

This planner belongs to:

Name_____

Grade_____ **Period 1 Classroom**_____

In case of emergency, notify

Relation to Student_____

Telephone_____



MARY PUTNAM HENCK INTERMEDIATE SCHOOL

2020-2021

Student Schedule

1st Semester Schedule

	Class	Teacher	Rm#
1 st Period	_____		
2 nd Period	_____		
3 rd Period	_____		
4 th Period	_____		
5 th Period	_____		
6 th Period	_____		

2nd Semester Schedule

	Class	Teacher	Rm#
1 st Period	_____		
2 nd Period	_____		
3 rd Period	_____		
4 th Period	_____		
5 th Period	_____		
6 th Period	_____		

ID # _____

Locker # _____

Bus Stop – Morning Pick up

Location: _____

Time: _____

Route # _____

Bus Stop – After school Delivery

Location: _____

Route # _____

**MARY PUTNAM HENCK
INTERMEDIATE SCHOOL
BELL SCHEDULE
2020-2021**

REGULAR SCHEDULE A:
SCHEDULE C:

REGULAR SCHEDULE B:

REGULAR

First Bell			9:06 AM		First Bell			9:06 AM		First Bell			9:06A M
1 st Period	9:10	-	10:04		1 st Period	9:10	-	10:04		1 st Period	9:10	-	10:04
2 nd Period	10:08	-	11:02		2 nd Period	10:08	-	11:02		2 nd Period	10:08	-	11:02
LUNCH A	11:06	-	11:41		3 rd Period	11:06	-	12:00		3 rd Period	11:06	-	12:00
3 rd Period	11:45	-	12:39		LUNCH B	12:04	-	12:39		4 th Period	12:04	-	12:58
4 th Period	12:43	-	1:37		4 th Period	12:43	-	1:37		LUNCH C	1:02	-	1:37
5 th Period	1:41	-	2:35		5 th Period	1:41	-	2:35		5 th Period	1:41	-	2:35
6 th Period	2:39	-	3:33		6 th Period	2:39	-	3:33		6 th Period	2:39	-	3:33

MINIMUM DAY SCHEDULE A:
MINIMUM DAY SCHEDULE C:

MINIMUM DAY SCHEDULE B:

First Bell			9:06 AM		First Bell			9:06 AM		First Bell			9:06AM
1 st Period	9:10	-	9:41		1 st Period	9:10	-	9:41		1 st Period	9:10	-	9:41
2 nd Period	9:45	-	10:15		2 nd Period	9:45	-	10:15		2 nd Period	9:45	-	10:15
LUNCH A	10:19	-	10:49		3 rd Period	10:19	-	10:49		3 rd Period	10:19	-	10:49
3 rd Period	10:53	-	11:23		LUNCH B	10:53	-	11:23		4 th Period	10:53	-	11:23
4 th period	11:27	-	11:57		4 th Period	11:27	-	11:57		LUNCH C	11:27	-	11:57
5 th Period	12:01	-	12:31		5 th Period	12:01	-	12:31		5 th Period	12:01	-	12:31
6 th Period	12:35	-	1:05		6 th Period	12:35	-	1:05		6 th Period	12:35	-	1:05

Important Dates To Remember

MINIMUM DAYS:

Every Thursday beginning with the first week of school.

PARENT/TEACHER CONFERENCE

10/04,10/05, 10/07, 10/08

BACK TO SCHOOL NIGHT – 08/18/21

OPEN HOUSE – 05/04/22

READINESS DAYS:

6th – 08/02/21

7th – 08/03/21

8th – 08/04/21

1:00 PM – 4:00 PM by last name

A-D	1:00 P.M
E-H	1:30 P.M
I-M	2:00 P.M
N-S	2:30 P.M
T-V	3:00 P.M
W-Z	3:30 P.M

Problem Solver (Where to Get Help)

Absences/Tardies	Attendance Clerk/Main Office
Academic Assistance	Administrators/Counselors
Bus Passes (1 Day)	School Secretary/Main Office
ChildAbuse.....	Counselor/Administrator/Teacher
Discipline	Administrators/Security
Illness/Injury	School Nurse/Main Office
General School Information	School Secretary/Main Office
Lost Items	Cafeteria/Main Office
Need or Lost Book	Librarian/Library
Problem at Lunch	Security/Administrator
Personal/ Family Problems.....	Counselor/Counseling Office
Schedule Problem	Counselor/Counseling Office
School Activities	Office Staff /Main Office
School Lunch Program	Cafeteria
Student Council Information	Student Representative
Students Fees	School Secretary//Main Office
Work Permits	School Secretary /Main Office



Student/Parent Contract

STUDENT RESPONSIBILITIES

Students are expected to learn and model MPH Student Behavioral Expectations, follow all school and classroom rules and demonstrate appropriate social skills when interacting with both adults and peers. When behavioral expectations are not met, the student is expected to work to improve behavior.

1. BE SAFE

- I am responsible, like everyone else, for maintaining safety at school.
- I engage in activities that are safe and report any known safety hazards
- I help maintain a clean and safe campus that is free of graffiti, weapons, and drugs.
- I report any bullying or harassment.
- I avoid conflicts and physical or verbal violence.

2. BE RESPECTFUL

- I treat others the way I want to be treated.
- I respect laws, rules, and school authority.
- I treat people fairly and respect their rights.
- I respect private and public property.
- I am honest with myself and others.
- I avoid spreading rumors or gossip.
- I respect each person's right to be different and I look for the good in others.

3. BE RESPONSIBLE

- I take responsibility for my actions.
- I choose how I respond to others.
- I return what I borrow to the same person, in the same condition.
- I give my best in everything I do.
- I come to school regularly and on time, ready to learn.
- I help to create a positive school environment.

PARENT/CAREGIVER RESPONSIBILITIES

Parents/Caregivers will take an active role in supporting the school's efforts to maintain a welcoming school climate.

1. Support the implementation of the school's PBIS Plan.
2. Be familiar with and review the MPH Student Behavioral Expectations and school rules with their children.
3. Reinforce positive behavior and acknowledge their children for demonstrating appropriate conduct.
4. If misconduct escalates, parent/caregivers will cooperate with the school as a collaborative partner to address student's needs.
5. Send the student to school prepared for work--with books, pencil, homework, and appropriate dress.
6. Ensure that the student attends school regularly and is on time.
7. Provide a home environment that encourages respect for the school and the learning process; provide a healthy environment with adequate nutrition, and rest.
8. Take corrective action when requested by the teacher or administration.

Parent/Guardian Signature: _____

WELCOME TO MPH

Dear Students and Parents/Guardians,

Together, with your child, thoroughly read the information contained in this handbook. It is your child's responsibility to understand the contents of this document. Teachers will help during the first week of school to review this information. As we work together, your child will experience a rewarding education at MPH. Please remember to **contact your child's teachers directly for classroom specific assistance use (909) 336 - 0360**. Please visit our school website for more information on our academics, counseling, social emotional supports, programs, etc. <https://www.rimsd.k12.ca.us/Domain/9>

The Student Handbook is intended to be utilized by all students as a tool to help organize schoolwork and set personal goals for this year. Students should utilize their reminder binders for all classes to develop their organizational and time management skills. We encourage all parents to regularly monitor their student's reminder binder as a support to their student's organizational development and accountability. assignment pages in this handbook.

MPH Administration: It is our goal at MPH to facilitate the education of our students through elevated expectations, as well as multiple and diverse methods of student engagement in the curriculum. We believe education should be rigorous and beneficial to the preparation of students' future collegiate and career pursuits. Finally, we believe the connection to students' experiences, culture and interests through a caring environment encourages student achievement. These tenets of education are most successfully supported via collaboration of best practices by invested members in a solutions-based model. **Please be advised that an appointment can be made with either MPH Administrator between the hours of 9:00AM and 3:00PM. Please contact the school's secretary to schedule an appointment.**

District Vision

At Rim of the World Unified, we are committed to providing rigorous instruction in a safe and engaging environment to all students to make them successful in college, career and beyond.

School Focus

At MPH we are committed to the following district priorities, goals and non-negotiables:

- Goal 1 - Instruction/Student Learning/ Professional Development
- Goal 2 - School Safety and PBIS
- Goal 3 - Equity and Engagement
- Goal 4 - Legal Responsibility
- Goal 5 - Fiscal Responsibility

ATTENDANCE

MPH's education program is built on the premise that regular attendance is vital to a student's success in school. Seeing that a student maintains regular attendance requires a cooperative effort by the student, parent(s), and school personnel. The student who is frequently absent misses social interaction, class instruction, and discussion, even though written work is made up. **We want to see your student every day.**

ANY ABSENCE RESULTS IN NO REVENUE FOR OUR DISTRICT.

*When a student is absent from school for any reason, the parent/guardian should telephone the school the morning of the absence, and each day thereafter. If unable to phone, the student must have a signed note stating the reason for absence upon his/her return to school otherwise after 3 days the absence is deemed as unverified/unexcused. **The office number is 336-0360, ext. 301.***

Schools are required to enforce Compulsory Attendance Law (Education Code Section 48200) which reads, "Each child between the ages of 6 and 18, unless excepted or excluded, is subject to compulsory full-time education. The student shall attend full time school, or the full time designated as the length of school day by the governing board of the school district in which the residency of either the parent/legal guardian/caregiver is located."

- Excused absence = compliant with compulsory attendance law (Education Code 48205) (IE: Doctor's appointments, illness, funeral, court date).
 - 8 days – First Letter – Warning notification. (SART 1)
 - 10 days – Second letter – Meeting with Administrator either in group or individually. SART contract Implemented. (SART 2)
 - 15 and more - **SARB**.
 - *If a medical condition or special circumstances exists with appropriate documentation, additional interventions may be utilized before moving to SARB.*
- Unexcused absence = Noncompliant and subject to truancy law after 3 incidents (IE: out of town, family vacation/recreational parks).
 - 3 days – First letter – Warning notification (SART 1)
 - 5 days – Second letter – Meeting with Administrator either in group or individually. SART contract Implemented. (SART 2)
 - 10-15 days and up – **SARB**. (SARB)

Definition of truancy in summary states that a student missing more than 30 minutes of instruction without a valid excuse three times during the school year must be classified as a truant and reported to the proper school authority. (Education Code 48260a) In addition to the reporting requirement the law states that the school district must notify the parent or guardian of the truancy by mail or other reasonable means, and that the notification must include specific information related to the student's unexcused absences. (Education Code 48260.5) Students who have been reported as truant three or more times in one school year shall be classified as habitually truant after an effort has been made by either a district officer or employee to hold at least one conference with the student and his/her parent/guardian at the time of the first or second truancy.

Students leaving school early will need to be signed out at the office by their parent/guardian. Proper identification is required. In the case of an illness/emergency, students will be released only to those persons on their current emergency card and/or released to those persons with written permission from parent/guardian.

MPH SCHOOL RULES

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS PROGRAM (

PBIS is a three-tiered systems approach for establishing a positive learning culture and individualized behavior supports needed for schools to be effective learning environments for all. The School Wide Expected Behavior Matrix covers all areas of the MPH campus and instructs students how to act with Respect, Responsibility and Safety while at school and on the bus. During the first week of school, and throughout the school year, teachers will cover and review the individual classroom expectations along with the School Wide Behavior Matrix. In addition to the expected behaviors, students are taught and encouraged to use our S.L.A.N.T. acronym in the classroom to help achieve their academic goals. (Sit up Straight, Listen, pay Attention, Nod, Track the teacher)

School Rules:

1. Refrain from ANY physical contact with another student or staff member. (No contact)
2. Do not chew gum
3. Do not use cell phones during school hours
4. Be Respectful, Responsible, and Safe in accordance to our PBIS program

These rules are not all inclusive. Any specific action or activity that causes a disturbance or distraction to the academic program and/or school setting. or breach of safety on campus will be dealt with accordingly.

“Bring-Your-Parent-To-School” Program: This program is for those few students, who after serving detention time, continue to disobey the rules. In this program, parents will be invited to spend the day with their child in class in lieu of home suspension.

Clean Sweep Citation: You may receive a citation ticket that will land you, and your parents, in Juvenile Traffic Court. Possible judgments include fines, community service, and/or counseling. Clean Sweep citable offenses include:

- SBCO 25.0202(a) – Daytime Loitering
- PC 308(b) – Possession of Tobacco
- PC 374.4(a) – Littering
- PC 485 – Keeping Lost Property
- PC 594.1(e)(1) – Minor in possession of aerosol paint container
- PC 490.1(a) – Petty Theft (Value less than \$50.00)
- PC 640.6(a)(1) – Affixing Graffiti (Damage less than \$250.00)
- PC 647(f) – Under the influence – Alcohol/ Drugs
- BP 25662(a) – Minor in possession of alcohol
- HS 11357(d) – Possession of Marijuana

GROUNDS FOR SUSPENSION OR EXPULSION

Each student needs to be aware of which misbehaviors are considered serious and can result in suspension from school and/or expulsion from all schools in the Rim of the World School District (Education Code 48900, paraphrased). Students may be suspended from school or recommended for expulsion when they are involved in any of the following activities:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an 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, a 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 a 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, and either sold, delivered, or otherwise furnished to a 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) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or 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 the 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 drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) 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.
(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes 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 preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that 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. For purposes of this subdivision, the following terms have the following meanings:

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

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

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

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

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

(2) (A) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited

to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited

to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1).

(III) “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(IV) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) An act of cyber sexual bullying.

(I) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(II) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been

transmitted on the Internet or is currently posted on the Internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in

conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. **A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school 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 be subject to suspension, but not expulsion, pursuant to 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) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

Harassment: One type of misconduct that happens more at this age than at any other level is harassment. Harassment can be anything from excessive teasing to physically pushing someone around and trying to frighten him/her and can also include sexual harassment. We are dedicated to do all we can to stop this type of behavior. Since this usually occurs when adults are not present, it is important for students to inform teachers or school personnel when this happens.

The administration will handle harassment complaints very sternly and quickly with the utmost confidentiality in order to protect students who are being harassed (Education Code 48900.2, 48900.3, 48900.4).

Gender and Racial Equity: It is the policy of MPH that all persons, regardless of their sex or race, be afforded equal rights and opportunities and enjoys freedom from discrimination of any kind in our educational programs and settings.

Fighting: **FIGHTING WILL NOT BE TOLERATED.** Fighting can be defined as physical, verbal, written threats or violent aggressive acts directed towards another student. In all but unusual cases, all parties involved in a fight will receive the appropriate consequence, which will be suspension from school and a possible citation issued. "Not starting" a fight does not necessarily absolve a student of the consequence for fighting. If a student causes serious injury to another student, they will be recommended for expulsion from all Rim of the World Unified School District schools (Education Code 48915). Although it can be difficult at times for students to approach an adult about a possible impending fight, it is important that students make a teacher or administrator aware of this type of situation, so they can help solve it.

Bus Conduct Policy: Rim of the World School District transports over 90% of its students. Bus transportation is a service the district provides. It is not a service that the state of California requires. All students using the ROWUSD transportation require bus passes. Students are expected to conduct themselves in accordance with the rules and regulations of the district. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason to deny a student transportation (Title 5, C.A.C. 14103). Students wishing to ride a bus other than their assigned bus must have a signed parent note – school approved during lunch periods.

Substitute Teachers: Substitutes are school employees and must be treated with respect and courtesy. **Substitute teachers have the same authority as teachers and are considered valued guests on our campus.** **Failure to follow a substitute teacher's directions in alignment with school rules will result in a detention.**

All offenses will be recorded in Aeries.

MPH Dress Code: The primary responsibility for a satisfactory standard of dress and/or appearance rests with the student and his/her parents. The clothing worn at school or school-related activities should reflect the positive attitude of our school community. The manner in which students dress for school influences behavior

in learning. Therefore, all students are to dress and groom themselves in a tasteful and respectful manner. Clothing and or other apparel which detracts from the academic program may not be worn on school or district grounds.

During school or at a school-related activity, **inappropriate dress includes, but is not limited to:**

1. Clothing that does not cover undergarments.
2. Strapless tops or dresses, including tube tops.
3. Half shirts, bare midriffs, open-back shirts, open-side shirts, or sheer blouses.
4. Tops with shoulder straps less than 2 inches wide.
5. Bathing suits, and pajamas
6. Clothing, jewelry or accessories that are dangerous to the wearer or others (includes chains attached to wallets and/or trousers).
7. Clothing, jewelry or accessories that depict or promote drug, alcohol, tobacco or any controlled substance use or involvement.
8. Clothing, jewelry or accessories with violent, suggestive, vulgar or obscene statements, or designs.
9. Clothing, jewelry or accessories that express racial, ethnic and/or religious disrespect.
10. Clothing, jewelry or accessories promoting gang involvement or that is indicative of gang membership. This includes altering clothing such as caps by marking or sewing names, slogans, etc. on them.
11. Hats must be worn properly when outside.
12. Sunglasses, except for prescription sunglasses, are not to be worn inside buildings or classrooms.
13. Appropriate footwear must be worn at all times.
14. Skirts and shorts need to be as long as your closed fist when shoulders are relaxed with arms placed at your sides.
15. Bandanas are not to be worn on campus.

No list of dress guidelines for students can be written that will anticipate all potential dress and grooming extremes. **In the case of questionable dress that is not specifically covered in the list above, the administration will make the final decision.** A general guideline to remember: clothing that is “dirty, dangerous or distracting” is unacceptable! Appropriate action will be taken at that time, and when necessary, a home contact will be made seeking parental cooperation and assistance. **The administration retains the sole discretion to make the final determination whether clothing, jewelry and/or accessories meet acceptable standards. However, all school certificated and classified personnel shall be responsible for reporting violations of this dress code. The teachers and administrators cannot possibly be everywhere to see what is going on at all times. We need student’s cooperation and help in making this a safe, orderly and friendly school for all. If you see something wrong, let your teacher or administrator know about it.**

PBIS STUDENT STORE

These are the things you can buy with your MPH Lion Loot!

Principal run your mile \$50

Silly String the Assistant Principal \$40

Lunchtime Movie with a friend \$30

Lunch with Principal and/or Counselor \$25

Principal's apprentice for a period \$25

Positive phone call home from Principal \$10

Popcorn Party with a Pal \$20

Front of the lunch line pass \$10

Play a song at lunch in cafeteria \$5

Lunchtime Sports Competition \$5

Mile Pass \$25

Homework Pass \$25

MPH Water Bottle \$5

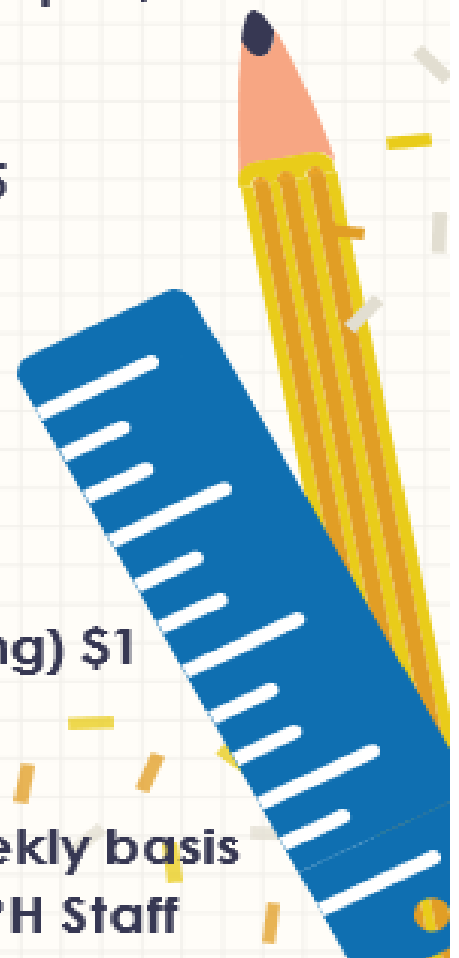
MPH T-Shirt \$20

Pencils \$1

Monthly Raffle (posted in Counseling) \$1

***Rewards are distributed on a weekly basis**

***Lion Loot must be signed by MPH Staff**



MARY PUTNAM HENCK INTERMEDIATE

	RESPECT	RESPONSIBILITY	SAFETY
Classroom	<ul style="list-style-type: none"> *S.L.A.N.T. (Sit up Straight, Listen, pay Attention, Nod, Track the teacher) *Keep your hands, feet and objects to yourselves 	<ul style="list-style-type: none"> *Be in your seat before the tardy bell rings *Take pride in your work *Keep the room clean 	<ul style="list-style-type: none"> *Keep your hands, feet and objects to yourselves *Walking feet *Slow and steady
Hallways and Staircases	<ul style="list-style-type: none"> *Use quiet voices (so not to disturb those in class) *Keep your hands, feet and objects to yourselves 	<ul style="list-style-type: none"> *Walk face forward *Keep halls clean *Keep it moving 	<ul style="list-style-type: none"> *Walk at all times *Keep your hands, feet and objects to yourselves *Move with the flow of traffic *Stay to the right on STAIRS
Restrooms	<ul style="list-style-type: none"> *Give people their privacy *Use quiet voices *Wait your turn 	<ul style="list-style-type: none"> *Flush toilets *Wash your hands *Put trash into trash cans 	<ul style="list-style-type: none"> *Walk to and from restroom *Keep floor dry *Report any problems with sinks or toilets to staff
Library	<ul style="list-style-type: none"> *Use quiet voices *Follow Librarian's instructions *Leave food and drink outside of library *Wait in a single file line 	<ul style="list-style-type: none"> *Push in chairs *Use computers for academic purposes *Read quietly after checking out a book 	<ul style="list-style-type: none"> *Keep your hands, feet and objects to yourselves *Stay seated *Walk when entering and exiting
Cafeteria	<ul style="list-style-type: none"> *Use indoor voices *Eat only your food *Listen to and follow all directions 	<ul style="list-style-type: none"> *Food and drink stay in cafeteria *Clean up after yourself *Put your trash into trash cans 	<ul style="list-style-type: none"> *Put your trash into trash cans *Walk *Keep food and drink off the floor
Blacktop	<ul style="list-style-type: none"> *Use kind words *Hands and feet to yourself *Listen to adults *See staff for permission to leave the area 	<ul style="list-style-type: none"> *Play by the rules *Return equipment in same condition you got it *Report injuries to staff 	<ul style="list-style-type: none"> *Stay out of others' games *Walk to and from play areas *Use all equipment as it is intended

Office	<ul style="list-style-type: none"> *Use polite language: “Please” “Thank you” *Talk to adults only when directed to do so 	<ul style="list-style-type: none"> *State your purpose politely *Wait your turn patiently * Wait in a single file line 	<ul style="list-style-type: none"> *Keep hands and feet to self *Stay in your seat
On Bus and Loading and Unloading Busses	<ul style="list-style-type: none"> *On the bus use quiet voices *Keep your hands, feet and objects to yourselves *Follow bus driver’s directions *Be aware and courteous of those around you 	<ul style="list-style-type: none"> *Go straight to your bus after school *Watch for your stop *Keep busses clean *Follow bus driver’s directions 	<ul style="list-style-type: none"> *Walk slowly and carefully straight to your bus *Be aware and courteous of those around you *On the bus stay seated with two feet on the floor

MPH Recognition and Awards:

Awards/Certificates: Students who consistently demonstrate exceptional academic performance are given special recognition. Awards are based upon academic letter grades. Listed below are the various awards and the qualifications for each one:

Principal's Honor Roll: 4.0 GPA
No "N's" or "U's" in Citizenship

Honor Roll: 3.5 – 3.9 GPA
No "D's" / "F's" in Subject/Course
No "N's" or "U's" in Citizenship

Perfect Attendance: No early outs or late arrivals

Every day Counts: Attend Today! Achieve Tomorrow!

- Quarterly recognition for positive attendance, behavior and grades.
 - Positive Behavior - No Assertive or Regular Attendance
 - Positive Academics - As- Cs, No Ds, Fs, Ns or Us
 - Positive Attendance - 95% attendance.
 - Students who meet the above criteria for all four quarters, ending with 4th quarter progress reports may be eligible for additional recognition through the Principal's Field Trip OR Principal's Reward.

Counseling: As School Counselors our goal is to support, encourage, and help students develop in the areas of academics, personal/social emotional, and careers. Our daily goals, curriculum, and practices are based in the American School counselor Association (ASCA) National Standards and we wish to help each student flourish and reach their individual highest potential. As School counselors we work with all students to encourage a safe school climate of trust and respect. We also collaborate with parents/Guardians, teachers, support staff, and administration.

In addition to individual counseling, group sessions may be formed on identified needs. Referrals or resources are available when appropriate or upon request.

Schedule Change Process A desired schedule change requires multiple levels of intervention for the best possible outcome. There are three (3) steps to follow:

1. Student in contact with teacher:
2. Parent in contact with teacher:
3. Parent/ Teacher/ Counselor meeting:

Please note: Administration and Counselors have the authority to override the process in the matters of an emergency or confidentiality.

Lunches may not be changed unless it is due to a medical condition including a doctor's note with a **diagnosis** is required, in accordance with the above schedule change process.

Library Procedures:

The library at MPH is a place for quiet study and reading. Common courtesy requires that we maintain an atmosphere conducive to learning in the library. Respect for the rights of students, teachers, and library staff is expected of library users.

Students must have a pass to use the library unless they are accompanied by a teacher.

Check out of Materials:

- Library books are checked out for a 2-week period. They may be renewed if no one has reserved them.
- Books are to be returned to the checkout counter in the library.
- Textbooks are checked out for the school year and must be returned on the day requested by the teacher.

Overdue Materials:

- Lost books will be charged the full replacement value.
- Students who incur library obligations of any kind will not be allowed to check out library materials until the obligation is cleared.
- Students may be restricted from other school activities if they incur library obligations.
- Library overdue notices will be sent to the Language Arts teachers. It is the student's responsibility to check the list and clear any problems with the library staff.
- Replacement books are not accepted in lieu of payment.
- No refunds will be given after 30 days.

Internet use:

- Students are permitted to use the Internet only when a parent/guardian permission form is on file at MPH.
- Students must adhere to the district's Internet use policy.

Lockers/Personal Property: PE lockers are school property and are available upon student request. Once assigned to a locker, students may not change lockers for the remainder of the school year. At no time should students use lockers which are not theirs or else locker privileges may be revoked for the remainder of the school year. Any student deliberately damaging a locker will be subject to disciplinary action. Students are to leave all valuable possessions at home. Students should not give their locker combination to anyone. **Lockers are subject to search by administration and security under reasonable suspicion protocols.** MPH is not responsible for lost or stolen personal items brought to school.

Medication Policy: When a student is taking medication on a regular basis, parents and doctors are encouraged to work out a schedule of giving medication outside of school hours. Our health aides and other office staff are trained in giving various medications. The school nurse oversees this process.

*When a medication needs to be given during school hours, the law requires a special form to be completed by the parent **and** doctor.* Forms are available in the school office. *A new form must be completed for each new school year.*

Parents must bring the medication to the school, and they must pick it up if the medication is discontinued or at the end of the school year. It should be in a pharmacy bottle with the students' name, doctor's name, and medication information. Inhalers should be in the pharmacy labeled box. Over the counter medications should be in the original, unopened container. The medication and dosage must match the physician's order as written on the Physician's Instructions for School Assisted Medication form.

It is unsafe and illegal for students to carry medications at school. The only exception is if the medication is needed for conditions which are serious, in which the doctor feels that the student's well-being is in jeopardy unless the medication is carried on his/her person. Epi-pens, inhalers and diabetic supplies are the only medications a student may carry if indicated on the Physician's Instructions for School Assisted Medication form. Parent and physician must agree the student is competent and responsible to carry his/her own medication. The school nurse will meet with the student and review the student's responsibility of carrying medications. It is imported that the student knows how to properly administer the medications.

We are sorry that we cannot administer Tylenol or aspirin for various aches and pains like schools could in the "good old days". Crutches and cough drops while at school also require a doctor's prescription. It is no longer lawful for the school to do this. If your student has frequent headaches, coughs or stomach problems, you may want to consider completing a school medication form so that we can have medication for him/her.

Please contact the school nurse (336-4117) if you have any questions/concerns about medications at school.

Parent Involvement: Studies have proven that the student whose parent is actively involved in their education has much more success. MPH welcomes parental involvement; a few options are listed for your consideration.

All parents are encouraged to become members of the MPH PTA. This organization is actively involved in providing support for many of our programs. They work to provide communication between the family and faculty on educational issues. PTA meetings are monthly.

The School Site Council is a highly-involved group of parents and faculty that actively works in various areas such as curriculum and budget allocations. If you would like to become a member of this very important body please give us a call.

Volunteers play an essential role in the program at MPH. The time and effort expended in volunteering is welcome and greatly appreciated. Just give us a call and we'll put you to work.

Tardies: Students receiving three (3) tardies or more per semester must serve detention. Excessive absences or tardies may result in attendance at Saturday School or a referral to the School Attendance Review Board (SARB). **A pass is necessary for all students out of class. Passes are issued by school personnel. All students are expected to be in all classes on time, in assigned seats and ready to perform the duties of students BEFORE the tardy bell rings. Failure to do so could result in detention.**

Transferring to Another School: Students must be accompanied by a parent/guardian, or a parent/guardian must contact the school in writing, in order to check out of school. Please notify the attendance office one day prior to the intended checkout date. ***Students must pay all charges and fines and return all school property before checking out of school.*** Transcripts or grades will be withheld until all school property is returned and charges and fines are paid.

Home Communication: MPH Administration believes in the importance of keeping parents and/or guardians informed about what is happening at MPH. Parents and/or guardians will receive school updates through Parent Square. Information will also be relayed via text, email, and social media accounts. If there are any questions, please do not hesitate to contact the front office at 909-336-0360 for assistance.

MPH PTA: The primary way to make this year the best year for your family and our community is to join the MPH PTA! This is your chance to become a member of a great organization that funds many of the opportunities you see around campus. When you join the PTA you are not obligated to attend all meetings nor volunteer; you can participate as much or as little as you would like or able, finding a perfect balance that is right for you. The next way to make it the best school year ever is to volunteer! **I**By getting involved at home or school, children do better, grades are higher, test scores rise, self-esteem grows and schools improve. By joining and getting involved in the PTA there is no better way to get connected.

Report Cards/Proficiency Notification: Students receive grades four (4) times per year. End-of-the-quarter grades should be considered progress reports. D and F Progress Reports will be mailed home mid-quarter. Report cards at the end of the semester list the final grade in each course and are used to meet promotion requirements. Parents will also be notified regarding state mandated proficiency status.

Short Term Independent Study: If it becomes necessary to miss school for reasons other than those regularly excused, you must follow the steps listed below.

1. Go to the Attendance Clerk in the front office with a signed note from your parent stating the dates and the reason. It must be a minimum of 5 consecutive school days but no more than 10 days. A parent may come in and pick up the contract. Both student and parent must complete and sign the contract and return to the Attendance Office as soon as possible. Below is a copy of the STIS contract:
2. Do this a **minimum of (5) days prior** to leaving to give the teachers plenty of notice. Attendance will then email the teachers to inform them of the dates their student will be going on STIS.
3. You may pick up your Independent Study work at the end of the day prior to leaving.
4. Complete the assignments on your trip and return all work to the Attendance Office the day you return. By doing this you will get credit for work you would otherwise have missed.
5. **Short Term Independent Study requests will not be accepted for dates of absences including the semester progress report cutoff and prior. These dates are:**
 - **1st Semester- December 3, 2021**
 - **2nd Semester- May 27, 2022**

Long Term Independent Study (Virtual Program): If it becomes necessary to miss 5 or more days of school for reasons other than those regularly excused, the Virtual Classroom is an alternative instructional program where students work independently, according to a written agreement and under the general supervision of a credentialed teacher. While virtual students follow the district-adopted curriculum and meet the district graduation requirements,

the virtual program offers flexibility to meet individual needs, interests, and styles of learning. **However, in order to continue to qualify for this program, students must make adequate progress towards goals and maintain a 2.0 G.P.A.**

Student Activities: MPH is proud of its student activities program. Records indicate that students who take an active role in student activities at their school perform at a higher level academically and are better adjusted socially than their non-active classmates. If you ever find yourself saying, “There just isn’t anything to do at MPH!” then you are a candidate for the many clubs and activities taking place at our school!

Student Study Team Meeting (S.S.T.) Student Study Team meetings are available as an intervention process to assist students experiencing educational difficulty. During these meetings, a student’s teachers are invited to present the behavioral and/or academic status of the student. Parents, students, and teachers are encouraged to work together to brainstorm ideas for modification, improvement, or

correction. Success in such a program depends entirely on the family and school working together, consistency and follow through is the key. Counselors will call parents to arrange SST meetings or meetings can be set up upon parent request. Please go to our Counseling Department’s webpage for additional details at <https://www.rimisd.k12.ca.us/domain/411>

Visitors: All visitors are required to check in at the Security Desk with our Raptor system which is located in the Foyer immediately upon arrival at MPH. All visitors must present a photo I.D. and will be checked into the site’s Raptor Technologies check-in system. All visitors must wear a name tag provided by the Raptor System and must return their badge upon leaving the campus at the Security Desk. Students are not allowed to bring guests during the school day.

MPH IS A “CLOSED CAMPUS” – NO UNAUTHORIZED VISITORS ARE PERMITTED ON CAMPUS UNTIL AFTER 3:45 PM.

Mary Putnam Henck Intermediate

Mrs. Jennifer Whiteside, Principal

Mr. Reed Mikkelson, Assistant Principal



GRADE LEVEL ACTIVITIES ELIGIBILITY REQUIREMENTS **2021-2022 SCHOOL YEAR**

Before purchasing a ticket to grade-level activities, students must acquire MPH Office or Administration initials to meet MPH school expectations/eligibility requirements. The requirements include the following:

POSITIVE ATTENDANCE - Attendance Clerk/Front Office:

- No more than 2 Tardies each Quarter, all school year
- 95% attendance, no more than 2 unexcused absences per Quarter, all school year

POSITIVE BEHAVIOR – PBIS - Assistant Principal Secretary/Front Office:

- No Before/After School Detentions or Lunch Detentions after 3/25/20.
- No On-Campus Intervention (OCI) or In-House Suspensions after 3/25/20.
- No suspensions, all school year

POSITIVE ACADEMICS - Guidance Technician/Counseling Office:

- Cumulative (6th-8th grade) GPA of 2.0 or higher.

RESPONSIBILITY - Cafeteria:

- No outstanding or uncleared cafeteria fees.

RESPONSIBILITY-Library:

- No outstanding or uncleared library fines.

MPH Honors Class Criteria

**Criterion based on 2020-2021 school year for the 2021-2022 school year.*

1. Placement Assessments:

- a. For Honors Math - Math Diagnostic Assessment
 - i. Taken in Math class during second semester.
- b. For Honors ELA - Check point three/ Final IAB Assessment
 - i. Taken in ELA class during second semester.

2. CAASPP:

- a. Standard Exceeded or Met in core subject of interest during the 2018-2019 school year.
 - i. Note 2019-2020/ 2020-2021 assessment results unavailable at time of scheduling.

3. GPA:

- a. Minimum GPA - 3.0 * See below.

4. Attendance:

- a. No SART Level 1 - 3 unexcused or 8 excused during the 2020-2021 school year.
 - i. Exempted this year due to COVID19.

5. Behavior:

- a. No Assertive Discipline to Administration.

PLEASE NOTE THE FOLLOWING:

**Criterion listed above are minimums, however placement may require higher achievement levels based on availability in each class.*

** We currently offer 1 Honors class for English and 1 Honors class for Math for all grade levels. Class size maximum in 6th grade 33. Class size maximum in 7th and 8th grade is 35.*

**Students will be put on academic probation for a grade of 'C' or lower at progress report and removed at Quarter if 'grade remains.*