

McPherson Magnet School

Handbook – Guidelines & Procedures

PRINCIPAL’S MESSAGE

Welcome to McPherson Magnet School. A magnet school for math, science, and technology, McPherson offers a unique, enriched, integrated curriculum, accompanied by a strong core of basic skills for all students. Students will construct knowledge, while classrooms provide an environment that fosters curiosity to explore and experiment while mastering basic skills and concepts. McPherson is committed to providing a safe environment that promotes a climate of caring, respect and personal responsibility.

The beginning of a new school year has always had a special meaning. It is a time that marks a fresh start, exciting possibilities, and great promise. For students, it also means new friends, new learning, discovery, and growth. I ask you to remember what it was like when you were a student embarking on a new school year. You may have been apprehensive, fearful, or excited. This handbook has been prepared to provide information about policies and procedures at McPherson Magnet School, as well as to communicate to parents and students the standards and behavior expectations we have of all our students while at school. Working together, parents and McPherson staff, create a safe, positive learning environment for students.

Please print the handbook and keep it in a convenient place, as this information will be helpful throughout the year. If you have any questions, please contact the school office at 997-6384. Additional information about school policies can be found in the OUSD Parent/Student Handbook on the OUSD website under *Parents and Information*.

On behalf of the teachers and support staff, we would like to extend an invitation for you to visit McPherson Magnet School, and become an active member in our many parent volunteer areas. We look forward to having you and your child at McPherson Magnet School.

MISSION

Learning is at the heart of our purpose for existence - **Inspiration * Discovery * Knowledge**

Our purpose and our values at McPherson define who we are and how we behave. It directs and inspires us to give our best. The McPherson Learning Community is committed to....

1. Nurturing an academic community, honoring individual strengths, talents, and learning styles.
2. Inquiry-based learning through critical thinking, questioning, discovery, problem solving, risk-taking, and inventive thinking.
3. Integrating all curricular areas through the magnet focus of math, science, and technology.
4. Research and data-based instruction.
5. Creating relevant, high-quality products which extend beyond the walls of the classroom.
6. Mastery of identified essential concepts and skills for every child.
7. Meeting the needs of each child with systematic and timely intervention.
8. Global citizenship through understanding, compassion, respect, collaboration, and personal responsibility for self, school, community, and environment.

STUDENT STANDARDS AND EXPECTATIONS

AT ALL TIMES

1. Students behave in a manner that does not disrupt or interfere with the rights of others.
2. Students keep hands, feet, and other objects to themselves.
3. Students use only kind words towards others. No statements that make fun of a person's name, appearance, or abilities are allowed.

SAFETY FOR ALL

1. Students are not to bring any weapon (gun, knife, martial arts instrument) bullets, or explosive to school or to school-sponsored activities under any circumstance.
2. ***McPherson and O.U.S.D. have zero tolerance for any type of weapon therefore; any student who brings a weapon to school will be automatically recommended for expulsion, and may be subject to arrest.***
3. Fighting, wrestling, or martial arts displays, whether real or fake, are not allowed.
4. Students are to notify the yard duty teacher or noon supervisor if someone is hurt.
5. Students must use common sense - if you think there is a chance you or someone else may get hurt, ***"Don't do it!"***
6. There is no throwing of rocks, sand, sticks and/or other harmful objects.

TO AND FROM SCHOOL

1. Students are responsible for their actions to and from school. Fighting, teasing, bullying and vandalism are not tolerated.
2. Students walk on the sidewalks, cross at crosswalks and intersections, and respect private property.
3. Students follow the directions of the crossing guards.
4. Students who ride bicycles must follow **Bike Safety Rules**.

ACADEMIC HONESTY POLICY

Cheating and plagiarizing will not be tolerated at McPherson Magnet School. This policy has been established to communicate to parents and students the high expectations our staff holds for each student. With each transgression, an immediate conference will be held with the student, the parent, administration, and teacher. Our goal is not to punish, but to promote the positive life skills of citizenship and pride in personal accomplishment.

1st Offense: Students who cheat on a test, quiz, or individual assignment will be given a "0" grade for that assignment, without the possibility of make-up. A "U" for citizenship will also be given on the report card for that grading period. **(Middle school students in leadership will leave the leadership class immediately, as they are a role model for the student body.)**

2nd Offense: Students who cheat will receive a "0" grade for that assignment, a "U" for citizenship, and the student's trimester/semester grade will be lowered one full letter grade. A contract will be put in place to support student.

3rd Offense: Students who cheat a third time will receive a "U" for citizenship, and will receive a failing grade, an "F", for the trimester/semester in the class he or she was caught cheating in, even if it is the first offense in that particular classroom.

4th Offense: Students who continue to cheat will be referred to a Placement Panel with the possibility of a transfer from McPherson Magnet School.

Depending on the severity of the situation, there may be additional consequences according to District Policies. Understanding what Academic honesty looks like is a vital component of this policy. Teachers will instruct and discuss the topics found below. Our objective is to create a school environment that is supportive and fair to all students, and one that promotes goal setting in accomplishing a personal best for each individual. **Parents are expected to review this policy in detail with their students.**

ACADEMIC HONESTY IS	CHEATING IS
... using the Internet and other research materials for insight and research. Rewording and rephrasing facts, <u>with proper documentation.</u>	...copying word for word phrases/sentences from any source, such as Internet, text sources, or study guides. Not documenting information taken from sources.
... working together and discussing an assignment with classmates to develop ideas, <u>however, writing papers and completing assignments independently.</u>	... copying, exactly, or rephrasing any portion of a classmate’s paper, notes, projects, lab notes, essays, worksheets, or any other assigned material that can assist them in cheating.
... studying for the test with notes. Sharing ideas and notes on the material (not on test information) with classmates in preparation for the quiz or test.	... using any type of aid during a test that is not allowed by the teacher including, but not limited to cheat sheets, crib notes, formulas/calculations, text messaging, wandering eye, and talking during a quiz/test.
... saying, “I do not know what is on the test,” or “I’m not sharing test information.”	... sharing what is on a test or quiz between classes or at lunch with students who have not taken the quiz or test. <u>*Allowing other students to cheat off of your paper is considered cheating, and will receive the same consequences as the person taking the answers!</u>

ATTENDANCE POLICY

Regular school attendance is mandatory. Excessive absences and/or tardies interfere with the student’s learning and with the instructional program in the classroom. When attendance problems exist, students will be asked to return to their home school. **Our goal is to ensure that each student receives a quality and consistent education at whatever school he or she may attend.**

It is the parent’s responsibility to see that their child arrives to class on time, everyday. Tardiness to school is unacceptable. Tardiness disrupts the learning process and infringes on the rights of those who are prompt to class. Students are expected to be in their seats with the proper materials, ready to work when the tardy bell rings. Those who are not will be considered tardy. Excessive absences and tardies will result in an attendance contract through the Student Attendance Review Team (SART) and may be reported to the School Attendance and Review Board (SARB), which will be held at the Orange Police Department Offices.

Student absences must be verified. Parents must call the school's Absence Hot Line (628-4326) before 9:00 a.m. on the day of the child's absence, and every day after, which the child is out.

- Students absent for one (1) period or all day must be cleared through the attendance office before being readmitted to class.
- If parent/guardian is unable to call, a note, signed and dated by the parent, must be sent on the day of return to school.
- An absence must be cleared with a note or a call within 3 school days or it will be considered an unexcused absence.
- All students who are absent 3 or more periods during the day will receive a phone call home.
- Forged notes or unauthorized phone calls will result in disciplinary action.
- Excessive absences, trancies or tardiness may result in a referral to the Student Attendance Review Board (SARB).
- When absent, students are required to make up missed work in order to maintain satisfactory grades. Students have the same number of days to complete make-up work as the number of days of excused absences. Students are not able to make up work for unexcused absences (BP 5113)

TARDY POLICY (Tardies per Trimester/Semester)

Tardy 1 – 3 Teacher Warning/Reminder
Optional Teacher Consequence

Tardy 4 – 6 Referral to Office
Parent Contact
Detention(s) assigned/Teacher Consequence
Citizenship grade – N

Tardy 7+ Referral to Office – Conference for problem solving with parent and administrator
Parent Contact
Detention(s) assigned
Citizenship grade – U

*Possible Loss Privileges or community service

*Referral to (SARB) Student Attendance Review Board

This panel of administrators and law enforcement representatives will review student records and reasons for habitual truancy and/or tardiness and may outline recommendations for improvements and/or designate the student to return to his/her home school, as McPherson Magnet School is a school of choice.

AWARDS

Rewarding students for doing a good job is essential. We all need praise and rewards in our lives.

Awards are given at our weekly flag salute and scheduled award assemblies. Each teacher has his/her own reward system in his or her classroom. They may include: encouragement and praise, positive phone calls home, reward recesses, special class activities, and awards and certificates.

- Presidential Academic Awards – For 8th Grade Students – These awards are given on behalf of the U.S. Secretary of Education in June at promotion ceremony. Eighth Grade Students overall GPA must be 3.5 or greater and must have an advanced score in either a Math or English Language Arts State Assessment.
- ST Math Awards – These awards are given to students who meet trimester goals for their ST Math progress.

30% - Trimester 1

60% - Trimester 2
100% - Trimester 3

- Honor Roll and Principal's Honor Roll Assemblies occur after 1st and 2nd trimester for grades 6, 7 & 8.

BACK TO SCHOOL NIGHT

This night is provided for the parents only. It is held the first month the students return to school and is not a conference time. Parents will have the opportunity to meet their child's teacher and receive general information about the classroom routine, including the class homework requirements, discipline plan and the grade-level curriculum.

BICYCLES

Students in grades 4-8 may ride their bikes to school. Bikes must be locked while parked in the school bike racks located on the north side of the cafeteria within the gates. Two bikes may not be locked together. California law requires bicycle riders to wear safety helmets while riding a bicycle. The school is not responsible for lost or damaged bicycles or helmets. Skateboards, roller blades, scooters, and skates are not considered to be safe transportation to and from school and are not to be used for that purpose. Children and adults are expected to follow all traffic safety laws when traveling to and from school. Students must walk their bicycle when they enter school grounds.

BRING YOUR OWN DEVICE

In an effort to increase the use of technology and the 21st Century skills of creativity, collaboration, critical thinking, and communication, OUSD will allow personal devices on our wireless network for students who follow the responsibilities stated in the student **Acceptable Use Policy** and the guidelines regarding BYOD. An important component of BYOD will be education about Internet Safety. As part of this program, we will review the Internet safety guidelines with students frequently throughout the course of the school year and will offer guidance on safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of technology is a privilege, and if abused, may be taken away.

Expectations:

- Students will use their devices for educational reasons at their teachers' direction.
- Students will only use appropriate educational applications on their device. Students may only access their own, school based accounts. Sharing of accounts or passwords is not permitted (please see teacher if you cannot access your account).
- Students are not to email, or electronically communicate with others from their personal devices during class time, unless directed to do so by their teacher.
- Students are required to use the district's content filtered wireless network through personal devices while at school. Access of private networks (3G or 4G Networks) is not allowed.
- Students may not download apps or software at school onto any device (personal or school-issued) without the explicit permission of the teacher.

- Personally owned devices are permitted for use during the school day for educational purposes. These devices are not be used before/after school, at recess/nutrition or at lunch. Students using devices during these times will have their device confiscated and face disciplinary consequences.
- All students will be educated on safe online behavior as part of our district’s Internet Safety curriculum and must complete an Internet Safety course to participate in BYOD.

Device Safety and Maintenance:

- **The District is not liable for the loss, damage, misuse, theft of any personally owned device brought to school. An insurance plan for personal technology brought to school is recommended.**
- The District will not maintain, repair, or troubleshoot student devices.
- Each student will use a specific and individually assigned school district authenticated username and password to access our network while at school.
- Students will connect their devices to the protected, filtered OUSD wireless network. The OUSD network filters inappropriate websites.
- Students must update device in accordance with NAC (Network Access Control) prompts.
- Students are responsible for maintaining upgrades to personal devices.
- The District reserves the right to monitor, inspect, copy, and review personally owned devices or files.
- Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or well-being of the school is subject to appropriate disciplinary action.
- The District has provided our teachers with approved secure cloud based applications for student creation and collaboration (e.g. Haiku, Google Apps, Edmodo).
- Students must come to school with a charged device and be responsible for bringing the device charger.

Participation in the OUSD Bring Your Own Device program is strictly voluntary. Schools will provide computer/device access to those students who do not bring one from home. No student will be left out of the instruction process because of the lack of access to a device. Examples of a personally owned devices are: iPads, and other tablets, PCs (laptops and netbook computers), as well as any device with similar capabilities.

Examples of Current Device Specifications:

Most devices purchased new within the last two years will likely meet our recommended computer specifications.

Component	Minimum	Recommended
Operating System	Windows 7 Mac OS 7	Windows 7 Mac OS X
CPU	Needs to be capable of running the minimum operating system above	Needs to be capable of running the minimum operating system above
Memory (RAM)	512 MB	1GB or more
Storage	16GB or more	32 GB or more
Ports	USB	USB
Display	12" minimum	14" or larger screen
Wireless	802.11g WIFI	802.11n WIFI 802.11ac WIFI
Battery Life	At least 4 hours	8+ hours of battery life
Software		Microsoft Office or equivalent

***Please note that Nintendo DS (and/or other gaming devices with internet access) is not permissible at this time.*

ANTI BULLYING CONTRACT

Everyone has the right to feel physically and emotionally safe at McPherson Magnet School. I will do everything I can personally, as a member of my school's community, to create and preserve a physically and emotionally safe environment. As a member of the McPherson community, I will strive to treat everyone with respect regardless of any differences.

Bullying is defined as intentionally aggressive behavior that can take many forms (verbal, physical, social, emotional, or cyber - or any combination of these); it involves an imbalance of power, and is often repeated over time. The bullying can consist of one child bullying another or a group of children against one lone child.

Student's responsibility:

I commit that I will not bully my peers. When I witness bullying, I will report it to an adult and/or the Bully Box.

Parent/Guardian's responsibility:

I commit to encouraging my child to always respect others. I will also respect all other adults (parents and staff) on the McPherson campus. I have instructed my child not to bully. I have advised my child to report any bullying to the authorities.

We understand that Bullying will result in: predictable and escalating consequences:

1st Offense: Incident investigated by administration followed by a student conference and parent notification. Incident entered on discipline screen. Possible loss of Privilege/Detention.

2nd Offense: Incident investigated by administration. After school detention will be assigned and student/parental conference scheduled with Administration. An individual plan is developed and then signed by student, parent and administration.

3rd Offense: Incident investigated by administration. Student will be assigned reflective consequences (on campus suspension). Possibly be required to attend a placement meeting which may result in transfer to another school within the Orange Unified School District.

Any severe situation will result in a student being sent immediately to the office. Severe behaviors may lead to more serious consequences according to District policies. If the student has broken the law, the administration will inform the police.

BUYING AND SELLING

Students are not allowed to buy or sell any item from or to another student while coming to school, at school, leaving school or at any school-sponsored function.

CHARACTER COUNTS PILLARS

Trustworthiness

Be honest * Don't deceive, cheat or steal * Be reliable...do what you say you'll do * Have the courage to do the right thing * Build a good reputation * Be loyal...stand by your family, friends and country

Respect

Treat others with respect; * Be tolerant of differences * Use good manners, not bad language * Be considerate of the feelings of others * Don't threaten, hit or hurt anyone * Deal peacefully with anger, insults and disagreements

Responsibility

Do what you are supposed to do * Persevere...keep on trying! * Always do your best * Use self-control * Be self-disciplined * Think before you act...consider the consequences * Be accountable for your choices

Fairness

Play by the rules * Take turns and share * Be open-minded...listen to others * Don't take advantage of others * Don't blame others carelessly

Caring

Be kind * Be compassionate and show you care * Express gratitude * Forgive others * Help people in need

Citizenship

Do your share to make your school and community better * Cooperate * Get involved in community affairs * Stay informed...vote * Be a good neighbor * Obey laws and rules * Respect authority * Protect the environment

CELEBRATIONS AND PARTIES

Celebrations can be educational, fun and exciting for our students. Dietary restrictions, cultural beliefs, food allergies, and the varied nutritional preferences of our parent population require considerable and deliberate coordination of any event involving food. Students in our community have life threatening allergies to certain foods and other allergen. With that in mind, classrooms are expected to follow the guidelines outlined below for all celebrations and classroom parties.

- To reduce the risk of exposure to one of the most common allergies, please do not send any foods containing peanuts or tree nuts to any classroom celebration.

- No home-made or home-baked items are to be brought to school and into the classroom.
- Consider a physical, art or music activity in lieu of food at a classroom celebration.
- You must contact the classroom teacher before bringing any food products into the classroom.

CLOSED CAMPUS – ARRIVING AND LEAVING MCPHERSON

For the safety of our students, McPherson Magnet operates a CLOSED CAMPUS. Students may not leave the school grounds after arriving at school without office authorization and parent consent/request.

An authorized adult must check out students leaving school during school hours, through the school office. Please update your child’s emergency card when changes occur, and include those adults you have designated as emergency contacts who are able to pick up your child from school if an emergency exists.

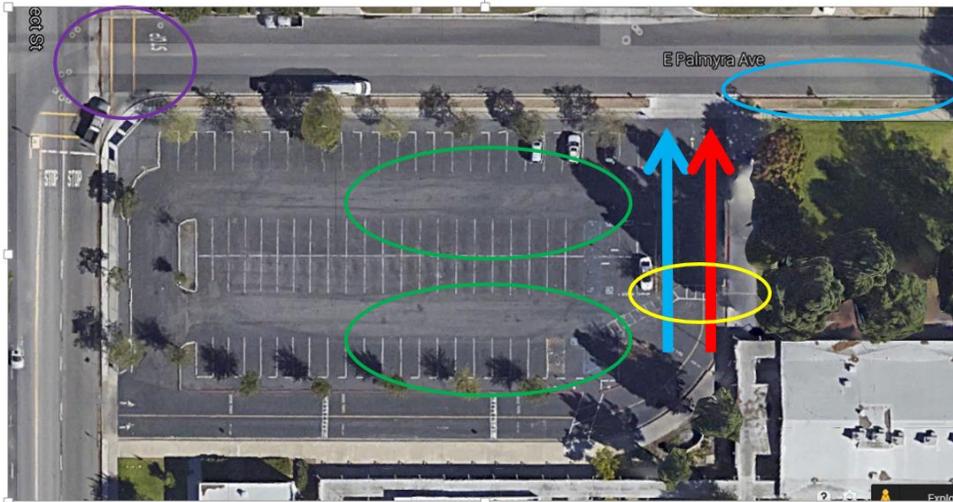
Guests and parents must sign in at the front office before entering campus, and wear a visitor’s sticker. You must call and make an appointment with the teacher when you wish to visit your child’s classroom. They can make you aware of any special schedules, programs, or times when the pupils are outside of the classroom. Parents must give 24 hour notice to teacher before visiting.

PARKING LOT PROCEDURES

Please cooperate fully with the McPherson Staff on parking lot duty as they have the safety of all children in mind as their highest priority.

- **North Parking Lot:** **Enter** off Prospect Ave. and **Exit** out to Palmyra Ave.
- **South Parking Lot:** Use the southern driveway located at the athletic field **Entrance**, and **Exit** from the north driveway, located near the McPherson cafeteria.
- **Pick-up/Drop off zone:** The right lane of the front and back parking lot is for the immediate drop off and pick up of students only.
 - NEVER park or leave your car unattended while in the “pick-up/drop off zone.”
 - Pull all the way forward in the pick-up/drop off zone.
 - Do not stop in the crosswalk.
 - Students will exit vehicles on curbside only.
- **Left Hand Lane:** This is a drive through lane only. Do not drop off or pick up student in this lane.
- Do not park behind parked cars. Not only does this block in cars that may be parked, but it increases the danger in the parking lot.
- Do not park your car near the entrance gates as this is part of the coned off area for the pickup and drop off zone.
- Use the crosswalk while walking in the parking lot, and crossing Palmyra and Prospect
- If a bus is present, please observe the bus loading area and do not drop off/pick up students in close proximity.
- At arrival, students will walk through the two main gates. Adults are asked to sign in/out of the office before entering campus.
- Children are to be picked up promptly after school. There is NO SUPERVISION on campus 15 minutes before class and 15 minutes after dismissal.
- Students will wait for class to begin in the quad area at the lunch tables (not the recess yard) with teacher supervisors, until the bell rings.
- Elementary students are NOT to wait for a brother or sister in Middle School after school ends, unless they are supervised by a parent at the lunch tables, library or lab only.
- Parents will wait outside the gates to pick up their student(s).

- Parents/visitors/volunteers on campus are always welcome but must check in at the office and wear a visitor's sticker. See guidelines for visitors and volunteers.



COMPUTER LAB

Elementary students have a school computer labs available to them. Each classroom, K-3, uses the computer lab on a regular basis. Individual computers are also provided in each classroom to enhance classroom activities. Students *must* have the Internet Release on the OUSD Emergency Information sheet signed and on file for each school year, to access the Internet while at school.

COMMUNICATIONS - NEWSLETTER - PRINCIPAL'S PHONE UPDATES

All communications from McPherson is sent home electronically. The Principal's communication is sent home by e-mail every Sunday. **A follow-up phone message from the Principal is sent out on Sundays.**

(Messages of importance are sent out periodically through the year). **Wednesday Folders are also sent home weekly with important documentation for grades K-5.**

CONFERENCES

Elementary parent/teacher conferences are scheduled during the first trimester. Parents may however request a conference at any time during the school year by making arrangements with the teacher or calling the school office. Teachers are typically available for conferences before and after school. Middle School conferences will be held on the Wednesday during Parent Teacher Conference week.

CONFLICT RESOLUTION STRATEGIES

Children use many strategies in dealing with conflict on their own. They negotiate, take turns, flip coins, compromise, etc. The McPherson staff encourages students to utilize a variety of these positive strategies to solve problems.

Talk It Over - Listen

Negotiating - Students talk about their position in the conflict and discuss what might be done about it.

Active Listening - Perceiving what the other individual is saying and also feeding it back accurately.

Threat Free Explanation- A student communicates his position in a conflict without threatening the other person.

Apologizing - Saying you are sorry without necessarily saying you are wrong.

Do Something Else

Postponing - Students agree to wait for a more appropriate time to handle the situation.

Distracting - Calling attention to something else as a way of defusing the conflict.

Take Turns

Taking Turns - One student goes first and the other goes second.

Chance - A technique such as flipping a coin to decide a conflict.

Share

Compromising - Both students give up something to resolve conflict.

Sharing - The students decide to share for the benefit of both.

Ignore It or Ask For Help

DANCE AGREEMENT

McPherson Magnet School will be holding dances for 6th, 7th and 8th grade students throughout the school year. The hours of the dance are from **3:00 to 5:00pm** and will take place in the school cafeteria. This agreement has been established to clarify expected behavior during our dance. Dance tickets may be purchased during *nutrition, lunch* and *after school*. All students must have their dance tickets with them the day of the dance to be admitted. If a student violates the guidelines described below, he or she will lose the privilege of attending the remaining McPherson dances, and parents will be called to pick up their child.

1. Dances are for *McPherson Magnet School students only*. No guests will be permitted to enter the dance.
2. No student will be allowed to leave the drop-off/pick up area of the school parking lot or go to any place of business after the dance. **All students must be picked up from the parking lot by a parent** no later than 5:15 (leadership students will be picked up by 5:45pm).
3. Students may not leave the dance until its conclusion unless other arrangements have been made with administration, in advance. In such cases, parents must pick student up at the door.
4. **Students who are absent the day of the dance may not attend the dance.**

5. **Appropriate school attire is required.** No formal/semi formal clothing allowed. Dance Dress code will be enforced. See free school dress code in the handbook for further clarification.
6. So that every student can enjoy the dance, **any student who is dancing in an inappropriate manner, including** slamming, pushing, running, jumping or “Freak Dancing” **will be removed from the dance and not allowed to attend the next dance.** Any student removed from the dance must immediately call parents for pick up.
7. No cell phones or electronic devices are allowed in the dance area at any time. Electronic items will be confiscated and returned to student’s parent or guardian. Students bringing electronic items into the dance will be subject to disciplinary consequences.

DAYCARE (CARES)

CARES is a positive alternative for working parents in need of child care. CARES is located at McPherson in room 700B, and can be accessed from the Prospect parking lot. Hours of operation are from 7:00am to 6:00pm. They can be reached by calling 714-628-5387.

DISASTER PLANNING

McPherson has a complete disaster plan that will ensure the best possible care and security for your child in the event of a natural or man-made disaster. In addition to monthly fire drills, we practice our disaster and lockdown drill procedures periodically. The students and staff go through all the steps that we might encounter in a disaster situation.

If an emergency or disaster occurs at McPherson, we will initiate these steps:

1. All students are trained in “drop and hold” procedures should the situation warrant it.
2. After the immediate danger is over, evacuation of the building may be in order. Should this become necessary, students will evacuate to their specified class location.
3. An Accountability Report is taken immediately and the information is relayed to the site Command Center.
4. Each teacher has an emergency backpack containing necessary supplies to assist students with injuries.
5. The Command Center will follow through with the school’s disaster plan.

Each OUSD School is equipped with a battery powered two-way radio that will be used to contact the District Emergency Operations Center to report their disposition and to request any additional aid and supplies.

Parents should report with identification to the Check-In Gate at Palmyra, west of the Palmyra parking lot, when requesting students for release. Students will be kept on campus, or at a safe alternative location until released to parents or known adults. Students will only be released to their parent, an adult on the Emergency Sheet, or to an adult known to the student. Should the students need to be evacuated to another site, school personnel will be available to direct parents. No student will be left unattended at school at any time! A copy of our McPherson Disaster Plan is available for review in the school office.

DISCIPLINE AND STUDENT CONDUCT

All children have equal rights to an education in a safe, nurturing and orderly environment. Each child will be treated with respect and dignity. Fair and consistent rules have been established at McPherson Magnet to maintain a powerful learning environment for all stakeholders. McPherson staff has implemented a school-wide Positive Behavior System that communicates to all students to remember three guiding principles - Be Respectful, Be Responsible, and Build Relationships.

Minor Infractions will result in all of the following:

- Student receives a verbal and written reminder (email, phone call, or half sheet form with the infraction and location indicated w/parent signature) by teacher
- All other adults will give infraction sheet to homeroom teacher for follow through.
- Teacher/Adult supervisor checks for student’s understanding (verbally) of the rule.
- Will be handled in the classroom or playground; followed through by homeroom teacher or slip will be turned into office for MS student

*****3 of the same minors indicate a pattern and can be considered one major transgression. Teacher will talk to the parent, will send home Discipline Report home for Parent Signature, and will be recorded in Student Discipline Log by the teacher.**

Minor Discipline

✓ Incomplete Assignments	✓ Disputes over rules/equipment
✓ Not raising hand/calling out	✓ Playing in/mistreating the restroom
✓ Leaving room without permission	✓ Not freezing - whistle/warning bell
✓ Talking during instruction/quiet time	✓ Leaving trash/food in the lunch area
✓ Electronic/Technology Misuse	✓ Not minding the duty teacher/supervisor
✓ Not working cooperatively with others	✓ Profanity – word/gestures

Major Infractions will result in the following appropriate disciplinary actions and will result in a record recorded in the student’s file. Major infractions will be handled in the classroom or sent to the office with a Behavior Referral Form.

- Time-out/benching from recess/Campus Beautification
- Referral to a School Support Team to work on a behavior modification plan
- Administrator/Parent/Teacher/Student Conference
- Research report to investigate the problem and consequences of behavior
- Confiscation of materials
- Withholding of special privileges i.e. loss of a field trip/event
- Behavior Support Plan/Contract
- In-house suspension or at home suspension

Major Discipline

✓ Deliberate personal harm	✓ Weapons/dangerous objects or Drugs
✓ Defiance/refusal to follow directions	✓ Destruction of property
✓ Threatening physical harm	✓ Cheating
✓ Open hostile disrespect to adults	✓ Stealing
✓ Fighting/Physical Aggression	✓ Harassment/Bullying

STUDENT FEES

Article IX, Section 5 of the California Constitution states: “The Legislature shall provide for a system of common schools by which a free school shall be kept up and supported in each district.” In *Hartzell v. Connell*, 35 Cal.3d.899, 913 (1984), the Supreme Court of California unambiguously held that this provision prohibits public school from charging mandatory fees for educational activities. *Id.* at 911. The courts concluded that educational activities include both curricular and extracurricular activities. The Court flatly rejected the argument that a fee-waiver policy that allowed for schools to charge fees for

educational activities: “Educational opportunities must be provided to all students without regard to their families’ ability or willingness to pay fees or request special waivers.” *Id.* at 913. Thus, whenever a public school offers a curricular or extracurricular program to students, the California Constitution requires that the school provide all materials, supplies, and equipment—whether they are necessary or supplementary to the program – to students free of charge.

The constitutional prohibition against requiring public school students to pay fees or purchase materials for educational activities is codified in **Education Code 60070**, which prohibits school officials from requiring students to purchase instructional materials, and reinforced by **Title 5, Section 350 of the California Code of Regulations**, which prohibits schools from requiring students to pay any fee, deposit or other charge not specifically authorized by law. Public schools may solicit and accept donations from parents or the broader community, so long as the fundraising program is voluntary and contributing is not a requirement for participating in an educational activity.

FIELD TRIPS

McPherson Magnet uses field trips as an extension of classroom learning. Field trips are specifically chosen to compliment the class curriculum and meet the California State Standards. A notice/consent form will be sent home for each field trip. **Permission slips for all field trips must be received within three days of the trip for student to be eligible to attend the field trip.** Students will not be allowed to attend a field trip unless the parent/guardian has signed the consent form and returned it to the teacher. Parents are occasionally invited to accompany their child’s class on a field trip to assist in the supervision of students. For parents attending a field trip, we ask that no other children not accompany you. No student will be excluded due to financial hardship; however, lack of ability to collect sufficient funds for a field trip may constitute the trip being cancelled for the entire class/grade level.

FLAG SALUTE

All parents are welcome to attend the elementary flag salute on Wednesday mornings at 8:00 a.m. This is a time to show our patriotism, recognize our students and hand out awards. Weekly information is also given to our student body. Please remember to check in at the front office and wear a visitor sticker before entering campus.

FUNDRAISERS

Fundraisers are important for the start-up and continuation of many school programs and activities at McPherson Magnet. The funds generated by PTSA and McPherson Education Foundation are put directly toward supporting school programs and the purchase of school equipment. Please note that any fundraising for Individual Student Account is for students in grades 3-8. Younger grades that participate in the fundraising will go into the Educational Support account. **Grade-level individual student fundraising is to be used for overnight field trips only, in grades 6 through 8.** Grade-level fundraising projects are determined and approved by the principal. All money raised by an individual student stays in the student’s account until they are in 8th grade. Once the student promotes, if they have a younger sibling entering 3rd through 8th grade, and there is \$20.00 or more in the account, the money can be moved to the younger sibling’s account. The balance of the money will go into the Educational Support account. If a McPherson family changes schools within OUSD, they can request that the money they earned by fundraising for Outdoor Education be transferred to their new school within OUSD. Funds can only be transferred within OUSD for Outdoor Education. If the student moves outside of OUSD, the money remains at McPherson. Eighth grade individual student fundraising will be cut off as of May 31st. All money earned after that date for 8th grade students, will go into the Educational Support account.

Yearly Fundraising Event (TBD) - PTSA General Fund
Box top Labels - PTSA General Fund
Scholastic Book Event - PTSA General Fund
Step It Up Event - PTSA General Fund
Family Dinner Nights-Monthly – Educational Support

Star Mission – Education Foundation
Color-a-thon – Technology Fundraiser
See’s Candy - Individual Student Account
Ice Cream Sales - Individual Student Account, 5th Grade ONLY
Printer Cartridge Recycle Program - Library

HEALTH INFORMATION

Medication

The school cannot administer medicine without the appropriate forms completed by both the parent and doctor (Ed Code 49423). Forms may be obtained from the school’s Health Clerk. Medication taken at school must be properly labeled with original prescription labels and with child’s name, type of medication and the dosage and may only be taken in the school health office. ***Students may not bring medication of any kind (including aspirin, inhalers, etc.) to school. All Parents must sign an authorization form for over the counter products to be administered by McPherson personnel. This form must be turned in for every student at the beginning of each school year.***

T-Dap Booster

All 7th grade students must turn in evidence of the T-dap booster to McPherson’s health clerk. (AB 354, Arambula. Health: immunizations.)

Accidents

If your child is seriously injured at school, we will call you immediately. If you cannot be reached, we will contact the emergency number listed on your child’s Emergency Card. In case of an accident requiring medical attention, we will make every attempt to contact parents/guardians before taking the child to the hospital. ***For this reason it is imperative that you inform us immediately if there is a change in address or telephone numbers.***

Health Services

Once a year, the school district provides **vision and hearing screening** for all Kindergarten, 1st grade boys, 5th and 8th grade students. Parents will be notified of findings for referral to the family’s own physician.

HOMEWORK POLICY

We, the teachers and administration of McPherson Magnet School join with the OUSD Board of Education in acknowledging the role homework plays in a student’s education. Its primary purpose is that through completing homework, students can reinforce academic skills taught in school and learn how to conduct research effectively, develop ideas creatively and become life-long learners. Regular homework activities should promote the development of skills and provide students with the opportunity to grow academically. Students, teachers and parents each have essential roles with respect to homework. Teachers should design assignments so that homework plays the crucial role mentioned above. The responsibility of the student is to complete all homework, develop regular study and work habits, and do most assignments independently or in cooperation with others when directed by the teacher. Parents may be involved to provide assistance and structure without diminishing the student’s sense of responsibility. Parents are also a valuable resource for their child’s learning through monitoring homework completion.

Parents or guardians can do much to encourage homework success:

- Set a regular study time each day that is not to be interrupted by family plans, extracurricular activities, computer/ipod, or television time
- Establish a study area, away from household distractions, with good light and space
- Have the students organize school materials: study notes, assignments, books, backpacks
- Check student agenda, Parent/Student Portal, Blackboard and EdModo to monitor progress
- Help the student work to find the answer rather than doing the work just to get it done
- Be supportive when students get frustrated without doing the work for them

Homework must always be completed, even if the teacher does not grade late work

Research has shown that students who do homework are more successful than students who do not do homework. Together, as a team, we can work together to ensure that your child succeeds to the best of his or her ability at McPherson Magnet School. **If students are managing their time, and homework is taking too long, please notify the teacher to discuss possible solutions.**

ZERO TOLERANCE HOMEWORK POLICY

The McPherson Magnet staff believes that homework is a critical part of the learning process and do not want any of our students to lose out on that opportunity. McPherson had instituted a Zero Tolerance Homework Policy:

- When a student does not complete an assignment they will be given a Missing Homework Notice from their teacher.
- The student must present the Missing Homework Notice to their parent for a signature and return the slip and the completed assignment to the office by the next day.
- In addition, administration will call home via our automated phone system informing parents of the missing assignment.
- If the student does not complete the assignment by the next day (turned into the front office), they will be required to attend lunch homework supervision.

Taking responsibility and completing homework assignments on time is crucial for success in school and later in adult life.

MAKE UP WORK DUE TO ABSENCES

Excused Absence - According to the Calif. Ed. Code 46010 and 48205. A student absent from school under this section shall be allowed to complete all assignments and tests missed during the absence. Upon satisfactory completion, the student shall be given full credit earned. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. The student has one extra day per each day absent to complete any missed assignments upon returning to school.

Unexcused Absence - Calif. Ed. Code 48913: The teacher of any class from which a student is suspended will decide whether or not the pupil will be allowed to complete any assignments and tests missed during the absence.

Absence due to school activities: If a student participates in school-sponsored activities (athletics, field trips, and others), the student should make arrangements with teachers before the student leaves for the activity.

***At times, there are emergency circumstances in life that are out of our control. If an emergency family situation arises, please notify the teacher before the assignment is due so that arrangements can be made.

Kindergarten

Kindergarten homework assignments should stimulate students to talk often with their parents/guardians. Parents/guardians are encouraged to read to their children. Students should be expected to spend an average of 10 minutes on homework, plus an additional 10 minutes reading four days each week.

Grade 1

Students should be expected to spend an average of 15 minutes on homework, plus an additional 15 minutes reading four days each week.

Grade 2

Students should be expected to spend an average of 20 minutes on homework, plus an additional 20 minutes reading four days each week.

Grade 3

Students should be expected to spend an average of 30 minutes on homework, plus an additional 30 minutes reading four days each week.

Grade 4

Students should be expected to spend an average of 40 minutes on homework, plus an additional 30 minutes reading four days each week.

Grade 5

Students should be expected to spend an average of 50 minutes on homework, plus an additional 30 minutes reading four days each week.

Grade 6-8

Students should be expected to spend 8 hours each week on homework. Although this may vary somewhat from week to week, the workload of a student should typically average 8 hours per week. The middle school teaching staff will coordinate assignments so that students do not receive an overload of homework assignments one day and very little the next. If a student chooses to continue to not complete homework in a timely manner, a progression of consequences will follow:

1. Teacher-Parent contact to problem-solve and explain expectations.
2. A team meeting will be set for the teacher and support team to problem solve.
3. Student will need to have his/her agenda or grade report signed weekly by parent/teacher.
(Possible SST-Student Success Team Meeting)
4. Parent-Student-Administrator Conference to develop a plan of action to help the student.
5. Student will be exempt from any “fun” activities (dances, field trips, assemblies, buddies, etc.) until teacher/s feel that a positive regard towards completing assignments is in place.

ITEMS BROUGHT TO AND FROM SCHOOL

Personal play equipment such as toys, balls, games, etc. should not be brought to school, unless special permission has been granted by the teacher or administration.

LIBRARY RULES

- Students use quiet voices.
- Students are not to run or play in the library, unless there is an organized activity planned.
- Students are not to eat in the library. Hands should be clean before handling the books.

- Students are to treat the books and library equipment with care and respect.
- Students are responsible for the books they check out and must return them on time. A student who does not turn their books in on time will not be allowed to check out new ones until the other books are returned.
- The student or parent must pay for lost or damaged books at cost so that they may be replaced.
- Students must be accompanied by a parent before and after school.
- Students may not be in the library school without parent/guardian in attendance.

LOTTERY SYSTEM INFORMATION

Understanding McPherson’s General & Sibling Lottery

McPherson Magnet School, an OUSD K-8 Magnet School, is open to all OUSD resident students, including employment related interdistrict transfers. Should you qualify for the Allen Bill (employment related interdistrict transfers), you must first obtain a release from your district of residence. The release must be taken to the principal of McPherson Magnet School, **prior** to the lottery orientation.

Enrollment Priority

1. **Siblings of current Kindergarten through 7th grade students and children of McPherson employees**
2. **New students Kindergarten through 8th grade**

Before the Lottery—Orientation and Information

- All parents or guardians of prospective students, entering the McPherson lottery, **must** attend one orientation meeting.
- Parents or guardians of prospective students who have a child currently attending McPherson do not need to attend the orientation, but must complete and submit a lottery card before the deadline posted on McPherson’s webpage.
- Parents attending the orientation will receive one lottery card for each child entering the lottery.
- In the case of twins or multiple birth siblings, all prospective students will be listed on a singular lottery card. Multiple cards will result in a disqualification.
- Lottery cards must be completed and submitted at the time of the orientation meeting.
- Duplicate lottery cards will disqualify the student’s lottery enrollment.
- **Prospective kindergarten students who have siblings currently attending kindergarten through 7th grade at McPherson must submit required paperwork to the school before the deadline posted on McPherson’s webpage to qualify for enrollment priority.**
- Inaccurate, incomplete, or illegible information on the lottery card submitted will result in disqualification.

The Lottery Drawing

- The audio-recorded drawing will take place at the OUSD District Office under the supervision of the Director of School and Community Services and the Executive Director of Elementary and Secondary Education and/or their designees.
- Parents of prospective students do not have to be present at the lottery drawing, but are welcome to attend.
- All lottery cards will be numbered in the order drawn.

- In the case of twins or multiple birth siblings, if the lottery card is drawn all sibling students of that grade level will be accepted.
- Student must live within OUSD boundaries **at the time the lottery is drawn**. If student does not live in OUSD boundaries, at the time the lottery is drawn, their lottery card will be void.

After the Lottery

- The lottery results will be posted on McPherson's webpage.
- Acceptance of student enrollment will be based upon available openings for each grade level and program.
- Notification of acceptance will be through e-mail. Parents must reply to the e-mail by the indicated deadline to accept the opening, or the McPherson offer of enrollment will be forfeited.
- It is the parent's responsibility to notify McPherson of any e-mail changes.
- If an accepted student has registered at a school other than McPherson, the enrollment acceptance will be revoked (No dual enrollment).
- The remaining student's cards will be placed on a wait-list in the order drawn for the remainder of the school year.
- Current McPherson students are enrolled at McPherson through the completion of the 8th grade unless withdrawn by a parent or involuntarily transferred through the disciplinary process.
- Students completing the 8th grade at McPherson are not guaranteed open enrollment at a specific high school. Unless other arrangements are made, students promoting to the 9th grade will register at their high school of residence.
- Students retained, according to Education Code 48070, will maintain enrollment status for the following year without re-entering the lottery.

LOST AND FOUND

Throughout the school year, we accumulate a large number of sweaters, sweatshirts, jackets, and lunch boxes. We urge parents to label everything with your child's first and last name that is sent to school. Items that are labeled are easier to locate when they are put in the Lost and Found. If your child is missing any of these articles, please visit the lost and found container located on the north side of the cafeteria. Small items such as glasses, retainers, jewelry, and more valuable items such as musical instruments are placed in the front office. Unclaimed items are donated to charities at the end of each trimester.

LUNCH/NUTRITION

Hot lunches are available for purchase by all students. Milk can be purchased separately if lunch is brought from home. Monthly menus are sent home. **A free and/or reduced lunch program** is available to those students who qualify. Information and applications are available in the school office. Nutrition break snacks are available for purchase through Nutrition Services. **Lunches brought by parents will not be delivered to students by office staff. Parent must advise their student to come to the office during recess or lunch to pick up their lunch from the lunch bench. Facilities are not available for students to heat lunches.**

LUNCH PROCEDURES

1. All students are expected to follow the procedures arranged for securing hot lunches and/or milk.
2. Students use appropriate manners and remain in their seats until they are excused.
3. Students are to eat their own food.
4. Students will not be dismissed the lunch area until their table and area is cleaned.

5. Students are to place their trash in the trashcans before leaving the lunch area.
6. If a student needs to leave the lunch area before the regular dismissal time, he/she must get permission. Please recycle all plastic and aluminum bottles in recycling bins. Glass bottles are not allowed.
7. Allergy tables are provided for students that have submitted paperwork for an Individualized Health Plan (IHP) to the Health Clerk at McPherson. Students are able to invite 1 friend to the table as long as their friend has no nut products in their lunch.

NETWORK AGREEMENT - OUSD ACCEPTABLE USE POLICY

This section of the "Parent-Student Handbook" addresses the use of the district's electronic network. This portion of the handbook is an user agreement that is currently in effect. Please read this section in its entirety. The terms and conditions of this agreement are clearly stated at the end of this section. The Orange Unified School District provides open access to local, national and international sources of information and collaboration vital to intellectual inquiry in a democracy. In defining the Internet's resources as an extension of the library, this network subscribes to the Library Bill of Rights, which states, that "A person's right to use a library should not be denied or abridged because of origin, age, background or views." In return, every OUSD user has the responsibility to respect and protect the rights of every user in our community and on the Internet. Account holders are expected to act in a responsible, ethical and legal manner, in accordance with the missions and purposes of the networks they use on the Internet and the laws of the states and the United States. Users will be provided with a school atmosphere and procedures of user control that will assure a suitable learning environment, and all users will learn to act as responsible and productive citizens with respect for civil rights and the role of the individual in a democracy. Individuals using these systems are subject to having all activities on these systems monitored by system or security personnel. Anyone using these systems expressly consents to such monitoring. Prosecution and/or account termination will occur without warning. Pupils who choose to violate this policy may be disciplined, up to and including suspension or expulsion. "Using the network is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct." As indicated above, please read this entire document and decide if you want to agree for your son/daughter to have "Internet Access" and to agree to have your son/daughter's work published on the web server. For further information, please request AR6134.4A, Student Use of Technology, from the school office.

Obligations and Responsibilities:

1. The pupil in whose name an on-line services account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
2. Users shall not gain unauthorized access to other individual data, data systems, resources, entities or governmental agencies.
3. The system shall be used only for legal purposes related to education. Commercial, financial, political and/or personal use of the district's system is strictly prohibited. Misuse, degrading, or disrupting of the District network and computer system is unacceptable. The district reserves the right to monitor any on-line communications for improper use.
4. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by district officials.
5. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.
6. Games are not to be downloaded or played on any computer system or network, except as directed by your teacher.

7. Pupils are not allowed to load any software on any District computer or server.
8. Pupils are prohibited from accessing, posting, submitting, publishing or displaying harmful matter or material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors (Penal Code 313).
9. All forms of Cyber Bullying are prohibited by state law and District policy. Cyber Bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, or threatening another pupil or staff member by way of any “electronic act” such as sending or posting inappropriate or derogatory e-mail messages, telephone messages, instant messages, text messages, digital picture or image or website posting including blogs, social networking and chat rooms. For more information Bullying/Cyber Bullying, please refer to the pupil handbook.
10. Users are expected to respect the rights of copyright owners in their use of materials found on or disseminated through the network, computer systems, or the Internet. Users are prohibited from making or sharing copies of copyrighted songs, digital images, movies or other artistic works. Unlawful peer-to-peer-file-sharing may be a criminal offense.
11. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.
12. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
13. Users are expected to keep messages brief and use appropriate language. Posting anonymous messages is prohibited.
14. Users shall report any security problem or misuse of the network to the teacher or principal.
15. Students who choose to violate proper computer usage will face disciplinary consequences that may include suspension and possible expulsion from the district.

Advisement

It is possible for all users of the internet to access information that is intended for adults. Although the District has taken all reasonable steps to ensure that the Internet connection is used only for purposes consistent with the curriculum, the District or school cannot prevent the ability of material elsewhere on the Internet that may be deemed harmful. Computer security cannot be made perfect and it is likely that a determined user can make use of computer resources for inappropriate purposes. The District believes that the benefits to staff and pupils from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. Ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. To that end, the District supports and respects each family’s right to decide whether or not to agree to Internet access.

Application for Internet Access

Use of the Internet is a privilege that may be revoked at any time. School computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to

criminal and civil penalties under Federal Laws (including, but not limited to the Counterfeit, Access Device and Computer Fraud and Abuse Act of 1984, Title 18, United States Code (USC) Sections 1029 and 1030). Individuals using these systems are subject to having all activities on these systems monitored by system or security personnel. Anyone using these systems expressly consents to such monitoring. Prosecution and/or account termination will occur without warning.

OFFICE TRIPS

Except in emergencies, students are to have an office pass from the teacher or supervisor giving them permission to enter the office. Students who need help at recess time should ask the teacher on duty. Students should not enter office without permission from teacher or supervisor. The office telephone is used only with permission of the teacher or staff and is for emergencies only.

OPEN HOUSE NIGHT

This night is provided for your children to share their accomplishments in the classroom. The entire family is invited to attend. Traditionally our McPherson Education Foundation sponsor a fundraising event on this evening and student projects are on display. This is not a time to discuss your student's academic progress. Please set up an individual teacher conference to discuss your student with the teacher.

PARENT GROUPS

Parent Teacher Student Association (PTSA): PTSA is open to all parents (Dads, Moms, Grandparents, Guardians), and is a good place to start if you want to become involved with school activities. The purpose of the McPherson Magnet PTSA is to provide a strong link between the school and the home and to provide an avenue for parents to become involved in the progress and concerns of the school. PTSA works to assist teachers in the classroom, sponsor assemblies and special enrichment programs, and plan activities to raise funds for extra materials, equipment and field trips not otherwise provided by the school district, as well as to furnish volunteers for our school functions.

McPherson Education Foundation: The Foundation's purpose is to provide funding for additional projects at McPherson in the areas of science, math and technology. Its focus is to develop relationships with businesses and organizations within our community who will provide monetary and educational support.

School Site Council: The council is made up of parents, teachers, staff and principal. The School Site Council establishes and reviews the school plan, approves a new SLIP budget each year and reviews the implementation of the program and its effectiveness. Nominations for the School Site Council are accepted in the School Office in the fall.

PETS AND ANIMALS

We are a science magnet school. Animals, fowl, and reptiles will be allowed in the classroom ***but must meet prior approval by the teacher and/or principal.*** Please be aware that pursuant to Orange County Ordinance 41.46, dogs are not to be on school grounds at any time. Should you choose to bring your dog when walking your child to and from school, please wait for your child off school grounds.

PICTURES

Student school pictures as well as class pictures are taken at the beginning of the school year. Parents also have the opportunity to have their child photographed in early spring. Notification of Picture Day will be

sent home in advance. Purchase of school pictures is optional. Students will be allowed to wear non-uniform clothes on picture day. Please see free dress guidelines in Uniform Guidelines.

PLAYGROUND APPARATUS GUIDELINES

Swings

1. Students are to sit on the swing seat. No kneeling or standing.
2. Only one student on a swing at a time.
3. Each student will be allowed 25 full swings (one up and back motion), if someone is waiting in line.
4. The student waiting for the swing will do the counting.
5. Students are not permitted to jump off the swing at any time.

Low Bar and Chinning Bars

1. The Low Bar is designed for spinning only.
2. Keep both hands on the bar at all times.
3. Standing and “death drops/cherry drops” are not permitted.
4. Students are not permitted to sit on the Chinning Bars.

Monkey Bars

1. Students begin at one end and travel to the other end and drop off.
2. There is no sitting on the structure or hanging by one’s legs.

Slide

1. Students are to line up behind the ladder.
2. Only one student is to be on the slide and one on the ladder at a time.
3. No student is to climb up the slide. The ladder is the only way up.
4. When sliding, the student must be seated in a forward position.

Horizontal Ladder

1. Students use ladder for hanging and hand traveling.
2. Students are not to climb on the top, and are to go in only one direction.

Tetherball

1. Students are to hit the ball with their hand or fist.
2. “Ropies” - swinging or grabbing the tetherball by the rope - are not allowed.
3. Students are not to sit on the tetherball.

Handball Wall

1. Handball is the only activity that the ball wall may be used for.
2. Any game where a ball is thrown to hit another student is prohibited.
3. When playing handball, everyone is all in (max 8 players).
4. The ball should be hit with a closed fist or two fists together.
5. The ball should hit the ground one time and then hit the wall. If it bounces twice (a “double”), the person is out.
6. When the ball comes back from the wall and hits the ground twice, the person closest to the ball on the second bounce is out.
7. A person is out if a ball bullets (the ball hits the wall without bouncing on the ground).

8. Single pops are ok (the ball hits the corner-between the wall and the floor without bouncing first). Double pops are out (the ball hitting the corner of the ball and floor after bouncing once).
9. If a ball goes “out” (outside the sides of the court) and someone tries to hit it and misses, that person is out.
10. Anyone not in the game should not touch the ball for any reason.
11. The handball is to NEVER be kicked or head butted.

Areas

1. Students must always be in areas where there is a supervisor. No loitering in the hallways.
2. The baseball fields are to be used only under teacher supervision.

Equipment

1. Students should use school-supplied equipment. Permission to bring personal play items should be obtained from the classroom teacher. The responsibility for any personally owned equipment brought to school rests with the student.
2. All games are open to all students, regardless of the ownership of the equipment used.
3. Students may only kick balls when playing kickball or soccer.
4. Balls and other playground equipment are used only in designated areas.
5. Bats are used only on the softball diamonds under the direct supervision of a teacher during scheduled P.E. class. Footballs are used under the same conditions.
6. Students use red rubber balls or yellow kickballs for foursquare and ball wall. Balls are to be bounced only against BALL WALL, not on bricks or building walls.

PLAYGROUND STANDARDS

1. Students are to stop playing immediately when the bell rings and the whistle is blown 3 times and freeze. Students are to walk to their class line after whistle has blown, holding all equipment.
2. Students get drinks and go to the bathroom before the bell rings at the end of recess.
3. Students must get permission from the teacher on duty or the noon supervisor to come to the office.
4. Students must stay outside of the classrooms unless the teacher is in the room.
5. Students walk in the halls at all times. Running is allowed on the grass area next to playground only.
6. Items left out on the playground are turned into the office after the recess bell rings.
7. Students keep the school grounds clean by putting all litter in the trashcans.
8. GUM IS NOT ALLOWED AT SCHOOL.
9. Electronic devices, toys, and other such items ARE NOT ALLOWEED DURING SCHOOL. Cell phones and other electronics that are used during school hours will be confiscated, and must be picked up by a parent.
10. A student only has one place in line. If he or she gives someone the place in front or in back, he or she goes to the end of the line.
11. Students are not to sit, swing, or stand on any walls, rails or fences, on water fountains, or in any trees while at school.
12. Students are to stay in their designated grade-level play areas.

PRINCIPAL COFFEES

Regularly scheduled coffees are planned throughout the school year. This is a place to be updated on current school events, as well as to bring to the table any success stories and concerns. It is a time to improve the school together and make a difference.

PROMOTION REQUIREMENTS FOR 8TH GRADE

The following Promotion Requirements are for students of McPherson Magnet Middle School. For a student to receive the Certificate of Promotion, **he/she may not have received 2 or more F's in the same curricular area, and a minimum of 36 credits must be earned** to include the following:

Curricular Areas	Trimester Courses	Must Pass
Social Science		
World History	3	
United States History 8	3	5
English		
English 7	3	
English 8	3	5
Mathematics		
Math 7 or Math 1	3	
Math 8, Math 1 or Geometry	3	5
Science		
Science 7	3	
Science 8	3	5
Exploratory/Electives	12	11
Physical Education	6	5
Total Trimester Credits	42	36

SATURDAY SCHOOL

Any student receiving an F as a final trimester grade will be required to attend Saturday School to remediate those credits. Seven four-hour sessions are required to remediate 2 failing grades.

REPORT CARDS

Report cards are issued three (3) times throughout the year for elementary and middle school students. They will indicate both academic and effort grades for the student. Elementary students' parents attend a parent/teacher conference, and a Parent-Teacher Conference Summary form is used to record the student's strengths and needs, along with an assistance plan for school and home. Parents can check student achievement in grades 3 through 8 by logging on to the parent portal.

RESTROOMS

1. The restrooms are for the purpose of using the toilet and washing only.
2. Students are to wait their turn and respect other's privacy.
3. Students are to keep hands, feet and objects to themselves
4. Students are to use the toilet, flush it, wash their hands and leave.
5. There is no playing or socializing in or around the restrooms.
6. Students are responsible for keeping the school restrooms clean and orderly.
7. Students are to use their grade-level restrooms only.
8. Students are to use the restroom before school, at recess and during lunch
9. Any student who defaces restrooms in any grade is subject to suspension or expulsion from McPherson.
10. Students are to report vandalism to their teacher or the office.

TRANSPORTATION

As this is a school of *choice*, parents provide all transportation. Bus service may be available to McPherson students through the IEP process.

UNIFORMS

A safe and disciplined learning environment is a major component of a good school. Young people who are safe and secure will be better able to learn essentials of good citizenship and be better students. Uniform Guideline Reminders will be sent home with students who do not follow our school uniform policy. Student loaner uniforms are available to students who are out of uniform or students can call their parents in the office to have them bring a uniform to school. If there is a financial hardship or any way our staff can assist you in the purchase of uniforms, please let the health clerk or administrator know.

School Designated uniform Logo Tops must be purchased at our Logowear vendor, American Casual, at www.american-casual.com or in store at 2940 E. La Palma Avenue, #E, Anaheim, 92807. School Designated uniform bottoms should be purchased at a uniform store or uniform department, such as American Casual, Dennis Uniform, J.J. Fashions, Target, Wal-Mart, JC Penney's, etc.

All Fridays are designated as "Spirit Day". Any McPherson team or activity shirt may be worn at this time. Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has scheduled meetings. (Ed Code 35183)

Uniform Tops	Polo Shirts T-Shirt	Red White Navy Blue	<u>All Shirts will have a McPherson Logo.</u> Red, White & Navy Blue shirts. <u>No Other Colors.</u> Uniform tops must be size appropriate. Garments which are too tight, revealing, or allow underclothing to show are not allowed. School Team and Special Event Shirts are allowed on Fridays <u>ONLY.</u>
	Sweatshirts Sweaters Heavy Jackets Raincoats and Headwear	Red White Navy Blue School Color highly recommended.	McPHERSON LOGO PLAIN SOLID COLOR May NOT have a logo other than McPherson. Sweatshirts/sweaters may be worn in the classroom. Jackets, Raincoats and headwear are for cold weather and are to be only outside.
Uniform Bottoms	Long Pants Shorts Skorts Skooters Capris	Navy Blue Khaki Must be purchased from Uniform Dept. Shorts or Skorts shorter than mid- thigh are prohibited (OUSD #AR5132)	<u>"Uniform line" garments from uniform stores.</u> No Denim - No Uniform "Skinny Jeans" or "Skinny" type pants. Uniform pants must be size appropriate and worn at the waistline and the crotch. They must be hemmed and may not have any holes or tears. Garments which are too tight, revealing, or allow underclothing to show are not allowed. Must be loose fitting. Shorts and skorts should reach mid-thigh, or MUST reach your fingertips.
Layering	Uniform undergarment layering is allowed for warmth, coverage & comfort. Undergarments should not be visible below the uniform shirts.		
Shoes/NO BOOTS	Shoes must be worn at all times. Shoes should be flat, closed-toes and without wheels. Shoes should not have slippery soles or come off the student's feet while running or playing. <u>No Ugg-type Boots, Thongs, Sandals, Backless Shoes, Steeled toes Shoes or Platforms. (Rain boots may be worn on rainy days only)</u>		
Socks	Student/Parent Choice - SOCKS MUST BE WORN WITH SHOES		
Caps/Visors	Cannot be worn inside the classroom. Must have McPherson Logo or be navy, red or white. No other Logos allowed.		
Belts	Belts may be worn as needed. No chain, studded or initialed belts are allowed.		
Hair	Hair must be clean and neatly groomed. Hair designs that cause undue attention or distract from the educational environment are not allowed. Hair must be natural tones only.		
Jewelry/Accessories Make-Up	Jewelry accessories that are considered dangerous should not be worn. No wallet chains allowed. Students are not permitted to wear "pierced" jewelry anywhere on their face except for their ears. Make-up is not allowed.		
PE Clothes - Middle School	Middle School PE clothes may only be worn during PE. They may not be worn in lieu of uniforms. PE clothes may not be worn over school uniform including PE sweatshirts.		
Free Dress	Free Dress wear on designated days must be appropriate size and length as stated above. No tank tops, spaghetti straps, short shorts, torn clothing or bare midriffs. Must have close-toed shoes.		

Consequences

1st Offense
2nd Offense
3rd Offense
4th Offense

Warning and Reminder Notice Signed by Parent
Warning and Detention or Loss of Privilege; Parent Notified
Detention and Parent to Bring Appropriate Uniform
Parent Conference and Possible Suspension

VISITORS AND VOLUNTEERS

In the interest of safety, we ask that all visitors/volunteers report to the office to sign in through our automated computer system. All parents volunteering/visiting must notify the teacher or administrator 24 hours in advance. This will allow the teacher to notify the office (via a Google Document). When it is your scheduled volunteering/visitation, you will check into the office and be issued a sticker to wear, indicating to the students and staff that you are authorized to be on campus. The visitor sticker must be worn at all times when on school grounds.

In order to effectively manage students during recess and lunch and to ensure their safety in their less restrictive environment, our campus is closed to visitors on our playground. Should you have a special request to visit your student during recess or lunch, you will need to notify administration.

All volunteers must complete an OUSD Volunteer Assistance Request form prior to volunteering. These forms are available at the McPherson office.

VOLUNTEER COMMITMENT - HOURS

McPherson Magnet School asks that each *family* provide a minimum of ten (10) volunteer hours per school year. This is a school of choice and as such we expect that parents will want to help support and strengthen our school. Family involvement shows our children that we are committed to them and to their education. There are many activities, which can be done at school and/or from home that may be applied toward required family involvement hours.

Family Involvement hours can be completed by parents, guardians, grandparents, or any family member over 18 years of age. Family Involvement hours may include the following:

ONE-HOUR SERVICE:

- *PTSA meetings
- * McPherson Education Foundation meetings
- *Attend parent-training classes provided by McPherson (i.e. technology, Family Math)

TWO-HOUR SERVICE:

- *Field Trip Chaperone
- *Research assistance for classroom

MULTIPLE-HOURS SERVICE (based on actual hours served):

- *Classroom help
- *Room Coordinator
- *After-school tutoring
- *Library or Office Help
- *Technology support
- *Home assignments (projects done for the teachers at your home)
- *Training volunteers for specific school activities
- *Board/Committee membership and participation (i.e., PTSA, Education Foundation, School Site Council, Safety Committee, etc.)
- *Campus Beautification, Enrichment programs

This is an open-ended list. McPherson welcomes suggestions for additional opportunities that parents may use as part of their Family Involvement hours.

For *activities done on campus*, parents can log their hours worked on the Volunteer Foundry, located on the McPherson Webpage. All volunteers must wear a McPherson visitor sticker when on campus. For *activities done at home, on weekends or away from campus*, keep track of time spent and then log in the hours in the volunteer book.

VOLUNTEERS - CLASSROOM

One of the most pleasant experiences a child can have in school is to see his/her parents volunteering in their classroom. Any person volunteering or coming onto any part of the McPherson Magnet School campus, including the playground, must sign in and out at the school office and wear a McPherson identification badge. Parent volunteers may not bring younger children into the classroom while volunteering. ***Anytime a parent volunteers or works with a child in the classroom, he or she must have a volunteer form filled out and on file at the school office. Parents must respect the confidentiality of all students and never repeat confidential information about another student.** **Confidentiality falls under these laws: FERPA (Family Educational Rights and Privacy Act), IDEA (Individuals with Disabilities Education Act), and the California Education Code.*

Updated August, 2015