



Mammoth-San Manuel K-5 Home of the Miners Parent/Student Handbook 2023-2024



Mission Statement

To provide a safe learning community where students are valued and strive to achieve their personal best in academics and character.

Phone Numbers, Office Hours, and Address

Front Office Fax Number: 520-385-3035

| | |
|--|--------------------|
| Superintendent/Principal: Julie Dale-Scott | 385-2336 ext 2200 |
| Assistant Principal: Amber Walden | 385-2336 ext. 2200 |
| Lead Teacher: Annette Aguirre | 385-2336 ext. 2254 |
| Registrar: Tracy Gonzales | 385-2336 ext. 2200 |
| Attendance: Nancy Davis | 385-2336 ext. 2207 |
| Secretary: Yolanda Gonzalez | 385-2336 ext. 2230 |
| Health Office: Terri Derrick | 385-2336 ext. 2204 |
| Cafeteria: Meagan Ivy | 385-2336 ext. 2214 |
| Transportation: Shawna Gonzales | 385-2339 ext. 5400 |
| Counseling: Jason Walden | 385-2336 ext. 2212 |

Office Hours: 7:00am-4:00pm

Student Hours: 8:30am-2:40pm Regular Day/8:30am-11:00am Half Day Schedule/ 8:30-12:30pm Early Release Wednesday

Elementary Breakfast: 8:00am

Physical Address: 711 McNab Parkway, San Manuel, Az 85631

Mailing Address: PO Box 406, San Manuel, Az 85631

Website: <https://www.msmsud.org/>

Facebook Pages: <https://www.facebook.com/MSMPK12>

<https://www.facebook.com/Mammoth-San-Manuel-Unified-School-District-438310293037606>

Community Schools Facebook: <https://www.facebook.com/msmcommunityschools>



**Miners are Kind ~ Miners are Respectful ~
Miners are Responsible ~ Miners are Safe**



Miner Pride

Note: The last page of this handbook must be signed by the parent and student. Please turn in to your child's teacher by Friday, August 18, 2023.

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Disclaimer: The information provided in this handbook is subject to change at any time during the school year.

Nondiscrimination Notice

The Mammoth-San Manuel Unified School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, age or sexual orientation in admission and access to its programs, services, activities, or in any aspect of their operations and provides equal access to the Boy Scouts and other designated youth groups. Career and Technical Education (CTE) program offerings include: AgriScience, Automotive Technologies, Cabinetmaking, Construction, Digital Photography, Early Childhood Education and Welding Technologies. The lack of English language skills will not be a barrier to admission and participation in the CTE programs of the Mammoth-San Manuel Unified School District. The Mammoth-San Manuel Unified School District also does not discriminate in its hiring or employment practices. The following employees have been designated to handle inquiries regarding the nondiscrimination policies:


Title IX Coordinators

Amber Walden (Students)
 Email: waldena@msmusd.org
 Telephone Number: 520-385-2336
 Julie Dale-Scott (Staff)
 Email: scottj@msmusd.org
 Address: PO Box 406
 San Manuel, AZ 85631
 Telephone Number: 520-385-2337

Section 504/ADA Coordinator

Dr. Mark Wiseley
 Email: wiseleym@msmusd.org
 Address: PO Box 406
 San Manuel, AZ 85631
 Telephone Number: 520-385-2337

School Hours

| DAILY SCHEDULE (M, T, TH, F) | EARLY RELEASE WEDNESDAYS | HALF DAY SCHEDULE | FINALS SCHEDULE |
|--|--|--|--|
| 1st 8:00 - 8:55 2nd 9:00 - 9:50 3rd 9:55 - 10:45 4th 11:20 - 12:10 JH Lunch 10:50 - 11:15 10:50 - 11:40 HS Lunch 11:45 - 12:10 5th 12:15 - 1:05 6th 1:10 - 2:00 7th 2:05 - 3:00 ----- ELEMENTARY HOURS: 8:30 - 2:40 ELEMENTARY LUNCHES: 11:15 - 11:45 (K - 2 nd) 12:15 - 12:45 (3 rd - 5 th) | 1st 8:00 - 8:35 2nd 8:40 - 9:10 3rd 9:15 - 9:45 4th 9:50 - 10:20 MPT 10:25 - 10:45 (WITH 5 th HOUR) 5th 11:20 - 11:50 JH LUNCH 10:50 - 11:15 10:45 - 11:15 SH LUNCH 11:20 - 11:50 6th 11:55 - 12:25 7th 12:30 - 1:00 ----- ELEMENTARY HOURS: 8:30 - 12:30 ELEMENTARY LUNCHES: 10:15 - 10:45 (K - 2 nd) Grab & Go: 11:55-12:20 (3 rd - 5 th) | 1st 8:00 - 8:30 2nd 8:35 - 9:05 3rd 9:10 - 9:40 4th 9:45 - 10:15 5th 10:20 - 10:50 6th 10:55 - 11:25 7th 11:30 - 12:00 ----- ELEMENTARY HOURS: 8:30 - 11:00 NO LUNCH SERVED ON HALF DAYS | 1st SESSION 8:00 - 9:20 2nd SESSION 9:25 - 10:40 3rd SESSION 10:45 - 12:00  BREAKFAST HOURS JH/HS: 7:30 - 8:00 ELEMENTARY: 8:00 - 8:30 |

** Please see schedules below in red

Calendar

Mammoth-San Manuel USD | 2023-2024 CALENDAR

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| AUGUST 2023 <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> | S | M | T | W | Th | F | S | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | 1-Returning Teachers 1st Day 2-4- Teacher Planning & PD Days 7- First Day of School 9, 16, 23, 30- Early Release | 7, 14, 21, 28- Early Release 22-23- NO SCHOOL | FEBRUARY 2024 <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td></tr> </table> | S | M | T | W | Th | F | S | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | | | | | | | | | | | | |
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| SEPTEMBER 2023 <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> | S | M | T | W | Th | F | S | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | 4- Labor Day NO SCHOOL 6, 13, 20, 27- Early Release | 6, 13, 27 - Early Release 15- End of Quarter 3-1/2 day K-12 18-22- Spring Break NO SCHOOL 27- Parent/Teacher Conf. K-12 - 1/2 day 29-Easter Break, NO SCHOOL | MARCH 2024 <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> | S | M | T | W | Th | F | S | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | |
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| OCTOBER 2023 <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> | S | M | T | W | Th | F | S | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | 4 - Early Release 6- End of Quarter 1-1/2 day K-12 9-13- Fall Break, NO SCHOOL 18, 25- Parent/Teacher Conf. K-12 - 1/2 day | 1-Easter Break, NO SCHOOL 3- Parent/Teacher Conf. 10, 17, 24 - Early Release | APRIL 2024 <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table> | S | M | T | W | Th | F | S | 1 | 2 | 3 | 4 | 5 | 6 | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | |
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| 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| NOVEMBER 2023 <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table> | S | M | T | W | Th | F | S | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | 1, 8, 15, 29- Early Release 10-Veterans Day 22, 23, 24- Thanksgiving Break NO SCHOOL | 1, 8- Early Release 15, 16- Jr./Sr. High Finals 1/2 day K-12 16- Last Day of School & End of Quarter 4 17- Teacher Last Day 27- Memorial Day | MAY 2024 <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> | S | M | T | W | Th | F | S | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | |
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| 5 | 6 | 7 | 8 | 9 | 10 | 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| DECEMBER 2023 <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> | S | M | T | W | Th | F | S | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | 6, 13, 20- Early Release 21, 22- Finals Jr./Sr. High- 1/2 Day K-12 22-End of Quarter 2: 1/2 day 25-29- Winter Break NO SCHOOL | **Schedules Elementary: 8:30 a.m.- 2:40 p.m. (M, T, TH, F) Wednesday: 8:30 a.m.-12:30 p.m. Half Day: 8:30 a.m. - 11:00 a.m. Jr./Sr. High: 8:00 a.m.-3:00 p.m. (M, T, TH, F) Wednesday: 8:00 a.m.-1:00 p.m. Half Day: 8:00 a.m.-12:00 p.m. | JUNE 2024 <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> | S | M | T | W | Th | F | S | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | |
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Arriving at School

- Students should not arrive before 8:00am. We would appreciate your assistance in helping to ensure that your student(s) do not arrive on campus before 8:00am, as we do not provide adult supervision until that time.
- Students who ride the bus are dropped off at the loading/unloading area in front of Community Schools.
- Students who ride their bicycles to school should lock their bicycle up at the bicycle rack by the office and go through the gate located near Community Schools.
- Students who walk need to go through the gate located near Community Schools.
- Parents who choose to drive their children to school should drop off their children in the drop off/pick up area located above the elementary playground. Time for drop off is 8:00 am - 8:25am. **Please do not park your car. This area is limited to drop off and pick up only.** Students arriving to school after **8:25** am should proceed immediately to the office with a parent to obtain a tardy slip before heading to their classroom.

* **PLEASE NOTE:** The instructional day begins at 8:30. Please do your best to arrive by 8:20 so your child is not late to class.

Attendance

For attendance inquiries, please contact: Nancy Davis 520-385-2336 ext 2207 or email davisnc@msmusd.org

- Your student's attendance is crucial to his/her success in school. When your child is absent, please call by 9 AM the day of the absence to report why he/she is not in class.
- If a student is not in attendance on the day of an extra-curricular activity, they cannot attend that extra-curricular activity.
- Tardy is defined as arriving after the start of the regular school day at the assigned location ready for instruction. Repetitive tardies will cause the student to serve detention and community service.
- An unexcused absence is any absence which has not been excused by a parent according to the procedure mentioned above.
- An excused absence is any absence which has been excused by a parent.
- Court excused absence – any official directive from the court.
- Medical excused absence – any written note from a doctor/dentist.
- School sponsored excused absence defined as any school sponsored event which causes student to miss class, such as field trips, early dismissal for school sponsored sports (will only be excused if the student's name is on a roster that is given to the office).
- Being truant is any unexcused absences.
- A habitually truant child is a child between the ages of six and sixteen who is truant for at least five days during a single school year (A.R.S. §15-803). Arizona state law states that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session. Unless exempt as defined by A.R.S. §15-803. If a parent fails to ensure that the child attends school, the law states that they are guilty of a "Class III (3) Misdemeanor".

| Number of Absences | Consequence |
|-----------------------|---|
| Any unexcused absence | Call to parents |
| 5 total absences | Parent notification. If five or more are unexcused, then afterschool detention and community service, with possible referral to SRO for habitual truancy. |
| 8 total absences | Parent notification. If five or more are unexcused, then afterschool detention and community service, with possible referral to SRO for habitual truancy. |
| 12 total absences | Parent notification and administrator contact. Possible attendance contract. Probable referral to law enforcement for citation. Withdrawal and reenrollment process for students with 10 consecutive absences. Students with excessive excused absences will be required to provide medical documentation to remain in class and excuse any further absences. |

Awards

- Students have the opportunity to receive Academic Awards every quarter by earning all A's or B's in their classes as well as Honor Roll (3.5-4.0 GPA). All classes are part of these awards.
- **Students also have the opportunity to earn Perfect Attendance Awards which means no absences, no tardies and no check-outs per quarter.**
- Students can earn certificates of awards at the classroom level to be given in class as well as ones given at the award assemblies.
- Students can earn a Citizenship Award every quarter by receiving no more than two (2) absences (excused or unexcused), one (1) tardy, following school wide behavior expectations consistently in and out of the classroom, and receiving no discipline referrals to the office.



Behavior Expectations

Mammoth-San Manuel PK-12 School encourages positive behavior expectations from all students through the Positive Behavior Interventions and Supports (PBIS) Model. **(Appendix B)** Students should model the following behavior expectations while on campus, field trips, sporting events and other school related functions and areas of:

- Being Kind
- Being Respectful
- Being Responsible
- Being Safe

Bullying

Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

Bullying will not be tolerated at MSMUSD. Reports of bullying will be recorded on a Bullying Report Form and will be investigated.

Bus Passes & After School Messages

Before your student arrives at school, please make plans with your student in regards to what they will be doing after school. In response to parent concerns and for the safety of our students, we are strictly enforcing the bus pass/after school policy. Phone calls are no longer acceptable for designating **ANY** after school message and only the parent and/or guardian may request the change. Bus passes/after school messages will only be delivered to students if a written note, email, or fax is provided containing the child's first and last name, the child's teacher, and the parent(s) and/or guardian(s) name & best contact number. For a bus pass the note must also include the bus stop location. In order for an after-school message to be delivered to a student, the office must receive the student's afterschool message **BEFORE 10 AM. For Bus Rules see APPENDIX A.**



Note: If the information requested from the school is not on the written note, email, or fax-the bus pass will NOT be issued.



Cafeteria

- Students may purchase breakfast and lunch in the cafeteria.
- Students are not allowed to charge meals in the cafeteria, so it is essential that parents put money into their cafeteria account.
- Applications for free and reduced meals are sent home with students at the beginning of the school year.
- Please ensure that you check the monthly lunch calendar for prices of meals.
- Breakfast is from 8:00-8:25 every day.

Cell Phones/Electronic Devices (For a more detailed description, please see Appendix C)

Students must have their cell phones, smartwatches, and any other communication device **off** and stored in their backpack or kept in lockers in the office during classroom time, during passing periods, while in the restroom, during school activities including assemblies, and while in the cafeteria.

On the first violation, the device and/or cell phone will be confiscated, the parent and/or guardian contacted, and the device will be returned to the student at the end of the day. On the second violation, the device and/or cell phone will be confiscated, the parent and/or guardian will be contacted and the parent and/or guardian must pick-up the device and/or cell phone. On the third offense, the device and/or cell phone will be confiscated, the student will serve two days of ISS and the parent and/or guardian must pick-up the device and/or cell phone. If further violations accrue, the administration will work with parents to resolve the issues. Students who bring electronic devices and/or cell phones to school, do so at their own risk; the school is not responsible for these items.

Child Custody/Orders of the Court

- If you have a court order limiting the custody, communication, or visitation rights of one parent, or other orders of the court pertaining to your student, please bring a copy to the school office. Unless the court orders are on file at Mammoth-San Manuel Unified School District, we must provide equal rights to both parents.

Classroom Assignments

- In order to create an optimal environment for all children, it is necessary to examine several educational factors relevant to placement. We strive to establish well-balanced classrooms based on: academics, male-female ratio and special education/behavioral needs.
- Combination classes may be recommended in order to meet Mammoth-San Manuel USD suggested teacher/student ratio. In general, we place siblings in separate classrooms to ensure individual development.
- Parents may supply information to assist the staff in placement; however the assignments will be made by the school principal. Also, in order to request a change in placement, the parents must meet with the principal. A change will occur only if there are reasonable educational reasons behind the move.

Computers/School Electronics

- Computers are provided for students to learn the basics of computers.
- All students and parents must sign a technology form in order for a student to use the computers.
- Students are not allowed to use personal computers or other devices that are not provided by the school while on campus.
- **If a student destroys or damages any part of a computer or any other school device, their parents will be expected to pay repair or replacement costs.**

Curriculum

- Mammoth-San Manuel PK-12 School is dedicated to teaching reading, writing and math and we seek to provide an enriching educational program.
- In addition, each student learns Social Studies (Arizona Studies- 3th grade, Regions of the Americas- 4th grade, and US History- 5th grade) and Science.
- We also offer classes in Art, Music, Computers and Physical Education.

Discipline Plan of Mammoth-San Manuel USD Elementary School

- The Elementary Discipline Plan (Appendix C) is built around School Positive Behavior Intervention and Supports (PBIS). We believe that focusing on clear expectations and positive reinforcements will help to create an atmosphere of consistency, safety and an environment which promotes student success.
- Students who choose to follow school expectations will receive encouragement, praise and positive privileges.
- When a student makes a decision and acts in a manner that is unacceptable there will be consequences. Faculty and staff will take time to help students understand that they are responsible for their own choices and how to make better choices.
- When a student makes a poor choice, they will receive a logical consequence to help them learn self-discipline and responsibility. We believe we can accomplish this by reteaching the expectations and by delivering logical consequences. Examples of logical consequences are losing a privilege when it is abused, losing a recess, trash pickup, cleaning up a spill, etc.
- We know that a cooperative effort between home and school results in a positive, productive, and pleasant environment where students can enjoy learning.
- Students who choose not to follow the School Wide Behavior Expectations will be subject to the consequences outlined in the school's discipline policy.



Dress Code (Board Policy JICA-R):

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

- A. Students must wear a shirt with pants or skirt or the equivalent (dress, leggings, or shorts).
 - **Bottoms-** clean and in good condition
 - ✓ Skirts, dresses, and shorts, as well as any slits revealing skin on skirts, pants, and shorts, must begin below a student's tip of thumb when arms are extended down at sides and must fit at the waist.
 - ✓ The type of dress displayed by the student **shall not** expose midribs (stomach), cleavage, buttocks, the upper thigh, or undergarments.
 - ✓ The type of dress displayed by the student **shall not** be considered pajamas or nightwear.
- B. Clothing must not be see-through and must cover a student's undergarments, chest and torso, when standing or sitting.

- **Tops**-clean and in good condition
 - ✓ Shirts with collars—sleeveless blouses/shirts are permissible **with at least 2-inch-wide straps**
 - ✓ T-shirts (with appropriate words and graphics)
 - ✓ Tops must be long enough to meet the top of pants, shorts, skirts, etc. when hands are raised above the head, unless worn with leggings (defined as form fitted bottoms without pockets), at which time tops must extend to the student's tip of thumb when arms are extended down at sides.
 - ✓ The type of dress displayed by the student **shall not** expose midriffs (stomach), cleavage, buttocks, the upper thigh, or undergarments.
 - ✓ The type of dress displayed by the student **shall not** be considered pajamas or nightwear.
- C. Shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, et cetera.
 - This list is not inclusive of all areas (some examples of where closed toe shoes must be worn are in the gym, in the weight room, in the CTE areas, in all laboratory areas, and in the science classroom)
 - All sandals, Crocs, and Birkenstocks must have a back on them and the back must be worn around the heel of the foot. Students are not allowed to wear slides, slippers of any kind (**this includes slippers with a back**), thongs, flip-flops, chancas, or any other shoe without a back around the heel of the foot. No heels with more than an inch are allowed to be worn on campus. Sports cleats are not permitted as footwear, except during athletics training or games and worn only on the field areas, (football, baseball, softball fields).
- D. Jewelry shall not be worn if it presents a safety hazard.
 - Examples include, but are not limited to, wallet chains, belts, or jewelry that is a safety hazard to self or others.
- E. Clothing, accessories and/or jewelry may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- F. Students may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories and jewelry that display messages or symbols are permitted.
- G. Subject to the above, no hats, bandannas, hoodies, other head covering, or sunglasses may be worn in a classroom or school building, except for properly approved occupational safety headgear required for special classes or if authorized by a school administrator or authorized/prescribed by a medical professional.
 - The type of dress, accessories, or grooming displayed by the student **shall not** create an atmosphere in which the well-being of others is hindered by undue pressure, intimidation, or threat of violence (examples include, but are not limited to, bandanas, hair nets, scarves as headgear except for religious purposes, gang-related markings on hats, clothing, other personal items, or one's self.
 - Students **shall not** wear masks, hats, or hoodies while inside a classroom or building on campus. The only masks that will be allowed are those worn to help prevent the transmission of COVID-19.
- H. Obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing are prohibited.
 - The type of dress, accessories, or grooming displayed by the student **shall not** display profanity or profane gestures or promote alcohol, drugs or tobacco.
- I. Students may not wear clothing, accessories and/or jewelry with images, symbols, slogans, words or phrases that are profane, discriminatory or defamatory or that is worn with the intent to convey affiliation with criminal street gang as defined in A.R.S. [13-105](#).
- J. Hats and sunglasses may be worn outside.
 - The type of dress, accessories, or grooming displayed by the student **shall not** create an atmosphere in which the well-being of others is hindered by undue pressure, intimidation, or threat of violence (examples include, but are not limited to, bandanas, hair nets, scarves as headgear except for religious purposes, gang-related markings on hats, clothing, other personal items, or one's self.
- Additional items may be added to the standard school clothing during the school year as approved by the School Board. Students not dressed with the District dress code **may** be offered use of standard school clothing for the day, if available or their parents will be contacted to bring correct clothing. Students who repeatedly fail to dress in accordance with this dress code may be subject to disciplinary actions as set forth in the School Handbook. Students who refuse to dress in accordance with this dress code may attend another school outside the District, in accordance with open enrollment policies.
- No student shall be subject to discipline for failure to comply with this dress code if the reason is economic hardship. Under such extreme circumstances, the school will work with families to provide assistance for the students to be furnished with standard school clothing.
- New students who enter District schools have one (1) week to purchase standard school clothing. On occasion, the principal may allow a "dress up" day when students may wear clothing other than the standard school clothing. This will be on special occasions only. The students' parents will be notified prior to the "dress up" day.
- **Other Uniform** - Boy Scout, Girl Scout, or any other uniform that is not school related, may not be worn during normal school hours.

Professional Staff Dress Code: The professional Staff Dress Code is established by Board Policy. *Please see most current policy.*

Field Trips:

- **All students are required to attend the full day of school on the day of the field trip.**
- Checkout from the field trip requires **24 hour** prior administrative approval and will only be done if it's imperative that the student be checked out. **If a student is checked out from a field trip early, that absence will affect your student's attendance as well as the Perfect Attendance award.**

Health Office:

Bathroom Accidents

- Students will be sent to the health office. A phone call will be made to parents to determine if your child will be changed into a clean set of clothes if we have appropriate clothing available, or if parents would rather bring additional clothing.

Chronic Illnesses

- Please contact the health office if you have a student with a chronic illness (asthma, seasonal allergies, food allergies, diabetes, etc) so we may know how to best meet your child's needs during the school day. For the safety of the student, a student with the chronic illness of seizures, seizure disorders, or diabetes (Type 1 or 2) must have a health plan in place to include emergency contacts.

Immunizations

- Arizona law (ARS 36-671 through 674) requires that an immunization history be submitted for each child entering a public school. The responsibility for compliance with this provision is placed upon the parent, guardian or person "in loco parentis" of the child. The immunizations must be current and include: DTP, TD, Polio Vaccine, Rubella, Hepatitis and Mumps Vaccines. The only exceptions to school immunization requirements are if the vaccine will seriously endanger the child or if the child is being raised in a religion in which the teachings are opposed to immunization.

Illness at School

- The health aide will tend to minor scratches and scrapes, as well as sudden illnesses. For more serious injuries, she/he will contact you.
- If a child has a temperature over 100 degrees, vomiting, diarrhea, widespread rash, open or draining sores, eye irritation, or drainage from eye, the student should be excluded from school and not return until they are symptom-free for 24 hours.
- The child must be fever free without medication for 24 hours before coming back to school.
- If your child is sick, please keep them at home.
- If you need to speak with the health aide, please call 385-2336 ext. 2204.

***Please note that time frames for return to school after an illness may change throughout the school year due to COVID and guidelines established through Pinal County Health and the CDC.**



Medication

- If a student needs to take medication during the school day, school personnel must administer the medication in the Health Office. Administration of medication will conform to Arizona Statutes. We maintain careful control of the possession and use of medication by students at school. Tums, Tylenol and cough drops may be administered to a student as long as a guardian signs the permission form for the school year. This form is available in the Health Office as well as the front office. We ask that you provide this medicine for your child as well. When possible, students should take all medications at home.
- Mammoth-San Manuel Schools is a **DRUG FREE ZONE**. All medication must be taken in the Health Office. This includes non-prescription medications. Students may not have prescription or over the counter medications in their possession on school campus. When the licensed health care provider feels it is necessary for students to carry and self-medicate, the licensed health care provider shall provide written recommendations, to be attached to the signed "Request for Giving Medication at School," form.

Lice

- If your child is suspected of having lice or nits are present, you will be notified and requested to pick up your child for immediate treatment. As a precaution, students with long hair should wear it up, and all students should avoid sharing combs, hats, scrunchies or hair ties. **When returning to campus students must be cleared by the health aide that they are nit and lice free before entry.**

Library

- The library is provided for reading, student research and enjoyment. Learning to use the library is a helpful guide to obtaining knowledge.
- The library is open 8:00-8:25 and 2:45-3:30 so that the students may return or check out books in addition to normal class times.

Lost and Found

- It is suggested that you write or sew your child's first and last name in the clothing he/she wears to school so staff members can find the owners of lost clothing.
- The school will hold lost clothing until the last Friday of every month, after that it will be donated to a charitable organization. Please come to the office and feel free to look through the lost and found at any time.



Make-Up Work

- If your student is sick and cannot complete schoolwork at home while they are sick, please have the student pick up the work the day they return to school.
- If your student is able to complete the work while they are home sick, please inform the office of a homework request, or let the teacher know in advance. Teachers must receive 24 hours notice.
- Make-up work will be available upon request in the office between 3:30pm – 4:00pm daily.
- The student will be allowed one day for each day absent plus one additional day in order to complete the work at home.

Mandatory Reporting

- All school personnel have an obligation to report any incidents based on “reasonable belief” that abuse has occurred. This includes student-to-student aggressive physical contact.
- For general information on mandatory reporting, please contact the school secretary and information will be provided upon request on Arizona’s Child Abuse Reporting Statute.

Parent/Teacher Conferences

- Conferences will be held at the end of the first and third quarters (see calendar for dates). This is the time to discuss progress and/or concerns that you have regarding your student. If you feel that these times are not enough, please contact the teacher and set up a time to meet.
- You may only discuss your student with the teacher. If you have any questions or concerns, please notify the office immediately.

Personal Property

- Students should only carry money that they actually need for school.
- It is recommended that students do not bring any item of value to school. The school will not be responsible for loss of money or personal property brought to school. If these items are brought to school, they will be confiscated, and the student will be subject to disciplinary action. These items include, but are not limited to: electronics, alcohol, drugs or weapons of any kind, pornography, personal sports equipment, water guns, water balloons, skateboards, baseball bats, laser pointers, toys and any item that is considered a disruption to the educational process.
- Students are not allowed to buy, sell or trade items. Items and money will be confiscated, and parents will be contacted.

Pets/Animals

- Pets and animals are not permitted to be on school grounds (with the exception of any school-related program). The only exception is if the teacher and principal have made prior arrangements.
- If a stray animal is found on campus, the Pinal County Animal Control Center will be called.

Report Cards

- Mammoth-San Manuel USD uses PowerSchool for attendance and grades. It is recommended that the parent call the school in order to obtain the username and password for each individual student in order to stay current on grades.
- Report cards will be sent home every nine weeks by mail, with your student, or given to parents at parent/teacher conferences.
- If you have a question regarding your student's grades, please do not hesitate to contact the teacher to schedule a meeting. Please do not drop-in during the school day without an appointment, as the teacher's primary concern is that of the students in his/her classroom.

Retention and Promotion of Students

- Per district policy IKE, a parent conference must be held no later than the week immediately following the last day of the second quarter presenting written documentation of deficiencies, which includes the possibility of retention. Per district Policy IKE-RA, no decision will be made without parent involvement and student counseling. The final recommendation to retain or promote is made by the teacher. Consultation with the principal and other staff members are vital. If a parent wishes to appeal a decision made by a teacher, pursuant to Arizona Revised Statutes, the parent must demonstrate to the board the student has or has not mastered the State Board adopted standards required for placement recommended by the teacher.

School Property

- It is a violation of governing board policy and state statute to damage or deface school property. If your student chooses to participate in such an act, parents are expected to pay replacement and/or repair costs.
- These charges will be levied at the end of the school year and will need to be paid before report cards will be issued. Students will also be subject to disciplinary action.

School Release

- Releasing students during the school day may happen due to inclement weather or emergency situations. This happens very infrequently and may require additional make-up days.
- Please determine a family plan on how to handle this kind of emergency. Discussing beforehand that a student may not be able to make a phone call home will ensure that the student has control in a situation. Parents and Guardians will be contacted once we have made it to a safe place (potential modes of communication include school messenger, Facebook, the school website, or a phone call). In situations like these, keeping your contact information current is extremely important.

Signs & Posters

- All signs or posters must be in good taste. All signs or posters, for non-school or school activities, must be approved by a school administrator before they are put up. No sign or poster shall be attached to any plaster or painted surface. No poster, sign or banner may be hung from or attached to any canopies or light poles. Persons or organizations displaying posters are responsible for immediately removing them following the event or activity. Non-school political posters are not allowed.

Special Education/Adaptive Education Programs

Special Education

- The Mammoth-San Manuel USD provides special education services for students with special needs. The following services are available for qualified students:
 - English Language Learners
 - Resource/Self Contained
 - Speech/Language
 - Talented and Gifted (TAG)
 - OT/PT

* If you feel your child is in need of any of the above services, please feel free to let the office know.

Adaptive Education Programs

- The Mammoth-San Manuel School District offers Adaptive Education Programs for students who in accordance with state laws, qualify in one or more of the following handicapped categories.
 - Serious Emotional Handicap
 - Hearing Impairment
 - Mild Mental Retardation
 - Moderate Mental Retardation
 - Orthopedic Impairment
 - Specific Learning Disability
 - Speech/Language Impairment\
 - Visual Impairment
 - Autism
 - Traumatic Brain Injury (TBI)
 - Other Health Impairment (OHI)
 - Preschool Severe Delay
 - Multiple Disabilities
 - Developmental Delay

*If you know of anyone in or out of school who might have one or more of the above, please call one of the counselors at school, or the Secretary of Adaptive Education at 385-2337

*504 Accommodation director is Mark Wiseley. Director of Title IX is Mark Wiseley. Contact Info: 520-385-2337 ext. 1115

Student Check Out:

- If you wish to pick your student up from school for any reason, you must come to the office and complete the paperwork.

- Students may not walk home during school hours.
- Students will only be released to individuals who are on the registration form. If you wish to change the information on this sheet, please notify the office in writing.
- If you feel that someone who is not allowed to pick up your student will attempt contact, please let the office know immediately.
- **If a student is checked out from school early for any reason, that absence will affect your student's attendance as well as the Perfect Attendance Award.**

Transportation (For bus rules, please see appendix A):

- Students should not arrive before 8:00am. We would appreciate your assistance in helping to ensure that your student(s) do not arrive on campus before 8:00am, as we do not provide adult supervision until that time.
- Before your student arrives at school, please make plans with your student in regards to what they will be doing after school. In response to parent concerns and for the safety of our students, we are strictly enforcing the bus pass/after school policy. Phone calls are no longer acceptable for designating **ANY** after school message and only the parent and/or guardian may request the change. Bus passes/after school messages will only be delivered to students if a written note, email, or fax is provided containing the child's first and last name, the child's teacher, and the parent(s) and/or guardian(s) name & best contact number. For a bus pass the note must also include the bus stop location.
In order for an after-school message to be delivered to a student, the office must receive the student's afterschool message **BEFORE 10 AM. Note: If the information requested from the school is not on the written note, email, or fax-the bus pass will NOT be issued.**
- Bicycles, Skateboards, Scooters, Heelys, etc: These items may be used as transportation to and from school; however they may not be used on campus at any time. Bicycles should be locked at the bicycle rack by the office. If a student does not have a lock, it is recommended that the student do not bring the bicycle to school. All students are expected to obey all traffic rules and bike safety rules at all times, including wearing a helmet. There should only be one rider on a vehicle.
- Bus service is provided to some students as a district courtesy. Following the bus rules will ensure that your student can continue to ride the bus (see appendix A). Students who choose to break rules will have their bus riding privileges suspended or revoked (Appendix A). Once students arrive at the school, they may not leave the school grounds without being checked out by a parent or parent's written consent of an emergency contact or designee. No pickups by individuals under the age of 18.

Visitors (for a more detailed description of Public Conduct, please see Policy KFA):

- Parents are encouraged to visit their student's classroom. If a parent would like to observe in a classroom, they must get clearance by the principal at least 24 hours in advance. All visitors must sign in/out at the front office to obtain and return a visitors' badge before entering any other room or building on the campus.
- While on campus, all visitors must be respectful to students and staff members. A person who knowingly is aggressive towards anyone on campus verbally, physically, and/or electronically may result in not being allowed on school property and referred to law enforcement.
- Students may not bring other students to campus that are not enrolled at Mammoth-San Manuel PK-12 School, as the student is not covered under the district insurance.



****Please note that allowing visitors on campus may change throughout the school year due to COVID and guidelines established through Pinal County Health and the CDC.***

Volunteers:

- We welcome and encourage volunteers. Volunteering will need prior approval at least 24 hours in advance through the principal.

****Please note that allowing volunteers on campus may change throughout the school year due to COVID and guidelines established through Pinal County Health and the CDC.***

Note: Safety measures are still in place that were implemented during the 2021-2022 school year. Specifically, HEPA air purifiers are stationed in all active areas, with brand new filters installed to start the new year. Hand sanitizer stations are thoughtfully placed throughout the school. If during the year the state or county identifies a rise in cases, which makes it necessary to make changes, we will in-fact put additional safety measures into place.

Bus Conduct and Safety Rules



In the state of Arizona, riding the bus is a privilege, not a right.

Regulations:

- Students riding in a school bus are under the authority of the bus driver.
- A regular bus schedule will be followed.
- Students who refuse to obey or follow prompt instructions or directions of the bus driver or who refuse to follow safety rules shall be disciplined, which could result in the loss of bus privileges for a defined period of time.
- Students must have written permission from a parent /guardian to exit the bus at any stop other than their own.
- Changes in destination or drop-off location must be written, emailed or faxed to the office by 10:00am to be issued on time.

Safety Rules:

1. Be on time and wait patiently for the bus. If the bus is late, wait, as your bus or another bus will always run the route.
2. Stand at a safe distance back from the curb or highway.
3. When the school bus is approaching, get in a line parallel to the road.
4. Do not crowd or push.
5. Enter and exit the bus by using the steps and handrail. Never Jump Off!
6. Take your seat quickly and quietly.
7. Sit on the seat, not your legs or other objects.
8. **Remain seated at all times until you reach your destination.**
9. **Remain seated until the bus has come to a complete stop.**
10. **Keep hands, arms, and head inside the bus at all times.**
11. **Never throw any objects in the bus or out of the windows.**
12. **Do not yell, speak loudly, or use vulgar language.**
13. **No Horseplay, fighting or other inappropriate physical contact.**
14. Open and close windows when given permission to do so by the bus driver.
15. Keep the aisle and emergency exits clear and free from objects.
16. Keep the bus clean. Do not leave trash or items on the bus.
17. Do not eat, drink or use tobacco products on the bus.
18. Be courteous to the bus driver, fellow students, passing vehicles and pedestrians.
19. Try not to speak to the bus driver while the bus is in motion, unless it is an emergency, then notify the driver and wait for instructions.
20. Any items left on the bus that are found by the driver are brought to the lost and found in the office.

TO BE FIXED

LA CONDUCTA DEL AUTOBÚS & LAS REGLAS DE SEGURIDAD



En el estado de Arizona, montando el autobús es un privilegio no un derecho.

Las regulaciones:

- Estudiantes que usan el autobús escolar están bajo la autoridad del chófer.
- Un horario del autobús regular se seguirá.
- Estudiantes que se niegan a obedecer, rápidamente, las direcciones del chófer del autobús o quién se niega a seguir las reglas de seguridad se disciplinará que podría resultar perdiendo el privilegio de montar el autobús para un periodo definido de tiempo.
- Los estudiantes deben haber escrito el permiso de un padres/guardian terminar el autobús a cualquier parada de otra manera que su propio.

La seguridad Gobierno:

1. Espere pacientemente por el autobús. Si el autobús llega tarde, la espera. Su autobús u otro autobús siempre ejecutarán la ruta.
2. Esté a una distancia segura de la restricción o carretera.
3. Cuando el autobús escolar esta acercándose, agan una línea paralelo al camino.
4. No apretujar o empuje.
5. Use los escalones y barandal.
6. Tome su asiento calladamente y rápidamente.
7. Siéntese en el asiento, no en sus piernas u otros objetos.
8. Permanezca sentado mientras el autobús está en movimiento.
9. Guarde manos, brazos y cabeza en todo momento dentro del autobús.
10. Nunca tire cualquier objeto en el autobús o fuera las ventanas.
11. No grite, hable ruidosamente o use el idioma común.
12. Abran y cierran las ventanas cuando el chofer del autobús dé el permiso.
13. Mantener el pasillo y la salida de la emergencia libre de cualquier objeto.
14. Mantenga el autobús limpie.
15. No coma, bebida o usa los productos del tabaco en el autobús.
16. Permanezca sentado hasta que el autobús venga a una parada completa.
17. ¡Termine enfrentando al frente y usando los escalones, no brincar afuera!
18. Esté atento al chófer del autobús, estudiantes compañero, vehículos de paso y peatones.
19. Ninguna payasada, luchando o el contacto fisico impropio.
20. Procure no hablarle al chófer del autobús cuando este conduciendo.

Behavior Expectations

Mammoth-San Manuel PK-5 Behavior Expectations

| | <i>Be Kind</i> | <i>Be Respectful</i> | <i>Be Responsible</i> | <i>Be Safe</i> |
|--|--|--|---|--|
| <i>Classroom & Specials</i> | <p>Use positive praise</p> <p>Think before you act</p> <p>Greet who you meet</p> <p>Work cooperatively</p> | <p>Enter quietly</p> <p>Listen carefully and follow directions</p> <p>Use inside whispers</p> <p>Wait your turn to speak</p> <p>Respect others' property</p> | <p>Follow school directions</p> <p>Be prepared and organized for class</p> <p>Be on time for class</p> <p>Use time wisely</p> <p>Focus on your work</p> | <p>Use material and equipment properly</p> <p>Move carefully</p> <p>Sit correctly</p> <p>Keep hands, feet, and objects to self</p> |
| <i>Playground</i> | <p>Solve problems using kind words</p> <p>Practice good sportsmanship</p> <p>Greet who you meet</p> | <p>Listen to all adults</p> <p>Everybody plays</p> <p>Take turns/ Take care of equipment</p> <p>Be thoughtful</p> | <p>Ask permission to leave the play area</p> <p>Follow game rules</p> <p>Keep playground clean</p> <p>Report problems</p> | <p>Stay in designated areas</p> <p>Keep hands and feet to yourself</p> <p>Practice good sportsmanship</p> <p>Play by the rules</p> <p>Use equipment properly</p> |
| <i>Restrooms</i> | <p>Wait Patiently</p> | <p>Leave restrooms clean</p> <p>Keep lights on</p> <p>Use quiet voices</p> <p>Honor privacy of others</p> | <p>Report misuse and inappropriate behavior</p> <p>Use restroom at designated time</p> <p>Flush after each use</p> <p>Return to class promptly</p> | <p>Keep floor dry</p> <p>Use trash cans</p> <p>Always use equipment properly</p> <p>Wash hands with soap</p> |

Behavior Expectations

Mammoth-San Manuel PK-5 Behavior Expectations

| | <i>Be Kind</i> | <i>Be Respectful</i> | <i>Be Responsible</i> | <i>Be Safe</i> |
|--|--|---|--|---|
| <i>Cafeteria</i> | <p>Use kind words</p> <p>Have good manners</p> <p>Greet who you meet</p> | <p>Enter, eat and exit quietly</p> <p>Eat your own food</p> <p>Allow others to enjoy their food choice</p> <p>Listen to adults</p> <p>Use proper inside voice</p> | <p>Keep your area clean and throw away your trash</p> <p>Wait patiently</p> <p>Stay in assigned area</p> <p>Keep food in the cafeteria</p> | <p>Have clean hands</p> <p>Walk</p> <p>Sit correctly</p> <p>Keep hands, feet and objects to self</p> |
| <i>Breezeways</i> | <p>Use kind words</p> <p>Greet who you meet</p> | <p>Always walk quietly</p> <p>Keep hands, feet and objects to self</p> | <p>Stay on the right track</p> <p>Single file</p> <p>Get drinks quietly</p> | <p>Walk up and down stairs</p> <p>Keep breezeway clean</p> <p>Steer clear of doors and others</p> <p>Walk around yellow circles</p> <p>Follow sidewalk markings</p> |
| <i>Bus</i> | <p>Use kind words</p> <p>Greet who you meet</p> | <p>Listen to the driver</p> <p>Use quiet voices</p> <p>Be polite to others</p> | <p>Walk to and line up appropriately at bus</p> <p>Keep belongings with you at your seat</p> <p>Follow all bus rules</p> | <p>Follow all bus rules (see Appendix A)</p> <p>Keep aisles clear</p> <p>Stay seated</p> <p>Keep hands and feet to yourself outside and on the bus</p> |
| <i>Drop Off/ Pickup Parking Lot</i> | <p>Listen to the adults on duty</p> | <p>Be considerate of others</p> | <p>Walk in designated area</p> <p>Use walking feet</p> | <p>Stay clear of parked and moving cars</p> <p>Cross the street in cross walk</p> |



MAMMOTH-SAN MANUEL UNIFIED SCHOOL DISTRICT

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Superintendent/Principal: Julie Dale-Scott
Assistant Principal: Amber Walden

Student Discipline Policy

Discipline Matrix

Contents:

- Definition of Infractions
- Discipline Matrix for Grades PK-K
- Discipline Matrix for Grades 1-5



INTRODUCTION

A. Purpose of Policy

The Mammoth-San Manuel Unified School District Student Discipline Policy is developed as a means for helping the School District, staff, parents and students implement fair and consistent standards of student conduct and due process procedures. This policy will allow for flexible application between the PK-K, 1-5, and 6-12 grade levels. Through the cooperative effort of the student, parents and school personnel, the student is expected to follow all district policies and school wide behavior expectations which are:

1. being in attendance at school on a regular basis.
2. being respectful in and out of the classroom to self and others.
3. being responsible.
4. being safe.

The only exception is for infractions that are automatic suspensions as defined in the Discipline Matrix.

B. Application of Policy

This policy is intended to regulate the conduct of a student, and/or provide the ability to discipline a student when the student 1) is on school grounds or at a school-sponsored event; 2) is traveling to or from school or a school sponsored event; 3) is under a suspension or expulsion from another school district or has engaged in misconduct while attending another school district.

C. Communication

Effective communication between student, teacher, parent(s)/guardian(s), and/or administrator results in the prevention of many discipline problems. Such communications include, but are not limited to, the following:

1. Student/Teacher conferences – ISS (In School Suspension), Plan/Contract, or withdrawal of privileges at school.
2. Parent/ Teacher Conferences and/or Parent Teacher Contract
3. Staffing between teacher, parent, and any other specialized professional individuals who may give input to behavioral problems of any student. Students who are identified as being unresponsive to mainstream education experiences may be provided various degrees of differentiated instruction "Academic/Behavior/Social Emotional Education"

The Mammoth-San Manuel School District believes students are valued and strive to achieve their personal best in a consistent, safe, and supportive environment.

DEFINITION OF INFRACTIONS

Absence from Class - failure to be physically present for all of a class session or required school activity.

Aiding/Abetting - any act that leads to or encourages an infraction on the discipline matrix.

Aggravated Assault - assault which causes serious injury to another; assault with a deadly weapon or dangerous instrument; assault which causes temporary but substantial disfigurement, temporary but substantial loss or impairment of any body organ, or fracture of any body part.

Aggravated Assault of a School Employee - a person commits aggravated assault of a school employee if the person who commits assault as defined knows or has reason to know that the victim is a teacher or other person employed by any school, and either is on school grounds or is engaged in any school-related duties.

Alcohol - any fermented and/or distilled liquor or a substance reasonably believed to be or portrayed by the student as a fermented and/or distilled liquor.

Armed Robbery - The taking of money or other property which may be the subject of larceny from the person or custody of another, with intent to either permanently or temporarily deprive the person or the owner of the money or other property, when in the course of the taking there is the use of force, violence, assault, or putting in fear with the use of a firearm or other deadly weapon.

Arson - the attempt to burn any property, to start a fire or explosion, or to promote the continuation of a fire or explosion. Arson does not include teacher approved class activities such as an approved and supervised experiment in a chemistry class.

* **Structure of Property** - Arson of a structure or property: A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.

* **Occupied Structure** - Occupied structure means any structure as defined in paragraph 4 in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. The term includes any dwelling house, whether occupied, unoccupied or vacant.

Assault - intentionally, knowingly, or recklessly causing any physical injury to another person; knowingly touching another person with the intent to injure, insult, or provoke such person; intentionally placing another person in reasonable apprehension of imminent physical injury.

Assault on school employee volunteer, student, or other person lawfully on School Board property or at a School Board sponsored activity - making an intentional, unlawful threat, by word or act to do violence to a school employee, volunteer, student or other person lawfully on school property at a school sponsored activity coupled with an apparent ability to do so, and then doing some act that creates a well-founded fear in the person that violence is imminent.

Behavioral Contract - a written agreement outlining certain remedial conditions and/or a plan of actions seeking a particular solution to a student behavioral problem.

Bomb Threat - intentionally making a false, verbal or written, report to any person, including school personnel concerning the placement or use of any bomb, dynamite, explosive, chemical compounds or arson causing devices.

Breaking and Entering - unauthorized entry into the property of another or into any portion of the school property.

Bullying - occurs when a student, either alone or in concert with others, uses superior strength, power, influence or advantage deliberately to inflict physical, emotional, or verbal abuse on another student. Bullying includes explicit or implied threats of bodily harm, weapon possession, extortion, repeated insults and/or teasing, assault, social ostracism, sexual harassment and intimidation.

Burglary/Breaking and Entering - (illegal entry into a school or other district building) the unlawful entry with force, or unauthorized presence in a building or other structure, or conveyance with evidence, or the intent to damage or remove property or harm a person(s).

Bus Behavior – please refer to our School District's Bus Safety Rules.

Cafeteria Misbehavior – any behavior which interferes with the smooth operation of the school breakfast or lunch program.

Cheating - the use or attempted use of information, academic work, research or property of another as one's own. Cheating shall include but not be limited to sharing knowledge during an examination or the unauthorized use of notes or other materials in an examination. Cheating shall also include the willful disobedience of testing rules.

Chemical or Biological Threat - Threatening to cause harm using dangerous chemicals or biological agents.

Complicity - the association or participation in any act or the agreement between more than one individual to commit an act where the act ultimately is committed or attempted by any one or more of the individuals.

Conference - a meeting/discussion, in person or by telephone, between a school employee and a student and/or parent

Controlled Substance - any one of the following:

1. alcohol;
2. tobacco;
3. any narcotic or dangerous drug;
4. glue, paint, or any intoxicating substances that may excite or stupefy an individual or diminish the individual's physical or mental capacity when possessed for such purposes;
5. any other potential mind altering substance, including marijuana and over-the-counter substances;
6. drug paraphernalia, as defined by A.R.S. 13-3415;
7. any other substance enumerated in A.R.S. 13-3401, as well as any imitation controlled substance listed in A.R.S. 13-3451.

NOTE: Medication shall not be considered a controlled substance so long as the medication is either 1) prescribed by a physician and used in accordance with the prescription and Governing Board policies, or 2) a proprietary medicine as defined in A.R.S. 32-1901(39) when used in accordance with parental instructions and Governing Board policies. Any controlled substance or paraphernalia found in the possession of a student or anywhere on District property will be confiscated in addition to any discipline imposed.

Counseling - individual or group professional guidance with a student that may utilize techniques involving discussion, interviewing, testing, and other guidance procedure.

Dangerous Items - The possession, use or sale of any object that might be used to inflict bodily injury to another person.

Defiance/Non-Compliance - The act of flagrantly or willfully challenging the authority of a school staff member, bus driver, or any other adult in authority.

Defiance of School Authority - refusal to comply with a reasonable request by school personnel.

Destruction - damaging, destroying or defacing school property or the property of any other person.

Disorderly Conduct - conduct that is reasonably likely to disrupt, or that does disrupt, the regular or normal school functions or any school process or activity.

Display of Affection - visible affectionate physical contact that exceeds accepted standards of reasonable public conduct.

Disrespect - display of rude or discourteous behavior toward a school employee, other student, or general public (low regard or esteem for someone or something including their property).

Disruption - The act of behaving inappropriately which disrupts the learning environment, which inhibits the instructor's ability to teach, or interferes with other students' ability to learn.

Disruption of the Educational Process - any conduct that causes, is intended to cause, or that is reasonably likely to cause a breakdown in the orderly process of instruction and/or school activities.

Ditching - the failure to attend class without an approved reason.

Dress Code Violation - Dress in a manner that violates the established dress code policy and/or in a manner that would constitute a safety hazard.

Drug - a controlled substance as defined herein.

Drug/Tobacco Paraphernalia Use/Possession/Distribution/Sale - includes any apparatus or equipment used, or capable of being used, in absorbing or consuming a drug or tobacco. (Examples include, but are not limited to: rolling papers, pipes, matches and lighters.) Sale or Distribution of Paraphernalia is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) on District property, at a District-sponsored event or on District-provided transportation.

Endangerment - A person commits endangerment by recklessly endangering another person with a substantial risk of imminent death or physical injury.

Explosive Device - any apparatus or substance that is capable of exploding or causing an explosion.

Expulsion - While the student is serving a short-term suspension of 10 days or less, the school administrator may recommend to the District an extension of the suspension to an expulsion. Upon the school administrator's recommendation of an expulsion, a hearing may be scheduled with an appointed hearing officer. After a formal hearing, the hearing officer may recommend an expulsion to the Governing Board. Only the Governing Board may impose the expulsion. An expulsion is a permanent withdrawal of the privilege of attending any schools in the Mammoth-San Manuel Unified School District unless the Governing Board readmits the student in accordance with the procedures outlined in Board policy. The parent and student will receive notification of the expulsion hearing including information about the hearing procedures and student's rights.

Extortion - the act or practice of obtaining something from a person by force, threatened force, or undue or illegal power or influence.

Failure to Report - the failure to report to school employees or administrators any infraction about which a student has knowledge.

False Information - intentionally giving an untrue communication to any School District personnel.

Fighting - engaging in physical contact for the purpose of inflicting harm on another person.

Fire Alarm Misuse - Intentionally ringing fire alarm when there is no fire.

Firearm/Simulated Firearm - gun, rifle or similar items whether or not functional.

Forgery - the unauthorized or untrue making or alteration of a written document or another person's name or signature.

Gambling - to engage in a game or other activity that involves the element of risk or chance with the intention that property will be exchanged based on the outcome of the game or activity.

Harassment - serious or repeated conduct toward an individual that would disturb or annoy a reasonable person under similar circumstances. This conduct could include, but not be limited to, forms of verbal or physical harassment based on race, religion, sexual orientation, ethnicity, national origin, disability, socioeconomic status or appearance.

Hate Crimes - any act designed to frighten, harm, injure, intimidate or harass an individual, which is motivated in whole or part by the student's bias. The student's bias may include, but not be limited to, race, religion, sexual orientation, ethnicity, national origin, disability, socioeconomic status or appearance.

Hazardous Materials/Dangerous Items - Any item that could be used to inflict damage to a person or property, or create a substantial disruption.

Homicide - (murder/manslaughter) The unjustified killing of one human being by another.

Illicit Drug - a highly addictive and illegal substance.

Initiation/Hazing - any type of initiation activity, whether conducted on or off school grounds, which is not expressly authorized by the school principal.

Injury-Prone Behavior - intentional, negligent or reckless behavior that has a reasonable possibility of hurting or damaging oneself or others or the property of others.

Inappropriate Behavior/Language - Written, verbal remarks, gestures, or physical aggression that shows a lack of respect, rudeness, and is inappropriate.

Insubordination - any action involving defiance or disregard of authority and/or school rules and regulations.

Intimidation/Threat - verbal, written or physical communications or acts made with the intent or reasonable effect to inflict fear, injury or damage or to realize personal gain.

Intoxicating Agent - any controlled substance.

In-School Suspension (ISS) - The school administrator may assign a student to 9 days or less of suspension in school. During an in-school suspension, the student will be removed from his/her classroom and normal daily school activities and supervised in a location isolated from peers. Class work will be provided to the student. Parent will be notified.

Kidnapping - abduction of an individual) Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

Leaving Campus - leaving school grounds, except where generally permitted for all students, without receiving prior approval from the proper school authorities.

Loitering - when an individual is present in or about a school after a reasonable request to leave or without authorization or a legitimate reason for being there.

Long-Term Suspension – Removal from school and school-related activities such as dances, clubs, field trips, athletic events, and others for a specified length of time at a minimum of ten (10) school days and a maximum of one hundred eighty (180) school days. The period of long-term suspension may extend into the next school year. Governing Board action required.

Lying - intentionally giving an untrue communication.

Malicious Damage - conduct with the intent to cause loss or harm resulting in injury to person, property, or reputation.

Normal Educational Process - the normal operation of the school or School District.

Not Pursuing the Course of Study - refusal to follow the established curriculum or syllabus in a particular subject or course of study.

Obscene Statements or Materials - statements and materials which an average student, applying contemporary school standards would find, taken as a whole, appeal to prurient interests and, taken as a whole, lack serious literary, artistic, political or scientific value. The standard is that of the school community with a recognition that students are, as a class, younger and more sensitive than the general adult population.

Other School Threat - The incident cannot be coded in one of the above categories but did involve a school threat.

Out of School Suspension (OSS) (short-term) - The school administrator has the authority to suspend a student for 9 school days or less after appropriate due process. If immediate due process is not possible because the student's presence creates a danger to the school or because the student's criminal circumstance prohibits it, due process will be afforded as soon as possible thereafter. Classwork will be provided to the student. The student may not be present on any district campus or at any school or district activity when serving a short-term suspension. Parents will be notified for all short-term suspensions. There is no legal right to appeal a short suspension to any person other than the school administrator.

Paraphernalia - any accessory, apparatus or equipment that may be used in the manufacture of or utilization of a controlled substance, or otherwise as defined in A.R.S. 13-3415.

Parking Lot/Driving/Parking Violation - failure to follow established rules and regulations concerning the privilege of driving and parking vehicles on a school campus.

Physical Abuse - any act intended to cause injury to another, that is reasonably likely to cause injury to another, or that a reasonable person would find insulting or offensive.

Plagiarism - an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author:

Police Report - the notification to law enforcement authorities that alleged criminal conduct has occurred.

Pornography - Pornography is the sexually explicit depiction of persons, in words or images, created with the primary, proximate aim, and reasonable hope, of eliciting significant sexual arousal on the part of the consumer of such materials.

Possession of Stolen Property - to hold an item or items without the permission of the owner.

Profanity - the departure in the use of language from what is normally considered to be acceptable within the environment of a school or school related area.

Public Displays of Affection - Engaging in overtly amorous contact or language not appropriate in a school setting.

Refusal to Identify Self - refusing to give correct name when requested to do so by school personnel, or the use of another person's name or identity as one's own.

Restitution - Repayment for damages or loss.

Robbery - the unauthorized taking of property of another by force, violence, or threat.

Sale of Intoxicants - the transfer of ownership from one person to another for a price or item of value, any controlled substance.

Sexual Harassment - any unwelcome sexual advance, request for sexual favors or other verbal, written or physical conduct of a sexual nature that substantially interferes with a student's or employee's performance or creates an intimidating, hostile or offensive school environment.

Sexual Misconduct - public sexual indecency by engaging in one or more of the following: sexual contact, sexual act, indecent exposure, etc.

Short-Term Suspension - Removal from school and school-related activities such as dances, clubs, field trips, athletic events, etc. for a specified length of time, not to exceed nine (9) days.

Solicitation - a person commits solicitation if such person requests, commands, or encourages another person to provide him or her with information concerning where to purchase or obtain a substance or item the possession of which is illegal and/or prohibited by District policy.

Tardiness - arriving to class after the scheduled starting time.

Technology, Improper Use of - The misuse of wireless communication devices including but not limited to cellular telephones, camera telephones, MP3 players, iPods, e-readers and other electronic devices.

Theft - unauthorized taking of property owned by another.

Tobacco - ground up leaves used for smoking or chewing, or manufactured products such as cigars or cigarettes, known to be addictive and dangerous.

Transfer - to furnish, deliver or give away.

Trespass - the unauthorized presence of an individual on school property.

Truancy - absence from an assigned class and/or required school function without a proper and timely excuse.

Unexcused Absence - absence from class without a proper and timely excuse that is approved by school authorities.

Vandalism - destroying, mutilating, damaging or defacing objects or materials belonging to the school, school personnel, or other persons.

Verbal Abuse - obscene language, name calling, racial slurs or derogatory statements addressed to another individual or group of individuals.

Vulgarity - the use of offensive language; repulsive language; any obscenity.

Warning - Verbal or written warning given regarding inappropriate behavior, with potential consequences given if it is repeated.

Weapons - an object in one's possession that is used, is attempted to be used, or is commonly used to threaten or inflict bodily harm to another person or destroy property. Weapons also include any object that reasonably appears to another as an item that is being used or that is commonly used to inflict bodily harm on another person or to damage the property of another.

MAMMOTH-SAN MANUEL PK-K ELEMENTARY DISCIPLINE MATRIX

| INFRACTIONS | 1ST OFFENSE CONSEQUENCES | 2ND OFFENSE CONSEQUENCES | 3RD OFFENSE CONSEQUENCES |
|--|--|--|--|
| Mild/Moderate | | | |
| Arguing over a game | Verbal warning Teacher notification | Teacher notification Parent notification | Teacher notification Phone call to parent 1-3 days modified recess |
| Cell phones/papers (display or use of) | | | |
| Chasing | | | |
| Cutting in line | | | |
| Littering | | | |
| Misuse of playground equipment | | | |
| Not freezing/playing after bell | | | |
| Physical annoyance (low-level) | | | |
| Picking up rocks/sticks/objects | | | |
| Playing in restrooms | | | |
| Running on campus | | | |
| Teasing/name calling (low level) | | | |
| Toys/candy/non-educational items | | | |
| Yelling in hallways/lunch area | | | |
| Other: | | | |
| Serious | | | |
| Defiant to adult | Verbal reprimand Teacher notification Parent notification Possible office visit 1 day of modified recess | Parent phone call Office visit 3 days of modified recess | Parent phone call Office visit 5 days of modified recess |
| Disobeying duty | | | |
| Fighting (lower level) shove | | | |
| Gossiping/Rumoring | | | |
| Hitting others with ball or rope | | | |
| Inappropriate gestures | | | |
| Invading privacy in bathroom | | | |
| Malicious teasing/insults/put-downs | | | |
| Minor physical assault/injury | | | |
| Physical annoyance (low-level) | | | |
| Profanity/Obscene language | | | |
| Purposeful exclusion | | | |
| Pushing/hitting/kicking (lower level) | | | |
| Pushing/hitting/kicking (more serious) | | | |
| Rough play | | | |
| Throwing hard objects | | | |
| Throwing hard objects at others | | | |
| Vandalism-Defacing property | | | |
| Discriminatory language behavior | | | |
| Other: | | | |

Note: all Infraction/Consequences are subject to review by office administration and are NOT limited to those stated above

rev. June 2021

MAMMOTH-SAN MANUEL PK-K ELEMENTARY DISCIPLINE MATRIX

| INFRACTIONS | 1ST OFFENSE CONSEQUENCES | 2ND OFFENSE CONSEQUENCES | 3RD OFFENSE CONSEQUENCES |
|---|---|--|--|
| Severe | | | |
| Exposing self or others | Teacher notification Office visit Parent conference 1 day ISS or OSS | Office visit Parent conference 2 days ISS or OSS | Office visit Parent conference 3 days ISS or OSS |
| Extortion | | | |
| Fighting - fist | | | |
| Inappropriate touching | | | |
| Initiating a fight via physical contact | | | |
| Major physical assault/injury | | | |
| Non-verbal intimidation | | | |
| Sexual harassment | | | |
| Stealing | | | |
| Vandalism-Destroying property | | | |
| Verbal threats/Intimidation | | | |
| Other: | | | |
| Extreme | | | |
| Other: | Administrative actions-OSS Contact parent Contact SRO Complete district required paperwork | | |
| Drugs/Paraphernalia | | | |
| Sexual assault | | | |
| Weapons | | | |
| Other: | | | |

Note: all Infraction/Consequences are subject to review by office administration and are NOT limited to those stated above

rev. June 2021

**Consequences for 1st, 2nd, and continued occurrence have a range from minimum to maximum for each category.
Discipline is determined by the severity and is at the discretion of administration.**

MAMMOTH-SAN MANUEL Grades 1-5 DISCIPLINE MATRIX

| **Any and all infractions may lead to: Parental Conference, Loss of Privileges, Lunch Detention, ISS, Behavior Contract, Think it Out Plans, and/or Alternative Duties on Campus. These may be applied in conjunction to those listed in the Discipline Matrix. | 1st Offense | 2nd Offense | Continued Occurrence |
|---|--|---|--|
| Aggression | | | |
| Injury Prone Behavior | Repr./1-3 days OSS | Det./3-5 days OSS | ISS/Expulsion |
| Fighting | Repr./1-3 days OSS | Det./3-5 days OSS | 5-7 days OSS/Expulsion |
| Endangerment | Repr./1-3 days OSS | Det./3-5 days OSS | 5-7 days OSS/Expulsion |
| Assault | 3-5 days ISS/L. Susp. | 3-5 days OSS/Expulsion | L. Susp./Expulsion |
| Aggravated Assault** | 5-9 days OSS/L. Susp. | L. Susp./Expulsion | L. Susp./Expulsion |
| Alcohol/Tobacco/Drugs | | | |
| Tobacco: Use/Possession/Share/Transfer | Repr./1-3 days OSS | Det./3-5 days OSS | ISS 3-5 days/L. Susp. |
| Alcohol: Use, Possession and/or Share** | 3-5 days OSS | 5-7 days OSS/L. Susp. | 7-9 days OSS/L. Susp. |
| Alcohol: Transfer or Intent to Transfer** | 3-5 days OSS | 5-7 days OSS/L. Susp. | 7-9 days OSS/L. Susp. |
| Solicitation of Illicit Drug | 5-7 days OSS | 7-9 days OSS/L. Susp. | L. Susp./Expulsion |
| Illicit Drug: Use/Possession &/or Share** | 5-7 days OSS | 7-9 days OSS/L. Susp. | L. Susp./Expulsion |
| Illicit Drug: Transfer or Intent to Transfer** | 5-7 days OSS | 7-9 days OSS/L. Susp. | L. Susp./Expulsion |
| Improperly Used Substance/Item-Use, Possession and/or Share | Repr./3-5 days OSS | 5-9 days OSS/L. Susp. | L. Susp./Expulsion |
| Improperly Used Substance/Item-Transfer or Intent to Transfer | Repr./3-5 days OSS | 5-9 days OSS/L. Susp. | L. Susp./Expulsion |
| Arson | | | |
| Structure or Property | 5-9 days OSS/Expulsion & Restitution | L. Susp./Expulsion & Restitution | Expulsion & Restitution |
| Occupied Structure | 5-9 days OSS/Expulsion & Restitution | L. Susp/Expulsion & Restitution | Expulsion & Restitution |
| Attendance Policy Violation | | | |
| Tardy | Repr./1 day ISS | Det./1-2 days ISS | Det./1-3 days ISS |
| Truancy | Repr./1 day ISS | Det./1-3 days ISS | Det./3-5 days ISS |
| Harassment, Threat & Intimidation | | | |
| Bullying | Repr./1-3 days OSS | Det./3-5 days OSS | 5-9 days OSS/Expulsion |
| Harassment, Nonsexual | Repr./1-3 days OSS | Det./3-5 days OSS | 5-9 days OSS/Expulsion |
| Hazing | Repr./1-3 days OSS | Det./3-5 days OSS | 5-9 days OSS/Expulsion |
| Threatening or Intimidating | Repr./1-3 days OSS | Det./3-5 days OSS | 5-9 days OSS/Expulsion |
| Harassment of School Employee | Repr./1-3 days OSS | Det./3-5 days OSS | 5-9 days OSS/Expulsion |
| Kidnapping | | | |
| Kidnapping** | L.Susp./Expulsion | Expulsion | N/A |
| Homicide | | | |
| Homicide** | Expulsion | N/A | N/A |
| Policy Violation | | | |
| Aiding & Abetting | Repr./1-3 days OSS | Repr./3-5 days OSS | 1-3 days ISS-L. Susp. |
| Cell Phone Violation (Note: Consequences do not reflect use of cell phone in combination with other violations) | Repr./Confiscation/Parent Notification/Student Pick-up | Repr./Confiscation/Parent Notification/Parent Pick-up | Repr./Confiscation/Parent Notification/Parent Pick-up/ 2 days ISS |
| Defiance/Non-Compliance | Repr./1-3 days OSS | Repr./3-5 days OSS | 1-3 days ISS-L. Susp. |
| Disrespect | Repr./1-3 days OSS | Repr./3-5 days OSS | 1-3 days ISS-L. Susp. |
| Disruption | Repr./1-3 days OSS | Repr./3-5 days OSS | 1-3 days ISS-L. Susp. |
| Dress Code Violation | Repr./1-3 days OSS | Repr./3-5 days OSS | 1-3 days ISS/S. Susp. |

Consequences for 1st, 2nd, and continued occurrence have a range from minimum to maximum for each category. Discipline is determined by the severity and is at the discretion of administration.

**Reported to Law Enforcement -Police report may be filed.

Note: all Infraction/Consequences are subject to review by office administration and are NOT limited to those stated above.

rev. June 2022

MAMMOTH-SAN MANUEL Grades 1-5 DISCIPLINE MATRIX

| **Any and all infractions may lead to: Parental Conference, Loss of Privileges, Lunch Detention, ISS, Behavior Contract, Think it Out Plans, and/or Alternative Duties on Campus. These may be applied in conjunction to those listed in the Discipline Matrix. | 1st Offense | 2nd Offense | Continued Occurrence |
|---|---------------------------------------|--|---|
| Policy Violation (continued) | | | |
| Gambling | Repr./1-3 days OSS | Repr./3-5 days OSS | 1-3 days ISS/S. Susp. |
| Improper Use of Technology | Repr./1-3 days OSS | Repr./3-5 days OSS/ Use Restriction | 1-3 days ISS/L. Susp./ Use Restriction |
| Inappropriate Language and/or Behavior | Repr./1-3 days OSS | Repr./3-5 days OSS | 1-3 days ISS-L. Susp. |
| Lying, Cheating, Forgery, or Plagiarism | Repr./1-3 days OSS | Repr./3-5 days OSS | 1-3 days ISS-L. Susp. |
| Parking Lot/Driving Violation | Repr./1-3 days OSS | Repr./3-5 days OSS | 1-3 days ISS/S. Susp. |
| Public Display of Affection | Repr./1-3 days OSS | Repr./3-5 days OSS | 1-3 days ISS/S. Susp. |
| Trespassing/Unauthorized Area | Repr./1-3 days OSS | Det/3-5 days OSS | 1-3 days ISS-L. Susp. |
| School Threats | | | |
| Fire Alarm Misuse** | Repr./L. Susp. | S. Susp./Expulsion | L. Susp./Expulsion |
| Bomb Threat** | Repr./Expulsion | S. Susp./Expulsion | L. Susp./Expulsion |
| Chemical or Biological Threat** | Repr./Expulsion | S. Susp./Expulsion | L. Susp./Expulsion |
| Other School Threat** | Repr./Expulsion | S. Susp./Expulsion | L. Susp./Expulsion |
| Sexual Offenses | | | |
| Sexual Harassment | Repr./1-3 days OSS | Det/3-5 days OSS | ISS 3-5 days/L. Susp. |
| Sexual Harassment with Contact | Repr./1-5 days OSS | Det/5-9 days OSS | ISS 3-5 days/Expulsion |
| Indecent Exposure or Public Sexual Indecency | Repr./1-3 days OSS | Det/3-5 days OSS | ISS 3-5 days/L. Susp. |
| Pornography/Obscene Material | Repr./1-3 days OSS | Det/3-5 days OSS | ISS 3-5 days/L. Susp. |
| Sexual Abuse/Sexual Conduct with a Minor/Child Molestation** | Repr./L. Susp. | S. Susp./Expulsion | L. Susp./Expulsion |
| Sexual Assault (Rape)** | L. Susp./Expulsion | Expulsion | N/A |
| Theft & Other Property Offenses | | | |
| Theft (Includes possession of stolen property) | Repr./1-3 days OSS | Det/3-5 days OSS | 3-5 days ISS/L. Susp. |
| Extortion | Repr./1-3 days OSS | Det/3-5 days OSS | 3-5 days ISS/L. Susp. |
| Burglary/Breaking & Entering (2nd & 3rd Degree) | 5-9 days OSS/Expulsion | L. Susp./Expulsion | Expulsion |
| Burglary (1st Degree)** | L. Susp./Expulsion | Expulsion | N/A |
| Robbery | 5-9 days OSS/Expulsion | L. Susp./Expulsion | Expulsion |
| Armed Robbery** | L. Susp./Expulsion | Expulsion | N/A |
| Vandalism | | | |
| Vandalism/Criminal Damage of Personal Property | Repr./1-3 days OSS | Det/3-5 days OSS | 5-9 days OSS/L. Susp. |
| Vandalism/Criminal Damage of School Property | Repr./1-3 days OSS and Restitution | Det/3-5 days OSS and Restitution | 3-5 days ISS/Expulsion and Restitution |
| Weapons & Dangerous Items | | | |
| Firearms (including Destructive Devices)** | L. Susp./Expulsion | Expulsion | N/A |
| Other Weapons** | 5-9 OSS/L. Susp. | L. Susp./Expulsion | Expulsion |
| Dangerous Items | Rep./1-9 days Susp. | Det./L. Susp. | 3-5 days ISS/Expulsion |
| Simulated Firearm | Rep./3-9 days Susp. | 1-5 days ISS/L. Susp. | L. Susp./Expulsion |

Consequences for 1st, 2nd, and continued occurrence have a range from minimum to maximum for each category. Discipline is determined by the severity and is at the discretion of administration.

**Reported to Law Enforcement -Police report may be filed.

Note : all Infraction/Consequences are subject to review by office administration and are NOT limited to those stated above.

rev. June 2022

Effective August 7, 2023

POLICY FOR CELL PHONE, SMARTWATCH, & ANY OTHER ELECTRONIC OR COMMUNICATION DEVICE

Our greatest responsibility as faculty and staff at San Manuel PK-12 School is to give your child the best opportunity for success in their academic career and a safe environment to do so.

We want to face this growing problem head on and help you, the parent, ensure your child is using their phone appropriately and responsibly. We want to give your child an environment that helps them succeed and feel safe at school from cyber bullying. The amount of cell phone usage and cyber bullying during school hours has become too great to ignore, which is why we have implemented this new standard. We must work as a team: parents, students, and the school to make their environment a better place. Placing the electronic devices in their backpack or cell phone lockers ensures there is no miscommunication and gives the child access to their phone after school. Our offices are available for messages to be sent to your child as needed. Other examples of non-approved electronic devices include personal devices not provided by the school, personal gaming consoles, smartwatches and wireless headphones.

Cell phones have become the portal for:

- Cyber bullying
- Online dating
- Students being exposed to Pornography
- Distractions during class (examples: listening to music, being on Facebook, Instagram, Snapchat, TikTok, YouTube, Twitter, Messenger, and texting)
- Downloading apps not approved by parents
- Students being shown inappropriate material on someone else's phone

Students must have their cell phones, smartwatches, and any other electronic or communication device off and stored in their backpack or kept in lockers in the office during classroom time, during passing periods, while in the restroom, during school activities including assemblies, and while in the cafeteria.

Students must always use their cell phones responsibly.

Students will not take pictures or videos of anyone while on campus.

If a cell phone or other item is out or heard without permission:

1st offense – Phone or item is confiscated, and parent contacted. Students may pick up at the end of the day.

2nd Offense – Phone or item is confiscated, and parent contacted. Item must be picked up by parent only.

3rd offense – Phone or item will be confiscated, and parent contacted. Item must be picked up by parent only. Student will receive 2 days of ISS.

**The school is not responsible for the storage, inventory, safekeeping, theft, loss, or damage of any item at any time even if item is confiscated from the student.*



Mammoth-San Manuel K-5

Home of the Miners

Parent/Student Handbook Return Form ~ 2023-2024



We, the undersigned, state that we have read and understand the information contained in the Parent/Student Handbook for the school year 2023-2024

Furthermore, we understand that the basic norms stated in the handbook are there to support the mission of student safety and well-being for all students attending Mammoth-San Manuel PK-5 school.

Student Name (Printed) _____ Date: _____

Student Signature _____ Date: _____

Parent Name (Printed) _____ Date: _____

Parent Signature _____ Date: _____

****Please sign and return this form (Please keep the parent/student handbook for your reference) to your child's teacher before Friday, August 18, 2023.**