



GEORGE Y KOMURE ELEMENTARY

FAMILY HANDBOOK

2024-2025

Principal: Christie Newman

Vice Principal: Lina Vang

2121 Henry Long Blvd

Stockton, CA 95206

209-938-6320



PRINCIPAL'S MESSAGE



Dear Students, Parents, and Guardians,

Welcome to another exciting and enriching school year at George Komure Elementary School! As the principal, I am thrilled to extend a warm welcome to each of you as we embark on this journey of learning and growth together.

Our school community is dedicated to creating a nurturing and stimulating environment where every student can thrive academically, socially, and emotionally. At George Komure Elementary, we believe in the power of collaboration, respect, and responsibility to foster a positive and productive atmosphere for all.

For our returning families, thank you for your continued support and partnership. Your engagement is vital to our success, and we look forward to building upon the strong foundation we have established. For those of you who are new to our school, we are delighted to have you join our Komure family. We are committed to ensuring that your transition is smooth and that you feel welcomed and valued from the very start.

This handbook is designed to provide you with important information about our school's policies, procedures, and programs. It serves as a guide to help you navigate the school year and make the most of the opportunities available to our students. We encourage you to read through it carefully and keep it handy for future reference.

Our dedicated staff is here to support you and your student every step of the way. We are passionate about creating a learning environment that is both challenging and supportive, where students are encouraged to explore their interests, develop critical thinking skills, and reach their full potential. Communication between school and home is crucial for student success. Please do not hesitate to reach out to your child's teacher or to me directly if you have any questions, concerns, or ideas.

Thank you for entrusting us with the education and well-being of your student. Together, we can make this school year a memorable and impactful one for all our students.

With warm regards,

Christie Newman
Principal

IMPORTANT DATES TO REMEMBER



July 30 Back to school night
August 1 First day of school, First day of trimester 1
August 15 Picture day
August 19 - August 30 NWEA MAP testing
September 2 Labor Day, No school
September 6 Minimum day
September 9 - 13 Goal setting conferences, Minimum days
September 25 Minimum day
October 4 Minimum day
October 7 - 11 Fall Break, No school
October 16 Picture day make - ups
October 21 - November 1 Trimester 1 Writing assessment window
October 31 Minimum day
November 1 Trimester 1 ends
November 4 Trimester 2 starts
November 11 Veterans Day, No school
November 15 Trimester 1 report cards go home
November 27 Minimum day
November 28 - 29 Thanksgiving Break, No school
December 20 Minimum day
December 23 - January 7 Winter Break, No school
January 8 - January 23 NWEA MAP testing
January 15 No School
January 17 Minimum day
January 20 Martin Luther King Day, No school
January 27 - 31 Goal setting conferences, Minimum days
February 10 Lincoln's Birthday, No school
February 11 - February 21 Trimester 2 Writing assessment window
February 17 Washington's Birthday, No school
February 21 Trimester 2 ends
March 7 Minimum Day, Trimester 2 report cards go home
March 10 - 14 Spring Break, No school
April 1 - April 30 NWEA MAP testing
April 7 - May 9 CAASPP/SBAC testing 3rd - 8th grade
April 16 - 17 Minimum day
April 18 - 21 Spring Break
April 25 Minimum day
May 22 - 23 Minimum day
May 23 Last Day of School, Trimester 3 report cards go home

MANTECA USD 24-25

STUDENT CALENDER



July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

0 Instructional Days

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

22 Instructional Days

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	D	7
8	E	E	E	E	E	14
15	16	17	18	19	20	21
22	23	24	E	26	27	28
29	30					

20 Instructional Days

October 2024						
S	M	T	W	T	F	S
		1	2	H	D	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	E		

18 Instructional Days

November 2024						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	D	28	29	30

18 Instructional Days

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	H	D	21
22	23	24	25	26	27	28
29	30	31				

15 Instructional Days

93 Semester Instructional Days

January 2025						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	D	18
19	20	21	22	23	24	25
26	E	E	E	E	E	

16 Instructional Days

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

18 Instructional Days

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	H	D	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

16 Instructional Days

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	E	D	18	19
20	21	22	23	24	E	26
27	28	29	30			

20 Instructional Days

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	H	H	D	D	24
25	26	27	28	29	30	31

17 Instructional Days

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

0 Instructional Days

87 Semester Instructional Days

Legend	
	Student Breaks/Closed to the Public
	Summer Break/School Office Open
	Teacher Prep (no students)
	Inservice Days (no students)
 D	District-wide Minimum Day
 E	Elementary School Minimum Day
 H	High School Minimum Day



High School End of Term			
1st Semester:	October 4	3rd Semester:	March 7
2nd Semester:	December 20	4th Semester:	May 23

Elementary Trimesters	
1st Trimester:	08/1/24 - 11/1/24 - 61 days
2nd Trimester:	11/4/24 - 02/21/25 - 61 days
3rd Trimester:	2/24/25 - 05/23/25 - 58 days

180 School Year Instructional Days

Employee Holidays		
July	4	Independence Day
September	2	Labor Day
November	11	Veterans Day
November	28-29	Thanksgiving
December	24	Christmas Eve
December	25	Christmas Day
January	1	New Year's Day
January	20	Martin Luther King Day
February	10	Lincoln's Birthday (obs)
February	17	Washington's Birthday
April	18-21	Spring Break
May	26	Memorial Day
June	19	Juneteenth
Student Breaks		
October	7-11	Fall Break
December	23 - Jan 7	Winter Break
March	10-14	Spring Break

First Day of School - August 1, 2024
Last Day of School - May 23, 2025

2024-2025 BELL SCHEDULE

REGULAR DAY/Wednesdays			OFFICE HOURS				MINIMUM DAY				
8:00 - 2:30		8:00 - 1:30	7:30 AM - 3:30 PM				8:00 - 12:15				
MT,TLF	KINDER	Wednesday					KINDER				
8:00 - 9:00		Class					8:00 - 9:00		8:00 - 9:05		Class
9:00 - 9:10		Break					9:00 - 9:10		9:05 - 9:20		Break
9:10 - 10:00		Class					9:10 - 10:00		9:20 - 10:30		Class
10:00 - 10:10		Break					10:00 - 10:10		10:30 - 11:10		Lunch
10:10 - 11:05		Class					10:10 - 11:05		11:10 - 12:15		Class
11:05 - 11:45		Lunch					11:05 - 11:45				
11:45 - 12:45		Class					11:45 - 12:45				
12:45 - 1:00		Break					12:45 - 1:00				
1:00 - 2:30		Class					1:00 - 1:30				
MT,TLF	GRADE 1	Wednesday									
8:00 - 9:00		Class					8:00 - 9:00				
9:00 - 9:10		Break					9:00 - 9:10				
9:10 - 10:00		Class					9:10 - 10:00				
10:00 - 10:10		Break					10:00 - 10:10				
10:10 - 11:05		Class					10:10 - 11:05				
11:05 - 11:45		Lunch					11:05 - 11:45				
11:45 - 12:45		Class					11:45 - 12:45				
12:45 - 1:00		Break					12:45 - 1:00				
1:00 - 2:30		Class					1:00 - 1:30				
MT,TLF	GRADE 2	Wednesday									
8:00 - 9:10		Class	8:00 - 9:10								
9:10 - 9:20		Break	9:10 - 9:20								
9:20 - 10:10		Class	9:20 - 10:10								
10:10 - 10:20		Break	10:10 - 10:20								
10:20 - 11:25		Class	10:20 - 11:25								
11:25 - 12:05		Lunch	11:25 - 12:05								
12:05 - 1:00		Class	12:05 - 1:00								
1:00 - 1:15		Break	1:00 - 1:15								
1:15 - 2:30		Class	1:15 - 1:30								
			IMPORTANT DATES								
8:00 - 9:10		Class	8:00 - 9:10								
9:10 - 9:20		Break	9:10 - 9:20								
9:20 - 10:10		Class	9:20 - 10:10								
10:10 - 10:20		Break	10:10 - 10:20								
10:20 - 11:25		Class	10:20 - 11:25								
11:25 - 12:05		Lunch	11:25 - 12:05								
12:05 - 1:00		Class	12:05 - 1:00								
1:00 - 1:15		Break	1:00 - 1:15								
1:15 - 2:30		Class	1:15 - 1:30								
			First Day of School				08.01.2024				
			Holiday				09.02.2024				
			Minimum Day				09.06.2024				
			Goal Setting Week (Min. Days)				09.09 - 09.13.2024				
			Minimum Day				09.25.2024				
			Minimum Day				10.04.2024				
			Fall Break				10.07 - 10.11.2024				
			Minimum Day				10.31.2024				
			Holiday				11.11.2024				
			Minimum Day				11.27.2024				
			Holiday Break				11.28 - 11.29.2024				
			Minimum Day				12.20.2024				
			Winter Break				12.23 - 1.7.2025				
			Teacher Inservice (no students)				01.15.2025				
			Minimum Day				01.17.2025				
			Goal Setting Week (Min. Days)				0.27 - 01.31.2025				
			Holiday				02.10.2025				
			Holiday				02.17.2025				
			Minimum Day				03.07.2025				
			Spring Break				3.10-3.14.2025				
			Minimum Day				04.16.2025				
			Minimum Day				04.17.2025				
			Holiday Break				04.18 - 04.21.2025				
			Minimum Day				04.25.2025				
			Minimum Day				05.22.2025				
			Last Day of School (Min. Day)				05.23.2025				
8:00 - 9:30		Class	8:00 - 9:30								
9:30 - 9:40		Break	9:30 - 9:40								
9:40 - 11:45		Class	9:40 - 11:45								
11:45 - 12:25		Lunch	11:45 - 12:25								
12:25 - 1:15		Class	12:25 - 1:30								
1:15 - 1:25		Break	1:15 - 1:25								
1:25 - 2:30		Class	1:25 - 2:30								
			GRADES 7-8								
8:00 - 9:30		Class	8:00 - 9:30								
9:30 - 9:40		Break	9:30 - 9:40								
9:40 - 11:45		Class	9:40 - 11:45								
11:45 - 12:25		Lunch	11:45 - 12:25								
12:25 - 1:15		Class	12:25 - 1:30								
1:15 - 1:25		Break	1:15 - 1:25								
1:25 - 2:30		Class	1:25 - 2:30								
8:00 - 8:30		Period 1	8:00 - 8:30		Period 1						
8:30 - 8:55		Period 2	8:30 - 8:55		Period 2						
8:55 - 9:05		Break	8:55 - 9:05		Break						
9:05 - 9:25		Period 3	9:05 - 9:25		Period 3						
9:25 - 9:47		Period 4	9:25 - 9:47		Period 4						
9:47 - 10:09		Period 5	9:47 - 10:09		Period 5						
10:09 - 10:49		Lunch	10:09 - 10:49		Lunch						
10:49 - 11:09		Period 6	10:49 - 11:09		Period 6						
11:09 - 12:15		Period 7	11:09 - 12:15		Period 7						
12:15 - 1:30		Period 7 Access	12:15 - 1:30		Period 7 Access						
							Revised 7/23/2024				

PARENT INFORMATION



ARRIVALS

The campus opens at 7:45 AM and school begins at 8:00 AM for all students. For safety reasons, students should not arrive before 7:45 AM. There is no supervision available. If students are dropped off before this time, parents or guardians will be contacted and required to supervise their children until 7:45 AM. All students are expected to line up by their home classrooms.

DISMISSAL

When school is dismissed, students may exit through either the front of the school on Henry Long Blvd. or the gate on Carolyn Weston Blvd. Students in grades K-3 will be dismissed directly from their teachers to their parents/guardians at the front of the school through a hand-off process. Students in grades 4-6 will line up with their class and be escorted to the front with their teacher, while 7th and 8th-grade students will be dismissed directly by their teachers from their classrooms. Students picked up on Carolyn Weston Blvd. should use the gate on that street when exiting the campus. Parents/guardians are expected to pick up their children promptly, as any student not picked up within 15 minutes of dismissal will be taken to the office for assistance. After dismissal, all students must leave campus unless participating in a school-sponsored activity or supervised by staff. Students waiting for siblings must wait in front of the school or near the gate on Carolyn Weston Blvd. Parents may use the multi-purpose parking lot for pick-up but must adhere to parking restrictions: the red curb is for MUSD buses and emergency vehicles only, and the yellow curb is strictly for loading and unloading.

RESTRICTED VISITS

An administrator may refuse to admit a visitor on campus if he or she believes that the individual's presence or behavior may interrupt the school environment, instruction, or operation or if their visit jeopardizes the security, health or safety of students and staff or has the potential of causing property damage. Visitors may not come on campus to confront students.

CLOSED CAMPUS

Komure Elementary is a closed campus. Students are not permitted to leave campus without proper authorization. If a student needs to leave the campus before dismissal, the student must be cleared through the office before leaving. All visitors must also check in and sign in at the office upon arrival.

BIKES

1. Bicycles must always be walked or carried on campus. Skateboards, scooters, roller blades/skates, and Heely's are not permitted on the school grounds.
2. Lock bicycles through the frame and at least one wheel with a suitable cable or chain to prevent theft by removing a locked wheel.
3. All bicycles must be parked in the designated bike area. Students should only be near the bike parking area when parking or retrieving their bike.
4. Students riding bikes to school must obey all traffic rules.
5. California State Law requires helmets to be worn for safety. If your child needs a helmet, please visit the front office.

PARENT INFORMATION



PARENT CONNECT

Stay connected! View assignments, grades, attendance, upcoming news, emergencies, and events via computer, tablet, or mobile device. To download the convenient Manteca USD app, go to <https://q.musd.net/parent> (parents) or <https://q.musd.net/student> (student). If you do not have an account, please call the office for assistance; please include your student's name. This is also a convenient way to communicate with teachers.

COMMUNICATION

Open, positive, and consistent communication is crucial for your child's success in the school program. Please feel free to email, call, or meet with any staff member if you have questions or concerns. Families are encouraged to reach out to the school whenever necessary. Appointments to meet with teachers can be scheduled before or after school by calling the office, leaving a voicemail for the teacher, or emailing the teacher (email list included at the end of this handbook). Please keep the school updated with any new addresses, changes in phone numbers, and emergency contacts to ensure we can contact you if needed. Komure will continue to use the NTI phone communication system for announcements, general information, and emergencies. The NTI phone system will also be used for attendance purposes.

PARENT INVOLVEMENT OPPORTUNITIES

Komure Elementary staff values and encourages active involvement from parents and the community. Please maintain regular contact with your child's teacher throughout the year for information on specific activities. If you wish to volunteer in the classroom, complete a volunteer form available in the office. Please allow 10 days for approval. A staff will notify you once your application has been approved. The following are parent involvement opportunities here at Komure.

- **ENGLISH LANGUAGE ADVISORY COMMITTEE (ELAC):** ELAC is a school-level committee consisting of parents, staff, and community members is established to advise school officials on English learner programs and services. Participation and responsibilities include advising the principal and staff on developing a school site plan for English language learners and promoting the importance of regular school attendance to parents.
- **SCHOOL SITE COUNCIL (SSC):** The SSC is a group of elected parents and staff members that meets 4-5 times per year. This group of parents, teachers and staff members is instrumental in making decisions that affect the school regarding Komure's Strategic Plan, instructional programs, and budget. The SSC also approves the Site Safety Plan.

CLASSROOM VISITS

A parent or guardian has the right to observe instruction and other school activities that involve their child in accordance with the procedures indicated in this administrative regulation to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. All visitors MUST check in through the office. Visitors must abide by MUSD Policy which states: A parent or guardian has the right to observe instruction and other school activities that involve their child to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of parents and guardians shall be considered. Upon written request by the parent or guardian at least twenty-four (24) hours in advance, Monday — Friday, school officials shall arrange for the parental observation of the requested class or classes or activities by that parent or guardian for no more than twenty (20) minutes. Administration may accompany the parent during the observation.

NUTRITION SERVICES



BREAKFAST AND LUNCH PROGRAM

All students will have access to breakfast and lunch free of charge for the 2024-2025 school year. Breakfast in the classroom will continue this year. Breakfast and lunch may be brought from home. Please plan when sending lunch to school after the start of class. It is the child's responsibility to pick it up in the office. The school office will not interrupt the classroom to notify students of lunches. Please be sure to alert the office if your child has a dietary restriction and/or allergy, so that Nutrition Services can be made aware, and accommodations are addressed.

TREATS/SNACKS/NUTRITION

State and Federal guidelines and our student's allergies are taken into consideration when allowing snacks to be provided. Following MUSD's Student Wellness policy, all food distributed during the day, including classroom parties, pep rallies, assemblies, must follow the CA Smart Snacks Regulation. All food items must be store bought and sealed in original packaging. Please note, if the snack that you provide does not meet both the SMART Snack guidelines and allergy restrictions, the snacks will be sent back home with your student. This includes cupcakes, cookies, or candy for classroom celebrations. Please contact your child's classroom teacher prior to sending snacks/treats for the classroom, so the teacher can properly prepare and confirm any allergy restrictions. Teachers will determine birthday celebration practices that recognize students without food being contributed. SEE THE SMART SNACKS CALCULATOR AND GUIDELINES at musdnutrition.net.

- 0.75 oz Whole Grain Baked Goldfish crackers
- 4 oz Fruit cups packed in juice or gel 3.2 oz
- Fruit Pouches 0.87 oz
- Baked Lays Potato Chips (Barbecue, Original, Sour Cream and Onion)
- 0.87 oz Tostitos Scoops
- 4 oz Yogurt Cups
- 0.84 oz Whole Grain Granola Bars
- Dippin' Stix (Apple or Carrots)
- 0.85 oz Jack Links Beef Jerky
- 1 oz Scooby Doo Cinnamon Graham Sticks

THIRD PARTY FOOD DELIVERIES

Third party food deliveries (Grubhub, Doordash, Uber Eats, Instacart) are NOT PERMITTED during the school day. If the school receives a third-party delivery, the food will be placed in the office refrigerator and the food may be picked up by the student at the end of the day. All food must be hand delivered by a parent or legal guardian.



References: Education Code sections 49430, 49431.2, 49431.7; California Code of Regulations sections 15575, 15577, 15578; Code of Federal Regulations sections 210.11, 220.12. **Applies to ALL foods sold, or exchanged, to students by any entity.**

HEALTH SERVICES



MEDICATION AT SCHOOL

According to Education Code 49423, students are prohibited from carrying medication without a physician's order. This rule applies to both over-the-counter and prescription drugs. For safety reasons, students cannot have medication including inhalers, pills, aspirin, and cough drops in their classrooms, lunch boxes, or pockets. Medications will not be accepted or administered without the following requirements:

1. Physician/parent request forms must be filled out completely with signatures and detailed instructions.
2. Medication taken to school must be in pharmacy labeled bottle or kit.

Nonprescription medication, i.e. aspirin, will not be given at school even at parental request. Parents may bring medication to school and administer if necessary. Students may not keep medicine on them or with their personal belongings. All medicines must be turned in to the Health Clerk unless prior arrangements have been made. Unique health conditions: If a student has a unique health problem (i.e. severe allergic reaction, seizures, heart problems, etc.), it is imperative that the school be notified.

HEALTH SERVICES

Our school safety assistants and teachers are equipped with first aid kits to assist students in need. Depending on the severity of the injury or illness, students may be referred to the school office for further care. Serious injuries or illness shall be reported to the parent. If your child becomes ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. It is the parent's responsibility to keep all phone numbers and addresses current.

INJURIES AT SCHOOL

The following procedures will be used.

1. Teacher and/or yard duty supervisor, site administrator and office are notified immediately.
2. Student is stabilized at the scene to determine if the student can or should be moved.
3. Students on the playground will be directed to move from the area.
4. Office personnel will notify parent in regard to calling emergency services. Office personnel will direct emergency vehicles onto the campus, if needed.



ATTENDANCE



ATTENDANCE MATTERS!

School attendance is a critical component of success in schools. Your child will be receiving high quality instruction every day; therefore, we believe it is imperative that your child attends school regularly to achieve success.

ABSENCES

If your child is ill, please contact the school attendance line. If an absence is not cleared within five (5) days, including doctor's note, attendance cannot be adjusted.

- Excused: student illness, medical or dental appointment for a student, a court appearance, death in the immediate family, or religious holiday observance (limited according to Ed. Code). Students have two days of absence to submit missing work. All reasons for absence must be satisfactorily confirmed by the student's parent/guardian in person, in writing, or by telephone within 5 days of the absence. Absences cannot be changed to "Excused" after this time period.
- Unexcused: Out of town, vacations, family matter, family emergency, parents or siblings' illnesses/medical appointment, no transportation, other, personal, missed bus, overslept, club/travel sports and dance competitions, sibling performances, are some examples of unexcused absences. Make up work is at the discretion of the teacher.

MAKE UP FOR EXCUSED ABSENCES

Students with excused absences are entitled to make up all work for full credit. Students must be responsible for arranging all such make up with each teacher. Students shall have no less than two (2) days make up time for each day of absence up to five (5) days. This time shall exclude weekends and holidays. At the teacher's discretion, time limits may be extended. Each teacher shall determine the standards necessary to receive a grade

MAKE-UP WORK FOR UNEXCUSED ABSENCES AND SUSPENSIONS

Makeup work will be contingent on teacher/classroom policy with regards to unexcused absences. Please note, suspensions are considered excused absences. Students must request work from their teacher upon their suspension. If work can be completed from home, that work will be given to students and it must be returned on their first day back from suspension. If work being done in class cannot be completed, teachers will allow student sufficient time to make-up, and turn in the work.

Board Policy No. 5113a: A student should not be absent from school without the parent's knowledge and consent. Students will be allowed to be absent from school, for reasons expressly authorized by applicable law. Verification of absence can be verbal, in person or written to be determined by the principals. The Board of Education directs that absences for "justifiable personal reasons" under Education Code Section 48205 shall be granted only for comparable short-term absences (maximum: five days) unless a longer time is required by applicable law. A principal or designee cannot approve an absence for such purposes as traveling with parents on a vacation or business trip, or for early starts or late returns from such trips.

ATTENDANCE

CONTINUED



TARDY POLICY

At Komure, we believe that punctuality is crucial for academic success and fostering responsibility among our students. Arriving on time ensures that children receive the full benefit of instruction and participate fully in the learning community.

Students are expected to be in their seats at 8:00 AM and **considered TARDY if they are not in their seat by 8:00 AM**. Students who arrive late must report to the school office with a parent/guardian to sign in and receive a tardy slip before proceeding to their classroom. To discourage chronic tardiness, the following steps will be taken for unexcused tardies (cumulative):

- 6th Tardy: Tardy Warning Letter sent home by administration.
- 10th Tardy: Administration will initiate the Truancy Process Level I
- 15th Tardy: Truancy Process Level II.
- 20th Tardy: SARB referral

HABITUAL TARDIES

Continual lateness to school will not be excused by the office (even with a parent note) for reasons such as oversleeping, missing the bus or train, car problems, the alarm not going off, etc. Such actions will result in disciplinary action, a tardy contract, and possible referral to the Student Attendance Review Board.

EARLY CHECK OUT

Students who leave prior to the end of the school day must check out through Komure's office. Only persons listed on the emergency card can pick up students. If someone other than the parent or guardian is sent to pick up a student, the school office must be informed in advance. IDs are required upon check outs. The designated person checking out the student(s) is responsible to complete a check-out form and provide a reason. If no reason is provided or an invalid reason is utilized for checking out the student, the attendance will be marked as unexcused part day. **PLEASE DO NOT COME TO CHECK OUT YOUR STUDENT WITHIN THE LAST 30 MINUTES OF CLASS. STUDENTS ARE RECEIVING HOMEWORK ASSIGNMENTS, NOTICES, OR MAY BE OUTSIDE FOR P.E. AND THUS NOT EASILY AVAILABLE.**

POOR ATTENDANCE

Consistently poor attendance and truancies will lead to several negative ramifications:

- Parent notification and truancy letters
- Referral to Vice Principal for parent conference
- Referral to SARB (Student Attendance Review Board)
- Home visits
- Excessive absence letter to improve attendance (after 6 excused absences)
- Pre-medical warning letter to improve attendance (after 10 excused absences)
- Medical note requirement from doctor for each absence—telephone advice is not accepted (after 15 excused absence)
- Community School referral

ELECTRONICS



CELL PHONE/EAR BUDS/WATCHES

Once a student enters the school campus, the expectation is that all devices and wired/wireless headphones (cell phones, AirPods, smart watches, etc.) will be silenced and stored away out of sight unless otherwise specified by a staff member. There may be times under direct teacher supervision they may be used to enhance the instructional environment. If a student is using their device (cell phones, AirPods, smart watches, etc.) without permission, their device will be confiscated by administration and receive the following consequences:

- 1st offense: Warning, Student conference with administrator
- 2nd offense: Device taken away, student pick up in office after school, student contract
- 3rd offense: Device taken away, parent guardian picks up, parent and student contract
- 4th offense: Device taken away; parent/guardian pick up after school. Student will be assigned restorative consequence and lesson on electronic misuse.

Students who refuse to surrender any electronic device will meet with administration and parent and may receive a consequence.

STUDENT DEVICES

Manteca Unified is a 1:1 student to device district. Students are responsible for their own school issued device. This includes damage that occurs due to fire, water, theft, etc. Students should not loan their school issued device or charger to friends. It is the student's responsibility to notify their teacher if their device needs any repairs. Inappropriate use will result in loss of privileges and will be subject to disciplinary action at the discretion of the school principal. Damage or other loss resulting from improper care as determined by observation, type of damage, or via investigation by school staff will result in a replacement cost, based on the device model and current market value.



Board Policy 5131(b): Electronic Signaling and Communication Devices

The Manteca Unified School District Governing Board allows pupils to possess and use electronic signaling and communication devices while on campus. If directed by the driver all electronic signaling and communication devices will be in the off mode and out of sight while being transported by District-operated vehicles, and during instructional school hours; passing periods, rallies, assemblies, and other school activities during the instructional day, for all grades K-12. Electronic signaling and communication devices may be used grades K-12 before and after school, and grades 9-12 during brunch and lunch. With prior written permission from the teacher, school principal, and the parent, the student may use an electronic device in class only under the direct supervision of the teacher or instructional purposes. Students that capture photographic or digital images while on school property during the school day without prior permission of the Principal or designee may be subject to disciplinary action. Students and parents are to be advised that the District is not responsible for the theft or loss of students' electronic devices. No student shall be prohibited from possessing or using portable communication or electronic signaling devices that are determined by a licensed physician or surgeon to be essential for the health of the student and use of which is limited to purposes related to the health of the student.

STANDARDS



COMMON CORE STATE STANDARDS

Manteca Unified teachers will use diverse, research-backed teaching methods, such as project-based and cooperative learning, to deliver a curriculum that meets both Common Core and Next Generation Science Standards. Technology will play a key role in both teaching and learning, with teachers using it for instruction and management, and students for classwork and research. Teachers will design their strategies to support to the needs of all students, including English learners, underperforming, advanced, and those with disabilities. Various assessments will be used to evaluate student progress and inform adjustments to instruction, ensuring every student succeeds.

8TH GRADE CELEBRATION

To celebrate the transitional bridge between Elementary and High School, 8th grade students will have opportunities to celebrate their success achieved here at Komure. Academics and behavior must be maintained appropriately throughout the school year, both in the physical and digital school practices, and any incident not meeting 8th grade celebration standards or at the discretion of site administration, may result in a loss of participation in activities, up to the day of the event.

STANDARDS BASED REPORT CARDS

Manteca Unified has developed Standards-Based Report Cards for students in Transitional Kindergarten (TK) - 6th grade. This report card will be fully implemented in the 2024-25 school year. The purpose of the standards-based report card is to clearly communicate student performance toward grade level standards and expectations to our families. The standards-based report card is designed to provide accurate information about student performance and growth in meeting the standard. In other words, rather than focusing on a percentage or number of points obtained, standards-based reporting focuses on student understanding or competency.

MUSD TK-6 STANDARDS BASED REPORT CARD PROFICIENCY SCALE

Teachers will use the following proficiency scale marks and descriptions on the report card to communicate student progress toward meeting essential grade level standards for all subject areas at each trimester.

Families are encouraged to reach out to their student's school site and teacher for general questions. Families can also visit the standards-based report card page at www.mantecausd.net/reportcards

GOAL SETTING CONFERENCES

Student goal-setting conferences will be held from September 9th -13th and January 27th - 31st to set goals for your child's success. These conferences provide an opportunity to build relationships between the student, teacher, and parents/guardians, focusing on feedback and support. Goal setting empowers students to take ownership of their learning. Unlike traditional parent-teacher conferences, which discuss progress after teaching and learning have occurred, these conferences proactively set goals.

HOWL TIME

HOWL time is dedicated time each day where the students may be grouped with students from other classes and is used for all grade levels to support individual needs, provide enrichment, and support all students.

Exceeded (EX)	Student has demonstrated mastery of grade level standards and is able to extend and apply concepts with a greater depth of understanding to new situations.
Proficient (PR)	Student demonstrates mastery of grade level standards.
Approaching (AP)	Student shows basic understanding and is progressing toward mastery of the grade level standard.
Beginning (BE)	Student is beginning to demonstrate understanding by is not yet meeting grade level standards.
Insufficient (IN)	Student has not demonstrated enough evidence to assess the grade level standards.

DRESS CODE



MANTECA UNIFIED ADMINISTRATIVE REGULATION 5132

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school procedures governing student dress and grooming which are consistent with law, Board policy, and administrative regulations. These school dress codes shall be regularly reviewed. The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
2. Appropriate shoes must be worn at all times.
3. Clothes shall be sufficient to conceal undergarments at all times. See-through tops and bare abdomens are prohibited.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066) Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day (Education Code 35183.5)

Gang-Related Apparel:

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282) Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

DRESS CODE | MANTECA UNIFIED SCHOOL DISTRICT

Manteca Unified School District's Board of Education believes that appropriate dress and grooming contribute to a positive school environment. The dress code has been established following the basic principle that certain body parts must be covered at all times for a safe and effective learning environment.

STUDENTS MUST WEAR

- » **A shirt** (with fabric in the front, back, and on the sides under the arms)
- » **Bottom coverings** (pants, sweatpants, shorts, skirts, dresses, leggings)
- » **Shoes** (activity-specific shoe requirements are permitted, such as wearing athletic shoes during P.E.)



STUDENTS MAY WEAR

- » Hats, including religious headwear (non-religious headwear must be removed in the classroom)
- » Sweatshirts or hoodies (hoods must be removed in the classroom)
- » Fitted pants, including leggings, yoga pants, and skinny jeans
- » Ripped jeans (as long as the student's undergarments or bottom is not exposed)
- » Tank tops
- » Athletic attire



STUDENTS MAY NOT WEAR

- » Clothing, headwear, jewelry, or other accessories that show violent language or images, including weapons
- » Accessories that can be considered dangerous or could be used as a weapon
- » Images or language that reference drugs, alcohol, or any illegal materials or activities
- » Hate speech, profanity, and sexually explicit images or language
- » Images or language that create a hostile or intimidating environment
- » No bare abdomens or clothing that reveals undergarments
- » Swimsuits (except as required in class or athletic practice)
- » Any item that obscures the face or ears (except as a religious observance or for medical reasons)



POSITIVE BEHAVIOR AND INTERVENTION SUPPORTS



At George Komure Elementary, we are committed to fostering a positive and supportive learning environment for all students. To achieve this, we have implemented Positive Behavior Interventions & Supports (PBIS), an evidence-based framework that guides the selection and implementation of best practices to improve both academic and behavioral outcomes. The school-wide system includes proactive strategies for defining, teaching and supporting appropriate student behaviors to create positive school environments. A system of acknowledgements will help motivate students to try their best and to encourage others as well. Komure Elementary is focused on helping students learn to be safe, respectful, and responsible citizens. Coyotes **H.O.W.L.** to show they **H**ave Respect, are **O**n Task, **W**ork to achieve, and **L**earn by leading.

We believe that students who exhibit appropriate behavior should be recognized and rewarded. We recognize students in the following ways:

- Praise
- Class Reward
- COYOTE Cash
- Friday Activities
- Assemblies
- Perfect Attendance Certificates
- Positive Notes Sent Home
- Lunch with the Principal/Vice Principal



Komure Coyotes H.O.W.L

Have respect, are On task, Work to achieve, and Learn by leading



PLAYGROUND

H HAVE RESPECT

Take turns and share.
Use kind words.
Be a good sport and play by the school rules.
Pick up and throw trash away even if it's not yours.
Listen and follow directions from all staff members.
Use a voice level 4

BATHROOM

Wait patiently for your turn.
Use a voice level 1.
Respect privacy.

CAFETERIA

Follows directions from all staff members.
Keep hands and feet to yourself.
Use a voice level 2
Allow anyone to sit next to you.

CLASSROOM & HALLWAYS

Keep hands and feet to yourself.
Use a noise level identified by the teacher.
Use materials appropriately.
Use a voice level 1.
Treat school materials and kindness.

OFFICE/LIBRARY

Enter and walk in quietly.
Use a voice level 0 or 1.
Sit silently and appropriately.
Wait for instructions.
Use a quiet voice.
Respect privacy.
Treat books with care.

O ON TASK

Keep hands and feet to yourself.
Be aware of your surroundings.
Freeze at the bell and listen for whistle.
Walk to the line.

Keep yourself and the bathroom clean.
Use toilets, urinals, and sinks correctly.
Throw trash away.
Use a hall pass outside of the classroom.

Enter quietly.
Be responsible for trash.
Raise your hand for help.
Sit in your designated area.
Wait to be excused.
Stay seated.

Participate in learning, ask questions.
Keep you area clean and organized.
Be prepared to learn.
Complete your work.

Follow specific rules and instruction by staff.
Keeps noise level low to avoid disturbing others.

W WORK TO ACHIEVE

Be positive and ask others to play.
Line up quickly and quietly for your teacher.
Use the equipment safely.
Stay in designated areas.

Use the appropriate bathroom.
Quietly and quickly take care of business.
Go back to class quickly.

Raise your hand for help.
Enjoy eating your own lunch.
Pick up and throw away trash, even if it's not yours.

Have a growth mindset.
Keep trying if you don't succeed the first time.
Transition quickly.

Be positive.
Stay in designated areas.

L LEARN BY LEADING

Make good choices.
Encourage and help others understand the playground expectations.
Invite all students to play together.
Report any major problems or issues to a staff.

Be safe.
Use the bathroom at an appropriate time.
Report any major problems or issues to an adult.
Set a good example.

Use time appropriately to completely eat your lunch while talking quietly to your shoulder neighbors.
Keep all food in the cafeteria.

Encourage, learn, and work with others.
Inspire others to improve.
Engage in random acts of kindness.
Listen to other opinion's thoughts and feelings.

Be safe.
Report any major problems or issues to an adult.
Set a good example.

BEHAVIOR GUIDELINES



STUDENT CODE OF CONDUCT

Students are expected to conduct themselves respectfully and are responsible for their behavior. The code of conduct applies to any student who is

- On school property
- In attendance at school or on the way to or from school
- At any school sponsored activity on or off campus
- Whose conduct at any other time or place has a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of the students or staff in school.

VIOLATION OF SCHOOL AND CLASS RULES

Students who violate school rules or disrupt the instructional classroom will face progressive discipline. Classroom teachers will implement their classroom behavior/management system which may include progressive discipline. If behavior does not improve, the teacher will give additional consequences and notify parents and school administrators. Teachers may also call parents or ask parents to come to the school to meet with them.

OTHER MEANS OF CORRECTION

Maintaining a safe and respectful campus is essential for student learning. Occasionally, students may break school rules and behavioral expectations. These behaviors will be addressed using the following progressive steps and interventions. Komure Elementary follows a progressive discipline policy tailored to be age-appropriate, with consequences varying based on the severity, frequency, and grade level of the infraction. Serious infractions may result in an accelerated progression through these steps, depending on the severity of the incident and any prior behaviors. These practices involve collaborative and informed decision-making among the student, teacher, parent/guardian, and student needs. The interventions may include:

- Conflict mediation between students
- BASE Social Emotional Learning lessons as a learning tool
- Student/parent conferences with school personnel and/or teachers
- Referral to the Coordination of Services Team (COST)
- Referral to school support service personnel for case management and counseling
- Referral to Valley Community Counseling services
- Tutoring/academic support
- Daily check-ins with a designated staff member
- Alternative placement
- Student Success Team (SST) meetings
- Structured day or structured recess
- Character Connections
- Reflection room
- Behavior contract
- Student safety plan
- Friendship groups
- Restorative Accountability Project
- Peer mentoring

BEHAVIOR GUIDELINES

CONTINUED



DISCIPLINARY POLICIES

Komure Elementary is determined to provide the best educational atmosphere possible. To ensure this happens at Komure Elementary, and the California Education Code policies are in effect during the regular day and at all school related events and activities. The application of disciplinary action is at the discretion of school administration or administrators' designee, depending on the individual circumstances and student's disciplinary history. The school administration may deviate from these guidelines when appropriate to do so, as determined by the Principal. In the event of extreme or repeated offenses, any misconduct may result in exclusion from school activities, suspension, notification of law enforcement agencies, and / or recommendation for expulsion. According to CA Ed Code 48900(s) the following information is regarding actions that occur while on school grounds, take place while going to or coming from school, during the lunch period whether on or off campus and during or while going to or coming from a school sponsored activity.

SUSPENSION AND EXPULSION

Violations of the following sections of the EDUCATION CODE 48900 are grounds for either suspension and/or expulsion from the district:

1. Threatened, attempted, or actual physical injury to another.
2. Possessed, sold, furnished, or used explosives, dangerous objects, or weapons (including knives, stun guns [P.C.12650], pepper spray [P.C.12403.8])
3. Possessed, sold, furnished, or used alcohol or controlled drugs (as defined by Health and Safety Code 11007)
4. Unlawfully offered controlled drugs, then provided another substance in place of it
5. Committed or attempted robbery or extortion
6. Attempted or actual damage of school or private property
7. Attempted or actual theft of school or private property
8. Possessed or used tobacco products
9. Committed obscene acts, habitual profanity or vulgarity
10. Unlawfully offered or furnished any drug paraphernalia
11. Disrupted school activities or willfully defied school authorities (includes fighting)
12. Knowingly received stolen school or private property
13. Possession of imitation firearm
14. Sexual assault/battery
15. Threatened or harassed witness
16. Soma Drug offered, arranged or negotiated to sell or sold
17. Hazing
18. Bullying/Cyber bullying
19. Aids/Abets

Sexual Harassment (48900.2)

Hate Crimes (48900.3)

Hostile Educational Environment (48900.4)

(c) For a pupil who has been suspended, or for whom other means of correction have been implemented pursuant to subdivision (b), for an incident of racist bullying, harassment, or intimidation, local educational agencies are encouraged to have both the victim and perpetrator engage in a restorative justice practice that is found to suit the needs of both the victim and the perpetrator. Local educational agencies are encouraged to regularly check on the victim of racist bullying, harassment, or intimidation to ensure that the victim is not in danger of suffering from long-lasting mental health issues. Local educational agencies are encouraged to require perpetrators to engage in culturally sensitive programs that promote racial justice and equity and combat racism and ignorance.

BEHAVIOR GUIDELINES

CONTINUED



SEARCHES

In order to keep our schools safe, MUSD policy allows for the search of students and their possessions when they are at school, on the way to or from school, or at a school sponsored activity.

Why search students?

- MUSD Board Policy 5145.12 states that it is our intent that to the extent possible we are to eliminate the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities.
- As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items.

When can a student be searched?

- School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school.
- Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation.
- Board policy states "the principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search." MUSD policy does not require school administrators to notify parents before or during the search.

DETECTION DOGS

Komure Elementary has participated in the use of detection dogs on campus to provide a deterrent for the possession or contraband items on campus. There may be routine, random inspection of areas such as classroom and student backpacks. These random inspections will be conducted to ensure consistency of areas searched. The dogs are not trained to sniff individuals. The dogs will pick up scents of live or spent ammunition, traces of alcohol, and illegal substances, as well as empty alcohol containers.

TEACHER SUSPENSION

(Ed Code 48910) a teacher may suspend a student from class for any of the acts enumerated in EC 48900 for the day of the offense and the following day. The teacher shall ask the parent/guardian to attend a conference to discuss the incident.

PROHIBITED ITEMS

Items that are not allowed on the campus or school events include, but are not limited to

- Aerosol Sprays
- Dangerous Objects such as knives, explosives, firearms, imitation firearms, pellet guns, airsoft guns, brass knuckles, or any other item considered a weapon.
- Gambling Devices
- Firecrackers
- Lighters
- Laser devices
- Tobacco and Tobacco Products
- Vaping Devices & Products
- Controlled/Illegal/Imitation substances
- Alcohol
- Items related to violence, gangs, or deemed discriminatory or offensive
- External Speakers
- Items that make loud or excessive noise (air horns)
- Items of no reasonable use to the student at school
 - Stink bombs, screwdriver, water guns, water balloons

PERSONAL DISPLAYS OF AFFECTION

Komure Elementary is committed to creating a positive learning environment. Behavior expectations should align with professional standards, and inappropriate displays of public affection should be avoided. Holding hands, hugging, kissing, or similar behaviors are no more appropriate at school than they would be in a professional work setting. Students who violate this policy will face disciplinary action.

BEHAVIOR GUIDELINES

CONTINUED



HARRASSMENT

Our school and district strictly prohibits harassment. Harassment is defined as intentional engaging in harassment, threats or intimidation against an individual or group that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting classwork, creating substantial disorder and invading the rights of the individual or group by creating an intimidating or hostile educational environment. All acts of harassment will be investigated, and appropriate disciplinary action will be taken.

SEXUAL HARRASSMENT

Sexual harassment is defined as unsolicited and unwanted sexual advances, requests for sexual favors and/or other verbal, physical and visual conduct of a sexual nature which can create an intimidation, hostile or otherwise offensive educational environment. All acts of harassment will be investigated, and appropriate disciplinary action will be taken.

BULLYING/CYBERBULLYING

According to California Ed Code, bullying is exposing a person to abusive actions repeatedly over time. It can include repeated, targeted physical actions (hitting, kicking, taking belongings), verbal actions (name-calling), or indirect actions (gossiping, spreading rumors, excluding from groups). Cyberbullying is the use of information and communication technologies like social media to send text or images intended to hurt or embarrass others is not allowed. Bullying becomes a concern when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and repeated. Any student who feels they have been subjected to bullying should immediately report it to a staff member or school administration. Manteca Unified School District and Komure School are committed to promoting an anti-bullying culture throughout the District and ensuring an end to bullying, "cyber-bullying" and harassment at all grade levels. Every child in Manteca Unified School District needs to feel safe at school and to be treated with understanding, dignity, and respect. All acts of bullying will be investigated, and appropriate disciplinary action will be taken.

Under the California Education Code, students who engage in bullying or cyberbullying face possible suspension and expulsion even if the bullying is happening outside school and/or sent from a computer at home.

MISCELLANEOUS INFORMATION



LOST AND FOUND

It is recommended that parents label all coats, hats, sweaters, jackets, lunch pails, and backpacks with nametags or ink. Students are encouraged to regularly check the Lost and Found items located in the cafeteria. Students should look for lost items before school, during lunchtime, and after school. They are not allowed to search through the Lost and Found during class time. Unclaimed books will be returned to the library, while other unclaimed items will be donated twice a year, once during winter break and again at the end of the school year.

SAFETY DRILLS

Students will participate in a variety of safety drills each month, including fire drills, earthquake drills (duck and cover), and lockdown drills. These are conducted periodically throughout the year to ensure students and staff are familiar with emergency procedures and can respond safely in an emergency situation. Please review the student registration form to ensure it is up-to-date with the names of individuals authorized to pick up your child in case of an early dismissal due to an emergency. Any updates to our drill procedures will be communicated to parents.

SCHOOL TELEPHONE

Students are allowed to use the office telephone in emergency situations only. Personal phone calls for forgotten items or after school arrangements will not be permitted.

STAFF EMAIL



KINDERGARTEN

Mrs. Bautista rbautista@musd.net
Miss Grider mgrider@musd.net
Mrs. Valencia cvalencia@musd.net

GRADE 1

Mrs. Hencken ghencken@musd.net
Mrs. Rivera erivera@musd.net
Ms. Wesley mwesley@musd.net

GRADE 2

Ms. Campos ccampos@musd.net
Mrs. Barros nhathawaybarros@musd.net
Miss Phillips sphillips@musd.net

GRADE 3

Mrs. Sam gsam@musd.net
Mrs. Sessions tsessions@musd.net
Ms. Valencia tvalencia@musd.net
Mrs. Fallon (SDC) mfallon@musd.net

GRADE 4

Vacancy Vacancy
Miss Terry aterry@musd.net
Ms. Sigler (4/5) tsigler@musd.net

GRADE 5

Ms. Barron fbarron@musd.net
Mr. Gavino agavino@musd.net
Ms. Sigler (4/5) tsigler@musd.net

GRADE 6

Mrs. Catanio acatanio@musd.net
Mrs. Schutte tschutte@musd.net
Ms. Vyfvinkel svyfvinkel@musd.net
Miss Ahrari sahrari@musd.net

GRADE 7/8

Mr. Baxter cbaxter@musd.net
Mr. Maynor bmaynor@musd.net
Mrs. Pastor hpastor@musd.net
Ms. Xiong lxiong@musd.net
Vacancy Vacancy

SUPPORT STAFF

Mrs. Alarcon, Instructional Specialist valarcon@musd.net
Mrs. Odell, Music dodell@musd.net
Mrs. Bryant, RSP dbryant@musd.net
Vacancy, SDC Vacancy
Ms. Billigmeier, Speech Therapist abilligmeier@musd.net
Mrs. Smith, School Psychologist ansmith@musd.net
Ms. Preston, Interventionist cpreston@musd.net

OFFICE STAFF

Mrs. Edwards, Office Manager ledwards@musd.net
Mrs. Marquez, Health Clerk rmarquez@musd.net
Mrs. Ortega-Garica, Attendance Clerk mortega-garcia@musd.net

ADMINISTRATION

Mrs. Newman cnewman@musd.net
Miss. Vang lvang@musd.net

GEORGE Y. KOMURE



24-25 ATTENDANCE AND TARDY POLICY

Dear Parent/Guardian:

The state attendance laws require regular school attendance and punctuality. It has been well demonstrated that regular attendance is a key factor in the success a student achieves at school. Section 48260 of the Education Code is quoted as follows: "Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district."

It is the responsibility of the parent/guardian to notify the school of any absence/tardy. All reasons for absence must be satisfactorily confirmed by the student's parent/guardian in person, in writing, or by telephone within 3 days that the absence began.

Please note the following Tardy guidelines (cumulative):

- 6th Tardy will result in a Tardy Warning Letter sent home by administration.
- 10th Tardy will result in the beginning of Truancy Process Level I by administration.
- 5th Tardy will result in Truancy Process Level II.
- 20th Tardy will result in SARB referral.

Additional Truancies will result in referral to law enforcement and/or legal citation. Please note the following Absence guidelines (cumulative):

- 3rd Unexcused Absence: Beginning of Truancy Process Level I by administration.
- 6th Unexcused Absence: Truancy Process Level II
- 9th Unexcused Absence: SARB referral

Additional Truancies will result in referral to law enforcement and/or legal citation.

- 6th Unexcused/Excused Absence: Excessive Absence Letter sent home by administration.
- 10th Unexcused/Excused Absence: Pre-Doctor's Letter sent home by administration. Referral to school nurse.
- 12th Unexcused/Excused Absence: Required Doctor's Note Letter sent home by administration.

Please note the following consequences per tardy (per period for Junior High):

- 1st Tardy: Verbal Warning
- 2nd Tardy: Violation/Warning
- 3rd Tardy: Violation/ Detention & Phone Call Home by teacher
- 4th Tardy: Violation/ Detention & Phone Call Home by teacher
- 5th Tardy: Infraction/ Saturday School

*** 6 tardies in one class = U in Citizenship

Per MUSD promotion requirements: 8th grade students are required to "receive no more than four "U's" in citizenship during the year or no more than two "U's" during a reporting period from two or more teachers." Make-Up Procedures: Any student shall complete all assignments and tests missed during an excused/approved absence that can reasonably be provided, and on satisfactory completion within a reasonable time period shall be given full credit. Tests and assignments may be the same as those missed, or shall be reasonably equivalent to them as set forth in the Education Code. Students who have unexcused absences may be denied make-up privileges. Such absences may be reflected in the student's final grade.

KOMURE SCHOOL ENGAGEMENT POLICY

2024-2025



Education Code 11500(b) states: Parental involvement and support in the education of children is an integral part of improving academic achievement. Educational research has established that properly constructed parent involvement programs can play an important and effective role in the participation of parents in their children's schools and in raising pupil achievement levels.

Therefore, Komure School strives to provide programs which address the following goals and purposes:

1. Help parents/guardians develop parenting skills and provide home environments that support their children's academic efforts and their development as responsible members of society.
2. Inform parents/guardians that they can directly affect the success of their children's learning and provide them techniques and strategies that they may use to improve their children's academic success and help their children in learning at home.
3. Build consistent and effective communication between the home and the school so that parents/guardians may know when and how to assist their children in support of classroom learning activities.
4. Train teachers and administrators to communicate effectively with parents.
5. Integrate parent involvement programs and activities into the School Plan.
6. Encourage parents/guardians to serve as volunteers in the schools, attend student performances and school meetings, and participate in site councils, advisory councils and other activities in which they may undertake governance, advisory and advocacy roles.
7. Work as a team to provide a place where all students learn the standards and grow on their unique educational pathway in a safe environment.

Note: The term parent also includes legal guardians. Revised: July 21, 2021

GEORGE KOMURE ELEMENTARY

SCHOOL-STUDENT PARENT COMPACT

2024-2025



George Komure Elementary, in collaboration with parents of students involved in Title I, Part A funded programs, agree that this School-Student Parent Compact defines the shared responsibilities of parents, school staff, and students in improving academic achievement. It establishes a partnership between the school and parents to help children reach the high academic standards set by the state, as required by ESSA Section 1116[d].

SCHOOL COMMITMENT

George Komure Elementary is committed to providing high-quality curriculum and instruction in a supportive and effective learning environment, enabling students under Title I, Part A to meet challenging state academic standards (ESSA Section 1116[d][1]).

The faculty's responsibilities include:

- Supporting and working towards MUSD goals: grade-level standards, safety, and supporting emerging students
- Delivering high-quality, standards-based curriculum.
- Providing high-quality instruction using the base curriculum and supplementary opportunities provided by the Manteca Unified School District.

The faculty and staff at Komure will continually strive to maintain and improve a safe, nurturing, and engaging environment that offers the highest level of effective support for student success.

STUDENT COMMITMENT

Each student will be responsible for their own learning and success. students will

- get to class on time every day
- take my homework calendar home and show to my parent(s)
- return completed homework on time
- demonstrate respect for myself and others (adults and students)
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.

PARENT COMMITMENT

Each parent will be responsible for supporting their child's learning and participating in educational decisions and the positive use of extracurricular time (ESSA Section 1116[d][1]).

Parents will:

- Engage with and support their children by staying in close communication with teachers and/or support staff.
- Regularly monitor student progress, school activities, and announcements through the parent portal, school publications, emails, and social media.
- Strive to create and maintain effective relationships with teachers and school staff to encourage the academic growth necessary for their children to reach their full potential.

GEORGE KOMURE ELEMENTARY

STUDENT AND FAMILY ACKNOWLEDGEMENT FORM 2024-2025



PLEASE REMOVE THIS PAGE, SIGN, AND RETURN IT TO YOUR STUDENT'S TEACHER.

My student and I have reviewed the 2024 - 2025 George Komure Elementary Student and Family Handbook, and we understand and agree to follow the Policies and Procedures established by the school.

Student name (Print) _____ Grade _____

Student signature _____ Date _____

Parent/Guardian name (Print) _____

Relationship _____

Parent signature _____ Date _____

PLEASE REMOVE THIS PAGE, SIGN, AND RETURN IT TO YOUR STUDENT'S TEACHER.