



Mokelumne Hill School
Bell Schedule
2006-2007

Regular Day

Grades K-6 7:50 school begins

9:45 – 10:00 break

11:50 – 12:10 grades K-2 eat

11:55 – 12:10 grades 3-6 play

12:10 – 12:30 grades 3-6 eat
 grades K-2 play

12:30 – 2:05 class

2:05 dismissal

Minimum days - every Friday

Kindergarten through sixth

7:50 school begins

9:45 – 10:00 break

11:30 - 11:45 lunch K-2

11:45 - 12:00 lunch 3 -6

12:05 dismissal

Activities and Accomplishments

We at Mokelumne Hill School are very proud of the varied experiences we are able to provide for our students. Some of the many activities from last year were the following:

Scholastic Book Fair at Open House
Three Reading is Fundamental book presentations to students
Culture for Youth presentations/Classroom Art Programs
Santa's Shop
Extended Day Care Program
6th grade week to Science Camp
Ventriloquist Assembly
Community / School Holiday Program
Golden Gopher awards
Fourth Grade History Day – Mokelumne Hill
Accelerated Reader Program
Student Store
Bubbleman Assembly
Sock-Hop

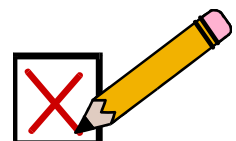


Mokelumne Hill School staff, Parent Teacher Organization, School Site Council and community volunteers have worked together to make these activities possible for our students.

Penny Fundraiser for the Library

Thanks a million to all who have been saving pennies for our school library fund!

What started many years ago as a fundraiser to raise one million pennies has continued to fund our library. Each year we purchase library books, accelerated reader quizzes and some promotions for our library. We have over 8,000 books in our library and are very proud of it. We encourage you to save year round for our penny drive, which is held in February. Last year the children raised more than \$2,500. There is a competition between classes, but we stress that all of the children are winners when we can buy new books! Be sure to ask grandparents, friends and neighbors to save too. If you would like a penny label just ask in the office.



SCHOOL POLICIES

Attendance

Students are required by the State of California to attend school regularly. The only reason, according to law, for being absent is illness, a doctor's appointment, funeral for immediate family or observance of a religious holiday. Shopping, attending other children's school, missing the bus, out of town excursions, personal business, vacations and other absences are not excused. Regular attendance is an important requirement for a successful school experience.

Absences

When your child is absent from school due to illness or doctor appointment, please **call the school** as soon as possible in the morning. This allows for attendance to be done easily. If you are unable to call the school, please send a note **when your child returns** with the date, reason for absence, and your signature.

Medication

Students who need to take medicine prescribed by a doctor, allergy medication purchased over the counter, and/or aspirin may do so only with a **signed permission form on file** with the **Doctor's signature**. This is a district policy and the form may be obtained at the school office. The medicine and the form must be turned back into the school office for administering.

Physical Education-excuses from

All students are required to attend and participate in a physical education class daily. Parent excuses are good for three days only. Students with health conditions lasting longer than three days may be excused upon recommendation of a physician. A student with a medical excuse will be scheduled into another class or into the library.

Emergency Cards

Parents are required to fill out an emergency card for each child. This is a vital source of information, including where the parent or designee can be reached in case of an emergency. During the year if circumstances change (baby-sitter, phone no., etc.), please call the office or send a note so your child's card can be updated.

Tardiness

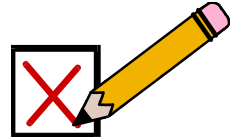
Because arriving on time is important in life, the school requires that students come to school on time. Tardiness, by even a few minutes, is disruptive to the teacher and the class. A child usually feels uncomfortable when he/she arrives after class has begun. Children who are late must check into the office **BEFORE** they go to class to receive a tardy slip. School begins at 7:50. Tardies are excused for reasons of illness, doctor or dentist appointments. After the 3rd unexcused tardy, students in grades 1-6 will be required to go to detention on the day of the 4th tardy.

Check-out procedure

If it is necessary for you to check your child out of school during a regular school day you will need to sign him/her out in the school office.

School Volunteers

Parents and Community members are encouraged to participate in school activities by volunteering their time and service. Recent legislation, however, has mandated that all school volunteers be fingerprinted (excluding parents of Mokelumne Hill School students) and have TB tests. TB tests are available at the County Health Department. There is a \$5.00 cash charge for the TB test . This new law applies to coaches as well. Legislation requires anyone transporting students to field trips or other school events to have proof of insurance and a current Dept. of Motor Vehicles record report on file. DMV reports must be updated yearly. (Fingerprinting information is available from the District Office - 754-3504.)



Visitors

All visitors to campus must check in with the office, sign in and receive a badge. Students from other schools or any school-age person **are not to visit classes or playground** during school hours, unless special permission has been granted by the teacher and the principal. Parents or other relatives are encouraged and invited to visit school at any time during the school year. Strangers observed loitering on or near the campus should be reported to the principal at once.

Use of Office Phone

The office phone may be used by students for the following reasons:

1. Illness
2. Emergencies - students must identify the nature of the emergency and have their teacher's permission.
3. School business - teacher requested calls for school business.

The school phone is a business phone. The principal and office personnel reserve the right to screen requests for the use of the phone.

Cell Phones

The use of personal cell phones is discouraged at school. If there is a reason for your child to carry a cell phone, permission must be obtained from the principal and the phone must remain in that student's backpack.

Books

All schoolbooks (textbooks, library books, etc.) are to be cared for properly. Textbooks should be covered with a book cover. Parents will be liable for "repair or replacement charges" for lost, damaged, or abused books. Do not leave books outside on lawns, picnic tables, or benches. School library books are available for checking out and must be returned by the due dates. Books not returned must be paid for or replaced. All books and textbooks are the property of Calaveras Unified School District and are the direct responsibility of the student to whom they are assigned.

Lunch Program

Calaveras Unified School District offers free and reduced meals for families who qualify. Lunch application forms are sent home the first week of school and are available in the school office. If your financial situation changes at any time during the year you may request another form from the school office.

Lunch prices-\$2.00 per day .40 reduced

Breakfast 1.00 per day .30 reduced Milk .30
per day

There is no free milk program available but students receive milk with breakfast and lunch. Chocolate milk is available every day for the same price. **Breakfast is served at 7:30 a.m. and will not be served after 7:45 if children are late. Breakfast is also served at 9:45 for those children who did not have time in the morning.**

Lost and Found

Pupils are to turn in anything they find on the school grounds. Students who have lost something should tell a teacher and/or make an inquiry at the office as soon as possible. Unclaimed clothing will be turned over to a local charity at the beginning of each school break. The School District encourages the students not to leave their personal belongings on the school premises. Further, the school cannot be responsible for any loss or damage of personal property of the students.

Care of School Property

Students must take care of school property. Parents will be liable for any damage done to school property by the student. **3.**

Fire Drills

Stop all work and follow the person who is nearest to the door. Students are to walk outside in single file in an orderly manner. Go out to the assigned waiting area until you have been instructed otherwise.

Dress Code

- No hats are to be worn in the classrooms, office or library and hats are to be worn with the brim facing forward.
- Clothing must not have alcohol, tobacco, drug or gang slogans.
- No gang apparel or chains.
- No bare midriffs, no tummies should show.
- No hair styled, dyed or cut in a way that creates a distraction for the students.
- Boys may not wear low cut tank tops with larger than normal armholes and no visible underwear please.
- Girls in grades 3-6 may wear tank tops if the straps are 3-finger width. (This is a Toyon rule.) Underwear must be covered.
- For girls in grades 3-6, the shorts will have a 4 inch inseam. In general, we don't want to see what is supposed to be covered including underwear.
- Shoes: We encourage tennis shoes for safety. However, shoes worn to school **must have backs. No platform or heels and NO WHEELS.** This is a safety issue, especially during PE and recess.

Radios, Toys, Games and Skateboards

These items are not allowed at school unless the school administrator, secretary or teacher has made special arrangements.

Gum

No gum is permitted at school or on the buses.

Discipline Procedure

Consequences for unacceptable playground or school-wide behavior problems are: **Pink Slips, Time Out or Office Referrals.**

Pink slips may be given anytime during and after school if a student breaks a rule. Teachers and staff who issue the pink slip will talk to the student and review the steps to solve problems. The consequence for receiving a pink slip is a 30-minute lunch recess detention. Student takes pink copy home to be signed by parent and returns it to his/her teacher the next school day. The student serves detention until they return the pink copy. **Ten-minute time out** slips are issued by the teacher for behavior problems or for finishing work. The student will spend ten minutes in the office. **Principal - Office referrals** are given to students for serious offenses such as fighting, hitting, vulgar language or gestures, or defiance of authority. Children are sent to the principal and she will contact the student's parents.



ACADEMICS

The Mission of Mokelumne Hill Elementary School is to provide a positive atmosphere for academic and personal growth.

Homework

Homework is expected of Mokelumne Hill students and is an important part of the school program. Please check with your child's teacher for specific homework policies. The time it takes a student to do weekly homework depends largely on his/her study habits and how well he/she uses extra time available in class. A student's grades will be affected if homework is not taken seriously and consistently completed. Reading is the most important academic gift teachers and parents can give to a child. We recommend the following reading homework:

Kindergarten	Read to your child at least 15 minutes every day.
First grade	Read to your child at least 15 minutes every day. Have your child practice reading at least 10 minutes every day.
Second grade	Read to your child at least 10-15 minutes every day. Listen to your child read aloud at least 10-15 minutes every day.
Third grade	Read to your child at least 20 minutes every day. Your child should read to him/herself at least 30 minutes every day.
Fourth-Sixth	Your child should read to him/herself at least 30 minutes every day.

Progress Reports/Tuesday Folders

We value communication between parents, teachers and school. The home-school partnership helps children succeed. Parents will be informed of their child's progress. Parents of children who are experiencing difficulty in school will be contacted and the parents and teacher will look for ways to help the child improve. Each student has a folder, which he/she will bring home each Tuesday. All homework, notices, school newsletters, menus etc. will be included in the envelope. Please be sure to take the time to go through this folder with your child. The envelope should be initialed by the parent and returned to school on Wednesday. This has proven to be an excellent way for the school to communicate with parents.

Tuesday folders may be used by the public to distribute news of community events and youth activities of interest to the Mokelumne Hill School Community on the following conditions:

1. Material must be pre-approved by principal or secretary.
2. Material must be copied and ready for distribution.
3. Material cannot be accepted after Monday morning.

Report Cards and Parent conferences

Report cards are sent home three times a year, in November (at parent-teacher conference), March and June. Parent conferences will be held the week of November 6th. Your child will receive his/her first report card of the year at the conference. Appointment notices for these conferences will be sent home by the office approximately two weeks prior to conference week. Parents are asked to complete the lower portion of the appointment letter and return it to school with their child as soon as possible, we try to schedule all conferences with siblings back to back. Parents are urged to keep in contact with their child's teacher throughout the year, not just during Parent Conferences.

Special Programs

Resource

The Resource Specialist Program (RSP) is a state-funded program for school age children with low academic achievement due to a specific learning disability. The primary job of the RSP teacher is to diagnose how each child learns most readily and to provide the appropriate instruction. As the RSP teacher and aide work through each child's strengths, they strive to remediate the child's weaknesses and to provide activities to enhance each child's self-concept. Close contact with the regular classroom teacher, parents and all personnel dealing with the child is essential to an effective program.

Language Speech and Hearing

The Language, Speech and Hearing (LSH) Specialist is responsible for the identification and remediation of communicative disorders of children. Children are identified through classroom screening, observation, or referral from school personnel, parents and outside sources. The LSH Specialist works with the children in articulation, language delay, fluency and expression.

School Site Council

The School Site Council is composed of parents, teachers, and staff. Parent members are elected by parents and serve a three-year term. The School Site Council is required to:

- a. Assess the needs of the school program related to the needs of pupils.
- b. Develop a comprehensive plan designed to improve the effectiveness of the school program.
- c. Design a system to monitor and evaluate the effectiveness of the program.
- d. Annually review the effectiveness of the program and develop appropriate revisions in the plan of activities.

The School Site Council meets once each month, on the fourth Wednesday at 2:30 in the school library. Parents are notified in the Tuesday folders and on the calendar. Members of the 2006-2007 School Site Council are:

Michelle Besmer
Peggy Bernard
Dan Stoddard
Darcy Lambert

Danelle Dix
Kathy Dell'Orto
Casie vanBebber
Beth Stanton

Parents and community members are invited to attend School Site Council meetings.

Mokelumne Hill School - Promotion-Retention Policy 2006 – 2007

- 1. Teachers will inform parents at the November parent-teacher conferences if the child is at risk of retention. Teachers will record on the report cards that the child is at risk of retention.**
2. By the 2nd report card if the child is still at risk of retention, a Child Study Team meeting will be held. A CST is a meeting of teachers and the parents. The purpose of the meeting is to discuss what can be done to help the child improve.
3. The teacher at the end of the school year will complete a promotion-retention evaluation form for students at risk of retention. If the decision is to retain, a conference with the parent will be held. If the parent disagrees with the decision to retain, the parent may appeal the decision with the superintendent of the district. The appeal must be made in writing within 10 school days of the decision to retain.
4. The decision to retain a student shall hold throughout the district schools.

SCHOOL RULES 2006 – 2007

1. Obey all adults on campus. Be respectful and do not argue with the adults on campus.
2. Remain within the school boundaries. A cone on the field or in any other area indicates that the area is temporarily out of bounds.
3. Do not use profanity. Do not use the word "suck" even though it is a word popularly used in today's media.
4. Treat other students politely and do not verbally abuse others.
5. No fighting, hitting, pushing, or any physical abuse of others. Solve problems with words, not fists.

6. Children are to go directly home after school, unless enrolled in day care, in an after school intervention, or in an organized after school sports program.
7. Running, loitering or playing in the halls are not allowed.
8. Toys, skateboards, and “walkman” audio equipment are not allowed.
9. Games involving deliberate body contact such as tackling, pushing or tripping are not allowed.
10. Do not chew gum at school.
11. Eat snacks in designated areas and do not eat while playing on the equipment.
12. Do not litter. Throw away your trash.
13. Throw and kick balls on the grass, except in basketball games on the basketball courts or dodge ball type games.

These rules apply during school, after school, at day care, during school events in the evenings and on the weekends.



Staff

Michelle Besmer
 Sue Jackson
 Melanie Leonard
 Chris McCarty
 Peggy Bernard
 Dan Stoddard
 Mike Castro
 Martin Pollyea
 Tim Roberson
 Robert Wise
 Lana McCartney
 Joy Burns
 Jenny DeHerrera
 Diane Scronce
 Kathy Dell'Orto

Principal – 5th-6th grade a.m.
 Kindergarten - First grade teacher
 First grade teacher – 5-6th grade math
 Second grade teacher
 Third grade teacher
 Third - Fourth grade teacher
 Resource teacher
 Speech Therapist
 Classroom Music
 Instrumental Music
 Instructional Aide
 After school daycare
 Yard Duty
 Food Service
 Secretary

Calaveras Unified School District Board

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2725

Zerral McDaniel
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San Andreas, CA 95249 736-

Hank Nagle
P.O. Box 164
Wilseyville, CA 95257 293-4722

Parent Teacher Organization

Classroom parent representatives

2006 - 2007

Mrs. Jackson's class	-	Heather James	754-4588
Mrs. Leonard's class	-	Shannon Kelaita	286-1783
Mr. McCarty's class	-	Michelle Pogue	286-1052
Ms. Bernard's class	-	Cindy Boitano	772-2028
Mr. Stoddard's class	-	Judy Brown	286-1125
Ms. Besmer's class -	-	Beth Stanton	772-2731