

First Day Packet

2011-2012

*Information for
Parents and Students*



200 Phillips Drive
Marin City, CA 94965
(415) 332-3190 • Fax (415) 332-9643
www.sausalitomarincityschools.org

Dr. Valerie Pitts
Superintendent

Please retain this booklet for your information.

**Please review the material in this booklet.
Then complete and RETURN the forms at the end this booklet.**

District Information

Sausalito Marin City School District

200 Phillips Drive
Marin City, CA 94965
(415) 332-3190 – Fax (415) 332-9643
www.sausalitomarincityschools.org

The Sausalito Marin City School District is a district of choice, offering parents either a traditional school setting or a charter school setting. This document reflects information for parents of children attending the traditional schools in the district. The charter school is a separate entity and will provide its own information for parents. Please contact them direct for charter school information.

Traditional Schools

Bayside Elementary School (Kindergarten – Grade 4)
630 Nevada Street
Sausalito, CA 94965
(415) 332-1024 – Fax (415) 332-7816

Martin Luther King Jr. Academy (Grades 5 – 8)
200 Phillips Drive
Marin City, CA 94965
(415) 332-3573 – Fax (415) 332-2492

MLK Annex and Parent Center
610 Drake Avenue *Mail to: 200 Phillips Drive*
Marin City, CA 94965 *Marin City, CA 94965*
(415) 332-4722

Charter School

Willow Creek Academy (Kindergarten – Grade Eight)
33 Buchanan
Sausalito, CA 94965
(415) 331-7530 – Fax (415) 331-1622
www.willowcreekacademy.org

Information about High School

The Sausalito Marin City School District does not include high schools. Parents of high school age students should contact:

Tamalpais Union High School District
395 Doherty Drive
(415) 945-3720 – Fax (415) 945-3609
Larkspur, CA 94939-1536 www.tamdistrict.org

Important Dates

- Staff Development Day/No School: August 12 & 15
- Teacher Work Day/No School: August 16
- **First Day of School: August 17**
- Staff Development Day/No School: August 26
- Bayside & MLK Minimum Day: September 2
- Labor Day/ No School: September 5
- Back to School Night-Bayside: September 14
- Back to School Night-MLK: September 21
- Bayside Parent Student Teacher Conferences: October 4 & 6 (Bayside Minimum Days)
- Staff Development Day/No School: October 10
- End First Quarter-MLK: October 21
- MLK Parent Student Teacher Conferences: October 25 & 26 (MLK Minimum Days)
- End First Trimester- Bayside: November 10
- Veterans' Day Holiday/No School: November 11
- Thanksgiving Recess/No School: November 21-25
- Bayside & MLK Minimum Day: December 16
- Winter Recess/No School: December 19 – January 2
- Classified In Lieu Day: December 22
- Local Holiday: December 23
- Christmas Holiday: December 26
- New Year Holiday: January 2
- Students Return to School: January 3
- End Second Quarter-MLK: January 13
- Martin Luther King Jr. Holiday/No School: January 16
- Presidents' Day: February 20
- Winter Recess/No School: February 20 - 24
- Lincoln's Birthday-Local Holiday: February 24
- End Second Trimester- Bayside: March 2
- Bayside Parent Student Teacher Conferences: March 13 & 15 (Bayside Minimum Days)
- End Third Quarter-MLK: March 23
- MLK Parent Student Teacher Conferences: March 27 & 29 (MLK Minimum Days)
- Spring Recess/No School: April 9 – 13
- Classified In Lieu Day: April 13
- Open House-Bayside: May 16
- Open House-MLK: May 23
- Memorial Day/No School: May 28
- End Third Trimester-Bayside: June 1
- End Fourth Quarter-MLK: June 1
- **Last Day of School for Students: June 7** (Bayside & MLK Minimum Day)
- Teacher Work Day/No School: June 7

A Message from the Superintendent:

Dear Students and Families,

As we enter the second decade of the 21st century, we find ourselves excited about the upcoming school year! The past decade, our district and schools have been reinventing themselves. This year promises to be one that builds community, respect and dedication to our vision that all children are eager and prepared for college and careers of the new millennium. As a new member of this school community, I look forward to working in partnership with parents, agencies and organizations committed to serving the students and families of Sausalito Marin City School District.

When we begin school on August 17, students will enter the classrooms of both new and veteran staff. Our talented teachers will continue to provide a solid, engaging curriculum that supports all students in reaching the highest academic achievement. In addition to a strong academic foundation, students will receive instruction in the visual and performing arts, science, technology, health and physical education. Thank you to the many community partners that enhance our programs.

This year, Bayside Elementary and Martin Luther King, Jr. Academy (MLK) will share the same wonderful Principal, Jonnette Newton. Assistant Principal, Sandie Spoering, and Coordinator, Tenisha Tate, complete this dynamic team. Our Board of Trustees will continue to engage in strategic planning and developing a strong vision that will guide the district mission and goals for years to come. We welcome parent and community participation as we embark on this journey. Anticipate new ideas, more communication, stronger alliances, and responsive programs.

The district's transportation and food services programs have received a face-lift. Buses will continue to run in the morning and afternoon to and from Marin City. The schedule will be posted on the website, www.sausalitomarincityschools.org, and available at school offices. Students may also access bus passes to ride public transportation as appropriate. Healthy breakfasts and lunches that will assure a balanced and nutritious diet for our students will be provided by Revolution Foods. Daily physical education programs at Bayside and MLK will support students' overall health and well-being.

The school district offices are now located at MLK. Please stop by to say hello! Our website will be updated regularly to provide parents and the community with the most current information. Continuous improvement will be the theme of the year. We welcome your ideas! Please don't hesitate to contact me at vpitts@marin.k12.ca.us or email trustees at trusteesmcsd@marin.k12.ca.us

Yours in Education,

Dr. Valerie Pitts

Valerie Pitts, Ed.D.

Superintendent

Board of Education

Thomas Newmeyer, President

Mark Trotter, Vice President

Karen Benjamin, Clerk

Shirley Thornton, Ed.D, Trustee

William J. Ziegler, Trustee

A message from the Bayside Elementary School Principal:

August 2011

Dear Bayside Elementary School Families,

Welcome to Bayside Elementary School!

Bayside is a small, unique public school located in the friendly, family-oriented community of Sausalito. Students, parents, staff, and the community come together to create an atmosphere where everyone benefits! In an environment where parents and community volunteers are often on campus and in our classrooms, students observe and experience life-long learning in action.

Students are growing and learning in a safe environment at Bayside. In fact, this school year, our fourth grade was the only class in the county to score 100 percent proficiency or advanced in the state-wide math test.

Bayside students love to read and we encourage them to do as much as possible. As you visit classrooms you will observe students reading throughout the day. At Bayside, we believe that today's readers will become tomorrow's leaders. These are just a few reasons why our students, parents, staff, and community are proud to be members of the Bayside family.

Sincerely,
Jonnette A. Newton
Principal

A Message from the Martin Luther King Jr. Principal

August 2011

Dear Martin Luther King, Jr. Academy Families,

Welcome to the 2011-2012 school year! What an exciting time to return to school. Not only will your students get to learn many new things, but they will also have an opportunity to learn from a team of educators who are dedicated, committed and highly qualified to prepare them academically and socially for a future of their choice.

“The Academy” is an amazing school where students will have many opportunities to excel both in and out of class. Our focus is to develop students individually and encourage them to work hard, achieve beyond their own expectations, respect others, and have some “fun” as they do so. In addition to learning the content, students will be exposed to scholarly behaviors to support their social and academic development.

We strive to maintain a positive learning environment that fosters the high expectations needed to develop student learning and independent thinkers. We invite you, our partners, in our mission to assist and support this learning space for the good of all the youth in your community. We hope you can feel the excitement that is ahead of us.

There will be additional opportunities for you to join and participate in the adventure and the education of your students. Be on the lookout for newsletters, flyers, and other communication from “The Academy.” Come and explore education and grow with us all. We look to you for your support and assistance in helping to make your child’s dream come true for tomorrow.

I look forward to working with you and your students.

Sincerely,
Jonnette A. Newton
Principal

“The function of education is to teach one to think intensively and to think critically. Intelligence plus character – that is the goal of true education.”

Martin Luther King, Jr.

The Sausalito Marin City School District Board of Trustees has adopted a Vision and Board Goals to guide all decisions and actions of the district.

The Sausalito Marin City School District is committed to providing a rigorous and challenging academic program for all children in a safe environment that values diversity.

We commit to a climate of mutual respect.

All services in the Sausalito Marin City School District focus on furthering student academic achievement and on developing responsible citizens.

Vision-Strategic Priorities

- Human Capital
- Instruction and Culture
- Community Engagement
- Operations

Parent Organization

The Sausalito Marin City School District Parent Organization is a volunteer-based organization that advocates for our students. Members are comprised of parents, teachers, student council officers and staff members, but all community members are encouraged to join. Students are encouraged to attend and share their perspectives.

School Site Council

The School Site Council (SSC) is comprised of parents, teachers, administrators, and classified staff. Meetings are held once a month.

English Learner Advisory Committee (ELAC)

At registration, parents/guardians complete a Home Language Survey. When they report that a language other than, or in addition to, English is spoken in the home, the student is identified as an English Learner.

The purpose of the ELAC is to build the capacity of the parents/guardians of English Learners to assist in the education of their children. Members of the committee are elected by the parents/guardians of students who are identified as English Learners. The ELAC meets several times during the school year at times established by the ELAC.

PARENT INVOLVEMENT

The Governing Board and the District staff recognize that parents and parenting adults are their students' first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment.

A District Parent Involvement Policy (Plan) has been developed that incorporates the District's Parent Involvement Board Policy (BP 6020) and Administrative Regulations (AR 6020). In addition, both Bayside Elementary and Martin Luther King Jr. Academy (MLK) have developed their own site level Parent Involvement Policies (Plans) that follow the District's Parent Involvement Board Policy and Administrative Regulations. All three of these plans (District, Bayside and MLK) may be found at www.sausalitomarincityschools.org/resources

Strategies to Increase Parent Involvement at Bayside and Martin Luther King

STAR and CST assessment results are received by the district in the summer. Parent reports are mailed to the parents of each student prior to the start of school. Teachers review the STAR Test Results with parents as part of the fall parent-teacher conference.

A School-Parent Compact goes home to all families at the beginning of the school year. The School-Parent Compact, along with the school level Parent Involvement Plan (Policy), are agenda items for the annual Title I parent meeting where they are reviewed and updated with parent participation.

Parents are invited and encouraged to serve on the School Site Council, committees such as the Gear-Up Leadership Team, the Compensatory ED Advisory Committee, and to become involved in the Parent Teacher Association.

District students represent a variety of home languages. Since there are more than fifteen students having Spanish as their home language, home correspondence is now provided in both English and Spanish. District staff contacts colleagues and community members on an as needed basis to assist in translation for families speaking other languages.

Teachers, with the assistance of parents, receive training on how to reach out to, communicate with, and work with parents as equal partners.

Parents and staff at Bayside Elementary School and at Martin Luther King Jr. Academy have written Parent Involvement Plans which are collaboratively reviewed and updated annually.

Bayside Elementary School Parent Involvement Policy (Plan)

The Bayside Parent Involvement Policy was developed with input from parents. It establishes the school's expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities. The school-parent compact is incorporated into the school parental involvement policy.

This policy is available in both English and Spanish on the school website at www.sausalitomarinschools.org/resources

Copies are also available on request from the school office.

Martin Luther King, Jr. Academy Parent Involvement Policy (Plan)

The Martin Luther King Jr. Academy Parent Involvement Policy was developed with input from parents. It establishes the school's expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities. The school-parent compact is incorporated into the school parental involvement policy.

This policy is available in both English and Spanish on the school website at www.sausalitomarinschools.org/resources

Copies are also available on request from the school office.

GENERAL INFORMATION

● Visitors

Visitors' sign-in is required by the Sausalito Marin City School District on all campuses:

- *Martin Luther King, Jr. Academy*
- *Bayside Elementary*
- *Willow Creek Academy*

To ensure the safety and security of students and staff, all visitors must sign in at the school office and obtain a visitor badge to have access to classrooms and campus during school hours. Visitors must sign out at the end of their visit.

Parents and other adults are encouraged to talk with teachers and visit classrooms, but visitation must be prearranged with the teacher. Students are not allowed to visit other school sites when school is in session.

● Bicycles, Skateboards, Rollerblades, and Scooters

State law requires all children to wear properly-fitting bicycle helmets. Bicycle riding is not permitted on campus. The school provides a bicycle rack for children to lock their bikes. Students who bring their bikes do so at their own risk. It is the responsibility of the students to lock their bicycle to the bike rack in front of the school office.

Skateboards, rollerblades, and scooters may not be used on campus. They must be stored in the main office for the entire school day.

● Home-School Communication

Being informed throughout the year about school-wide events and academic progress is the key to successful students. Home school-communication includes:

- Back-to-School Night and Open House
- Parent-teacher-student conferences
- Newsletters and notes
- Telephone calls
- Website/email
- Report Cards/Progress Reports
- Family Nights
- Title I Night
- Home Visits
- Parent Workshops

● Change of Address

It is critical that all information on student emergency cards is current. If you move or change your phone number, please inform the school secretary immediately.

● Dress Code

Sausalito Marin City School District students are required to attend school in the District-approved uniforms.

Bayside Elementary School – White collared shirt/blouses and navy pants/skirts.

Martin Luther King Jr. Academy – White or burgundy collared shirt/blouses and khaki pants/skirts.

If the shirt or blouse has a designer insignia, it can be no longer than an adult's thumb and must not promote drugs, tobacco, alcohol, sexual harassment, or foul language. ***Violations are deemed willful defiance of authority. Students not complying with the dress code may be sent home. Parent/guardian may be contacted to bring appropriate clothes or asked to authorize a change into borrowed clothes from the main office.***

● Lost and Found

Lost items are kept in the main office. Articles not recovered in a timely manner will be donated to a local charitable organization.

● Book Replacement Policy

Each student is responsible for the condition and possession of textbooks and library books. If a book is lost or damaged, **the student must pay for the replacement of the book.** Students who have not paid for lost or damaged books by the end of the school year will not receive their final grades, promotion certificate, or report card.

As the parent of a student you have many rights and responsibilities. This booklet addresses many of those and laws, policies and statutes which cover them. We suggest you read it. **We must get the signed forms returned or your child may not be able to attend classes.** Only in certain cases is it permissible for a student to miss school. Teachers build your child's education one day at a time, so every day is essential. In elementary, middle, junior, and high school, moving ahead, or even graduation, can be put in jeopardy if too many days are missed. Work with the teacher when a child must miss school. Get homework assignments and review work. There is only one chance to get a great education.

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☛ School Rules

You have a right to review school rules regarding student discipline. If you wish to do so, please contact the school office. [E.C. 35291, 48980]

☛ General School Rules

The code of conduct at Bayside Elementary School and Martin Luther King, Jr. Academy is based on three basic principles. Students are expected to: Be Safe, Be Responsible and Be Respectful.

☛ Classroom Procedures

Students are to follow all established classroom procedures and general school rules. Teachers review all classroom expectations and consequences. Inappropriate classroom behavior is addressed by the teacher. Parents are contacted to support their child to be a productive student inside and outside the classroom.

☛ Inter-Teacher Citation

A yard referral is given to any student who breaks a rule outside the classroom. The yard referral is given to the classroom teacher who makes the referral and consequence a matter of record.

☛ Arrival and Departure

Students whose parents bring them to school should not arrive at school earlier than 7:45 a.m. as there is no supervision until 7:45 a.m. Students are not to remain at school after their regular departure time of 3:00 p.m. (2:00 p.m. for kindergarten students). Supervision is not available unless a student is participating in a scheduled after-school activity. If this causes a difficulty, please consider enrolling your child in the After School Program. ***Students are not permitted to leave campus at any time, including lunch or recess, without permission from the school and parents.***

☛ Bus Transportation

The school district provides students with the option to ride a school bus to Bayside Elementary School. To ensure safe and efficient transportation, students have the responsibility to follow all bus safety rules set by the bus driver. Students have the privilege of using bus transportation for field trips and other special events. Students riding the bus are expected to be safe, be responsible and be respectful. If a student cannot follow the directions of the bus driver or the adult in charge, a bus citation will be issued and the parent notified. Students who do not follow bus safety rules may lose the privilege of bus transportation.

SCHOOL BUS SAFETY

Students, parents, and bus drivers should be aware of their responsibilities for school bus safety. Bayside Elementary School considers the school bus to be an extension of the school itself.

☛ Parent responsibilities

- Establish a set time to have your child leave home for morning pick up

- Allow for delays of inclement weather
- If you plan to move, notify the school in advance.

Stress to your child the importance of the following:

- Remain seated on the bus
- Remain reasonably quiet, wait for driver to signal and to look both ways before crossing the street
- Establish pick up procedure for your child, as all children will be dropped off at a designated location
- Familiarize your children with all rules and regulations of safe school bus riding
- Support the school's policies and procedures because they are designed to provide safe and efficient transportation.

☛ Student responsibilities

- Be at pick up location on time
- Wait for bus to come to a full stop before approaching
- Go directly to your seat once you board the bus, sit down and stay seated until you arrive at school
- Cooperate with the bus driver at all times
- Talk in normal tone without distracting the driver
- Collect all belongings before departing
- Respect other students' property and books
- Move away from the bus once you are discharged
- Report any damage in the school bus to the bus driver
- If you must cross in front of the school bus the driver will escort you across the street

☛ Bus Drivers and Transportation Responsibilities

- Bus drivers are considered, along with other school personnel, as vital to the health and safety of students
- All bus drivers must attend safety classes
- All bus drivers should adhere to the bus schedule as much as possible
- All bus drivers must report discipline problems to the principal or designee of the school
- Bus driver must inform school district of problems for proper resolution
- Bus drivers may not change route or time schedule without authorization of School District Administration or designee
- Bus driver must inform school if the school bus is going to be delayed more than 15 minutes
- All accidents with the bus or injuries to any rider must be reported to the school administrator or designee immediately
- Safety and emergency drills must be conducted for the welfare of all students

☛ Phone Use and Messages

Our school phones are the only direct links to emergency services and parents. Therefore, they are only available to students for real emergencies. Rainy day, normal pick-up times, sudden changes of plans, or recreation schedules are not considered emergencies.

Only emergency messages from parents will be given to students during instructional time. All other messages will be placed in the teacher's mailbox to give to the student.

● Personal Property/Cell Phones

Personal property – including such items as toys, electronic games, radios, mp3 players, CD players, cameras, etc. can be a distraction from the educational purpose of school and, therefore, are not allowed. Students may possess cell phones, but must ensure they are turned off during the day. Elementary students must bring their cell phones to the office for safe keeping each morning. The cell phone may be picked up at the end of the school day. When items are confiscated, the following will happen:

1st Offense: The item is confiscated and brought to the main office. The student may pick up the item at the end of the school day. The student receives a warning.

2nd Offense: The item is confiscated and brought to the main office. The student may pick up the item after one week, or earlier if a parent comes to retrieve it and meet with the principal.

3rd Offense: The item is confiscated, brought to the main office, and returned at the end of the semester. [E.C. 48901.5]

Personal money is not necessary at school. However, if students are carrying money, then they should keep money on them at all times, not in jackets or in backpacks.

The Sausalito Marin City School District is not responsible for lost or stolen items.

ATTENDANCE

Students who are absent from school may not participate in school events.

If your child will be absent, please call the school:

Bayside Elementary School 415-332-1024

Martin Luther King, Jr. Academy 415-332-3573

● Tardy

Students are expected to arrive to class on time. If a student arrives late, he/she must report to the office to receive a late pass before entering the classroom. Habitual tardiness will be handled on an individual basis, and potentially could be a referral to the School Attendance and Referral Board (SARB) team.

● Truancy

Students in the Sausalito Marin City School District are prompt and have good school attendance. *Students who are absent from school three or more days, or who have accumulated three tardies of 30 minutes or more, are considered truant and will be referred to the School Attendance Review Board (SARB).* Parents will be notified to attend a conference with the principal where interventions, including SARB, are discussed.

● General Absences

Children cannot learn if they are not in school. Children learn early about being on time and not missing school. For students 6 to 18 years old, daily school attendance is compulsory. Daily school attendance improves student achievement. Teach your child to be on time and that school attendance is an important family value.

It is also important that you know the state only awards funding to school districts for actual attendance. The state no longer funds districts for the excused absences listed below. Always review the school calendar and plan activities and vacations during days off. No pupil whose attendance is excused shall have grades or academic credit lost if assignments and tests can be reasonably completed.

Other attendance reports, such as truancy, still rely on excused and unexcused absences. There are legal consequences if your child misses too much school. You must send a note and/or phone the school within 72 hours to clear any excusable absences. Unexcused absences result in a recorded truancy.

1. Notwithstanding E.C. 48200, a pupil shall be excused from school when the absence is:
 - A. Due to his or her illness.
 - B. Due to quarantine under the direction of a county or city health officer.
 - C. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - D. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - E. For the purpose of jury duty in the manner provided for by law.
 - F. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - G. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization. When the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - H. Participation in religious instruction or exercises in accordance with district policy.
2. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit thereof. The teacher of any class from which a pupil is absent shall determine the tests and assignments, which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
3. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
4. Absences pursuant to this section are deemed to be

absences in computing average daily attendance and shall not generate state apportionment payments.

5. "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil." [E.C. 46014, 48205]
6. Absences of more than three days that have not been excused by the parent/guardian will be considered truant.

● Parental Consequences for Non-Attendance

Any parent or guardian who fails to ensure their student's attendance may be guilty of an infraction and can be punished as follows: \$100 for first conviction; \$250 for second conviction; \$500 for third conviction. [E.C. 48205] Rather than a fine a parent or guardian may be placed in parent education or counseling program; \$1,000 for willful violation of a court order directing that student must be enrolled in school or program. [E.C. 48293]

● Education for Homeless Children

Children who have no permanent physical address are guaranteed enrollment in school by the federal McKinney-Vento Act and California state law. It is the policy of the Sausalito Marin City School District to provide homeless students access to education and other services necessary for these students to meet the same challenging academic standards as other students. [AR 5111.13]

Homeless Liaison

The administrative assistant at Bayside serves as the homeless liaison for both Bayside and MLK schools. The homeless liaison works with the school staff, community members, local shelters and county officials to identify students who may qualify for services under the federal McKinney-Vento Act and California State law.

Parents and community members are notified of the availability of services to homeless students through posters displayed in the school and district offices and through the First Day Packet that is provided to all families. The First Day Packet is also on the district website at www.sausalitomarincityschools.org. These notifications are available in English and Spanish.

● Attendance Options

The governing board annually reviews attendance options including how students may attend a district school outside their attendance area (intradistrict). This district has non-arbitrary rules explaining how students may apply, be accepted or denied transfer to district schools. Many districts also allow the transfer of students from or to other districts (interdistrict). In some cases the district must provide transportation. [E.C. 35160.5, 46600, 48204, 48206.3, 48301, 48306, 48980]

● Interdistrict Transfers

Although students generally must attend school in the district where their parent/legal guardians reside, the Board of Trustees recognizes justifiable reasons for occasional interdistrict transfers. Upon request, the Board may accept students from another district and may also allow students

who live within the district to attend out-of-District schools. Interdistrict transfers may occur when class enrollments in the district will permit the addition of non-resident students. Interdistrict transfers may occur on a student-for-student basis when equal numbers of students transfer between two districts.

Transportation shall not be provided. The district of origin shall issue individual interdistrict attendance permits, valid for one year. The parent/legal guardian of a student who is denied a transfer shall be notified in writing, given specific reasons for the denial, and informed of the appeal process which might be pursued. [BP 5117, September 2000; E.C. 46600-46611, 46621, 48204, 48209-48209.16, 48915, 48915.1, 48918, 48980, 52317]

The district will accept transfers into the district under existing law governing interdistrict attendance agreements.

● Attendance Where Caregiver Resides

If your child lives in the home of a care-giving adult, as defined by law, your child may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the care-giving adult is required to determine that your child lives in the caregiver's home. [E.C. 48204(d), 48980(h)]

● Attendance in District in Which Parent or Guardian is Employed

Your child may have the option of attending school in the school district where you or your spouse is employed on a space available basis. If interested, call the school office for information. [E.C. 48204(b)(f), 48980(i)]

● Individualized Instruction

If your child has a temporary disability preventing him/her from attending regular classes, the district will provide individual instruction when possible. [E.C. 48206.3, 48980(b)]

● Pupils in Hospitals Outside of School District

If, due to a temporary disability, your child is in a hospital or other residential health facility, which is located outside your school district, he/she may be eligible to attend the school district in which the hospital is located. [E.C. 48207] If this situation should arise, you should notify both the district where you reside and where the hospital is located so that individualized instruction, if possible, can be provided. [E.C. 48208]

● Minimum/Pupil Free Staff Development Days

If your child will be affected by minimum days or staff development days, we will give you at least one month's notice. The dates that were known at press time are printed in the calendar in this booklet. [E.C. 48980(c)]

● Notice of Alternative Schools

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to: (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative,

kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy. (b) Recognize that the best learning takes place when the student learns because of his desire to learn. (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects. (d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process. (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. [E.C. 58501]

ACADEMIC ACHIEVEMENT

● Parent Teacher Student Conferences

Individual parent-teacher conferences are scheduled twice a year, in the fall and in the spring, to review and evaluate a student's academic progress.

Multiple measures of student achievement will be reviewed, including grade level standards-based assessments, report card grades, and state test score (CST) results.

Conferences may be requested by families, staff members, or students anytime during the school. Students are encouraged to play an active role in their conferences.

● School Accountability Report Card (SARC)

The School Accountability Report Card is available on request, and is available on the Internet at www.sausalitomarincityschools.org. It contains information about the district and school regarding the quality of programs and its progress toward achieving stated goals. A copy will be provided upon request. [E.C. 33126, 32286, 35256, 35258, 52056]

● Report Cards

Report cards are a method of communicating a student's academic progress. Report cards are mailed home at the end of each quarter (MLK) or trimester (Bayside). The curriculum is aligned with the California State Standards.

Bayside students receive grades based on progress toward meeting the curriculum standards as well as overall classroom performance. Students are expected to be proficient in these academic skills (4 and above) by June.

5= Advanced

4= Proficient (met standard)

3= Basic (satisfactory progress)

2= Below Basic (insufficient progress)

1= Far Below Basic

N/A= Not Assessed/Not Yet Taught

MLK students receive letter grades. A student grade point average (GPA) may be calculated using the following:

A has a value of 4.0

B has a value of 3.0

C has a value of 2.0

D has a value of 1.0

F has a value of 0

Incomplete (I) has a value of 0

Pluses (+) and Minuses (-) do not increase or decrease the value. Students who wish to participate in extra-curricular activities must have at least a C (2.0) average in all classes.

● Gifted and Talented Education (GATE) Program

Students are identified for participation in the GATE program based on high achievement on the California Standards Test (CST). In addition, students demonstrating exceptional talents may be nominated for the GATE program by their teacher or by their parent/guardian. Parents/guardians wishing to nominate their student may complete a parent nomination form available from the school or district office.

The Sausalito Marin City School District's Master Plan for Gifted and Talented Education (GATE) addresses the seven standards required by the California Department of Education. These include design of the program, identification process for students, and the instruction students receive. The entire plan can be found on the District's website:

<http://www.sausalitomarincityschools.org/>.

Parents/guardians are cordially invited to participate in the GATE Advisory Committee composed of parents, teachers and administrators. At these meetings parents learn more about the program and participate in the planning and evaluation of the GATE program. The committee meets three times each year. Dates of the meetings are published in the school newsletters.

● After School Education and Safety (ASES)

Program

The District provides an After School Education and Safety (ASES) Program for students in grades K-8. The program at Bayside is provided through the Boys & Girls Clubs of Marin and Southern Sonoma Counties. The program includes:

- An educational and literacy component in which homework assistance in language arts and mathematics is provided. It may also include history/social science, computer training and science;
- An enrichment component which may include, but is not limited to, fine arts, career education, recreation, physical fitness and prevention activities;
- A nutritional component with snacks provided that conform to state nutrition standards.

● Homework

The purpose of homework is to review and reinforce classroom instruction. Students can expect homework daily. Homework is factored into a student's grades, so it is vitally important that parents/guardians support their children to complete their homework assignments.

Kindergarten	25 minutes
First	30 minutes
Second	45 minutes
Third	60 minutes
Fourth	60 minutes
Fifth	60 minutes
Sixth	2 hours
Seventh	2.5 hours
Eighth	3 hours

Free Live Homework Help

Students in 4th -12th grades can access free homework help in math, English, science or social studies online through the Marin County Free Library by using their Marin County library card.

The service is available every day from 1pm to 10pm. It is available in Spanish Sunday through Thursday from 1 p.m. to 7 p.m. for science and mathematics questions.

Also available for answers to specific homework questions (with no tutorial help) is AskNow at www.asknow.org which is a available 24/7.

For more information ask your child's teacher or the school librarian.

- Go to www.marinlibrary.org
- Click on Kids
- Click on Homework Help
- Have your library card number and PIN ready

Helpful Homework Tips

- Set a definite time for homework to be completed each day.
- Set a definite place for homework in your home with as few distractions as possible.
- Encourage the use of the public library and other community resources.

Consequences

Students are assigned to Homework Center after school if assignments are not completed and turned in on the day they are due: Absence being the one exception. Parents will be notified.

● Retention and Promotion

Students not meeting grade level standards will be recommended for retention. This recommendation is based on multiple measures: CST scores, report card grades and grade level standards-based curricular assessments.

Parents/guardians will be informed at the spring parent conferences and in writing if their child is being recommended for retention.

DISCIPLINE

● Student Conduct and Discipline Policy

The staff, parents and students work as a team at Bayside Elementary School and Martin Luther King, Jr. Academy. Each team member makes a commitment to support students to achieve individual and school-wide learning goals. The academic and emotional growth of each student and progress of our schools depend on the communication and mutual support between home and school. Bayside Elementary School and Martin Luther King, Jr. Academy have established rules to create a safe and orderly learning environment, and protect the rights and safety of all. This policy applies whenever a student is on school grounds, traveling to and from school. or at a school-sponsored activity. Discipline is fair, consistent, and humane.

● Behavior Standards

The code of conduct at Bayside Elementary School and Martin Luther King, Jr. Academy is based on three basic principles. Students are expected to: Be Safe, Be Responsible and Be Respectful.

The code of conduct at Bayside Elementary School is also based on the Golden Rule (Treat others as you would like to be treated.)

To assist students with understanding the three principles and the Golden Rule, school-wide expectations have been developed.

- Use kind words
- Keep hands and feet to yourself
- Follow directions the first time given
- Do your best

These expectations ensure that students have a safe and supportive environment that is conducive to maximizing learning. Students are to follow all established classroom and school-wide procedures. Inappropriate behavior will be addressed.

Students will also have opportunities to earn rewards and be recognized for appropriate behavior. Parents are contacted to support their child in being a productive student inside and outside the classroom.

● Anti-Bullying Policy

Purpose

In any school community, there will be occasions when students do not get along. Sometimes students attempt to hurt, exclude or take power from another student. Sometimes these behaviors are motivated by anger, jealousy, possessiveness, insecurity, or lack of skill in dealing with conflict. This policy is designed to guide our community in how to respond to bullying, so that we move past these behaviors and create the culture that we strive to have at our school.

Teachers and Staff Roles and Responsibilities

- All teachers, administrators and staff are role models for living by the school's values of mutual respect and citizenship. They remain mindful at all times of their role in establishing a

classroom and school climate based upon these values.

- Teachers raise awareness of bullying regularly throughout the year.
- Staff members shall intervene swiftly to stop physical and verbal aggression and bullying.
- Staff members shall inform the student's classroom teacher whenever they are aware that he or she is the target of bullying.
- The classroom teacher shall attempt to resolve the incident of bullying and if he or she needs assistance shall refer the incident either to the school counselor, to a Solution Team facilitator or the principal. If a school rule has been broken, they will notify the principal.
- After-school staff and parent volunteers on campus have the same responsibility as teachers and staff to intervene and to report acts of harassment and bullying.
- The principal ensures that a response is made to incidents of bullying of which the principal has been notified.

Students Roles and Responsibilities

Our school is a community. All students need to get along and be friendly, whether or not they are actually friends. We all show respect for the feelings and needs of others and strive to be good global citizens. Here are things that students can do to keep our school bully-free.

- Respect all students. Never harass or bully anyone or be a bully-follower.
- Think how other students might perceive your actions or words. It is not okay to say "only kidding" after you have bullied another student.
- Communicate as respectfully by cell phone or online to others as you would face to face. If you wouldn't say it face to face, don't say it online or post behind their back.
- If you see harassment or bullying, be an ally to the student that is being bullied. Ask the bullies to stop or immediately find an adult if you cannot stop the bullying yourself.
- If you are harassed or bullied by other students, speak out! Do not give your power away and become a target. Remember that you have the right to be respected and ask these students to stop.
- If the harassment or bullying continues, seek help. Our school encourages you to tell the school counselor or any other adult that you trust on campus.
- Our school takes a problem-solving approach to bullying. Sometimes we pull together a Solution Team of students in your grade and ask them to solve the bullying. Many solution Teams have successfully stopped the bullying after one or two meetings without punishing anybody.
- Never take revenge or ask someone to retaliate against a student that has reported bullying.

How Parents Can Help Us Support Our Culture of Empathy and Respect

- In this section, references to parents include guardians, volunteers and coaches.
- We ask that parents support our school's values of mutual respect and good citizenship in all their interactions with other parents, teachers, and students.
- Encourage your children to show respect for the dignity and worth of every student, parent and adult that works at the

school.

- Establish a respectful environment at home. Parents who use physical power and inconsistent consequences create children that rely on power to get their own way.
- Don't allow your children to intimidate or bully each other.
- Have conversations with your children about diversity. Reinforce the message that everyone is different and that diversity brings our school many gifts.
- Monitor how you talk about others in front of your child. If you put down others, you are teaching your children to do the same.
- Teach your children what happens when friendships go wrong. Tell them that feelings of anger, sadness, jealousy and confusion are normal. Explain that – whatever they might be feeling – bullying, retaliation and revenge are never acceptable responses.
- Have a conversation with your child about the use of technology in your house. Limit your child's Internet access to computers in the shared areas. Discuss the responsibility to show respect when texting and posting online and the effect of posting threatening words, rumors and hurtful images. If you child wants to join a social networking site (i.e. Facebook, My Space), ensure that you have a password and encourage them to restrict access only to friends.
- Please participate in the anti-bullying awareness programs provided by the school.
- Parents who serve as classroom volunteers or coaches have the same responsibility as staff to monitor students, and to report acts of harassment and bullying to the classroom teacher.
- If you know or suspect that your child is being bullied, please contact your child's teacher immediately. We can help you only if you trust us with the problem.

● Impersonation on the Internet

Pretending to be a real person other than yourself on the Internet or through other electronic methods to harm, intimidate, threaten or defraud is punishable by a \$1,000 fine or imprisonment for up to one year. [Penal Code 528.5]

● Discipline Referral

A discipline referral to the principal is issued when a severe, repeated misbehavior occurs. Parents are asked to accept this notification as a sign that home intervention is necessary.

When a student is sent to the office for severe misconduct, the following consequences are administered:

- Level 1: Principal/Student Conference
- Level 2: Parent Notification (and above)
- Level 3: Parent/Teacher/Student/Principal Conference
- Level 4: Out of School Suspension - provided misconduct is a violation of the Education Code (below)

● Grounds for Suspension or Expulsion

A report to the Sausalito Police Department or Marin County Sheriff's Office will be made whenever a drug, weapon, or serious act of violence takes place during the school day, during any after school activity, or when students are traveling to or from school.

A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the

principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more subdivisions:

- (a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person; or
2. Willfully used force or violence upon the person of another, except in self-defense.
 - (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
 - (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
 - (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code and Penal Code 257 an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
 - (e) Committed or attempted to commit robbery or extortion.
 - (f) Caused or attempted to cause damage to school property or private property.
 - (g) Stolen or attempted to steal school property or private property.
 - (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
 - (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
 - (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
 - (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
 - (l) Knowingly received stolen school property or private property.
 - (m) Possessed an imitation firearm. An "imitation firearm" means a replica of a firearm so similar in physical properties to a firearm as to lead a reasonable person to conclude that the replica is a firearm. Displaying an imitation weapon at a school can result in a misdemeanor or fines.
 - (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
 - (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
 - (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel as defined in subdivisions (f) and (g) of Section 32261. Such activity may result in a misdemeanor charge.
 - (s) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from a school sponsored activity.
 - (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section.
Except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
 - (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
 - (v) A superintendent or principal may use their discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
 - (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities. [E.C. 35291, 48900]
Additionally, sexual harassment, hate violence, harassment, intimidation (only grades 4-12) and threats and terroristic threats against school officials or school property or both (all students) [E.C. 212.5, 233(e), 48900.2, 48900.3, 48900.4, 48900.7]

● **Mandatory Suspension / Expulsion**

Education Code Section 48915(a): Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity

off school grounds, unless the principal or superintendent finds that the expulsion is inappropriate, due to the particular circumstance:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with section 1 1053) of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Education Code Section 48915(c): The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior or written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

🔑 Release of Student to Peace Officer

If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [E.C. 48906; Penal Code 11165.6]

🔑 Parent Responsibility

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or damage to school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents' or guardians' liability may be as much as \$17,112 in damages and another maximum of \$10,000 for payment of a reward, if any. The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. *If*

your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom.

[E.C. 48900.1, 48904; Civil Code 1714.1; Government Code 53069.5, ne]

🔑 Vandalism

Graffiti and scratching glass or other material on someone else's property is now considered vandalism and those convicted face fines, imprisonment, and court orders to clean up the damage or perform community service. Parents may be liable to pay fines as high as \$50,000 and be required to participate in the clean up. [Penal Code 594]

🔑 Student Search

The school principal or designee may search the person of a student, the student's locker, backpack or purse if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: New Jersey v. T.L.O. (1985) 469 U.S. 325]

STUDENT SERVICES

🔑 English Learners

The Sausalito Marin City School District follows the California State Department of Education guidelines to ensure that all of our English learners are provided a high quality, academically challenging educational program that will leave none of our students behind. Parents/guardians of English Learners are invited to participate in the English Learner Advisory Committee (ELAC) at Bayside Elementary School.

The Sausalito Marin City School District Master Plan for English Learners can be found on the District's website: www.sausalitomarincityschooldistrict.org. Preguntas sobre la aptitud del maestro puede ser dirigida al Superintendente en 200 Phillips Drive, Marin City, CA 94965, llamando al (415) 332-3190

🔑 Services to Disabled Pupils

If you have reason to believe your child (ages 0 through 21 years) has a disability requiring special services or accommodations, tell or write the school. Your child will be evaluated to determine whether he/she is eligible for free special instruction or services.

The District wants to locate, identify and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools in order to provide a free and appropriate education. [E.C. 56020 et seq., 56040, 56301; 20 USC 1412, (10)(A)(ii); 34 CFR 300.121]

🔑 District Food Service

The district offers both breakfast and lunch. Most meals are served hot and include two entrees at lunch, fresh fruits and vegetables and a salad bar. No pork is used in the preparation of our meals. There are wholesome snacks available for the children who participate in the after school program.

● Student Breakfast and Lunch Program

Your child may be eligible for free and reduced cost meals. [E.C. 49510-49520]

● Career Counseling

When all students are provided career counseling and course selection opportunities, all students are provided equal services. Parents may participate in counseling sessions. [E.C. 221.5]

● Student Use of Technology

The Sausalito Marin City School District strongly believes that students, staff and administration benefit from resources and information that are accessed through the Internet/network. The District recognizes that use of the Internet/network is a privilege, not a right, and that each individual is responsible for its appropriate use.

Our goal is to make services available to promote educational excellence by facilitating resources, sharing, innovation and communication. This requires efficient, ethical and legal use of the Internet/ network through:

1. Personal Responsibility

Students, staff, and administrator accept personal responsibility for Internet use in an ethical and responsible manner. Misuse can come in many forms, but is commonly viewed as any message(s) information or pictures sent or received that include unethical or illegal solicitation; ethnic, religious, racial or sexual harassment; inappropriate language and other issues some of which are described below.

2. Acceptable Use

The use of the Internet must be in support of the educational process and aligned with the educational goals and objective of the Sausalito Marin City School District. As users of the Internet/network, we are personally responsible for following the Acceptable Use Policy (AUP) at all times. This includes but is not limited to:

- Students, staff, and administrators will abide by the rules applicable to any organization's network or computing resource that they use.
- Students will use the Internet properly as directed by teachers for assignments, research, homework or other projects.

3. Unacceptable Use

- Copyrighted material, threatening or obscene material, or material protected as trade secrets.
- Participation in product advertisement or political lobbying is prohibited while using the Internet.
- Use of the Internet for commercial activities by profit making institutions or other unauthorized individuals or associations is prohibited.

4. Privilege

The use of the Internet is a privilege, not a right, and inappropriate use accounts may result in a restriction or cancellation of privileges.

5. Network Etiquette and Privacy

Students, staff and administrators are expected to abide by

accepted rules of Internet/network etiquette. These rules include, but are not limited to, the following:

- BE POLITE:** Never send, or encourage others to send abusive messages.
- APPROPRIATE LANGUAGE:** Students, staff and administrators may be alone when using a computer, but what they say and do can be viewed globally. Students, staff, and administrators will never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- CONFIDENTIALITY:** Students, staff and administrators will not reveal their home address or personal phone numbers or the addresses and phone numbers of other students or colleagues.
- ELECTRONIC MAIL:** Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
- DISTRIBUTIONS:** Do not use the Internet/network in any way that would disrupt the use of the network by others.
- OTHER CONSIDERATIONS** to be understood by students, staff, and administration:
 - Be brief in communications. Unnecessarily long messages are undesirable.
 - Try to minimize spelling errors and make sure messages are easy to understand and read.
 - Use accurate and descriptive titles for articles.
 - Select the most appropriate audience for messages, rather than the largest audience.
 - Remember when posting messages to multiple groups to specify all of those groups in a single message.
 - Cite references for anything presented as fact.
 - Remember that when involved in discussions with people from different countries and cultures to use language carefully and be sensitive to the cultural differences that could exist.
 - Remember that some things we take for granted may be misunderstood by someone else, just as we can misunderstand what they are saying to us. Remember that humor and satire are often misinterpreted and will be used carefully in language.
 - Remember that not everything presented is a verified fact and it may indeed be incorrect or misleading. Substantiate received information before using it.

6. Security

Security is a high priority for the Sausalito Marin City School District, especially when the system involves many users. If students, staff and/or administrators identify security problems please notify the Director of Information Services at the Marin County Office of Education at (415) 499-5847. Attempts to log-in to any Internet/network system as a System Administrator will result in cancellation of user's privileges.

7. Vandalism

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, destroy, or misrepresent data of another user, agency or other networks that are connected to the Internet/network. This includes, but is not limited to the uploading or creation of computer viruses.

HEALTH SERVICES

● Kindergarten and First Grade Physical Exam

State law requires a physical examination and provided ongoing care FOR ALL ENTERING FIRST GRADERS. The exam is to be provided during the 18 month period PRIOR TO OR WITHIN 90 DAYS FOLLOWING ENTRANCE INTO THE FIRST GRADE. A child who has had the exam 18 months prior to kindergarten may be admitted to kindergarten but the exam would be too old for use as entry into first grade. Another exam must be completed for the student. If your child does not receive this exam, you must file with the school district a waiver stating the reasons you are unable to obtain such services. You must understand that your child may be sent home if you fail to provide the certificate or waiver, or if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the physical examination is conducted. [E.C. 49450; Health and Safety Code 124085, 124100, 124105, 120475]

These services may be available to you at no cost through the Child Health and Disability Prevention Program (CHDP). For information, you may contact H.H.S. Health Clinic, 3260 Kerner Blvd., San Rafael, CA 94901, 415-499-6841.

● Kindergarten and/or First Grade Oral Health Assessment

Many things impact a child's school progress and success, including health. Children must be healthy to learn, and children with cavities are not healthy. Baby teeth are not just teeth that will fall out. Children need their teeth to eat properly, talk, smile, and feel good about themselves. Children with cavities may have difficulty eating, stop smiling, and have problems paying attention and learning at school.

Parents or guardians must have their child's oral health assessed by May 31 of the student's first school year (kindergarten or first grade). Assessments within the 12 months before the child enters school also meet this requirement. The assessment must be done by a licensed dentist or licensed or registered dental health professional. However, the state budget crisis has given districts flexibility in collecting this data. [E.C. 49452.8]

● Immunizations

A pupil may not be admitted to school unless he/she has been fully immunized against:

- Hepatitis B
- Poliomyelitis,
- Measles, Mumps and Rubella
- A second Measles containing vaccine
- Diphtheria, Pertussis (Whooping Cough), Tetanus (DPT),
- Varicella or provide proof from a doctor stating a child has had the disease

The required immunizations are available from the County Health Department or a private physician. Documented proof of immunization is required upon admission. It is the policy of this district that there be no "conditional" admittance to

school; immunizations must be up-to-date before admission to school is granted.

This requirement does not apply if a district provided waiver is signed stating that the immunization is contrary to the beliefs of the parent or guardian, or a licensed physician writes a letter indicating the immunizations are inadvisable. If an outbreak of a communicable disease occurs at a school, the non-immunized student may be excluded for his/her own safety until such a time as directed by health officials or district administration. Parents or guardians may refuse to allow the sharing of personal information related to their child's immunization records by notifying the County Health Department's Immunization Clinic, 3260 Kerner Boulevard at Bellam, San Rafael, CA; phone (415) 473-4400. [Health and Safety Code Sec. 120335, 120440; E.C. 49403]

● Meningitis

Meningococcal disease or Meningitis can be a life threatening infection that can be treated. Routine vaccinations are recommended for 11-12 years olds, students entering high school and students living in college dorms. For more information please visit the California Department of Public Health website or go to www.cdph.ca.gov/HealthInfo/discond/Pages/MeningococcalDisease.aspx [Health and Safety Code 120395]

● Medication

Children may take medication, which is prescribed by a physician, and get help from school personnel during the school day if:

1. The school nurse has received a written statement from the physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
2. Parent, guardian or caregiver annually submits a written statement indicating his/her desire that the school district assist his/her child in taking the medication or allow the student self-administer medication. The letter gives permission to the district representative to communicate with the health care provider, pharmacist and acknowledge understanding of how the medication will be administered. [E.C. 49423, 49480]

Children may carry and self-administer a blood glucose level test and diabetes care, inhaled asthma medication and auto-injectable epinephrine if the rules above are met. [E.C. 49414, 49414.5, 49423, 49423.1, 49480]

If your child is on a continuing medication regimen for a non-episodic condition, you are required to notify the district designee of the medication being taken, the current dosage, and the name of the supervising physician. Students must store medication in the school office. [E.C. 49480]

● Physical Examinations

If you want your child to be exempt from physical examinations at school, file a written statement with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. [E.C. 49451]

☰ Fluoride Treatments

Children are eligible for fluoride treatments through a program organized by the county health officer. Parents will get a record that the treatment was applied. The county health officer will determine how to pay for the program. Parents or a student 18 years old or more have the right to refuse this program using the form provided by the school district. This program is not meant to replace regular professional dental care. [Health and Safety Code 104855]

☰ Scoliosis (curvature of the spine) Screening

Between grades 6 and 8, your child may be screened for scoliosis (curvature of the spine), unless you submit a written denial of consent. [E.C. 49452.5]

☰ Vision and Hearing Appraisal

Your child's vision and hearing will be checked by an authorized person between grades kindergarten through 8, unless you present to the school a certificate from a physician or optometrist verifying prior testing or a letter stating it violates your faith in a recognized religious belief. [E.C. 49455, 49452]

☰ Sun Protection

Students when outdoors can wear sun protective clothing, including, but not limited to hats. [E.C. 35183.5] Students may also apply sunscreen during the day without a doctor's note or prescription. [E.C. 35291, 35294.6]

☰ Confidential Medical Services

According to the Education Code, school authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. School districts are permitted to grant such excuses, but are not required to do so. Sausalito Marin City School District does grant such excuses. [B.P. 5113(a), E.C. 46010.1]

☰ Medical and Hospital Insurance for Students

The district DOES NOT provide insurance on individual students. California Healthy Families is a low cost insurance for children and teens. It provides health, dental and vision coverage to children who do not have insurance and do not qualify for free Medi-Cal. Visit their website at <http://www.healthyfamilies.ca.gov/hfhome.asp> for more information. Applications may be obtained from the school office. The school district assumes no liability for accidents to pupils at school. [E.C. 32221.5, 49472]

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling Healthy Families/Medi-Cal for Families (888) 747-1222.

☰ Drug, Alcohol, Steroid and Tobacco Prevention Programs

This notice is provided in compliance with the requirements of state and federal law as a part of the District's drug, alcohol, and tobacco prevention programs. The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco product on District premises or as a part of any of its activities is wrong, harmful and is strictly prohibited. Tobacco use is prohibited. All pupils will abide by this prohibition as a condition of attendance. Any violations of District or school standards of conduct, rules and regulations or state or federal laws regarding illicit drugs, alcohol and tobacco will be investigated. Violators will be subject to prosecution in accordance with local, state and federal law and District disciplinary action up to and including expulsion, and/or required to satisfactorily complete a drug abuse assistance, tobacco cessation program, or rehabilitation program selected by the District in conformance with law.

The District's drug alcohol and tobacco education and prevention programs are designed to address the legal, social and health consequences of drug, alcohol and tobacco use and to provide pupils with effective techniques for resisting peer pressure to use illicit drugs, alcohol or tobacco. Information about any drug, alcohol and tobacco counseling, rehabilitation, and re-entry programs available to pupils may be obtained by contacting their school. This information may include programs sponsored or maintained by various community groups or agencies. The District neither supports nor endorses any specific program, agency or firm. The information is provided only to assist parents and pupils who may desire information regarding the resources available to assist them.

High school athletes must sign a pledge they are not using steroids illegally or they will not be allowed to participate. Parents must sign a form notifying them of the restriction. [E.C. 49033, 60041; Health and Safety Code 11032]

CURRICULUM AND PERSONAL BELIEFS

☰ Comprehensive Sexual Health and HIV/AIDS Prevention

In the California Comprehensive Sexual Health and HIV/AIDS Prevention classes written and audio-visual educational material will be used and are available for inspection prior to the start of classes. You have a right to request, in writing, that your child not attend these classes. You may withdraw this request at any time. School districts must ensure that all pupils receive sexual health instruction from adequately trained personnel in appropriate courses. In this District, the staff and a contractor gives such instruction. If taught by a consultant or in an assembly, parents will be given the dates, name of organizations and affiliation of speakers in this booklet or receive notice at least 14 days prior to the dates of the class or assembly. Contractor's material will be accurate and age appropriate. This instruction will emphasize that sexual abstinence and abstinence from

intravenous drug use as the most effective means for AIDS prevention and avoiding sexually transmitted diseases. The instruction will also include development of refusal skills to assist pupils to overcome peer pressure and use effective decision-making skills to avoid high-risk activities. During this class students in grades 7 - 12 may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, questionnaires measuring student attitudes toward health, sex, and risk behaviors. Parents will be notified in writing and given the opportunity to review the material and can request in writing that their child not participate in any or all of the above activities. Copies of Education Code Sections 51938 and 51934 can be requested from your district or can be obtained online at www.leginfo.ca.gov. [E.C. 51933, 51934, 51937-51939; Health and Safety Code 151000]

Dissection of Animals

If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the student to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child's objection. [E.C. 32255]

Excused from Instruction Due to Religious Belief

Whenever any part of the instruction in health or family life education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction if you request an excuse in writing. [E.C. 51240]

Tests/Surveys on Personal Beliefs

Unless you and your children over 18 give written permission, your child will not be given any test, questionnaire, survey, examination, or marketing material containing questions about your child's, or his/her parents' or guardians' personal beliefs or practices in politics, mental health, anti-social, illegal, self-incriminating, or demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility in a program or for receiving assistance), sex, family life, morality, or religion. Parents may also opt out of their child supplying information to be used for marketing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The District has developed policies relating to the surveys and personal information. [E.C. 51513, 60614; PPRA, 20 U.S.C.; No Child Left Behind Act (NCLB)]

SCHOOL RECORDS AND ACHIEVEMENTS

District Courses

Annually the District prepares curriculum, course titles, aims, and descriptions in a prospectus. The prospectus is available at each school site and may be reproduced at cost. [E.C. 49063, 49091.14]

Pupil Records

You and your children over 18 have the right to review, get copies, and inspect their school records within five business days of a written or oral request or before any meeting regarding an individualized education program or a hearing. Those records are confidential, and privacy will be maintained, except in some instances such as when your child transfers to another school. In some instances information about your child may be released to lawyers, after school program operators, and nonprofit researchers. Sharing of pupil records must conform to federal laws and in some cases must be approved by the State Committee for Protection of Human Subjects. The records include transcripts, discipline letters, commendations, attendance, and health information. The records are maintained at the school sites by the principal. There is someone to help interpret the material. When more than one child is named in the records, parents may only see material related to their child. If requested, the district will provide a list of types and locations where materials are held. There is a log of who has viewed the records that is kept at the same location as the records. District policy or administrative regulation 5125 sets forth the criteria by which school officials and employees can look and change or delete the files and why. Files may be reviewed to identify students eligible for public school choice or supplemental educational services. You may have copies made for a reasonable cost per page. If you cannot afford the cost of copies they will be provided free of charge. You also have the right to file a written request with the superintendent challenging the records. You can challenge how your request was handled with the district or with United States Department of Education if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's expertise, comment not based on personal observation with time and date noted, misleading information, or violation of privacy rights. You will get to meet with the superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have a different view, your view can be included in the student's record. For a smoother transition, through a relationship established with the Department of Defense and the California Department of Education, the District has established guidelines for transferring credits and meeting graduation requirements of students from military families. [E.C. 49063, 49060, 49069, 49070, 56043, 56504, 8484.1; Family Code 3027; Civil Code 1798.24 (t); Family Educational Rights and Privacy Act (FERPA); 34 CFR Part 99]

Regulations Regarding Pupil Achievement

The Board of Education believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be used. The progress report should reflect student progress in classwork and proficiency levels and indicate educational growth in relation to the student's ability, citizenship and effort. [E.C. 49067]

● Teacher Qualifications

A provision of federal Title I requires all districts to notify parents of children in Title I schools that they have the right to request and receive timely information on the professional qualifications of classroom teachers and paraprofessionals including state qualifications, licensing for the grade level or subject taught, any waivers for qualifications, emergency provisions, college major, graduate degrees and subject, and if paraprofessionals or aides are in the classroom and what their qualifications are. Questions about teacher qualification can be directed to the Superintendent, 200 Phillips Drive, Marin City, CA 94965, (415) 332-3190. [No Child Left Behind Act (NCLB)]

● Release of Directory Information

The law allows schools to release “directory information” to certain persons or organizations including military recruiters. Directory information includes a student’s name, address, telephone information, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. *You may have the district withhold any of this information by submitting a request in writing by October 1. Written notification received after the date specified will be honored, but the student’s information may have been released in the interim. In the case of students with exceptional needs, no material can be released without parent or guardian consent.* [E.C. 49061(c), 49070, 56515, 49063(a), 49073; FERPA; NCLB]

● School Safety Plan

Every year, each school shall review and update its plan by March 1. The plan will include an earthquake emergency procedure system and disaster policy for buildings with a capacity of 50 or more people. Each school shall report on the status of its school safety plan to numerous community leaders and include a description of its key elements in the school accountability report card. The Sausalito Marin City School District is dedicated to the safety of our children. A full/complete disaster plan is in place. This is the recommended protocol for all students and staff. These drills will be “practiced/held” throughout the school year to allow for children to be comfortable with the actions. Further details can be found on the website:

www.sausalitomarincityschools.org [E.C. 32281, 32286, 32288]

DUE PROCESS PROTECTIONS AND COMPLAINTS

The District is primarily responsible for compliance with state and federal laws and regulations and has procedures to address allegations of unlawful discrimination and complaints alleging violation of laws governing educational programs. Employees, students, parents or guardians, advisory committees, and other interested parties are advised how to file a complaint if they so desire.

● Complaints Regarding Discrimination, Exceptional Need Students, Categorical Programs, Federally Funded Programs

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code, California Code of Regulations and Government Code including actual or perceived sex, sexual orientation, gender, ethnic group, identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance.

The District promotes programs that ensure non-discriminatory practices in all District activities. If you want further details in this regard, or wish to file a complaint, please contact the District’s Uniform Complaint Officer. The Governing Board designates the following compliance officer(s) to receive and investigate all complaints and ensure district compliance with law:

Superintendent, 200 Phillips Drive, Marin City, CA 94965, (415) 332-3190

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs: Adult Education, Career/Technical Education, Child Development, Consolidated Categorical Aid, No Child Left Behind (NCLB), State Compensatory Education, State Program for Students of Limited English Proficiency, School Improvement, Tenth-Grade Counseling, Tobacco-Use Prevention Education, Peer Assistance and Review, School Safety and Violence Prevention Act, Migrant and Indian Education, Nutrition Services, Special Education, Discrimination, Harassment, Civil Rights Guarantees that receive state or federal financial assistance as well as Williams Settlement issues and other areas designated by the District. [E.C. 200, 220, 234, 260 et seq., 56501; Penal Code 422.55; Title IX; 20 USC 1681-1688, 42 USC 2000d-2000d7; 34 CFR 106.9, Title VI of the Civil Rights Act of 1974, Section 504 of the Rehabilitation Act of 1973; Individuals with Disabilities Education Act (IDEA); Government Code 1135; 5 CCR 4610, 4622]

● District’s Uniform Complaint Process

You may contact your school’s office or the District office to obtain a free copy of the district’s complaint procedures. The complaint procedure can be used for a variety of issues not mentioned above including, but not limited to, employee issues, school safety planning requirements in the No Child Left Behind Act, and policies and procedures of the district. Confidentiality and privacy shall be respected in all complaint investigations. Complaints alleging discrimination may be filed by a person on their own behalf or on behalf of another person or group of people within six months of the occurrence or when facts became known. Complaints regarding a special needs student may be filed within 12 months of the

occurrence. Staff has been trained to deal with these types of complaints. [E.C. 56500.2]

1. Complaints made under this procedure shall be directed to the Uniform Complaint Officer who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure should be completed within 60 days from the receipt of the complaint unless the complainant agrees in writing to extend the timeline.
2. You may contact the UCP Officer to obtain a copy of the complaint process.
3. You may choose to have your complaint mediated.
4. There shall be an investigative meeting after receiving the complaint.
5. The compliance officer shall send a written report about the investigation and decision. There are then five days to appeal to the Board of Education.
6. If you are not satisfied with the results the complainant has 15 days of receiving the LEA decision, to appeal to the California Department of Education. The appeal must include a copy of the locally filed complaint and a copy of the LEA decision.
7. There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Such remedies may include mediation, attorneys, and legal remedies. Civil law remedies may include, but are not limited to: injunctions and restraining orders.

For discrimination complaints, 60 days must elapse from the time an appeal is filed with CDE before pursuing civil remedies except for an injunction. Complaints may also be forwarded to appropriate state or federal agencies in the following cases:

- American Civil Liberties Act 504** – Office of Civil Rights
- Child Abuse** – Department of Social Services, Protective Services Division, or law enforcement
- Discrimination/Nutritional Services** – U.S. Secretary of Agriculture
- Employment Discrimination** – Department of Fair Employment and Housing, Equal Employment Opportunity Commission.
- General Education** – this school district
- Health and Safety/Child Development** – Department of Social Services
- Student Records** – Family Policy Compliance Office (FPCO), U.S. Department of Education

[20 USC 7114(D)(7) (No Child left Behind), 20 USC 11138;34 CFR 300.510-511, 300.513; E.C. 235. 262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 64000(a); 5 CCR 4600; 5 CCR 4620-4632; Government Code 11138]

● **Complaints Regarding the Williams Settlement, Instructional Materials, Teacher Placement, and School Facilities**

Parents should use the District Uniform Complaint Procedure to identify and resolve any deficiencies regarding instructional materials, facility cleanliness and safety, emergency or urgent facility conditions that pose a health or safety threat to students or staff, cleaned maintained and open restrooms, and teacher vacancies or misassignments. [E.C. 35186, 37254, 52378; ne]

Williams Settlement complaint procedure

Free forms are available, at the school, but the form need not be used to make a complaint. The Uniform Complaint Procedure shall be used for filing Williams related complaints with the following special circumstances applying:

1. Forms can be turned into the principal or designee who will make every reasonable attempt to investigate.
2. Complaints beyond the site authority will be forwarded to the District within 10 days.
3. Complaints may be filed anonymously. A response may be requested if complainant is identified and will be sent to the mailing address on complaint.
4. If the District is required to provide material in a foreign language based on California Department of Education census data and if requested, the response and report shall be written in English and the primary language in which the complaint was filed.
5. The form will have a box to request a response and indicate where to file the form.
6. Valid complaints should be remedied within 30 days of receipt.
7. Within 45 days of filing a complaint, notice should be sent to complainant when a response was requested. A principal will also inform the Superintendent of resolution in the same time frame.
8. If unsatisfied with resolution a complainant may describe the complaint to the governing board at a regularly scheduled meeting.
9. The District will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the county superintendent and the local governing board in public session making it part of the public records. [E.C. 35186, 48985]

SEXUAL HARASSMENT

The Board of Trustees is committed to maintaining a school environment that is free from harassment. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy.

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account. Such circumstances shall include but are not limited to:

1. Age and maturity of the victim and the perpetrator
2. Pervasiveness of the alleged harassing conduct (i.e., how many times the act(s) occurred, how many individuals were involved, etc.)
3. Prior complaints against the perpetrator

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information

on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender
2. A clear message that students do not have to endure sexual harassment. Students should be encouraged to report observed instances of sexual harassment, even where the victim of the harassment has not complained
3. Information about the person(s) to whom a report of sexual harassment should be made.

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact a school employee. A school employee to whom a complaint is made shall, within 24 hours of his/her getting the complaint, report it to the principal or designee. Any school employee who observes any incident of sexual harassment on any student shall similarly report his/her observation to the principal or designee, whether or not the victim makes a complaint. If the alleged harasser is the principal or designee, the employee may report the complaint or his/her observation of the incident to the Superintendent or designee who shall investigate the complaint.

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where necessary. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures.

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools.

Information gathered in the course of investigating a sexual harassment complaint shall be kept confidential to the extent possible. [BP 5145.7, September 2000; E.C. 200-262.4, 48900.2, 48904, 48980; Civil Code 51.9; 1714.1; 20 USC 1681-1688, 42 2000d-2000d-7, 2000e-2000e-17; 34 CFR 106.1-106.71]

MISCELLANEOUS

Management Plan for Asbestos-Containing Material

The district has available upon request a complete and updated management plan for asbestos-containing material. [Code of Federal Regulations: 40 CFR 763.93]

Pesticide Use

The Healthy Schools Act of 2000 requires all California school districts to notify parents and guardians annually of any

pesticides they expect to apply during the year. The Sausalito Marin City School District is refraining from the use of pesticides at our school sites this school year. If it becomes necessary to use a pesticide, the SMCS, the full range of alternatives will be considered, giving preference to non-chemical methods, and then chemicals that pose the least hazard to people and the environment. If any pesticides will be used at our schools we will provide identification that includes the name and active ingredients. Only fully certified pesticides can be used on school grounds. Warning signs will be posted at least 24 hours in advance of use.

Parents and guardians may register with the district if they wish to receive notification of pesticide applications at a particular school or facility. Please notify the district in writing. Questions about the district's pesticide use program can be directed to the Director of Maintenance & Operations at (415) 332-3190. Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, www.cdpr.ca.gov or http://www.schoolipm.info/main.cfm?crumbs_list=1 Parents should use the District Uniform Complaint Procedure to identify and resolve any deficiencies regarding instructional materials, facility cleanliness and safety, emergency or urgent facility conditions that pose a health or safety threat to students or staff, and teacher vacancies or misassignments. The procedure may be used for complaints regarding instruction and services provided to pupils who have not passed one or both parts of the high school exit examination after the completion of grade 12; however, the state budget crisis has given districts flexibility in providing these services. [E.C. 35186, 37254, 52378]

Further Information is Available

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request to our district office. [E.C. 48209.13, FERPA, 34 CFR Section 99.7(b)]

Martin Luther King Jr. Academy

Supplies

Supplies your student needs for the school year.

- Notebook paper
- 4 Spiral notebooks
- 1 Box of pencils
- 1 Box black pens
- 1 Box blue pens
- Pocket folder
- 1 3-ring binder with dividers
- 1 Collegiate paperback dictionary
- 1 1-½" 3-Ring binder with 5 dividers (to be used only in math class)
- 1 Package lined binder paper (college-ruled)
- 1 Scientific calculator (Texas Instrument TI-30Xa is the best model)
- Pencil sharpener
- Backpack

If students do not have these supplies when they come to school, they will be available for purchase and billed to parents/guardians.

Good School Habits

SCHOOL STARTS

All students must be on campus by 8:00 am and remain on campus once they arrive to school. Student will be tardy if they arrive after 8:00 am.

CLOSED CAMPUS

Students are not allowed to leave campus during the school day, (break, lunch) unless a parent is removing the student.

HOMEWORK

All students receive daily homework assignments. Completion of homework is critical to the student's education.

REPORT CARDS/PROGRESS REPORTS

Report Cards are mailed home at the end of each quarter and include grades, comments, and attendance information. Progress Reports are sent home midway through each quarter by teachers to alert parents of incomplete/missing assignments.

Bell Schedule Grades 5, 6, 7 and 8

REGULAR DAY

School Starts	8:00
Break	10:23- 10:33
Lunch	11:46 -12:26
School Ends	5:30

EARLY DAY (Wednesday)

School Starts	8:00
Break	9:43 – 10:53
Lunch	12:21 – 1:01
School Ends	1:40

MINIMUM DAY

School Starts	8:00
Break	9:33 - 9:43
Lunch	11:50 -12:30
School Ends	12:30

**COMPLETE AND RETURN THE
FORMS ON THE FOLLOWING
PAGES TO THE SCHOOL OFFICE**

.....

**COMPLETE Y REGRESE LAS FORMAS
EN LAS PÁGINAS SIGUIENTES A LA
OFICINA DE LA ESCUELA**

Bayside Elementary School

Supplies

Supplies your student needs for the school year.

Kindergarten:

- Crayons – big box (2)
- Washable coloring markers
- Homework folder
- Pencil box (preferably a plastic one)
- Colored pencils
- Pencils
- Kleenex (a box to bring to school)
- Pack of glue sticks
- Kids scissors
- 1 Composition book
- 1 Binder (see-through cover)

1st Grade:

- Pencil box
- 1 Box of crayons
- 1 Glue stick
- 1 Eraser
- Pack of colored pencils
- Pack of colored markers

2nd Grade:

- 4 Pocket folders with brads in middle to attach paper (colors: red, blue, green yellow)
- 4 Homework folders
- Pencils
- Erasers
- 3 Glue sticks
- 24 Pack crayons
- Pencil case (soft case fits in desk better)
- Box of tissues

3rd Grade:

- Pack of thin coloring markers
- Pack of regular markers
- Pack of colored pencils
- 3 Spiral notebooks (wide-ruled)
- 3 Plain (not decorated) folders with pockets
- 4 Packages of binder paper (wide-ruled)
- Small plastic pencil box for supplies
- Dictionary
- 8 No. 2 pencils

4th Grade:

- Four spiral notebooks (wide-ruled)
- Three plain not decorated folders with pockets
- Two packs of binder paper (wide ruled)
- One box of colored pencils
- One box of crayons
- Small plastic pencil box for supplies
- Dictionary

Bell Schedules

Regular Day Schedule

Kindergarten

7:45	School Opens/ Breakfast
8:13 – 10:35	Instruction
10:35 – 10:45	Snack/Recess
10:45 – 12:00	Instruction
12:00 – 12:40	Lunch/Recess
12:40 – 1:25	Instruction
1:25 – 1:35	Recess
1:35 – 3:00	Instruction
3:00	Dismissal

Grades 1 – 2

7:45	School Opens/ Breakfast
8:13 – 10:35	Instruction
10:35 – 10:45	Recess/Snack
10:45 – 12:00	Instruction
12:00 – 12:40	Lunch/Recess
12:40 – 1:25	Instruction
1:25 – 1:35	Recess
1:35 – 3:00	Instruction
3:00	Dismissal

Grades 3 – 4

7:45	School Opens/ Breakfast
8:13 – 10:45	Instruction
10:45 – 10:55	Recess/Snack
10:55 – 12:25	Instruction
12:25 – 1:05	Lunch/Recess
1:05 – 3:00	Instruction
3:00	Dismissal

Wednesday Schedule

Kindergarten – 2

7:45	School Opens/ Breakfast
8:13 – 9:56	Instruction
9:56 – 10:06	Recess/Snack
10:06 – 11:52	Instruction
11:52 – 12:32	Lunch/Recess
12:32 – 1:40	Instruction
1:40	Dismissal

Grades 3 – 4

7:45	School Opens/ Breakfast
8:13 – 10:10	Instruction
10:10 – 10:20	Recess/Snack
10:20 – 12:22	Instruction
12:22 – 1:02	Lunch/Recess
1:02 – 1:40	Instruction
1:40	Dismissal

Minimum Day Schedule

Kindergarten – 2

7:45	School Opens/ Breakfast
8:13 – 10:16	Instruction
10:16 – 10:26	Recess/Snack
10:26 – 11:30	Instruction
11:30 – 12:10	Lunch/Recess
12:10 – 12:30	Instruction
12:30	Dismissal

Grades 3 – 4

7:45	School Opens/ Breakfast
8:13 – 10:26	Instruction
10:26 – 10:36	Recess/Snack
10:36 – 11:50	Instruction
11:50 – 12:30	Lunch/Recess
12:30	Dismissal

Regular Day

Kindergarten – 4

8:13 – 3:00

Wednesday Schedule

Kindergarten – 4

8:13 – 1:40

Minimum Day Schedule

Kindergarten – 4

8:13 – 12:30

**SAUSALITO MARIN CITY SCHOOL DISTRICT
COMPACT FOR STUDENT SUCCESS**

Student Name

Student ID Number

School

Grade

STUDENT PLEDGE

I, as a student, pledge to:

- Wear my school uniform
- Come to school on time and ready to learn
- Demonstrate my best efforts on all class work and homework
- Ask for help when needed
- Be responsible for my own behavior
- Work cooperatively with others
- Respect all school rules and procedures

Student Signature

Date

PARENT/GUARDIAN PLEDGE

I, as the parent/guardian of the above named student, pledge to:

- Regularly read to or with my child
- Provide a quiet time and place for homework; provide support when needed
- Ensure regular, punctual attendance
- Make sure my child is in his/her school uniform
- Provide for proper rest and nutrition
- Attend parent/teacher conferences to discuss my child's progress and achievement
- Communicate with the school when I have a concern
- Participate and/or volunteer at school/classroom activities, including voluntary home visits and community based meetings.
- Will read all correspondence from the school
- Support the school with the enforcement of school rules and procedures

Parent/Guardian Signature

Date

STAFF MEMBER PLEDGE

I, as a school staff member, pledge to:

- Provide clear and high expectations within a supportive environment
- Provide high quality instruction using District adopted materials
- Teach all students at grade level using standards-based lessons with appropriate intervention
- Provide opportunities for parents to learn how to help their child
- Participate in voluntary home visits and community-based meetings
- Communicate regularly with families about their student's progress
- Schedule teacher/parent conferences two times a year to discuss student's progress
- Provide opportunities for parents to participate and/or volunteer in classroom activities.

Staff Member Signature

Date

**SAUSALITO MARIN CITY SCHOOL DISTRICT
ACUERDO PARA EL ÉXITO DEL ESTUDIANTE**

Nombre del Estudiante

Número Identificar

Escuela

Grado

COMPROMISO DEL ESTUDIANTE

Yo, como estudiante me comprometo a:

- Vestir con mi uniforme escolar
- Venir a la escuela a tiempo y listo para aprender
- Demostrar mis mejores esfuerzos en todas las clases y tareas asignadas
- Pedir ayuda cuando lo necesite
- Ser responsable con mi propia conducta
- Trabajar cooperativamente con otros
- Respetar todas las reglas escolares y procedimientos

Firma del Estudiante

Fecha

COMPROMISO DE LOS PADRES/APODERADOS

Yo, como padre/madre/apoderado del estudiante nombrado arriba, me comprometo a:

- Leer regularmente a mi hijo/a
- Proveer un lugar tranquilo y horario para que haga sus tareas, proveer ayuda y apoyo cuando sea necesario
- Asegurarme que su asistencia sea puntual y constante
- Asegurarme que mi hijo/hija usa su uniforme escolar
- Proveer apropiada nutrición y descanso
- Asistir a las conferencias de padres/maestros para discutir los progresos de mi hijo/a y también logros
- Comunicarme con la escuela cuando tenga una duda
- Participar y/o como voluntario/a en las actividades de la escuela y de las clases, incluyendo visitas voluntarias a los hogares y asistir a las reuniones de la comunidad.
- Leeré toda correspondencia de la escuela
- Apoyar a la escuela con el cumplimiento de las reglas y procedimientos escolares

Firma del Padre/Apoderado

Fecha

COMPROMISO DE LOS MIEMBROS DEL PERSONAL

Yo, como miembro del personal de la escuela, me comprometo a:

- Proveer altas expectativas y claras con un ambiente de apoyo
- Entregar instrucción de alta calidad usando los materiales adoptados por el distrito
- Enseñar a todos los estudiante al nivel del grado usando lecciones básicas estándar con una apropiada intervención
- Entregar oportunidades para que los padres aprendan como poder ayudar a sus hijos/as
- Participar en visitas a domicilio y a reuniones comunitarias
- Comunicarme regularmente con la familia a cerca de los progresos del estudiante
- Programar conferencias maestros/padres 2 veces al año para conversar los avances del estudiantes
- Proveer oportunidades para que los padres participen como voluntarios en las actividades del salón de clases.

Firma del Personal

Fecha

ANNUAL NOTICE TO PARENT/GUARDIAN REGARDING YOUR RIGHTS

Dear Parent or Guardian:

As required by law, we wish to notify you, as parents and/or guardians of students enrolled in our schools, of your rights and responsibilities. Please take time to carefully review the information in this booklet. After your review, please sign and return to your child's school this parent/guardian acknowledgment indicating you have received and reviewed these materials.

If you have any questions regarding this information, please feel free to contact our District office.

Sincerely,

Dr. Valerie Pitts

District Superintendent

PARENT/GUARDIAN ACKNOWLEDGMENT

Education Code Section 48982 requires parents or guardians to sign and return this acknowledgment.

By signing below, I am neither giving nor withholding consent for my child(ren) to participate in any program. I am merely indicating that I have received and read the booklet with notices regarding my rights relating to activities which might affect my child(ren).

Student Name

Student ID Number

School

Grade

Parent/Guardian Signature

Date

SAUSALITO MARIN CITY SCHOOL DISTRICT-WIDE MANDATORY UNIFORM POLICY

The Sausalito Marin City School District believes that school dress significantly influences pupil behavior. Schools that have adopted school uniforms experience a coming together feeling, greater school pride, and better behavior in and out of the classrooms. Parents and guardians who nevertheless choose not to have children participate in the uniform program are urged to meet with the school's Principal to discuss the uniform program and indicate that choice in writing. Where a face-to-face meeting is not practical, this meeting may be conducted by telephone. Failure to comply with this provision shall not invalidate a parent's or guardian's decision not to have his/her child participate in the uniform program.

NOTICE OF EXEMPTION FROM THE UNIFORM PROGRAM

Name of person submitting this notice

School

Student Name

Grade

Address

Student ID Number

School

Phone

I certify that I am the parent or legal guardian of the above named student. I choose not to have my child participate in the student uniform policy at my child's school during the current school year. My reasons are as follows:

Parent/Guardian Signature

Date

Administrator/Lead Teacher/Director Signature

Date

AVISO ANUAL AL PADRE O APODERADO CON RESPETO A SUS DERECHOS

Estimado Padre o Apoderado:

Como es requerido por la ley, quiero notificarles como padres y/ o guardiánes de estudiantes matriculados en nuestras escuelas de sus derechos y responsabilidades. Por favor, tome un momento de su tiempo para repasar cuidadosamente los materiales ajuntados. Después de su repaso, por favor, firme y devuelva el acuse de recibo indicando a la escuela de su niño que ha recibido y repasado estos materiales.

Si tiene alguna preguntas con respecto a esta información, por favor, pongase en contacto con nuestra oficina del Distrito.

Sinceramente,

Dr. Valerie Pitts

El Superintendente Del Distrito

EL ACUSE DE RECIBO PATERNAL

La sección 48982 del Código de la Educación requiere a padres o guardiánes firmar y devolver este acuse de recibo.

Al firmar abajo no estoy dando ni deteniendo mi consentimiento para que niño(s) participen en cualquier programa. Indico meramente que he recibido y leído el librito con avisos con respecto a mis derechos relacionados con las a actividades que pueden afectar a mi(s) niño(s).

Nombre del Estudiante

Número Identificar

Escuela

Grado

Firma del Padre/Apoderado

Fecha

POLÍTICA DE UNIFORME OBLIGATORIO EN LAS ESCUELAS DEL DISTRITO ESCOLAR DE LA CIUDAD DE SAUSALITO MARÍN

El distrito escolar de la ciudad de Sausalito Marin cree que la forma de vestir en la escuela influye significativamente en la conducta del estudiante. Escuelas que han adoptado los uniformes escolares para experimentar han logrado sentirse unidas, mayor orgullo de la escuela, y un mejor comportamiento dentro y fuera de las salas de clase. Urge que los padres/apoderados que sin embargo eligen no tener a sus hijos/as participando en el programa de uniforme, se reúnan con el director/a de la escuela para discutir el programa uniforme y para indicar esa opción por escrito. Cuando no se pueda tener una reunión cara a cara, esta reunión se puede conducir por teléfono. La falta de compromiso con esta disposición no invalidará la decisión del padre o apoderado para no tener a su niño/a participando en el programa de uniforme.

INFORMACIÓN DE EXCEPCIÓN PARA EL PROGRAMA DE UNIFORME ESCOLAR

Nombre de la persona que suministra esta información

Escuela

Nombre del Estudiante

Grado

Domicilio

Número Identificar

Fecha

Yo certifico que soy el padre/madre/representante legal del estudiante nombrado arriba. Yo elijo que mi hijo/a no participe en el programa de uniforme escolar en la escuela de mi hijo/a durante el presente año escolar. Mis razones son las siguientes:

Firma del Padre/Apoderado

Fecha

Firma del Administrador/ Maestro Líder/ Director

Fecha

Authorization to Administer Medication

STUDENT MEDICATION – Legal Reference: Education Code Section 49423 "...any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school person, if the school district received (1.) a written statement from such a physician detailing the name of the medication, the method, amount, and time schedules by which such medication is to be taken, and (2.) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matter set for in the physician's statement." No other medication is to be administered by school personnel. This includes all medication available without a prescription. **Medication is to be delivered in the original container labeled with the name of the student, name of prescribing physician, name of medication and instructions. Over-the counter medications must be in their original container and be authorized by the parent and physician. This form must be completed for both prescription and over-the-counter medications. It is the parent's responsibility to update this form as needed.**

Student _____ Grade _____ Teacher _____ Date _____

Parent _____ Phone(s) _____

Health Care Provider _____ Phone _____

1. Medication(s)	Dose	Frequency/Indication	Duration	Possible Side Effects
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. Additional Information and/or Precautions regarding medications or student's condition. Please include Indications for "as needed" Medication:

3. **HEALTH CARE PROVIDER:** I am a physician actively licensed by the state of California. Attached hereto is a prescription for the medication/treatment specified above.

PHYSICIAN'S SIGNATURE _____ Date _____

4. I am the parent/guardian of the above student and I have lawful custody of said child. I hereby give consent to appropriate District personnel to administer or assist in administering medication(s) and/or treatment as specified by his/her Health Care Provider. Furthermore, I hereby give consent to the School Nurse to receive from, or send to, the Health Care Provider any information concerning my child's medication or the medical condition.

Parent/Guardian's Signature _____ Date _____

5. AUTHORIZATION TO CARRY EMERGENCY MEDICATIONS SUCH AS ASTHMA INHALERS AND EPI-PENS:

Complete this section only if the student needs to carry and self-administer emergency medications such as asthma inhalers, Epi-Pens or other urgently needed medication. Item #1 above must also be completed listing the medication(s), dose, frequency, indications, and side effects.

A. **Student:** I certify that I have read and understand the instructions regarding the self-administration of my emergency medications(s). I agree to take these above described medications in compliance with my Health Care Provider's instructions. I understand the consequences of using the medication incorrectly or inconsistently or of sharing the medication with others. I will report problems with the medication, supplies or equipment immediately to the school nurse.

Student's Signature _____ Date _____

B. **Parent/Guardian:** My child has been instructed in the proper dosage and administration of the above medication and has demonstrated the ability to self-administer it. We/I (Parent/Guardian) request that s/he be permitted to self-administer it as directed by our health care provider in compliance with District policy and procedures.

Parent/Guardian's Signature _____ Date _____

C. **Physician Approval:** The student has been properly trained and is able to self-administer his/her asthma inhaler or Epi-Pen.

Physician Signature _____ Date _____



AUTORIZACIÓN PARA ADMINISTRAR MEDICINAS

MEDICINAS PARA ALUMNOS Referencia Legal: Código Educacional Sección 49423

«...cualquier alumno que debe tomar medicina recetada por su médico durante el día escolar, puede obtener la ayuda de la enfermera escolar u otro personal escolar designado, si el distrito escolar ha recibido (1) declaración escrita del médico detallando el nombre de la medicina, método, dosis y horario de administración de tal medicamento, y (2) una declaración escrita del padre o guardian del alumno indicando su consentimiento para que el distrito escolar asista al estudiante a tomar la medicina de acuerdo con las instrucciones del médico.» Ningun otro medicamento puede ser administrado por el personal escolar. Esto incluye medicamentos disponibles sin receta.

Las medicinas se deben mandar a la escuela en el envase original claramente marcado con el nombre del estudiante, nombre del médico quien lo autoriza, nombre de la medicina e instrucciones. Favor de completar y adjuntar este formulario también. *Favor de notar que es la responsabilidad de los padres de estar seguros que la información en este formulario esté al corriente.*

Estudiante _____ Grado ____ Maestro/a _____ Fecha _____

Padre/Madre _____ Teléfono _____ o _____

(La sección de abajo debe ser completado por el médico)

**** Health Care Provider** _____ **Telephone** _____

1. Medications	Dose	Frequency	Duration	Possible Side Effects
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. **Additional Information and/or Precautions** regarding medication or student's condition:

3. Soy el/la Padre/Guardian del estudiante nombrado arriba y tengo custodia legal de él/ella. Por medio de esto doy mi permiso al personal apropiado del Distrito en administrar o ayudar en la administracion de medicamentos y/ o tratamiento como es especificado por su médico. Además, doy consentimiento al distrito para recibir de o mandar a este proveedor de salud cualquiera información acerca de la condición de salud de mi hijo/a..

Firma de Padre/Madre/Guardian: _____ **Fecha** _____

4. Si el estudiante puede administrar medicamentos por sí mismo, hay que llenar este contrato:

AUTORIZACIÓN PARA AUTO-ADMINISTRACIÓN:

A. Estudiante: Certifico que he leído las instrucciones acerca de la autoadministración de mi(s) medicina(s). Estoy de acuerdo con tomar estas medicinas nombradas arriba según las recomendaciones del médico.

Firma del Estudiante: _____ **Fecha** _____

B. Padre/Madre/Guardian: Mi hijo/a ha sido instruido en la administración y dosis correcta de las medicinas(s) nombrada(s) arriba y ha demostrado la habilidad de autoadministrarsela(s). Nosotros/Yo (Padre/Guardian) pedimos que el/ella tenga permiso de administrarse la(s) medicina(s) a sí mismo según las instrucciones de nuestro médico y las reglas del Distrito.

Firma de Padre/Madre/Guardian: _____ **Fecha** _____

4. ****Health Care Provider:** I am a physician actively licensed by the State of California. **Attached hereto is a prescription for the medication/treatment specified above.**

[] * initial here if student has been properly trained and is able to self-administer

Physician Signature _____ **Date** _____



**SAUSALITO MARIN CITY SCHOOL DISTRICT
COMPUTER LAB RULES AND PROCEDURES**

The computer labs in the Sausalito Marin City School District are very special and valuable to the students. We have entered an information age that requires the responsible use of technology. We look forward to a successful partnership between home, school, and the information highway.

1. Parent/guardian and student must review the following procedures and rules. Please sign the agreement indicating that both are aware of, and agree to abide by, the Computer Lab Rules and Procedures.
2. Respect the privacy of fellow students. This includes not touching the mouse, keyboard, or work of another student. Altering the work of another student will result in an automatic failure on the assignment and a parent phone call.
3. All school software and hardware is property of Sausalito Marin City School District.
4. Use only computer disks provided by the Sausalito Marin City School District. Computer disks may not be brought from home for use on Sausalito Marin City School District computers. Teacher/staff may make exceptions to this rule when necessary.
5. Computers are for class assignments only. Printing of non-classroom assignments will not be allowed. Paper and ink are expensive, thus printing is allowed only with teacher/staff permission.
6. Downloading files and graphics from the Internet are not allowed without permission from the teacher/staff. Browsing inappropriate sites will result in permanent removal from the computer lab and all other computers at school.
7. No student is allowed to use the computer lab without supervision by teacher/staff.
8. Cyber-bullying as defined in the Education Code or any other personal communication between students is not allowed on school computers.
9. All student work must be saved in the "Student Work" folder on the desktop. Any work found outside the "Student Work" folder will be deleted. The contents of the "Student Work" folder will be periodically deleted at teacher/staff discretion.
10. The use of computers in the Sausalito Marin City School District is a privilege. Respect for equipment and people must be shown at all times. Consequences for inappropriate use of equipment or lack of respect for people may include one or more of the following:
 - Warning
 - Time out with alternative assignment
 - Parent phone call
 - Referral to the counselor or principal
 - Permanent removal from the computer lab
11. Food and beverages are never allowed in the computer lab.

We have read this packet and agree to the curriculum, grading policy, and rules and procedures.

Student Name

Student ID Number

Parent/Guardian Signature

Date

Phone Number(daytime)

Phone Number (evenings)

**SAUSALITO MARIN CITY SCHOOL DISTRICT
PROCEDIMIENTOS Y REGLAS EN EL LABORATORIO DE COMPUTACIÓN**

Los laboratorios de computación en el distrito escolar de la ciudad de Sausalito Marin son muy especiales y valiosos para los estudiantes. Hemos incorporado una edad de información que requiere el uso responsable de la tecnología. Miramos confiados en una relación unida entre el hogar, la escuela, y la tecnología de la información.

1. Padres/apoderados y estudiantes deben revisar los siguientes procedimientos y reglas. Por favor firme el acuerdo indicando que ambos están en conocimiento, y de acuerdo a obedecer los procedimientos y reglas del laboratorio de computación.
2. Respetar la privacidad de los compañeros. Esto incluye no tocar el ratón, el teclado, o el trabajo de otro estudiante. Alterar el trabajo de otro estudiante resultara en una falta automática en la asignación y una llamada a los padres por teléfono.
3. Todos los programas y equipo de computación son propiedad del distrito escolar de la ciudad de Sausalito Marin.
4. Use solo discos para computador proporcionados por el distrito escolar de la ciudad de Sausalito Marin. Los discos para computador no pueden ser traídos de la casa para usarlos en los computadores de la escuela. Maestros/personal pueden hacer una excepción a esta regla cuando sea necesario.
5. Los computadores son solo para trabajos en la clase. Imprimir trabajos ajenos a los de la clase no esta permitido. El papel y la tinta son muy caros, por eso el imprimir solo se puede hacer con el permiso del maestro/a.
6. Bajar información, archivos, gráficos de la Internet, no esta permitido sin el permiso del maestro/a. Entrar a sitios de Internet inapropiados resultara en una salida permanente del laboratorio de computación y de todos los otros computadores de la escuela.
7. Ningún estudiante se le permite usar el laboratorio de computación sin la supervisión del maestro/a o del personal de la escuela.
8. La intimidación cibernética así como lo define en el Código Educativo o cualquier otra comunicación personal entre estudiantes no se permite por medio de computadoras escolares.
9. Todos los trabajos de los estudiantes deben ser grabados en la carpeta "trabajo del estudiante" (Student Work) en la pantalla principal o desktop. Cualquier trabajo encontrado fuera de la carpeta "trabajo del estudiante" será borrado. El contenido de la carpeta "trabajo del estudiante" será eliminado periódicamente por el maestro/a o personal de la oficina a su entera discreción.
10. El uso de los computadores en el distrito escolar de la ciudad de Sausalito Marin es un privilegio. Respeto por las personas y equipo debe ser mostrado todo el tiempo. Consecuencias por uso inapropiado del equipo o falta de respeto por las personas puede incluir uno o más de lo siguiente:
 - Advertencia
 - Castigo con una asignación alternativa
 - Llamada por teléfono a los padres
 - Envió a un consejero o al director/a
 - Salida permanente del laboratorio de computación
11. Comidas o bebidas no son permitidas dentro del laboratorio de computación.

Hemos leído todo este paquete y estamos de acuerdo con el currículo, póliza de grados, reglas y procedimientos.

Nombre del Estudiante

Número Identificar

Firma del Padre/Apoderado

Fecha

Teléfono (del día)

Teléfono (del tarde)