Robert P. Ulrich Elementary School

MISSION STATEMENT

Robert P. Ulrich Elementary School promotes a safe, caring, and supportive school environment.

Robert P. Ulrich Elementary School is a community of learners that are:

Respectful
On time
Appropriate
Responsible
Safe

VISION STATEMENT

All students at Robert P. Ulrich Elementary School will receive the supports necessary to be proficient readers.

Mojave Unified School District
Board of Trustees

Mrs. Sharon (Sherry) Ott President
Mr. Ted Hodgkinson Clerk
Dr. Larry M. Adams Member
Mr. Andrew Parker Member
Mr. Richard Walpole Member

Regular School Day Schedule

<table>
<thead>
<tr>
<th>Grade</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tk/K</td>
<td>8:50 a.m.</td>
<td>1:30 p.m. (3:20 p.m. effective 9/28/15)</td>
</tr>
<tr>
<td>Grades 1-2</td>
<td>8:50 a.m.</td>
<td>3:20 p.m.</td>
</tr>
</tbody>
</table>

Minimum Day Schedule

<table>
<thead>
<tr>
<th>Grade</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tk – 2nd</td>
<td>8:50 a.m.</td>
<td>1:30 p.m.</td>
</tr>
</tbody>
</table>

Inclement Weather School Day Schedule

*Teleparent Alert and www.mojave.k12.ca.us will inform parents of the 2-hour delay

<table>
<thead>
<tr>
<th>Grade</th>
<th>Start Time</th>
<th>End Time Minimum Day</th>
<th>End Time Regular Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tk/K</td>
<td>10:50 a.m.</td>
<td>1:30 p.m.</td>
<td>1:30 p.m. 8/12 to 9/25 3:20 p.m. 9/28</td>
</tr>
<tr>
<td>1st – 2nd</td>
<td>10:50 a.m.</td>
<td>1:30 p.m.</td>
<td>3:20 p.m.</td>
</tr>
</tbody>
</table>
Quick Reference 2015-2016
Robert P. Ulrich Elementary School
9124 Catalpa Avenue
California City, CA 93505-2791
Phone: 760-373-4824        FAX: 760-373-3309

Cheryl Bailey, Principal
cherylbaily@mojave.k12.ca.us        Office Hours: 8:30 a.m. to 4:00 p.m.

Dina Nelson, Site Secretary
dinanelson@mojave.k12.ca.us        Student Gate Opens Daily at 8:20 a.m.

Stefanie Emory, Clerk/Secretary
stefanieemory@mojave.k12.ca.us        First day of school: August 12, 2015

Last day of school: June 1, 2016

Pictures: August 28, 2015        Re-takes: October 23, 2015

Vacations: Thanksgiving Break – November 23-27
Winter Break – December 21 -January 4
Spring Break – March 25 – April 4

Minimum Days: All grades leave at 1:30 p.m. Minimum days are every Wednesday
beginning with August 12, except for December 16. Additional minimum days: December 17
and 18, March 24, May 31, and June 1

Accelerated Reading Theme: RPU Students, Start Your Engines!

Parent/Teacher Conference Days: October 14, 21, 28, November 4, and 18

Family Events:

August 11, 2015, 2:00 – 3:30 p.m. Back-to-School Orientation
September 24, 2015, 5:30 to 7:00 p.m. Family Game Night
October 22, 2015, 5:30 to 7:00 p.m. Reading Night
March 17, 2015, 5:30 to 7:00 p.m. Math Night / Open House

Transportation changes in the way students go home must be done in
writing or in person. Changes will not be made over the telephone.

In case of an emergency or school closure, Tele parent will call the phone
number that is listed first on your emergency card/student enrollment card.
ACCIDENTS

All school accidents must be reported in writing to the school office. It is the responsibility of the teacher or faculty member in whose supervision the accident occurs to complete the accident form and it is the student’s responsibility to report the accident to the teacher or faculty member.

In case of a serious accident, no attempt should be made to move the injured person. Help should be secured from the staff, either administration or faculty. All precautions necessary to protect the injured from further harm should be taken.

ANIMALS

Animals may not be on campus, unless part of a pre-authorized project.

ATTENDANCE

According to California law all persons between the ages of 6 and 18 must attend school each day that school is in session, unless the student has an excused absence as listed below. Students should always be on-time and remain at school all day.

Contact the school as soon as possible if your student is unable to come to school. There are two types of absences, excused or unexcused.

Excused Absences

Absences must be verified within three (3) days. Absences will be considered excused, per California Education Code 48205, for the following reasons:

- Due to the student’s illness
- Due to the student being quarantined under direction of county or city health officials
- For the purpose of the student having a medical, dental, optometric, or chiropractic services rendered.
- 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 of California
- For the purpose of jury duty in the manner provided for by law
- Due to the illness or medical appointment during school hours of a child whom the pupil is the custodial parent
- 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 or attendance at an employment conference 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 (for purposes of this section, attendance at religious retreats shall not exceed four hours per semester)
**Unexcused Absences**
Absences remaining unverified for more than three (3) days will be considered unexcused. If a student misses school without an excuse and does not turn in homework, take a test, or fulfill other class requirements which he/she missed, the teacher may lower the student’s grade for nonperformance.

**Truancy**
Any student absent and/or tardy 30 minutes or more without a valid excuse for three days in a school year is considered truant. After a third truancy a student shall be classified as a habitual truant and may be referred to a school attendance review board.

**Short Term Independent Study**
If you know in advance that your student will be absent from school no less than five days and no more than 30 days, please contact Central Attendance at 760-373-4708 to set up a short term independent study contract. A minimum of 48 hours is needed to gather the assignments for the contract. All assigned work is due the day the student returns to school. If assignments are not completed, all absences covered by the contract will be considered unexcused.

**Attendance Awards**

Monthly: Excellent Attendance is given to students who have had no absences and no more than one tardy or leave early for the month, Perfect Attendance is given to students who have had no absences and no tardies or leave earlies for the month.

Trimester: Certificate of Excellent Attendance is awarded to students who have been enrolled in the Mojave Unified School District for 54 days or more of the trimester. Excellent attendance is defined as no absences and no more than four tardies or leave earlies a trimester. (AR 5110, 1a)
A Certificate of Perfect Attendance is awarded to students who have been enrolled at least 54 days of the trimesters with no absences, no tardies, and no leave earlies of any kind for any reason (AR 5110, 2a)

Year End: Plaque for a full year of perfect attendance is awarded to students who have been enrolled for at least 160 days of the school year with no absences, no leave earlies, and no tardies for any reason. The student must be in attendance for no less than the legally required minimum minutes for each individual school day as defined by the California Education Code. (AR 5110, 3b)
**Behavior (PBIS)**

1. Students are to report to class regularly and on time and are expected to bring textbooks and other materials to class each day as needed.
2. Teachers, students, and staff should be courteous to each other.
3. No one may disturb another student, making it difficult to study or listen in class.
4. Students should respect the rights and property of other students and the property, equipment, and furniture of the school.
5. Students should learn the procedure to follow in each classroom for fire drills, earthquakes, and disaster alerts.
6. Students are to be attentive to the teacher during instruction.
7. Students should follow the rules in each of their assigned classes and area.

**Playground Guidelines**

* All students are expected to stay within their designated play areas.
* Students are to use the restrooms and get drinks at the beginning of each recess period.
* When the whistle blows or bell rings, students are to stop play and line up.
* Campus supervisors are assigned areas to cover and they should roam all assigned areas including the bathrooms.
* Hallways are off limits during recess.
* Teachers are to issue a hall pass to any student who needs access to the hallway during recess.

**Off-limit Areas**

* Playing in the restrooms
* Ramps of all portable classrooms
* Hallways
* Behind or between portable classrooms
* Behind the buildings
* Outer fenced areas

**Playground Rules**

* We always treat others with respect
* We keep our hands, arms, and feet off others
* We will use all playground equipment safely and appropriately
* We will sit on the swings
* We will not run up slides
* We will use the ladder to climb onto the big toy
* We will follow the directions of adult monitors on the playground
# RPU Student Behavior Matrix

<table>
<thead>
<tr>
<th>Area</th>
<th>Be Safe</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Line</strong></td>
<td>Always face forward.</td>
<td>Walk or stand quietly in line.</td>
<td>Follow adult directions.</td>
</tr>
<tr>
<td></td>
<td>Keep hands, arms, and feet off others.</td>
<td>No taking or giving “cuts.”</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Backpack and jackets are worn.</td>
<td>Use kind words and actions.</td>
<td></td>
</tr>
<tr>
<td><strong>Cafeteria</strong></td>
<td>Enter and exit walking quietly.</td>
<td>Wait your turn in line.</td>
<td>Raise your hands and wait to be excused.</td>
</tr>
<tr>
<td></td>
<td>Touch your food only.</td>
<td>Allow anyone to sit next to you.</td>
<td>Leave no trace.</td>
</tr>
<tr>
<td></td>
<td>Sit facing the table with feet on the floor.</td>
<td>Use quiet voices.</td>
<td>Follow adult directions.</td>
</tr>
<tr>
<td></td>
<td>Keep hands, arms, and feet off others.</td>
<td>Follow adult directions.</td>
<td></td>
</tr>
<tr>
<td><strong>Playground</strong></td>
<td>Walk to and from the playground.</td>
<td>Play fairly.</td>
<td>Take care of all playground and school equipment.</td>
</tr>
<tr>
<td></td>
<td>Stay within boundaries.</td>
<td>Use kind words and actions.</td>
<td>Always follow the rules.</td>
</tr>
<tr>
<td></td>
<td>Be aware of activities around you.</td>
<td></td>
<td>Follow adult directions.</td>
</tr>
<tr>
<td></td>
<td>Keep hands, arms, and feet off others.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bathroom</strong></td>
<td>Keep feet on floor.</td>
<td>Knock on stall door.</td>
<td>Return to classroom or playground promptly.</td>
</tr>
<tr>
<td></td>
<td>Flush.</td>
<td>Give people privacy.</td>
<td>Follow the rules.</td>
</tr>
<tr>
<td></td>
<td>Keep water in sink.</td>
<td>Use quiet voices.</td>
<td>Follow adult directions.</td>
</tr>
<tr>
<td></td>
<td>Wash hands after use.</td>
<td></td>
<td>Leave no trace.</td>
</tr>
<tr>
<td></td>
<td>Put trash in the trash can.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hallway</strong></td>
<td>Walk at all times facing forward.</td>
<td>Be silent.</td>
<td>Go directly to your destination.</td>
</tr>
<tr>
<td></td>
<td>Stay out of the red zones.</td>
<td>Use kind words and actions</td>
<td>Follow adult directions.</td>
</tr>
<tr>
<td><strong>Arrival/Dismissal</strong></td>
<td>Wait quietly in the halls.</td>
<td>Use kind words and actions.</td>
<td>Arrive and leave on time.</td>
</tr>
<tr>
<td><strong>Area</strong></td>
<td>Use sidewalks and crosswalks.</td>
<td></td>
<td>Use proper care for personal items and school property.</td>
</tr>
<tr>
<td></td>
<td>Walk bikes on school property.</td>
<td></td>
<td>Follow school rules.</td>
</tr>
<tr>
<td></td>
<td>Keep hands, arms, and feet off others.</td>
<td></td>
<td>Follow adult directions.</td>
</tr>
<tr>
<td><strong>Office</strong></td>
<td>Enter and exit walking quietly.</td>
<td>Use kind words and actions.</td>
<td>Get permission to use the phone.</td>
</tr>
<tr>
<td></td>
<td>Keep hands, arms, and feet off others.</td>
<td>Wait for your turn.</td>
<td>Use a pass to enter.</td>
</tr>
<tr>
<td></td>
<td>Wait quietly in the designated area.</td>
<td></td>
<td>Follow school rules.</td>
</tr>
<tr>
<td><strong>Special Events/Assemblies</strong></td>
<td>Keep hands, arms, and feet off others.</td>
<td>Use audience manners. Focus on the presentation.</td>
<td>Follow school rules.</td>
</tr>
<tr>
<td></td>
<td>Enter and exit walking quietly.</td>
<td></td>
<td>Follow adult directions.</td>
</tr>
<tr>
<td><strong>Classroom</strong></td>
<td>Keep hands, arms, and feet off others.</td>
<td>Follow adult directions.</td>
<td>Leave no trace.</td>
</tr>
<tr>
<td></td>
<td>Use all equipment and materials appropriately.</td>
<td>Use kind words and actions.</td>
<td>Take proper care of all personal belongings and school equipment.</td>
</tr>
<tr>
<td></td>
<td>Always walk.</td>
<td>Wait for your turn.</td>
<td>Be prepared to learn.</td>
</tr>
<tr>
<td><strong>Buses</strong></td>
<td>Wait in line, keeping hands, arms, and feet off others.</td>
<td>Use kind words and actions.</td>
<td>Keep belongings inside backpacks.</td>
</tr>
<tr>
<td></td>
<td>Stay within boundaries.</td>
<td>Keep your voice down.</td>
<td>Do not leave anything on the bus</td>
</tr>
<tr>
<td></td>
<td>Sit with your back against the seat, feet on the floor, and facing forward. Do not stand until exiting the bus.</td>
<td>Wait for your turn.</td>
<td>Follow adult directions.</td>
</tr>
</tbody>
</table>
Positive Behavior Recognition: R.O.A.R.S.

Teachers are encouraged to award ROARS tickets to students with positive behavior. Students may decide how to redeem their tickets.

1. Turn in tickets to the office for a weekly drawing to win lunch at the party table, lunch with a fireman or lunch with the principal
2. Turn in tickets to the office for a monthly drawing to win a grade level prize
3. Collect tickets in the class to reach a total of 50 to win a class party ($25 limit)

Examples of Inappropriate Behavior:

- Repeatedly being in an “off-limits” area
- Repeatedly failing to line up at the appropriate time and place
- Name-calling or use of inappropriate language
- Running in the hallways
- Disrupting an activity of another group
- Misuse of equipment
- Throwing or kicking rocks, sand, or any object that may cause harm

Examples of Major Offenses:

- Fighting or threatening to fight
- Bullying
- Repeated use of inappropriate language and/or body gestures
- Possession and/or use of cigarettes or other controlled substances
- Deliberate behavior causing injury to others; throwing objects, biting, etc
- Possession of a weapon or object that can be used as a weapon
- Deliberate destruction of school property, or the personal property of others.

Examples of Consequences for Inappropriate Behavior:

- Warning to stop inappropriate behavior and a reminder of the appropriate behavior
- Contact the parent/guardian
- Behavior statement written by the student and signed by the parent/guardian
- Campus beautification
- Loss of recess
- Suspension
- Expulsion

Violent acts will result in a report to law enforcement and possible suspension or expulsion. Students may be subject to suspension or expulsion for committing any of the acts listed below and shall be suspended and/or expelled when so required by law:

1. Caused, attempted to cause, or threatened to cause physical injury to another person, or willfully used force or violence upon the person of another except in self-defense. (Ed Code 48900 (a))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal, or designee’s concurrence (Ed Code 48900 (b))
3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in the Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (Ed Code 48900 (c))
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and
then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as controlled substance, alcohol beverage or intoxicant. (Ed Code 48900 (d))

5. Committed or attempted to commit robbery or extortion. (Ed Code 48900 (e))

6. Caused or attempted to cause damage to school property or private property. (Ed Code 48900 (f))

7. Stole or attempted to steal school property or private property. (Ed Code 48900 (g))

8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Ed Code 48900 (h))

9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Ed Code 48900 (i))

10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Ed Code 48900 (j))

11. Knowingly received stolen school property or private property. (Ed Code 48900 (l))

12. Possess an imitation firearm, i.e. a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Ed Code 48900 (m))

13. Committed or attempted to commit a sexual assault as defined in Penal code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4. (Ed Code 48900 (n))

14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both. (Ed Code 48900 (o))

Student in grades 4 through 12 are also subject to suspension or recommendation for expulsion for any of the following acts:

1. Committed sexual harassment as defined in Education Code 212.5 and 48900.2
2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 33032.5 and 48900.4
3. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonable expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment. (Ed Code 48900.4)
4. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Ed Code 48900 (k))

A student may be suspended or expelled for any of the acts listed above if the act is related to a school activity or school attendance occurring at any district school or within any other school district, including but not limited to the follow circumstances: (Ed Code 48900)

- While on school grounds
- While going to or coming from school
- During the lunch period, whether on or off the school campus
- During, going to, or coming from a school-sponsored activity

AR5144.1 (b) (c) (d)
BULLYING

Bullying is defined as aggressive behavior that is intentional, repeated over time and involves an imbalance of power or strength. Bullying can take many forms, such as hitting or punching, teasing or name-calling, intimidation through gestures, social exclusion and sending or posting insulting messages or pictures by cell phone or online (also known as cyber-bullying). Common examples of school type bullying, which are seen at all grade level include, but are not limited to, the following:

- Saying hurtful and unpleasant things
- Making fun of others
- Using mean and hurtful nicknames
- Completely overlooking someone
- Deliberately excluding someone from a group of friends
- Hitting, kicking, pulling hair, pushing etc.
- Telling lies
- Spreading false rumors
- Sending mean notes
- Trying to get other students to dislike another person

The Mojave Unified School District provides Sprigeo, a web-based tracking software, so students and parents may have a secure way to report bullying and safety issues. Access to Sprigeo is located on the MUSD web page www.mojave.k12.ca.us.

(Please refer to the California Department of Education Frequently Asked Questions on BULLYING at http://www.cde.ca.gov/ls/ss/se/bullyfaq.asp#promotemessage)

Assembly Bill 1156 (AB 1156) effective July 1, 2012 broadens the definition of “bullying” to mean any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils. This bill also provides pupils who are victims of bullying to be given priority for inter-district attendance at the request of the person having legal custody of the pupil. AB 1156 encourages districts to include bullying policies and procedures in their comprehensive school safety plan and provide training to school personnel to recognize bullying.

Assembly Bill 9 (AB 9) effective July 1, 2012 (Seth’s Law) will require school districts to adopt a policy that prohibits discrimination, harassment, intimidation and bullying, be responsive to complaints about bullying, train personnel how to recognize and intervene in bullying and make resources available to victims of bullying. The policy that is adopted must be posted in all schools and offices, including staff lounges and pupil government meeting rooms.

Assembly Bill 746 (AB746) effective January 1, 2012, amends the definition of “cyberbullying” although it will be subsumed by AB 1156 as of July 1, 2012. This bill defines an “electronic act” as “transmission of a communication, including but not necessarily limited to, a message, text, sound, or image, or a post on a social network internet web site by means of an electronic device, including but not necessarily limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.” This bill is an update of earlier legislation.
CHANGE OF ADDRESS

Please notify the school immediately of all changes of address or phone numbers, as well as any changes in emergency contact numbers. Current information assists in contacting parents in an emergency and for mailings to reach home. RPU uses Tele parent to inform parents quickly in case school is cancelled due to a snow day or in case of an emergency.

CHARACTER EDUCATION

Teachers are required to “endeavor to impress upon the minds of the pupils the principles of morality, truth, justice, patriotism, and a true comprehension of the rights, duties and dignity of American citizenship, and the meaning of equality and human dignity, including the promotion of harmonious relations, kindness toward domestic pets and the humane treatment of living creatures, to teach them to avoid idleness, profanity, and falsehood, and to instruct them in manners and morals and the principles of a free government” (California Education Code 44806).

RPU is a Character Counts school. Each month RPU will focus on a different pillar of character from the Character Counts program. Teachers will incorporate character lessons into their classrooms throughout each month demonstrating the focus pillar. Character Counts focus pillars for 2015-16:

<table>
<thead>
<tr>
<th>September</th>
<th>Responsibility</th>
<th>February</th>
<th>Respect</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>Trustworthiness</td>
<td>March</td>
<td>Respect</td>
</tr>
<tr>
<td>November</td>
<td>Citizenship</td>
<td>April</td>
<td>Trustworthiness</td>
</tr>
<tr>
<td>December</td>
<td>Caring</td>
<td>May</td>
<td>Caring</td>
</tr>
<tr>
<td>January</td>
<td>Fairness</td>
<td>June</td>
<td>Fairness</td>
</tr>
</tbody>
</table>

CIVILITY POLICY

Members of the Mojave Unified School District staff will treat parents and other members of the public with respect, and expect the same in return. The District is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/District grounds.

This policy promotes mutual respect, civility and orderly conduct among District employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of present District employees as positive role models to the children of this District, as well as the community, Mojave Unified School District encourages positive communication, and discourages volatile, hostile or aggressive actions. The District seeks public cooperation with this endeavor.

MUSD Board Policy 1010
CLOSED CAMPUS POLICY

For the safety of our students, Robert P. Ulrich Elementary School operates a Closed Campus Policy. Students and staff are permitted to be on campus during school hours, from 8:20 a.m. to 3:20 p.m. Students enrolled in the after school program and staff are permitted to be on campus from 3:20 p.m. to 6:00 p.m. Students will have access to the campus through the main gate near the office and bus gate from 8:20 a.m. to 8:50 a.m. After school students will exit the north cafeteria door. All gates will be secured from 8:50 a.m. until dismissal (1:30 p.m. on minimum days and 3:20 p.m. for regular days).

All visitors must register in the office and receive authorized clearance before entering campus.

COMPUTER – ACCEPTABLE USE AGREEMENT

All use of the internet shall be consistent with the Mojave Unified School District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communications. This Agreement does not attempt to state all required or proscribed behavior by user. It is intended to serve as a summary of the District’s information service policy. The failure of any user to follow the terms of this agreement will result in the loss of privilege, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

DELAYED START PROCEDURES

The Superintendent of the Mojave Unified School District may implement a two-hour delayed start in the event of severe weather or other emergency which would prevent employees and or busses from getting to the school sites safely. This includes closure of highway 58 from Tehachapi.

A Tele-parent will be sent out along with notification to news media and the Superintendent of Schools website announcing the delay. School will begin at 10:50 am and release at 3:20 pm. All busses will pick-up two hours later than their normally scheduled time.

DISASTER

Building Evacuation: to be used in the event of fire, chemical spill (on campus)

Teachers will:
- Secure their roll books
- Escort their students out of the building
- Lock their classroom door after insuring that all students are out of the room
- Escort their students to the assigned fire drill location
- Take roll and report count to Incident Command
- Await further instructions from Crisis Response Team

Students will:
- File out of classrooms in a quiet orderly manner as directed by teachers
- Assemble in the designated fire drill area for their classroom
- Permit the teacher to take roll in a quiet and orderly manner
- Await further instructions from their teacher
**Crisis Response Team Members will:**
- Determine the level of response required for the incident
- Establish an incident command center
- Notify District officials (Planning/Intelligence)
- Convene Student Release team if needed (Operations)
- Prepare materials for emergency response personnel (Logistics)

**Code Is Rescinded When:**
- Conditions are deemed safe by the Incident Commander (Law Enforcement or Site Administrator)
- Teachers are given the “All Clear” signal

**Duck, Cover, Hold**

To be used in the event of:
- Earthquake
- Fallen Aircraft
- Possible Explosion
- Tornado or Severe Storm

**Teachers will:**
- Direct students away from widows, bookshelves and carts
- Direct students to duck under desks, tables etc. and cover heads and faces with arms
- Assume the same duck and cover position as the students
- Await instructions from Crisis Response Team or “All Clear” signal
- After the “All Clear” signal, take roll and assess all students in the room
- Report injuries or other immediate safety concerns to the Crisis Response Team

**Students will:**
- Move quickly away from windows, bookshelves or unsecured carts or equipment
- If possible, duck under their desk or tables
- Once positioned, kneel with head resting at knees, arms covering back of head
- Remain in place until given the “All Clear” signal

**Crisis Response Team Members will:**
- Determine the level of response required for the incident
- Establish an incident command center
- Notify District officials (Planning/Intelligence)
- Prepare materials for emergency response personnel (Logistics)

**Code is rescinded when:**
- Conditions are deemed safe by the Incident Commander (Principal, Vice Principal, Civil Authority)
- Teachers are given the “All Clear” signal either one long bell or verbal instructions
IMMINENT DANGER / LOCKDOWN PROCEDURE (Remain on Campus)

An extreme emergency exists when one or more of the following situations occur on campus:

**Level 1**
Active Threat, Full Lockdown: secure all doors, windows, quiet, away from windows, low to the floor or under furniture, remain in position until further notice.

**Level 2**
Potential Threat, Modified Lockdown: secure all doors, windows, students remain in class, continuing instruction, call office for student rest room escort. Remain inside classroom until further notice.

1. Level 1 and Level 2 lockdowns will begin with an announcement: RPU IS ON A LEVEL (1 or 2) LOCKDOWN. Administration will also include any directives specific to the lockdown.

2. Teachers will take the following actions:
   a. Level 1 Full Lockdown: immediate threat, verified in conjunction with law enforcement agencies
   b. Level 2 Modified Lockdown: potential threat, verified in conjunction with law enforcement agencies

   Administration will continue to make all-call status announcements the lockdown remains in effect or has been lifted.

FOOD SERVICE

Students have the opportunity to purchase breakfast and lunch. For those that qualify, meals are provided either free or at a reduced rate. Free/reduced lunch forms must be filled out and turned in each year in order to continue to qualify.

The California Department of Education recommends that each student has no less than 10 minutes for breakfast and no less than 20 minutes for lunch after being served. To ensure your child has the recommended time to eat their breakfast, *it is your responsibility to have your children at school by 8:35 am if they are eating breakfast in the cafeteria*. The cafeteria will be serving food every morning from 8:20 am – 8:40 am. Students will be dismissed at the 8:45 am bell so that they arrive in class on-time. Students may also bring a nutritional snack to school to eat at the picnic tables during recess time.

Students are to eat in the cafeteria unless site administration has made arrangements for students to eat outside. During the lunch period, students are expected to take their seats at their designated eating areas and to raise their hands to be dismissed to the play area when they are finished. Students are at all times encouraged to be responsible for their eating areas, and area expected to “Leave No Trace” when they are finished. The following are procedures that are to be followed in the lunch area:

- Students will use good manners
- Students are to pick up after themselves
- Quiet voices will be used
- Students will keep hands, arms, and feet off others
- Teachers will walk their class to the lunch line at the appropriate time
- Students will ask for permission to leave the lunch area and then go directly to the playground area
HOMEWORK
The Governing Board recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences students’ ability to meet the district’s academic standards. The board expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives.

Library
Student use of the RPU library plays an important role in student learning and in student responsibility. In order for students to use the RPU library, a Library Agreement form must be signed by the student’s parent/guardian. By signing the Library Agreement, the parent/guardian resumes full responsibility for any overdue, lost, damaged, or stolen books that are incurred by their student.

MEDICATION
Students who need to take prescription medication must have the appropriate form signed by the attending physician and parent before the medication can be brought to school. The medication and form must be brought to school and left in the office.

PARENT REQUESTS FOR TEACHERS
Laws and regulations at the Federal, State, and local levels require that schools do their utmost to obtain balanced classrooms. At RPU classrooms are balanced in terms of:
- Student ethnicities
- Student language proficiencies
- Student gender
- Student handicapping conditions
- Student academic proficiencies
- Student behavioral issues

SAFETY
Robert P. Ulrich Elementary School and the Mojave Unified School District are both committed to having a safe environment. At RPU there are a safe schools plan and emergency preparedness plan. Regular fire and emergency drills are held. Planning for various potential emergencies are done in coordination with regional agencies, with the district, and school plans stressing safety for the students first.

School Safety Plan
The School Safety Plan is revised every year and distributed to all RPU staff. It includes evacuation plans, duties of all staff, and maps of the school. Everyone will be given specific directions for reaching a point of safety from those areas of the school building in which he or she may be. Specific information for fire drills is posted in each room. The school safety plan includes the following:
Emergency Fire Drills once a month; Disaster Drills once a semester; Bus evacuation every other year.

- First aid materials to be kept in each classroom
- Emergency supplies will be kept in a central location in case of extreme emergency.

These drills are necessary so that students know what to do, should an emergency arise. Students will be instructed by their classroom teachers on how to proceed during each type of drill and then will be expected to follow the procedures in a quiet and orderly fashion.

In case of an emergency, school closure, or delayed start, the school or district will make a phone call through Tele-parent. It is very important that we have your current phone number or you will not receive this call.

Student Information Form / Emergency Card
During the first week of school, your child’s teacher will be sending home a Mojave Unified School District emergency information card. Having this information returned promptly and completed correctly is of utmost importance. A record of this information is kept in the school office in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a person who can be contacted in case you cannot be reached. Please notify the school if you change addresses or telephone numbers during the year. It is very important that our records are up to date.

Zero Tolerance
Mojave Unified School District has adopted a policy of zero-tolerance. Students who bring weapons, drugs or alcohol to school or threaten others will be suspended from school and may be recommended for expulsion.

High Standards
Part of keeping schools safe is adhering to high standards of respect for students and staff toward each other. Class meetings and discipline guidelines are examples of interventions and modifications.

TRANSPORTATION
Students are expected to leave campus when the dismissal bell rings. Arrangements for transportation must be made in advance. Students will not be allowed to call home during the school day to make transportation arrangements. Students will be expected to go to the address designated on their registration card. If a student is to go to another location, the following will be required:
- A written note signed by the custodial parent/guardian only.
- The custodial parent or guardian may stop by the school office up to 20 minutes before dismissal to initiate a change.
• No transportation changes will be made over the phone.
• A change in transportation must be made more than 30 minutes before dismissal.

Automobile Transportation

The student pick-up/drop-off zone is located in the east parking lot. Students are expected to wait in the pick-up area on the grass until their ride has safely stopped in the loading zone. For safety reasons, students are not allowed to go through parking lots. Students will not be allowed to enter into cars that have stopped in the red zones or in the middle of the street.

Bicycle Transportation

Bicycle racks are provided for students who would like to ride their bicycles to school. Should students choose this form of transportation, they must wear a helmet. Students who do not have a helmet will not be allowed to ride their bicycles off campus and a phone call will be made to the student’s parent/guardian to pick up the student’s bicycle. Bicycles should be safely secured to the bicycle rack with a lock provided by the student.

Bus Transportation

Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding, or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

Because school bus passengers’ behavior can directly affect their safety and safety of others, the following regulations apply at all times when students are riding a school bus, including school activity trips.

• Riders shall follow the instructions and directions of the bus driver at all times.
• Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
• Riders shall enter the bus in an orderly manner and go directly to their seats
• Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
• Riders should be courteous to the driver and to fellow passengers.
• Because serious safety hazards can result from noise or behavior that distracts the driver, loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges.
• No part of the body, hands, arms or head should be put out of the window. Nothing should be thrown from the bus.
• Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
• No animals shall be allowed on the bus without express permission from the principal or designee.
• Riders should be alert for traffic when leaving the bus.

Violating a bus rule may result in a bus ticket. The following consequences are associated with bus tickets:

- Bus Ticket #1—Driver contacts parent/guardian and requests assistance.
- Bus Ticket #2—2 day bus suspension.
- Bus Ticket #3—5 day bus suspension.
- Bus Ticket #4—10 day bus suspension.
- Bus Ticket #5—Suspension of bus privileges for the remainder of the school year.

Violation of the following IS NOT included in the bus ticket procedures and may result in immediate suspension of bus privileges.

- Fighting or play fighting
- Profanity
- Damage to school vehicle and/or equipment
- Possession of any firearm, knife, explosive, or dangerous objects
- Overt defiance of driver authority
- Assault or battery on a driver
- Safety violations
- Any overt, indecent, or vulgar behavior

**Delayed Start - Transportation**

The Mojave Unified School District may implement a 2-hour delayed start in the event of severe weather or other emergency which would prevent employees and or busses from getting to the school sites safely. This includes closure of highway 58 from Tehachapi.

A Tele-parent will be issued along with notification to news media and the Superintendent of Schools' website. School will begin at 10:50am and release at 3:20 pm. All busses will pick-up 2 hours later than their normally scheduled time.

The Superintendent may deny any student transportation privileges on a permanent basis for violations of the above that are considered flagrant or extreme.

Questions or concerns regarding transportation issues are addressed by the MUSD Maintenance, Operations, and Transportation Office, 661-824-2669 ext. 22.

The RPU office closes at 4:00 p.m. on a regular school day. If a student has not been picked up by 4:00 p.m., the California City Police Department will be notified.
**UNIFORM DRESS CODE POLICY, ROBERT P. ULRICH ELEMENTARY 2015-2016**

| Shirts | Colors: blue, yellow, white  
|        | * Polo t-shirts with a collar  
|        | * Button-down or dress shirts with a collar  
|        | * RPU Spirit Shirts, all colors: pink, white, blue, tie-dyed |
| Pants or Shorts | Colors: blue or khaki  
|        | * Pants or slacks  
|        | * Shorts (not too short) |
| Skirts, Dresses | Colors: blue or khaki (worn with an approved shirt)  
|        | * Jumper  
|        | * Skirt or skort (shorts sewn in the skirt) |
| Cold Weather | Clothing worn on top of the uniform to keep students warm in cold weather will be permitted in all colors |
| Shoes | - Are to be worn at all times  
|        | - May not be bedroom slippers or flip flops  
|        | - Sandals must have a heel strap and toes covered. |
| Accessories | - No chains  
|        | - Belts must fit appropriately within the belt loops of the garment  
|        | - May not promote alcohol, drugs, tobacco, fire arms, or obscenity  
|        | - Bandanas and wave caps are not allowed  
|        | - Hats |

* The Policy will be enforced by rewarding students for compliance. Students with three or less infraction dates in the current month will participate in a reward activity at the end of the month.  
* Teachers will record infractions, noting the date and the infraction and submit the class record to the office on a designated date.  
* RPU will continue to have special dress up days, including Stand Up to Drugs and Bullies week in October, the last week of school in December before winter break, and weekly Jersey Fridays.

**Uniform Reward Activities**

1. September 23rd Ice Cream Party  
2. October 28th Bubble Party  
3. November 18th Dance Party  
4. December 16th Sweet Treat  
5. January 27th Movie Party  
6. February 24th Dance Party  
7. March 23rd Sweet Treat  
8. April 27th Paper Airplanes  
9. May 18th Dance Party  

Friday, May 25th – Special Event to recognize students that were eligible to participate in all 9 events.
Robert P. Ulrich Elementary School – Parent/Family Compact

Staff Pledge:
I agree to carry out the following responsibilities to the best of my ability:
- Provide high-quality curriculum and instruction.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide meaningful, daily homework assignments to reinforce and extend learning (30 minutes for grades 1-3).
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school’s high academic standards.
- Respect the school, students, staff and families.

Student Pledge:
I agree to carry out the following responsibilities to the best of my ability:
- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Ask for help when I need it.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching and instead study or read every day after school.
- Respect the school, classmates, staff and families.

Family/Parent Pledge:
I agree to carry out the following responsibilities to the best of my ability:
- Provide a quiet time and place for homework and monitor TV viewing.
- Read to my child or encourage my child to read every day (20 minutes K-3, and 30 minutes for grades 4-6).
- Communicate with the teacher or the school when I have a concern.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child’s progress in school.
- Participate at school in activities such as school decision making, volunteering and/or attending parent-teacher conferences.
- Respect the school, staff, students, and families.

Student ____________________________
Teacher ____________________________
Parent/Guardian ____________________________

Keep this page.
Please sign and return the ACKNOWLEDGEMENT page.
ACKNOWLEDGEMENT

Please return this page to your child’s teacher. Should you have any questions regarding the content of this handbook, please feel free to contact the school office.

I acknowledge that I have read and understand the Robert P. Ulrich Elementary School Parent/Student Handbook.

Student’s Name: __________________________________________

Student’s Teacher: __________________________________________

Parent/Guardian Name: ______________________________________

Parent/Guardian Signature: __________________________________

Robert P. Ulrich Elementary School Compact – Parent/Family

Pledges from a previous page:

________________________________________
Student

________________________________________
Teacher

________________________________________
Parent/Guardian