



Melva Davis Academy of Excellence

MDAE Student/Parent Handbook

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<http://mdms.aesd.net>

School Focus: Science, Technology, Engineering, Arts, Mathematics

SCHOOL INFORMATION

Hours of Operation:

Office Hours: 7:00AM- 3:30 PM

School Hours: 7:40 AM – 1:45 PM (Warning Bell 7:35 AM)

Early Out Tuesdays: 7:40 AM – 1:00 PM

90 Minute Early Out 7:40 AM – 12:15 PM

EMERGENCY CLOSURE INFORMATION

When emergency conditions, such as severe weather, make it necessary to close school for the day, announcements will be made on local radio stations (Y102: 102.3 FM and KATJ: 100.7 FM). In addition to the local radio station, you can find closure information online at <http://www.aesd.net>.

LATE PICK UP POLICY

We expect that all students will be picked up no later than five minutes after dismissal. We understand that emergency or unforeseen situations sometimes occur which may interfere with a parent being able to pick their student up on time. When these situations arise, and we have not heard from the parent, we make every effort to get a hold of someone on the emergency card to come get the student. When we cannot reach the parent or anyone on the emergency card and thirty minutes has elapsed, it becomes necessary for us to call the local Sheriff's Department to pick up the student. If we have to call the Sheriff's Department, the student will be taken into protective custody and the parent will have to pick the student up at the Sheriff's Department.

STUDENT PICK UP & DROP OFF

When dropping off or picking up your student from school, please use the Parent Drop Off lane nearest the curb. For safety reasons, please do not drop or pick up your student in the parking lot or from across the street as they may not be visible to other drivers and may sustain injuries as a result of being hit by a car. Students will not be released through the bus loading zone exit. Because of the buses, this area is considered unsafe for students exiting or entering the school. Students may enter through the front gate near the office.

To and From School: Students are expected to travel directly to and from school along the safest and shortest routes. Students are expected to exhibit the same behavior while en route to school and from school as on school campus. MDAE has the authority by law and Board Policy to suspend or expel students for violation of their behavior on campus as well as to and from school.

Please arrive at school no earlier than 7:10 AM as there is not adequate supervision before this time. The school gates open at 7:10 AM each morning.

TRANSPORTATION

Bus Riders: Please direct inquiries to the District Transportation Office at 246-3278 if you have any questions regarding transportation.

Bus Conduct: It is the intent of the Adelanto School District to transport students as safely and as comfortably as possible. To accomplish this, it is expected that students will conduct themselves in a courteous and orderly manner. Any behavior which is not conducive to the safety and well-being of everyone riding the bus will be subject to disciplinary action. Bus riding is a privilege. Students who repeatedly fail to act in a safe manner will be removed from the bus permanently.

SCHOOL TO HOME COMMUNICATION

While individual teachers may send home notes on a weekly basis, the office sends home parent notes when necessary. Please check your student's back pack daily for important school communications.

InTouch phone calls will be sent out before all major school events and in cases of emergencies.

Important event information can also be found on the school marquee, in the office, included in the monthly Newsletter and on the event board located outside the front office.

ATTENDANCE INFORMATION

Research has shown that for every day a student misses school, he/she becomes more than two days behind in class. Research has also shown that regular school attendance is an indicator for academic success.

Absences: In California, students are expected to come to school on a daily basis.

Students who have three or more unverified absences and ten or more excused absences will be referred to the School Attendance Review Board and may receive a citation into court. If your student is absent from school, please call (760) 530-7652. It is very important that you notify the school of your student's absence. After three days, all unverified absences will be marked as unexcused. Absences that are not verified during the three day waiting period, will be marked as unexcused according to the Adelanto School District SARBA policy and procedures.

BP 5113/AR 5113 states: It is the parent's responsibility to contact the school office in order to verify their student's absence. Upon returning to school, parents will have three (3) days to provide a note or contact the school in person or by telephone to verify the absence. After three (3) days the absence will be permanently unexcused and considered truancy. Disciplinary action may result from unexcused absences. After three (3) days of cumulative unexcused absences, a truancy letter will be sent home and the District's School Attendance Review Board (SARB) will be notified.

Tardies: The tardy bell rings at 7:40 AM. Students **must** be in their seats and ready to work when the bell rings. If your student is not in their seat by 7:40 AM, they will be marked tardy. Students who enter the school after 7:40 AM will be required to come into the office for a tardy slip. Students who have three or more tardies over thirty minutes will be referred for SARBA. Students will be expected to be on time to all class periods. Attendance will be taken each period.

Independent Study: If it becomes necessary for your student to miss five or more consecutive days of school, you have the option of requesting an Independent Study Contract. If your student completes all of the required assignments at an appropriate level of mastery, he/she will receive attendance credit for the days he/she was absent. Failure to return the completed work will result in your child being marked absent for the duration of his/her time away from school. You may contact the office to request an Independent Study Contract. Whenever possible, please allow a one week window from the time of the request to the student departure date to ensure that your student's teacher has ample time to prepare the work requested.

Student Sign Out: In the event your student needs to leave campus before the end of the regular school day, you will be required to come into the office and sign your student out. For safety reasons, students will not be allowed to leave the campus with anyone not listed on the emergency card or without prior written approval from the student's parent or guardian. Students will not be released to anyone without a photo ID. While we recognize this may be inconvenient, we value the safety of all our students.

Divorce/Custody of Children: If your child has special custody or visitation agreements, it is most important that you bring this to the attention of the office staff. A copy of the court order document or final divorce papers must be given to the office. Without specific court documents on file, the non-custodial parent may sign out and remove the child from school. We will notify you in the event that this occurs and the Sheriff's Department may be called if we feel the students are in danger.

Emergency Cards/ABI Information: All students have an emergency card. Please make sure you update your student's card as soon as you have changes in address, phone number, insurance and guardianship. These cards are used in the event of an emergency or illness.

CAFETERIA

Breakfast and Lunch: Breakfast and lunch will be served in the Multi-purpose room. Applications for free and reduced lunch are available on the District website, www.aesd.net.

Allergies: Please inform Delise Barringer, Director of Food Services at (760) 246-4912 if your child has any unique food allergies that require special meal preparation.

HEALTH

School Health Assistant: The MDAE Health Assistant is utilized when a student becomes ill at school, needs minor first aid or is required to take a prescribed medication. The Health Assistant may only give medication accompanied by a doctor's note. All prescription medicine must come to school in the bottle in which it was originally dispensed. Parents will be called to pick up their student when it is determined a student is too sick to remain in school. Due to privacy issues with our students, you are not allowed to use the health room door as an entrance or exit. Please enter and exit through the front office doors only.

The District Registered Nurse: The District Registered Nurse is available in cases of emergency and for routine vision, hearing and scoliosis screenings. She maintains the health records of students with health problems such as asthma, diabetes and allergies. She works closely with parents and the school to develop a care plan for each child with special health needs or concerns.

CAMPUS VISITATION

Visitors: We are delighted to welcome parents and other community members to visit our campus. However, in order to help us ensure the safety of all, we require that visitors sign in at the school office before entering the campus. Observation opportunities, either in classrooms or on the playground, are also possible. Information on how to arrange such observations is available in the office. Children (including small brothers and sisters) not registered at MDAE are not allowed to attend school as visitors, per district policy. The Principal/designee will make every reasonable attempt to honor same day requests for parents/guardians and interested members of the community to visit the school and view the educational program and instructional materials. Parents who wish to observe in the classroom are asked to observe silently. Once the observation is complete, the parent may schedule a meeting with the teacher to discuss the observation. We do not allow parents to interrupt the learning environment while class is in session.

CLOSED CAMPUS POLICY

The District has implemented a closed campus policy on all Sites. There is a Parent Drop-off and Pick-up Procedure throughout the district, lessening unregistered and unmonitored visitors from entering the site during morning drop-off and afternoon pick-up. If you have any questions regarding these procedures please contact our office at (760) 530-7650.

1. The drop off area is located at the front of the school. Students may enter through the front gate at 7:10 AM. Students are to immediately report to the quad or the MPR. School begins promptly at 7:40 AM. Gates are then locked and students will need to get a tardy slip from the front office after 7:40 AM.
2. Parents who want to walk students to the gate or pick them up at the gate should park in the parking lot. Due to the large number of students being picked up and dropped off, the parking lot may fill up quickly. The bus zone is not to be used for parking or student pick up. We do have a few buses that need access and students should not walk through or cross through that area.
3. Please do not walk your child to the classroom or pick them up at the classroom door. Please see site administration or the school secretary if your student needs special accommodations for this procedure.
4. Parents are asked to schedule teacher conferences for a time that is convenient for both the teacher and the parent. Parents should refrain from holding personal conversations related to their student until a parent/teacher conference can be held.
5. Students are not to be dropped off before 7:10 AM. There is no supervision before 7:10 AM.
6. In the afternoon, please remember that students are dismissed to the parent pick-up zone at 1:45 PM
7. Parents can also pick up students along the loop in front of the school. Please pull up all the way through the drop-off/pick-up zone to enable the maximum number of cars to unload and load. Parents are to remain in their cars. This loop is designed for cars to continually move forward or exit. This loop is divided into two sections. The left side along the school side curb is for drop off and pick up only. Once students have exited the vehicle, you may pull into the right lane to exit the loop. Students can be dropped off at any part of the loop on the drop off side only. Please do not create a third lane down the middle. This creates a dangerous situation for students entering and exiting vehicles. Please follow traffic pattern indicated by signs and arrows for the drop-off and pick-up area.
8. Drivers need to be patient and courteous of others who are also waiting.
9. After school, please wait outside on the sidewalk in the parent waiting area.

10. We ask that parents not ask to have students be called to the office early if at all possible. Students should remain in their classrooms until the dismissal bell. Instructional at MDAE is bell to bell.

EC 44810: Interference with School-Every minor over 16 years of age or adult who is not a pupil of the school, including but not limited to any such minor or adult who is the parent or guardian of a pupil of the school, who comes upon any school grounds or into any school house and there willfully interferes with the discipline, good order, lawful conduct, or administration of any school class or activity of the school, with the intent to disrupt, obstruct or to inflict damage to property or bodily injury upon any person, is guilty of a misdemeanor, and is punishable by a fine of not less than one dollars (\$100) nor more than one thousand dollars (\$1000), or by imprisonment in the county jail for not more than sixth months or both.

Volunteers: MDAE has an active program for interested parents and community members, eighteen and over, who wish to volunteer. Coordinated by our attendance clerk, these volunteers work in classrooms and at the school to provide support and safety. A completed volunteer application, a TB Test and a copy of your driver's license, along with board approval must be turned in prior to volunteering at school. **Parents who wish to chaperone on field trips must receive volunteer approval from the School Board prior to attending the field trip.** Interested volunteers can call the school office at 760-530-7650. Parent volunteers are honored each year at a Volunteer Celebration. We have many opportunities for parents who wish to be an active part of the MDAE Campus.

Classroom Deliveries: Delivery of flowers, balloons, etc will not be allowed during the school day due to the disruption of learning time. Store bought cupcakes are allowed with permission of the teacher.

Parent Teacher Conferences: Parent/Teacher conferences will be scheduled during the school year. We encourage all of our parents to attend their conference. At the conference you will receive information on your student's progress towards mastering the California State Content Standards. If you are unable to make your scheduled conference time, please schedule an alternate time when you can come meet with your child's teacher. Progress reports are sent home on a regular basis, if you have concerns about your child's progress, we would be more than happy to meet with you.

Uniform Complaint Procedure: We ask that you seek first to meet with your school principal or teacher should a problem arise. We work very hard to ensure a satisfactory outcome to all. Should you have any concerns that are not handled appropriately by the school administration, you may request a public complaint form from either the MDAE Office or the Adelanto School District Office. Once the complaint is filed, you will be contacted by School District personnel.

ACADEMICS

Grade Reporting: The Adelanto School District grading period is divided into semesters. If your student is "at risk" of not meeting grade level standards, you will be notified through mid-semester progress reports and during formal conference periods. Your child may be scheduled for a Student Study Team (SST) meeting to discuss progress. We will work together to make sure that we have a plan in place to support the needs of the student.

Homework: Homework is an essential part of the educational program. It may consist of the completion of class work and/or special assignments appropriate to the grade level at which the child is working.

Teachers are expected to:

Assign homework to reinforce, extend or enrich the educational process. Explain the homework assignment. Monitor and/or evaluate the completion of homework.

Parents are expected to:

Check with their child on a daily basis to see what homework is due. Provide a quiet place at home to do homework. Monitor the completion of homework and the return of homework to school.

Students are expected to:

Take homework home. Do homework to the best of his/her ability. Complete homework neatly. Return homework to school on time.

Assessment: Students are assessed throughout the year. Assessment data is used to drive the instructional needs of the school. In addition to the local Adelanto benchmarks, students in grades 6-8 are required to take the SBAC test each spring.

A.V.I.D: The AVID program is designed to get students prepared for college. Students are given a rigorous curriculum and the tools necessary to be successful in this curriculum. There is an emphasis on being college bound, so students are taught the skills necessary to help them successfully navigate a college application, a resume, A-G requirements and scholarships. Some grade levels will tour colleges and go on special fieldtrips designed to broaden their knowledge.

ELD: Students with language development needs, as determined by their annual CELDT testing, are given thirty minutes of English Language Development five days a week. During this time, the students work on meeting their ELD goals and objectives.

Intervention: All students are given every tool possible to meet and exceed the state mandated proficiency levels. With this in mind, the MDAE staff has developed a Response to Intervention (RTI) program that is focused and specifically targets essential standards in language arts and math.

Afterschool Program: MDAE houses an after school program that is run by the company Think Together. Applications are available in the front office.

Library: All students receive regular instruction in library skills. In addition, children are encouraged to use the library at other times. Students who lose or damage books are required to pay for them. Students will not receive a report card if a book/fee is owed. Students are responsible for their textbooks at all times. Promotion may be withheld due to missing textbooks.

PROMOTION CEREMONIES

Promotion ceremonies are held for our students. Ceremonies are held at the end of the year and parents are encouraged to attend. Responsibility is a trait that we strive to instill in our students. In order to hold our students accountable, 8th grade students will have some stipulations for participating in the end of the year ceremony.

1. Students may not have more than 15 on campus tardies.
2. Students may not have 3 or more F's on their 4th quarter report card
3. Students may not have any missing or unpaid fees for textbooks.
4. Students that engage in negative behaviors may lose promotion ceremonies as determined by administration.

STUDENT RECOGNITION

We believe that every student on our campus can and will be successful. We take every opportunity to celebrate this success. We encourage and invite you to attend these celebrations.

Perfect Attendance: Attendance is extremely important to the success of our students. Students will be rewarded weekly for perfect attendance over that week. Students who do not miss any days of school are honored at semester awards. A drawing is also held each semester and two students are awarded a bike. Students who have perfect attendance the whole year are honored with an award at the end of the year. In order to receive a perfect attendance honor, a student cannot have missed any days or have been tardy or picked up from school early more than five times in a year.

Spirit Days:

MDAE is a community of learners, both student and adult. In building that sense of community and belonging, we use a common language and have common goals. It is important that we celebrate together as well. The staff and our ASB will be discussing Spirit Days and all stakeholders will be notified as to when these will take place. Students and adults will be encouraged to participate in the theme of that month.

PARENT ORGANIZATIONS

Parent involvement in school is a critical indicator for academic success. Recognizing the importance of our parents, we invite you to be involved in every aspect of your student's educational journey. A great way to be involved is to join some of the parent groups we have on campus.

PTSA: The PTSA is a parent organization founded with the purpose of supporting students and staff. The PTSA is a vital part of the MDAE campus. Throughout the year they sponsor fundraisers and activities. The funds raised are used to provide the school with a variety of resources including fieldtrips.

School Site Council: (SSC) The School Site Council plays an important role in the educational program at MDAE. Site Council voting members are elected for two year terms. The main responsibility for School Site Council is to assist in improving the learning environment here at MDAE. All parents are encouraged to come and attend School Site Council's monthly meetings even if they are not voting members.

English Learner Advisory Committee: (ELAC) The ELAC is made up of the parents of our English Language Learners. This committee meets throughout the year to discuss student progress and provide input for the instructional program for our English Learners, including categorical budget expenditures.

ACCELERATED READING PROGRAM

The staff at MDAE is committed to helping every student achieve to their fullest potential. The ability to read is a vital skill needed for both school and career. In an effort to get our students excited about reading, to increase reading fluency and to develop a community of readers, we have invested in the Accelerated Reading Program. Accelerated Reader is a program that levels books. Students chose books to read at their given skill level. As students finish reading the books, they take a test on the computer. Depending on their score, they are assigned points which can be collected and used for special prizes. As students read and take computerized tests, their progress is monitored. When a student demonstrates consistent success at a given level, they are then challenged to move to the next level.

FAMILY LEARNING OPPORTUNITIES

We will offer a variety of fun learning activities for families to participate in each year. We will develop activities based on interest and need. Our Family activities may include, but are not limited to, Literacy Night, Multi-Cultural Night, Science and Math Night, Holiday Festivals, STEAM Night and Science and Engineering Fair. This list will be developed with input from all stakeholders, and the possibilities are many.

LOST AND FOUND

Children will be able to view lost and found articles at lunch and during recess. At the end of the school year, all unclaimed clothing and items will either be donated to the Adelanto CRC or cleaned and used for school needs. Parents may want to check the Lost and Found area periodically throughout the school year. We make every effort to return lost items, labeling your student's personal items with their name helps us in our return efforts.

DISCIPLINE POLICY

Discipline Philosophy: All students have the right to learn in a conflict-free environment. Therefore, teachers have the right to expect each child to demonstrate behavior appropriate for school. Students will be counseled when they make inappropriate choices. Every staff member on the school campus shares the same expectations for student behavior. When a student demonstrates negative behavior, they will receive consequences appropriate to the action. Students are expected to know and follow school and classroom rules at all times. In an effort to educate every student on the appropriate way to behave in school we hold behavior assemblies throughout the year, we model appropriate behavior and choices, and we work closely with parents. We want every student at MDAE to receive the maximum benefits of attending our school.

Suspension: An official consequence requiring a student to remain at home for one to five school days. The student may not enter campus or participate in any school sponsored activity during this time. Parent communication is required for this consequence. It is hoped that parents will become partners with the school in this serious consequence by pursuing home discipline during the period of the school suspension.

Expulsion: an official consequence removing the student from school for a given period of time, usually one semester to one year. The principal of the school can recommend an expulsion to the board of trustees for the most serious of offenses or when a student has reached a threshold of five suspendable offenses. Recommendation for expulsion is required by law in certain circumstances: weapons, serious school violence, harassment, or drugs. The Adelanto School Board is responsible for final decisions in expulsion cases.

Due Process: The staff and administration of Melva Davis are dedicated to fair and equal treatment for all students. A serious effort will be made to investigate claims of student misbehavior. Discipline and consequences will be consistent with law, school rules, and age. Parents are welcome to discuss consequences and evidence of wrong-doing at any time. All concerns of this nature should be referred to the school administration. As mandated by state confidentiality laws information regarding a student will be discussed with and released only to the child's parent and or guardian.

Behavior Intervention: MDAE uses a positive approach to student behavior. We believe that all students can be taught the appropriate expectations for behavior. We also believe that when a student does not behave appropriately, that they need intervention and support. We work with every student, developing and using different methods of support, to help all students achieve and behave their very best.

OPERATION CLEAN SWEEP:

We are a Clean Sweep School. Students aged 10-17 who violate one of the 11 Clean Sweep Penal Code Violations will receive a citation to Juvenile Court. The penal code violations are:

SBCO 25.0202 (a) Daytime Loitering
 PC 308 B: Possession of Tobacco
 PC 374.4 (a) Littering
 PC 415: Disturbing the Peace
 PC 71: Threatening a School Employee
 PC485: Keeping Lost Property
 PC 490.1 (a) Petty Theft (less than \$50)
 PC494.1 (e) (1) Minor in Possession of an Aerosol Paint Container
 PC 640.6 (a) (1) Affixing Graffiti
 BP 2566.2 (a) Minor Possession of Alcohol
 PC 647 (f) Minor Under the Influence & HS11357 (b) Possession of Marijuana

Serious Offenses: There are a group of behaviors, listed in Education Code 48900, which require an administrator to become involved immediately. These are serious offenses and can lead to suspension from school and, in severe cases, expulsion.

- Causing, attempting to cause, or threatening physical injury
- Possessing or furnishing a weapon (including toy weapons)
- Possessing, selling or furnishing controlled substances or paraphernalia
- Selling look-a-like controlled substances
- Aiding and abetting an altercation
- Damaging or attempting to damage school or private property
- Robbery or extortion
- Possession of stolen property
- Hate crime
- Sexual Harassment includes, but is not limited to verbal, visual or physical conduct of a sexual nature:
 1. Unwelcome leering; sexual flirtations or propositions.
 2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
 3. Graphic verbal comments about an individual's body, or overly personal conversation.
 4. Sexual jokes, stories, drawings, pictures or gestures.
 5. Spreading sexual rumors.
 6. Touching an individual's body or clothes in a sexual way.

7. Cornering or blocking of normal movements.
8. Displaying sexually suggestive objects in the educational or work environment.
9. Any act or retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a harassment complaint.

DRESS CODE

Melva Davis Academy of Excellence has a mandatory dress code policy. All students are expected to be in dress code every day. The dress code will ensure student safety, avoid unnecessary distractions to the educational program, and build school spirit.

Shirts

- **Must have a collar**
- **Solid colors only – Purple, Black, White, Gray**
- **May contain school logo**
- **Long or short sleeves**

Pants, Shorts, Skirts, Belts

- **Solid colors only – Black, Gray**
- **Must fit properly – not too loose or tight**
- **No holes or tears**
- **Must be appropriate length – longer than arm**
- **No stretchy/denim/legging type material**
- **No denim material**

Socks, Leggings, Undergarments/Shirts

- **Solid colors only**
- **No writing or design**
- **Leggings may not be worn as pants**

Shoes

- **Can be a mix of school colors**
- **No gang signs or violence related symbols**
- **No bright/colored shoe laces**
- **No steel toed, open-toed, high-laced shoes**
- **No sandals, flip flops, high heels, or house shoes**

Sweatshirts, Sweaters, Coats

- **Solid colors only**
- **No writing or design other than school logo**

Hats, Beanies

- **Solid colors**
- **No writing or design other than school logo**

Dress Code Accessories

- **No visible undergarments**
- **No oversized or short clothing**

- **No tight, low-cut, revealing or sexually provocative clothing**
- **No earrings longer than one inch**
- **No gauge or spike style earrings**
- **No bare midriff or bare back blouses**
- **No clothing or accessories that are deemed offensive to others or cause a disruption**
- **No dying any part of hair in bright/vivid colors – including hair extensions**
- **Cosmetics are not allowed on school and if seen will be confiscated**
- **No gang, violent, sex or drug related items**
- **No bandanas, “do-rags,” nylon stocking caps, or caps worn backwards**
- **No tattoos, permanent or temporary**
- **Students are not allowed to tattoo themselves with pens or markers**

Non-Compliance with Dress Code

- **If an item is not listed in this document it is not permitted**
- **If you have a question about a particular item of clothing, it should be asked BEFORE the item is worn. Bring the item to school first and ask if it is allowed to be worn**
- **The school administration will make the final determination on whether a student is out of compliance with dress code policy**
- **Violation of dress code policy may result in loss of school privileges, or return to school of residence**

ANTI-BULLYING/SEXUAL HARASSMENT POLICY

MDAE believes that all students have a right to a safe and healthy school environment. To that end, the district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance. The district will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as inappropriate touching, unwanted sexual comments or advances, hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. This policy applies whenever a student is on school grounds, traveling to and from school or a school sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity. Students who act in violation of this policy may be subject to school/district disciplinary procedures up to and including expulsion.

PERSONAL PROPERTY, PLAYTHINGS, GADGETS, TOYS

Things such as radios, CD players, walkie-talkies, tape recorders, battery/computer games, Gameboys, laser pens, mp3 players, pepper spray, fireworks, tech decks, whipsits, aerosol spray cans, perfumes and hairspray, salvia, stuffed animals, permanent markers (Sharpies) and similar toys/items **ARE NOT ALLOWED** at school. Such items will be confiscated and a parent will have to pick the item up the same day it is confiscated. Students who use cell phones shall do so only before or after the instructional day. Cellphones are to be turned off in the classroom, unless needed for a lesson, as designated by the classroom teacher. In order to possess cell phones on campus, a "Parent Authorization for Student Cellphone Possession" form must be signed and returned to school. Aerosol sprays and strong perfumes are not permitted, as others may be allergic. **Although we make every attempt to secure and protect all property at school, we ARE NOT responsible for any lost or stolen property (including money) and recommend that students do not bring any items that cannot be used for reading, writing or arithmetic at school.**

Adelanto Elementary School District's Board Policy regarding Cellphone Use

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Even though cell/smart phones are an integral part of our everyday world and through instant communication may add to the well-being of students our students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131.1 - Bus Conduct)

(cf. 5137 - Positive School Climate)

(cf. 6145.2 - Athletic Competition)

Use of Cell/Smart Phones

1. Under no circumstances are students permitted to use cell/smart phones on Adelanto School District property or during school sponsored activities or events in order to transmit any text or images that are obscene, pornographic, illegal, profane, violate academic policies, or invade another's privacy. This includes "sexting" (the sharing of explicit or otherwise sexually provocative photos and/or messages). This also includes the possession of inappropriate digital content.
2. The Adelanto School District will not assume any responsibility or liability for loss, theft, damage or destruction of any personal student cell/smart phone.
3. Guidelines for use of a student cell smart/phone according to grade level are as follows:

Elementary and Middle School - Elementary and Middle school students may possess cell/smart phones during the school day in accordance with the following regulations:

- a. Written authorization from the parent/legal custodian or eligible student (18 years and older) to a school administrator indicating that the student is in possession of the cell/Smart phone. Each letter will be kept on file during each school year (includes summer). A student may not have the portable communication device in his/her possession without this written authorization and administrative approval.
- b. Prior to entering the school building, the cell/smart phone must be turned off.
- c. During regular instructional hours cell/smart phones must be turned off, secured, and out of sight, unless a classroom teacher has given a student authorization to use the device for an educational activity. Once the activity is completed the cell/smart phone must be turned off, secured, and removed from sight.

4. All students who have cell/smart phone use as part of their IEP or 504 plan are authorized to carry such a device during the regular school day.

5. During regular bus transportation to and from school elementary and middle school students may only use cell/smart phones with permission of the bus driver.

Use of Student Cell/Smart Phones at School Sponsored or Related Activities

1. Elementary and Middle school students involved in after-school and weekend instructional activities including Saturday school may not use cell/smart phones without the instructor's permission in the area of the activity from the beginning of the activity until the end of the activity.

2. Cell/smart phones may be used if students are participating in non-academic activities (athletics, drama, clubs, etc).

3. If traveling to or from a school sponsored activity via bus, student cell/smart phones may be used with the permission of the sponsor.

4. During bus transportation to and from athletic events or other school sponsored events, students may use cell/smart phones only with the permission of the athletic coach or principal/designee.

Elementary and Middle School Student Misuse of Cell/Smart Phones

1. Any staff member having knowledge of unauthorized possession or use of a cell/smart phone by a student on Adelanto School District's property shall promptly report this information to the Principal/designee.

2. Students who misuse cell/smart phones in any of the following ways may face disciplinary action:

- Refusal to Turn Off a cell/smart phone. Students in possession of a cell/phone must turn it off when directed by a teacher, administrator, coach, counselor, or other school personnel, and secure it out of sight.
- Causing disruption using a cell/phone to cheat, including getting and giving answers to tests and copying from the Internet.
- Using a cell/smart phone to bully, threaten, harass, or attack another student or school personnel whether or not communicated directly to that person
- Sending (or asking to receive) pictures or videos of people without their permission

Consequences for Inappropriate Use

When cell/smart phones are misused, students will be subject to disciplinary action including but not limited to, verbal or written warning and loss of the cell/smart phone. Additional consequences are referenced within the Adelanto School District's Search and Seizure Policy, Mobile Learning Devices Policy, Acceptable Use of Electronic Networks Policy, and the Discipline Policy. Any student in violation of the policy and procedures regarding cell/smart phones may be subject to the following disciplinary actions.

First offense - confiscation of cell/smart phone for one (1) day and parent must pick up the communication device, with a conference.

Second offense - confiscation of the communication device, and school detention at the discretion of administration. The cell/smart phone will be returned only to the parent at the completion of the consequence and with a conference.

Third offense - one day, out-of-school suspension and loss of privilege of having a cell/smart phone for the remainder of the day. The communication device will be confiscated and returned only to parents at the end of the suspension and with a conference.

The fourth offense could result in a three day suspension. The student will not be allowed to have a cell/smart phone on school property for the remainder of the year.

Any subsequent violation may result in additional disciplinary action or loss of school privileges (e.g. school functions and promotions).

This policy is to be reviewed with the students at the beginning each school year.

BUS/TRANSPORTATION STUDENT CONDUCT

The state law (Section 14103 Title 5 C.A.C. "Authority of bus driver) reads: Pupils transported in a school bus shall be under the authority of and responsible to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with regulations of the governing board of the District.

Students may receive a "bus ticket" for any of the following infractions:

1. Improper boarding/departing procedures
2. Bringing articles aboard bus of injurious or objectionable nature
3. Failure to remain seated
4. Refusing to obey the driver
5. Fighting/pushing/tripping
6. Hanging out of the window
7. Throwing objects in or out of the bus
8. Lighting matches/smoking on the bus
9. Spitting/littering
10. Unnecessary noise
11. Tampering with bus equipment
12. Rude, discourteous and annoying conduct
13. Destruction of property
14. Other behavior relating to safety, well-being and respect for others

Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In case of a

severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.

The principal or designee of the school will notify the parent of any written bus citation. The following consequences shall be followed:

- 1st offense - warning and ticket home
- 2nd offense - 3 day suspension from bus
- 3rd offense - 5 day suspension from bus
- 4th offense - 8 day suspension from bus
- 5th offense - 10 day suspension from bus
- 6th offense - bus privileges suspended for rest of the school year

The principal may suspend immediately from the bus if the infraction is warranted.

The transportation office and the school office will keep copies of the citations on file with each incident.

Teachers will endeavor to familiarize pupils with the standards of conduct expected of them as passengers prior to their participation on trips.

It is the parent's responsibility to contact the school office when a student is issued a "School Bus Incident Report".

**SCHOOL BUS TRANSPORTATION IS A PRIVILEGE, NOT A
RIGHT!**

Adelanto Elementary School District Anti-Bullying Policy

Bullying definition: For the purpose of this policy, bullying is defined as; one or more acts of sexual harassment, hate violence, or intentional harassment, threats, or intimidation, directed against school district personnel or pupils, committed by a pupil or group of pupils that interferes with the individual's school performance or participation in the educational process. Bullying including bullying committed by means of an electronic act.

“Electronic Act” means the transmission communication, including, but not necessarily limited to, a message, text, sound, or image, or a post on a social network, internet website, by means of an electronic device, including, but not necessarily limited to, a telephone, wireless telephone, or other wireless communication device, computer, or other device.

Indicators of Bullying Behavior: Bullying behaviors may include, but are not necessarily limited to the following:

- Verbal: Hurtful name-calling, teasing, gossiping, making threats, making rude noises, or spreading hurtful rumors. Inappropriate references to an individual's sexual orientation, religious beliefs, or ethnicity.
- Nonverbal: Posturing, making gang signs, leering, staring, stalking, destroying property, using graffiti or graphic images, theft, or exhibiting inappropriate and/or threatening gestures or actions.
- Emotional (Psychological): Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure, or rating or ranking personal characteristics.
- Cyber Bullying (Sexting): Sending insulting or threatening messages, sending nude or sexually suggestive pictures/videos, black mailing, via email, phone, texting, social media, or any other electronic or written form of communication.

Areas of where bullying can occur:

- Any School sponsored function i.e. field trips, dances, sports, etc...
- School property including before and after school is in session.
- Bus stops or on the bus itself.
- Walking to and from school.
- On the internet through social networks such as Facebook, Twitter, Emails, Blogs, Chat rooms, etc...
- In the neighborhood where the individual lives.
- Public areas where students are known to hang out when school is not in session such as skate parks, shopping malls, strip malls, bowling alley, etc...

Components to Bullying Behavior

When investigating a report of bullying the principal or designee shall assure the incident contains all of the following components:

1. Specific type of Aggression:
 - Verbal
 - Physical
 - Psychological
2. Behavior is intended to Harm or Disturb
3. Carried out repeatedly and over time
4. Imbalance of Power
 - ✓ Physical
 - ✓ Psychological

Jurisdiction:

The administration and staff will act promptly on any act of bullying that takes place under the following conditions:

- Any District or school sponsored function i.e. field trips, dances, sports, etc...
- On School property including before school, after school, and while school is in session.
- Bus stops or on the bus itself
- Walking to and from school.
- Cyber-bullying that causes a disruption to the educational process for individuals, groups or the school.
- When a bullying act that began in a non-school setting presents itself in school and disrupts the educational process for individual, groups or the school.

Education Code: 48900

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
- k) Disrupted school activities or otherwise willfully defied the valid authority of Supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- q) Engaged in, or attempted to engage in, hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil.

For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

- r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

48900.4 In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against the school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

Administrative Responsibilities:

- Create an environment where the school community understands that bullying is inappropriate and will not be tolerated.
- Communicate and ensure that staff, students, and parents are informed of District Policy and school procedures regarding anti-bullying.
- Develop and incorporate anti-bullying procedures into behavior or discipline codes.
- Review and revise these annually, as appropriate.
- Provide in-service training to certificated and classified staff to ensure that staff is clearly familiar with and able to identify the indicators of bullying and understand their individual responsibilities to respond to and report bullying behavior.

Staff Responsibilities:

- Create an environment where students understand that bullying is inappropriate and will not be tolerated.
- Discuss with students all aspects of the anti-bullying policy and strategies to prevent bullying.
- Encourage students to report bullying incidents.
- Learn to recognize the indicators of bullying behavior.
- Intervene immediately and take corrective action when bullying is observed.
- Understand individual responsibility not only to intervene when bullying is observed, but also, to report incidents and actions to appropriate District offices or outside agencies as required.

Student Responsibilities:

- Take responsibility for helping to create a safe school environment.
- Do not engage in or contribute to bullying behaviors, actions, or words.
- Treat everyone with respect. Be sensitive as to how others might perceive your actions or words.
- Report bullying behavior to a trusted adult.
- Never engage in retaliatory behavior, ask, encourage, or consent to anyone’s taking retaliatory actions on your behalf.

- Parent Responsibility:
- Talk to your child about bullying behaviors and encourage them to report incidents of bullying to you and school officials.
- Role model tolerance and citizenship.
- Keep communications open and on-going with teachers and principals.
- Help your child to accept responsibility for their actions.
- Seek out school and community resources when problems occur.

Responding to Bullying Complaints:

Reported incidents of bullying must be submitted (with the reporting party kept in confidence) within 30 days of the last incident taking place. Reports of bullying that are over 30 days since the incident occurred will not be investigated. This does not include however, previously written and recorded incidents of bullying that may constitute a pattern or history of bullying behavior.

- Assure the target of the bullying that the District takes bullying seriously, will not tolerate such treatment, and has a strong policy against bullying. Additionally, provide all parties involved with assurances regarding District policies on confidentiality and non-retaliation in the complaint investigation.
- Have the student (with the help of a staff member if necessary) accurately fill out all sections of the bullying incident report form. This form can be found on line, in each school office and/or classroom. Every reported incident of bullying will be recorded on this document for the purpose of proper notification and follow-up of the reported incident.
- Intervene immediately and take corrective action to stop bullying behavior.
- Assure the target of the bullying that steps will be taken to monitor that the bullying behavior does not continue. Provide the individual with the names of school personnel who can help if the situation continues, escalates, or arises again.
- The parent or student must be notified within two (2) of receiving the report that it is being dealt with and a thorough investigation in a confidential manner shall be conducted and completed promptly.
- The student accused of bullying should be informed of the results of the investigation and given the opportunity to present his/her version of the situation and to identify witnesses on his/her behalf.
- Determine what type of action or consequences will resolve the situation this process shall not exceed 10 school days. Inform the target of the bullying (and his or her parent or guardian that corrective actions have been taken to resolve the complaint. This should be done in a manner that protects the privacy of all parties. Corrective action may include, but not be limited to: counseling, warning, or initiating disciplinary procedure against the offending student. Corrective action should be designed to prevent recurrence of the bullying.
- Continue to monitor with the target of the bullying that the bullying has stopped.
- It is important to note that bullying may at times be part of a continuum of violence, and that some bullying actions can and do constitute other categories of misconduct such; as sexual harassment, hate crimes, assault, blackmail, child pornography, or child abuse which may be reported to outside community members such as law enforcement and child protective services.

Procedural Steps:

- 1) All district employees who deal directly with students receive training on the topic of recognizing and prevention of bullying on and off school grounds.
- 2) That each school located in the Adelanto Elementary School District adopts an anti-bullying program that may include an onsite school campus designee or committee to address all reports of bullying at their school and to make students and parents aware of the new policies in place.
- 3) An appeals process is developed for students and employees who have been implicated in a reported incident of bullying.
- 4) The anti-bullying policy will be included in the Official AESD Parents Handbook and School Site Handbooks.

The Adelanto Elementary School District has adopted the following definition of bullying:

1. The aggression is verbal, physical, or psychological in nature.
2. The behavior is intended to harm or disturb.
3. The aggressive behavior is carried out repeatedly and over time.
4. There is a physical or psychological imbalance of power.

Bullying can be either:

Direct: (but not limited to) physical acts; threats; intimidation; verbal abuse; taunting

Indirect: (but not limited to) making faces; obscene gestures; exclusion; rumors

California Education Code provides the following information regarding bullying:

E.C. 48900 (r): Engaged in an act of bullying. For the purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupil's person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) "Electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

Cyberbullying is defined as:

1. The use of modern communication technologies:

- Email
- Instant Messaging
- Chat Rooms
- Web Sites
- Social Networking Sites
- Cell Phones and other forms of Technology

2. To intentionally embarrass, humiliate, threaten, or intimidate an individual or group

3. To attempt to gain power and control

Parent Authorization for Student Cellphone Possession

Elementary and Middle school students may possess cell/smart phones during the school day in accordance with the following AESD regulations:

- a. Written authorization from the parent/legal custodian or eligible student (18 years and older) to a school administrator indicating that the student is in possession of the cell/Smart phone. Each letter will be kept on file during each school year (includes summer). A student may not have the portable communication device in his/her possession without this written authorization and administrative approval.
- b. Prior to entering the school building, the cell/smart phone must be turned off.
- c. During regular instructional hours cell/smart phones must be turned off, secured, and out of sight, unless a classroom teacher has given a student authorization to use the device for an educational activity. Once the activity is completed the cell/smart phone must be turned off, secured, and removed from sight.
- 4. All students who have cell/smart phone use as part of their IEP or 504 plan are authorized to carry such a device during the regular school day.
- 5. During regular bus transportation to and from school elementary and middle school students may only use cell/smart phones with permission of the bus driver.

I have read and I understand the above cellphone regulations per board policy. My student, _____, has permission to possess a cellphone on campus. I understand that if my student does not comply with the above rules, the following consequences will be in place:

First offense - confiscation of cell/smart phone for one (1) day and parent must pick up the communication device, with a conference.

Second offense - confiscation of the communication device, and school detention at the discretion of administration. The cell/smart phone will be returned only to the parent at the completion of the consequence and with a conference.

Third offense - one day, out-of-school suspension and loss of privilege of having a cell/smart phone for the remainder of the day. The communication device will be confiscated and returned only to parents at the end of the suspension and with a conference.

The fourth offense could result in a three day suspension. The student will not be allowed to have a cell/smart phone on school property for the remainder of the year.

Any subsequent violation may result in additional disciplinary action or loss of school privileges (e.g. school functions and promotions).

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Melva Davis Academy of Excellence Master Signature Page
Parent and Student Handbook
 Parent/Guardian Affirmation

I understand that a high quality education can only occur when there is a strong partnership between parents and the school. I have reviewed and understand the terms highlighted in this Parent Student Handbook, and have directed any questions to my child’s school or appropriate district department.

I have read and agree to the following:

	Student Initials	Parent Initials
School Dress Code Policy	_____	_____
School Attendance Policy	_____	_____
School Discipline Procedures	_____	_____
Student Cellphone Possession Policy	_____	_____
District Bullying Definition and Policy	_____	_____

Student _____ School _____

Parent’s Signature _____ Date _____

NOTE:

STUDENTS WHO COME LATE AND/OR LEAVE EARLY WILL NOT BE ABLE TO RECEIVE A PERFECT ATTENDANCE AWARD FOR THE YEAR.

STUDENTS WHO GO OUT ON INDEPENDENT STUDY WILL NOT BE ELIGIBLE TO RECEIVE A PERFECT ATTENDANCE TROPHY AT THE END OF THE YEAR.

Thank you for your time in reviewing this document and for being a partner in your child’s education. Please sign and return this page to your child’s teacher right away.