Makeup work)

Regulation MARYSVILLE JT. UNIFIED SCHOOL DISTRICT

approved: March 11, 2008 Marysville, Calif

STUDENT SUSPENSIONS

Students may be suspended from school for 1 or more days if they do one of the following (Ed. Code Sec. 48900):

1. **Damage or theft of school property.**
2. **Physical injury to another person, actual or threatened.**
3. **Possession of tobacco or tobacco products, including snuff.**
4. **Disruption of school activities/Defiance of school authorities.**
5. **Possession of drugs and/or alcoholic beverages.**
6. **Possession of weapons, including pocket knives.**
7. **Committing obscene acts and/or use of profanity.**

A conference with parent, teacher and/or principal is required for each of these infractions.

APPEARANCE & DRESS STANDARDS FOR STUDENTS

We recommend student dress be clean, neat, safe, appropriate, and in good taste. Students violating the dress code will be given the opportunity to correct their dress, offered clothing that will correct it, or will call home to have parents bring them something appropriate to wear to school. The school's guidelines for proper attire are as follows:

1. **Hats may only be worn outside and are to be removed in the Cafeteria.**
2. **Heels (over 1") and flip-flops are not allowed at school; sandals must have a back strap.**
3. **Mesh shirts and tank tops with straps less than 1", including those with spaghetti straps, are not allowed at school.**
4. **Shorts must be no shorter than fingertip length and hemmed, and cut-offs are not allowed at school.**
6. **Make-up is not allowed at school. Lip gloss is ok, but students will be asked to remove any eye makeup, blush or lipstick if worn to school.**
7. **Earrings may be 3/4 inch in diameter, but dangling earrings/earrings over 3/4 inches long are not allowed at school because they pose a danger to the student wearing them.**
8. **Sunglasses may not be worn inside buildings or classrooms.**

Arrival to and departure from school:

Students may be dropped off at school beginning at 7:45 a.m.—there is no adult supervision for them before that time. Student walkers should enter the front doors of the school, while those being dropped off should be dropped off in the loop on 19th Street. Bus riders will access campus through the double doors on Rideout Way. Upon arrival in the morning, students should go directly to the cafeteria for breakfast or line up in the hallway to be released to the playground. They should not loiter around the office area or in the classroom hallways. After school, students should go one of the following places: 1) to the bus area to ride the bus home; 2) to the drop off loop on 19th Street to catch a ride home with the designated person charged with their care; 3) to the STARS after-school program; 4) home using the crosswalks if walking. From the time a student leaves home until (s)he returns home, (s)he is under the jurisdiction of the school and all rules of the school regarding conduct apply (California Education Code 48900 (s) and Marysville Joint Unified School District Administrative Regulation 5060.1). Please remember that riding the bus in our district, although free, is a privilege and not a right. If student behavior/misconduct is such that the student receives a bus referral and the behavior would warrant suspension from school if it happened on campus, the student could be suspended from school. Additionally, “Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation” (Board Policy 5131.1). *Parents, especially those of you dependent on the bus for transportation to and from school, please go over this with your students, as bus referrals result in 1-5 days of no transportation and multiple bus referrals result in a student being disallowed from using the district’s transportation.*

Cell Phones at school:

If a parent would like their student to bring a cell phone to school for safety purposes, the following policy is in place: **students are allowed to bring a cell phone to school, but it must remain off and put away during the school day**, so as not to cause any interruptions to class instructional time. Additionally, students are not to use their cell phones to take pictures, access Facebook, Instagram, Twitter, SnapChat, etc, while on school grounds. Students may come into the office to use their cell phone to contact parents/guardians, but are not to use cell phones on school grounds otherwise. **First offense will result in the phone being confiscated until the end of the day. Second offense will result in the parent having to retrieve the phone from the school. Third offense will result in Saturday School or suspension** (Marysville Joint Unified School District Administrative Regulation 5131.2). Parents, in this age of “cyberbullying,” please discuss with your students proper cell phone etiquette and note that students across the nation have and will be disciplined up to and including potential prosecution for cyberbullying.

Marysville Joint Unified School District Suspension Appeal Guide

Students in the Marysville Joint Unified School District who violate school rules, district policies and/or educational codes are subject to suspension from school. All suspensions must be based on violation of the above-mentioned rules, policies and codes and each student is entitled to due process under the law. If your child has been suspended from school and you wish to appeal this suspension, the following procedures must be followed:

Step 1: Conference with the site principal. If he/she finds that there has been an error in enforcing the rules, policies, education codes or due process was not followed, the site principal has the authority to overturn or amend a suspension at the site. If the principal upholds the suspension and you are not satisfied with the decisions, you may appeal to the **District Suspension Appeal Officer, Jolie Critchfield @ 749-6901.**

Step 2: Your appeal must be based on fact and stated in writing. Your written appeal must be presented to the site principal within 24 hours after your conference with the site principal. The reason for the appeal can only be that there was no violation of rules or the administration has made an error in due process.

Step 3: The district suspension hearing officer will read and review the written requests for suspension appeal. The hearing officer will decide whether or not to hold the suspension appeal. If a hearing is in order, the hearing officer will contact the parent and set up a meeting with the parent and the school site administrator. If after review of the request for appeal it is determined that insufficient grounds exist for the hearing, the hearing officer will notify the parent that the hearing will not be held and the student will begin to serve the suspension.

The suspended student has the right to attend school after the conference with the principal, provided that the written request for suspension appeal has been delivered to the site principal. If the parent fails to submit in writing the request for appeal within the required 24 hours, the hearing will not be held and the student will begin to serve the suspension immediately.

If procedural requirements are found not have been met, the Coordinator must reverse the suspension and remand the matter to the Principal for correction of the procedural error.

If the Coordinator finds that all procedural requirements were met, and that the offense for which the student may be suspended was committed, the suspension cannot be reversed or altered.

The Coordinator shall render his/her decision within two (2) school days. The decision of the Coordinator regarding any appealed suspension shall be final and binding.

UNIFORM COMPLAINT PROCEDURES (UCP)

This document applies to the filing, investigation and resolution of a Uniform Complaint Procedures (UCP) complaint regarding an alleged violation by a local agency of federal or state law or regulations governing educational programs, including allegations of unlawful discrimination, harassment, intimidation and bullying.

This document presents information about how the Marysville Joint Unified School District processes UCP complaints concerning particular programs or activities in which we receive state or federal funding. A complaint is a written and signed statement by a complainant alleging a violation of harassment, intimidation and bullying. A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation and bullying in programs and activities funded directly by the state or receiving any financial assistance from the state. If the complainant is unable to put the complaint in writing, due to conditions such as a disability or illiteracy, the public agency shall assist the complainant in the filing of the complaint.

Programs or activities in which the Marysville Joint Unified School District receives state or federal funding are:

Consolidated Categorical Aid Programs

Career Technical and Technical Education and Training Programs

Child Care and Developmental Programs

Child Nutrition Programs

Safety Planning Requirements

This document also applies to the filing of complaints which allege unlawful discrimination, harassment, intimidation, and bullying against any protected group as identified under Education Code section 200 and 220 and Government Code section 11135, including those with actual or perceived characteristics, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance.

The following complaints shall be referred to other agencies for appropriate resolution and are not subject to our UCP process set forth in this document unless these procedures are made applicable by separate interagency agreements:

Allegations of child abuse shall be referred to County Dept of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.

Health and safety complaints regarding a Child Development Program shall be referred to Department of Social Services for licensed facilities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.

Employment discrimination complaints shall be sent to the State Department of Fair Employment and Housing (DFEH).

Allegations of fraud shall be referred to the Legal, Audits and Compliance Branch in the California Department of Education (CDE).

Name or Title: Assistant Superintendent/ Personnel Services or designee

Address: 1919 B Street, Marysville CA 95901

Phone Number: (530) 749-6144

We ensure that the person above, who is responsible and/or investigates, is knowledgeable about laws/programs that he/she is assigned to investigate.

We shall annually notify in writing our students, employees, parents or guardians of our students, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties of our UCP process, including the opportunity to appeal to our governing board and the provisions of this document by disseminating the UCP Annual Notice to all of the above required groups each school year. An appeal is a request made in writing it to a level higher than the original reviewing level by an aggrieved party requesting reconsideration or a reinvestigation of the lower adjudicating body's decision.

Our UCP Annual Notice shall also advise the recipient of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation, and bullying laws, if applicable, and of the appeal pursuant to Education Code section 262.3. Our UCP Annual Notice shall be in English and in the primary language, pursuant to section 48985 of the Education Code, or mode of communication of the recipient of the notice.

A copy of this UCP complaint policies and procedures document shall be available free of charge.

Filing a complaint with the Marysville Joint Unified School District

Except for Williams Complaints regarding instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of pupils or staff, and teacher vacancies or misassignments, and complaints that allege discrimination, harassment, intimidation, and bullying, and individual, public agency or organization may file a written complaint with our district superintendent or his or her designee alleging a matter which, if true, would constitute a violation by our LEA of federal or state law or regulation governing a program.

An investigation of alleged unlawful discrimination, harassment, intimidation, and bullying shall be initiated by filing a complaint no later than six months from the date of the alleged obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, and bullying. The time for filing may be extended in writing by our district superintendent or his or her designee, upon written request by the complainant setting forth the reasons for the extension. The period for filing may be extended by the superintendent or his/her designee for good cause for a period not to exceed 90 calendar days following the expiration of the six month time period. Our superintendent shall respond immediately upon a receipt of a request for extension.

The complaint shall be filed by one who alleges that he or she has personally suffered unlawful discrimination, harassment intimidation, and bullying or by one who believes an individual or any specific class of individuals has been subjected to discrimination, harassment, intimidation, and bullying prohibited by this part.

An investigation of a discrimination, harassment, intimidation, and bullying complaint shall be conducted in a manner that protects confidentiality of the parties and maintains the integrity of the process.

Except for Williams Complaints, within 60 calendar days from the date of the receipt of the complaint, we shall conduct and complete an investigation of the complaint in the accordance with our UCP policies and procedures and prepare a written Decision; also known as a final report. This time period may be extended by written agreement of the complainant.

The investigation shall include an opportunity for the complainant, or the complainant's representative, or both, to present the complaint(s) and evidence or information leading to evidence to support the allegations of non-compliance with state and federal laws and/or regulations.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Refusal by the Marysville Joint Unified School District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

We shall issue a Decision based on the evidence. The Decision shall be in writing and sent to the complainant within 60 calendar days from receipt of the complaint by the local educational agency. The Decision should contain:

- the findings of fact based on the evidence gathered,
- conclusion of law,
- disposition of the complaint,
- the rationale for such disposition,
- corrective actions, if any are warranted,
- notice of the complainant's right to appeal our LEA Decision to the CDE, and
- procedures to be followed for initiating an appeal to the CDE.

Nothing in this document shall prohibit anyone involved in the complaint from utilizing alternative methods to resolve the allegations, such as mediation. Nor are we prohibited from resolving complaints prior to the formal filing of a written complaint. Mediation is a problem solving activity whereby a third party assists the parties to the dispute in resolving the complaint.

State and Federal Laws cited:

1. 34 Code of Federal Regulations [CFR] §§ 300.510-511
2. California Code of Regulations [CCR] Title 5 §§ 4600–4687
3. California Code of Regulations [CCR] Title 5 § 4610(b)
4. California Code of Regulations [CCR] Title 5 § 4622
5. California Code of Regulations [CCR] Title 5 §§ 4630–4631
6. California Education Code [EC] §§ 200, 220, 262.3
7. California Education Code [EC] § 262.3(d)
8. California Education Code [EC] § 35186
9. Government Code [GC] §§ 11135, 11138

Home to School and School to Home Communication

Kynoch Elementary School is working hard on improving communications with our community in multiple ways. Please help us continue to improve in this area by:

1. Regularly checking your child's backpack or homework folder for fliers or notes home.
2. Listening to the All Calls we send home (telephone calls from the auto dialer). Check your voicemail and listen to the information being provided. Not getting the calls? Make sure we have your current phone number! We try to limit the number of calls, but find this to be the most effective way to reach the widest swath of our school community.
3. Liking our Facebook page at: <http://facebook.com/KynochElementarySchool>. This is an easy way to keep abreast of school happenings. We will include pictures, but never pictures that identify students. If you don't have a Facebook account, you can always check out the page by visiting our school website at www.kynoch.mjusd.com.
4. Participating in the PTO. Their meeting dates should be published on their Facebook Page at: <http://facebook.com/KynochPTO20192020>. PTO is our single greatest asset in raising monies for the students of Kynoch Elementary for field trips and other such activities that enhance their education. Please consider joining to help make our school community even stronger.
5. Being involved in your child's education makes a huge difference. Study after study cites the positive impact that parental involvement has on student success. If you want or need help in learning how to be more active in this way, please don't hesitate to ask. We know that not everybody can volunteer all of the time, but the more you help out, the more it helps out your own student, other students, and creates a better school community! Please remember that to volunteer at Kynoch, you will need a current TB test, to be fingerprinted through the District Office and to attend a Volunteer Training (see school calendar for dates and times).
6. Attending all parent conferences and communicating with your child's teacher. The more we work together, the better we can meet your student's educational and socio-emotional needs. Don't be afraid to approach a teacher, leave a voicemail or send an email.
7. Please consider attending one of the TOOLBOX Parent Information Nights this school year to learn more about the Social Emotional Learning curriculum your children will be learning at school. The more that we use common language with our students/children, the more they realize we are all on the same page and trying to help them reach their potential both in and out of school.

