

# **Mossdale School**



## **2024-2025 Student/Parent Handbook**

Principal: Sella Groves  
Vice Principal: Melissa King  
Vice Principal: Kim Washburn  
Office Hours: 7:30-3:30  
Phone: (209) 938-6285

## Message from the Principal

We at Mossdale School are eager to open our doors for another great school year! I am confident that students, staff, and families will continue to work together to make Mossdale a place where all students learn at a high level and are supported individually by need in a safe environment. As always, Mossdale is a place where *The Making of Success Stories Happens Daily!*



We continue to work diligently to provide a quality education for all children, inclusive of a diverse environment where we educate the whole child. This handbook has been prepared to provide you with information regarding school procedures and policies to ensure that all children can learn. It is arranged alphabetically as a guide and as a resource to be used throughout the year.

We look forward to seeing our students this school year as they learn, grow, and succeed. Please do not hesitate to contact us if there is anything we can do to support your student in any way!

*Sella Groves*

Sella Groves  
Principal

## History of Mossdale School



Mossdale School is the 20<sup>th</sup> elementary school constructed within Manteca Unified School District and joined two other elementary schools in the city of Lathrop upon our opening on August 6<sup>th</sup>, 2007. Mossdale School has a history that spans back more than 100 years and two former buildings. According to records, the first school opened in an abandoned chicken coop. Twelve children attended the coop school until a new one-room school was opened on September 10, 1898. This new school attracted 30 students. In 1911, the students were tested and the Mossdale pupils received the highest grades in San Joaquin County. The school celebrated 50 years of service to the community in 1948. A year later the district purchased land and in 1953 a bond was passed and the second Mossdale School was built. In 1966, Mossdale joined MUSD, and in 1968 it was closed. As previously mentioned, in 2007, the third and present Mossdale School was established. We strive daily to honor generations of old while serving our current school community by giving our best efforts daily.

School Colors: Carolina blue, navy blue, white  
Mascot: Jazzy the Jaguar  
Current Population: 1,080 students

# ABC's of Mossdale School

## Arrival and Dismissal

Gates will open at 7:45am. Students should not be on campus before this as supervision is limited. All students may enter any open gate during arrival. Gates will close at 8:00am sharp, any student arriving late to school will need to report to the office for a tardy pass.

Students are expected to dismiss from campus within 15 minutes of dismissal. Any student remaining will be escorted to the office to contact parents.

## Attendance/Tardy Policy

School attendance is a critical component of success in schools. An AM and PM call goes out to parents when a student is absent. If your child is ill, please contact the school attendance line, **209-938-6285**. *If an absence is not cleared within five (5) days, including doctor's note, attendance cannot be adjusted.*

### Types of Absences:

**Excused:** Illness, medical appointment, (doctor note required after 3 consecutive days), funeral; (one day in state, maximum of three out of state; memorial card or letter from funeral home required). Students have two days from the absence to submit missing work.

**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.

*Doctor notes are recommended for illness, medical/dental appointment absences. Once a student reaches the thresholds below, letters may be sent home.*

**Excessive absence letter:** 6-9 excused absences  
Notice to parent of numerous excused absences with no doctor note.

**Pre-medical warning letter:** 10-14 excused absences  
Final warning notice before required doctor note.

**Medical note requirement:** 15+ excused absences  
Doctor notes are required to excuse illness, medical and dental appointment absences. All absences will be recorded as unexcused until note is submitted to the office.



Students arriving late to school must report directly to the office for an admittance slip to permit accurate attendance and lunch count. To reduce the number of students who habitually arrive at school late and disrupt the educational process for others, Mossdale will be implementing the Tardy Policy. **A tardy is defined by ensuring a student is at their desk when the last bell rings.** The consequences for tardiness are as follows:

**1-3 tardies = Parent contact/teacher consequence**

**4-5 tardies = Excessive tardy/absence letter (all grades) + 15 min or 30 min detention per tardy (4<sup>th</sup> – 8<sup>th</sup> grade)**

**6-10 tardies = Truancy 1 letter (all grades) + 30 min or 60 min detention per tardy (4<sup>th</sup> – 8<sup>th</sup> grade)**

**10-19 tardies = Truancy 2 letter (all grades) + 30 min or 60 min detention per tardy (4<sup>th</sup> – 8<sup>th</sup> grade)**

**20+ tardies = Truancy 2 letter (all grades) + 30 min or 60 min detention per tardy (4<sup>th</sup> – 8<sup>th</sup> grade) and referral to School Attendance Review Board (SARB)**

**Unexcused absences may also result in the truancy policy and/or SARB referral.**

**Truancy letters:** These letters consist of a combination of unexcused tardies, unexcused check-outs, and unexcused absences. Letters are mailed to guardian(s) once a week to the address on file. If a student receives all three letters, Mossdale refers the family to the district's SARB (Student Attendance Review Board). If a student is placed on a SARB Attendance contract, they must abide by the attendance requirements, otherwise the student will

be enrolled into another MUSD school until attendance improves.

### Balloon Policy

Mylar Balloons are not permitted on the school campus as they pose a safety threat. Parents are not to bring bouquets of balloons to school for birthday celebrations. In the event that balloons arrive at the school, they will be kept in the office, and it will be the responsibility of the student or family to pick up the balloons after dismissal. Balloons, flowers, noise makers, etc. are not permitted at recognition assemblies and student performances. Mossdale School respects the right everyone's right to have the opportunity to be seated without distractions and to enjoy the events.

### Bills and Fines

If students lose or damage school property, a bill/fine may be assessed. This is inclusive of laptops, textbooks, school issued uniforms and more. These fees vary by type and amount.

### Birthday Celebrations

Families who wish to celebrate birthdays are welcome to do so within the classroom per the teacher's guidelines. All birthday items should be non-food in nature. Teachers will distribute these items in a "grab and go" fashion at the end of the school day. It is at the discretion of the teacher as to how birthdays will be acknowledged within the classroom. The goal is to limit the amount of distractions to the learning environment and loss of instructional time.

### Breakfast/Lunch Program

Breakfast in the Classroom will continue this year. All students will be provided with breakfast at the opening of the day. All students wanting to eat lunch will be provided with lunch at no charge. Please plan ahead 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.

### Bully Prevention

MUSD has a Bully Prevention Policy NO. 5131.2 [BP 5131.2 Bullying.pdf \(musd.net\)](#) [www.stopbullying.gov](#) defines bullying as unwanted, aggressive behavior among school aged children that involves a real or

perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems. To be considered bullying, the behavior must be aggressive and include: An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people. Repetition: Bullying behaviors happen more than once or have the potential to happen more than once. Bullying MUST be reported to an adult when it occurs to be investigated to determine possible corrective action.

### California State Standards

Educational standards describe what students should know and be able to do by subject in each grade. In California, the State Board of Education decides on the standards for all students, from kindergarten through high school. The California Department of Education helps schools make sure that all students are meeting the standards.

Since 2010, 45 states have adopted the same standards for English and math. These standards are called the Common Core State Standards (CCSS). Having the same standards helps all students get a good education, even if they change schools or move to a different state. Teachers, parents, and education experts designed the CCSS to prepare students for success in college and the workplace.

### Cell Phones/Smart Watches/Ear Buds



All cell phones and ear buds must be out of sight and in the "off" mode during the school day (passing periods, assemblies, rallies, class time, and lunchtime). Smart watches are permitted but may only be used for time keeping purposes. If a smart watch is used for texting or other purposes, it will be treated as a cell phone. Text messaging and video use is also prohibited. Students violating the policy will lose the privilege of having a phone at school. A detailed description of the cell phone policy will be reviewed with students in grades 4<sup>th</sup>-8<sup>th</sup> and a notice will be sent home to parents.

## Check Out Procedure

Students who leave prior to the end of the school day must check out through Mossdale's office. IDs are required upon check outs. Authorized individuals may check out student(s), and is responsible to complete 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 refrain from checking students out shortly before dismissal if possible.

## Classroom Information

Teachers will be providing all students with information on the first day of school. You will receive detailed letters explaining classroom rules, procedures, expectations for learning and behavior. Student supplies will be provided for all students. To support classroom learning, teachers may also provide a wish list of additional supplies that could support learning. Please feel free to contact your child's teacher if you need further clarification or have unanswered questions.

## Cheating

Academic integrity is of the utmost importance. Students caught plagiarizing, copying, using AI to submit work as their own, or any other form of academic dishonesty may receive a zero on the assignment and face additional consequences depending on severity.

## Communication

Open, positive, and consistent communication is critical to the success of your child in the school program. Please feel free to email, call, or meet with any staff member if you have questions or concerns. Teachers will do their best to reply to emails within 24 hours of receipt. Our email addresses are always the first, initial and last name of the employee followed by @musd.net. Mossdale will continue to utilize the NTI phone communication system for announcements, general information, and in the case of an emergency-immediate communication. Also, the NTI phone system will be used for attendance purposes. We plan to keep our webpage current and updated frequently, as well as providing you with monthly newsletters and calendars. Also, see the PTA App and Peachjar on MUSD Website for more information/notices.



The *Jaguar Journal* is a monthly newsletter that is sent to all members of the Mossdale Community. It contains important information, dates, highlights of the past month and more.

## Colors/Mascot

Mossdale School is the home of the Jaguars! Our official school colors are Carolina blue, navy and white. Our beloved mascot is Jazzy the Jaguar!

## Coordination of Services Team (COST)

The learning support umbrella structure that brings together all support service providers at a school site is called COST. COST develops and monitors programs and resources that enhance prevention and intervention efforts contributing to student success. COST focuses on referred students and the team coordinates respective programs and services in order to promote academic success for students. This team assembles at elementary, middle, and high school levels district wide.

## Detention

As part of alternatives to suspension and through progressive discipline processes, students may be assigned detention after school on Tuesdays or Thursdays for either behavior or attendance/tardy issues. Students are required to serve assigned detention in a timely manner. Detention may be assigned by administration or teachers. Unserved detention may result in increased detention or other means of correction as deemed appropriate by administration.

## Dress Code

Students are encouraged to wear tennis shoes to school to actively participate in recess and physical education. All clothing must be conducive to the learning environment and not create a distraction in



the classroom. MUSD District Board Policy with regards to student dress code will be enforced. The policy can be found by [clicking on the following link](#). Hats may be worn outdoors. All clothing must be free of any gang affiliation, drug, alcohol, or profane/obscene statements.

### English Language Advisory Committee

ELAC is a committee of parents that meet to assist in the development of Mossdale School's Strategic Plan and provides input on the the Site Safety Plan.

### Emergency Forms/ Parent Signatures

The On-Line First Day Packet needs to be completed ASAP. This needs to be completed for every child within your family. It is also critical to keep emergency contact information current on your child throughout the school year.

### Emergencies

Mossdale school collaborates with local law enforcement and emergency services, the school safety planning committee, and the school site council to update our safety plan for our site in case of unforeseen emergencies. Safety drills are performed monthly. All injuries are treated with care. Depending upon the severity at the time of incident, the school nurse, and/or parents or guardians may or may not be contacted; injuries may be cleaned, ice applied, or Band-Aids provided, while other injuries may require additional medical services. If we cannot reach someone on the emergency form, we will call 911. If the accident is serious, we will contact you and 911. Please notify the office of ANY contact information changes.

### Extracurricular Activities

All students participating in an activity MUST have demonstrated, and continue to demonstrate, appropriate behavior, grades (2.0 average), and have timely transportation to and from all events. Rules that apply at school apply while attending all other school functions both on our site and at visiting sites. Your actions reflect our school community. Failure to comply will result in being placed on probation by administration or removed from the activity.

### Forgotten Lunches

Late lunches from home may be delivered to the office. Classrooms will be notified so students can pick them up prior to going to the cafeteria. Please be sure that your child's name and teacher's name or room number are clearly marked on the lunch bag. Fast food lunches are discouraged at school. If dropping off food at school, it may not be provided for other students other than your own.

### Gates

Students may enter campus by using any gate. Gates open 15 minutes prior to the start of school. Gates will promptly close at the second bell in the morning. After that time, students will be tardy and must enter through the main office. After school, gates remain open approximately 10 minutes after dismissal. Please communicate with your child about which gate they should use to be picked up.

### Goal Setting Conferences

Parent-Teacher conferences are September 9-13 and January 27-31 to set goals for your child's success.



Plan on attending with your child as communication is essential. Feel free, anytime, to contact

your child's teacher when questions or concerns arise; otherwise, your communication may only be through progress reports and/or parent connect.

### Helmet Law Enforcement

School personnel may hold the student's bike, scooter, or skateboard temporarily until the child returns wearing a helmet. California's helmet law requires that a person under 18 years of age wear a helmet while operating a non-motorized scooter or skateboard, while wearing in-line or roller skates, or while riding upon a non-motorized scooter or skateboard as a passenger. The law also requires a person under 18 years of age to wear a properly fitted and fastened bicycle helmet while operating a bicycle or riding on a bicycle as a passenger upon the streets or any other public bicycle path. For more information, please read the law on: <http://www.cdph.ca.gov/HealthInfo/injviosaf/traffic/documents/SB1924-VOSP.pdf>

## Honor Roll

Honor Roll will be awarded to students in grades 7-8 after each trimester. For T3, honor roll certificates will be distributed the following fall. To earn honor roll, students must meet the following criteria: Principals Honor Roll = 4.0 GPA, Honor Roll A = 3.5 – 3.99 GPA, Honor Roll B = 3.0 – 3.49. We will hold two honor roll recognition assemblies throughout the year. Parents are welcome and invited to attend these assemblies.



## Injuries at School

When a student has been injured at school, the following procedures will be followed:

- Teacher and/or school site assistant (SSA) is notified immediately.
- Site administrator and/or office staff are notified (depending on severity).
- Student is stabilized at the scene to determine if the student can or should be moved.
- Office personnel will notify parent.
- Office personnel will call 911 when necessary and direct emergency personnel onto campus.

## Laptops

All students have 1:1 access to technology. It is the responsibility of each family to make sure that the device is used appropriately by their child and is cared for according to the use agreement signed at the beginning of the school year, and that the laptop is fully charged every day. Each child is to be a good digital citizen. There may be consequences and/or fines for inappropriate use or damage.

## MAP Assessments

MAP is an assessment that allows teachers the ability to tailor instruction to challenge every student, whether they are below, at, or above grade level. MAP Growth student reports also present realistic learning goals by subject areas so that, through a teacher's guidance, students can individually see their progress and be inspired to take charge of their own learning.

<https://www.nwea.org>

## Medication

In compliance with Education Code Section 49423, no medications, including aspirin, Midol, inhalers, cough drops and/or all other over the counter or prescribed medication are not to be administered at school without the written approval of a physician and parent. Most medications can be timed so that they are given at home. If you anticipate your child requiring prescription medication during the school day, staff members may assist after receiving: (a) a written statement from a physician detailing the method, amount, and the schedule by which such medication is to be taken, and (b) a written statement from the parent/guardian indicating his/her desire for school personnel to assist with the administration of the medication. These forms are available in the school office and must be completed annually. All medications must be turned into the office.

## Parent Teacher Association (PTA)

PTA is an invaluable part of Mossdale School's climate and culture. Although a separate arm and entity from the school,



we work in partnership with PTA to provide additional funds, experiences, and support for all students in all grades. If you are interested in volunteering your time or resources, please contact PTA directly.

## Power of the Paw

Power of the Paw is our Positive Behavior and Intervention Support (PBIS) program. Our values include teaching our students to be **Powerful, Preventative, Positive, Peaceful** and to become a **Problem Solver**. Additionally, we ask students to be **Present and Punctual**. We will hold five Power of the



Paw recognition assemblies throughout the year to recognize our students. Parents are welcome and invited to attend these assemblies. Teachers will be reviewing class and school rules during the first week of school. We will also hold discipline meetings with all grade levels during the first week of school. Expectations and procedures will be explained and reviewed with all students in an age-appropriate manner. Parents may review discipline procedures at home, following the meetings.



## School Wide Behavior Expectations: Power of the Paw in Detail



The Power of the Paw contains our core values as a school with regards to behavior, interactions, conduct and communication expectations. The following expectations are posted in various areas around campus. Our goal with promoting positive behavior is to increase academic achievement and growth.

Location/ Routine	POWERFUL	PREVENTATIVE	POSITIVE	PEACEFUL	PROBLEM SOLVERS
CLASSROOM	I will be on to time	I will be responsible for my backpack, device, and materials.	I will be kind to others in line.	I will be calm as I enter the classroom.	I will go directly to my workspace.
	I will respect the teacher's workspace.	I will ask permission to go to the teachers' desk.	I will approach the teacher at the desk in a calm way.	I will borrow supplies when given permission.	I will go to the teachers' desk by myself and not with others.
	I will respect school property	I will be responsible for my supplies and materials.	I will be organized.	I will keep my desk clean.	I will be prepared to do my work.
	I will be prepared to learn.	I will take good care of the materials.	I will share with others.	I will say, please and thank you.	I will follow the procedures.
	I will wait calmly to be dismissed.	I will pay attention and participate.	I will stay on task and complete all my work.	I will listen to others and be aware of their learning.	I will ask questions and ask for help when I need it.
	I will be prepared to leave school with my backpack, device, and supplies.	I will be safe and orderly.	I will be polite.	I will walk quietly.	I will keep my hands, feet, and objects to myself.
	I will take pride in my workspace.	I will be safe and orderly as I leave the campus.	I will be kind and courteous to others.	I will walk quietly.	I will take my homework and notices with me.
CAFETERIA	I will walk quietly to the cafeteria in a single file line. I will use self-control.	I will stay on the blue line and keep my hands and feet to myself.	I will stay with my class, and not cut anyone in line.	I will stand quietly in a line while waiting to be served. I will not run, push, or shove.	I will use good manners; say please and thank you.
	I will sit in the assigned area and not move around without permission.	I will raise my hand for help and report spills to an adult.	I will use appropriate language and inside voices.	I will keep my conversations polite and respectful.	I will listen to all adults and be respectful to them.
	I will remain seated until dismissed by the School Site Assistant.	I will leave my table area and floor clean for the next grade level.	I will not remove any food items from the cafeteria.	I will walk out quietly, not disturbing other classes that are in session.	I will wait patiently in line for the teacher by the classroom.
RESTROOM	I will walk quietly to the restroom.	I will keep my hands and feet to myself.	I will be polite to others and use inside voices.	I will wait for my turn patiently.	I will respect all school property.
	I will respect the privacy of others, will not look into the other stalls.	I will clean up after myself; flush the toilet after use and wash my hands.	I will keep the water in the sink.	I will throw away trash in the trash can.	I will not play in the restroom.
	I will walk back quietly, not disturbing other classes that are in session.	I will return directly to class.	I will be mindful of my learning time.	I will not disturb other students and get back to work quietly.	I will report problems to an adult.
LIBRARY	I will walk quietly to the library in a single file and enter quietly	I will keep my hands and feet to myself.	I will listen to the librarian and follow directions.	I will be kind to others in the library.	I will use good manners; say "please" and "thank you."



	I will line up quietly and wait for my turn to check out books.	I will use the shelf marker correctly when choosing a book.	I will ask the librarian when unsure of what to do.	I will stay in my seat and use quiet/ inside voices.	I will always use my library card when checking out books.
	I will inform the librarian or teacher if I notice any damage to the book.	I will clean the table and push in my chair before I leave the library.	I will take good care of my library books.	I will walk out quietly in line when dismissed from the library.	I will return my books by the due date.
RECESS	I will enter and exit quietly for recess and walk to the designated area.	I will keep my hands feet, and objects to self.	I will eat snacks in the designated area and put trash in the trash can.	I will hold the balls in my hand when walking back to class.	I will stop, think, and make good choices and not hurt anyone's feelings.
	I will follow directions given at the first time by SSAs without any argument.	I will not play sports that involves physical contact such as tag, wrestling, or football.	I will use positive words and body language, no put downs.	I will stay away from the classrooms when playing at recess.	I will line up quickly and quietly when the SSA blows the whistle.
	I will share and take turns using the equipment.	I will be kind and courteous to others.	I will walk on top of or around the play structure, not run or play tag on equipment.	I will use equipment appropriately and return it to designated areas.	I will play safely and report incidents to SSAs.
ASSEMBLY	I will walk quietly to the gym in a single file line.	I will enter without talking.	I will keep my hands and feet to myself as I enter the gym.	I will wait peacefully for my turn to be seated.	I will sit flat on the floor so others can see and enjoy the assembly.
	I will wait patiently for the assembly to begin.	I will show appreciation and use quiet voices.	I will be prepared to participate in the assembly.	I will be attentive and listen to the speakers.	I will clap respectfully when appropriate.
	I will treat others with respect as I wait to exit the gym.	I will exit quietly in a single file when dismissed.	I will be kind and courteous to others as I leave the gym.	I will wait peacefully for my class to enter the classroom.	I will be ready to share what I learned or enjoyed when I return to my classroom.

## Power Up Time!

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

## Prohibited Behaviors

Administrators, staff and representatives developing the school's discipline procedures, rules and regulations will ensure that the following behaviors are prohibited:

- Alcohol – using or possessing any alcoholic beverage.
- Assault – verbal or physical threat or action against another person
- Bomb threats
- Defiance of authority
- Classroom disruption
- Dress Code Violations (including promotion activities)
- Drugs-using, possessing, or selling dangerous or illegal drugs.
- Fighting
- Bullying/Cyberbullying
- Gambling – wagering or betting money or other stakes on the outcome of any activity.
- Cell phone usage during school hours (phones are to remain off while on campus and kept in backpacks)
- Habitual profanity or vulgarity
- Harassment or intimidation of students or staff members
- Misbehaving on bus
- Smoking – use or possession of tobacco.
- Theft- stealing property of another person or of the school
- Truancy/tardiness

- Vandalism – deliberate destruction of or damage to property of another person or of the school
- Weapons – possession of any item, including firearms, knives, and other dangerous objects, which could cause injury to any person. This includes look-alike weapons or dangerous objects, and, specifically, no switchblades or locking handle knives.
- Robbery
- Extortion
- Drug paraphernalia – possession or sale (This also includes look-alike substances.)
- Sexual harassment of students or staff members
- Any act or threat of hate violence
- Possession of dangerous objects, specifically no laser devices, beepers, stun guns, pepper spray, tear gas, weapons, etc., listed under Penal code 417.25, 12650 or 12403.8
- All behaviors listed under Education Code 48900 not specifically mentioned above, and Penal Code 375 regarding the release in a variety of ways, of injurious, nauseous, or offensive substances.

**Note: Education code 48900.4** provides that if a student has been determined to have intentionally engaged in harassment, threats or intimidation which is sufficiently severe or pervasive to have materially disrupted class work, created substantial disorder, and invaded the rights of other pupils by creating an intimidating or hostile environment, that student can be suspended from school and recommended for expulsion.

*Mossdale School follows a progressive discipline policy and will be assigned at an age-appropriate level. Consequences will vary depending on severity, frequency, and grade level.*

### Promotion

This is our 8th grade transitional bridge between Elementary and High School. This is a time to celebrate the successes our students have already achieved



while here at Mossdale School and it is a look forward at the expectations ahead at Lathrop High School. Academics and behavior **MUST** be maintained appropriately, both in the physical and digital school practices, and any incident not meeting promotion standards or at the discretion of site administration, may result in a loss of participation, up to the day of the event. Promotion is scheduled for the last week of May.

### School Phone

Office staff may place calls for students for emergency purposes. To reduce classroom interruptions, office staff will be unable to relay non-emergency messages to students. Calls may not be made for forgotten books, homework, after school plans, getting a ride home because it is raining, etc. Please help our office staff by making such arrangements before school begins.

**Make sure your student knows how he/she is to get home every day – rain or shine.**

### School Site Council

The SSC is a group of elected parents and staff members that meet 4-5 times per year. This group of parents, teachers and staff members is instrumental in making decisions that affect the school regarding Mossdale's Strategic Plan, instructional programs, and budget. The SSC also approves the Site Safety Plan. Members are nominated, voted in, and serve for a two-year term. If you are interested in participating in the SSC, please contact Mr. Chapman.

### Search and Seizure

Students are responsible for the contents of any desk, bag, backpack, or other item they possess or bring on to school district property or to school sponsored events. No student can possess, place, keep or maintain any article or material prohibited by law or school rules in their desk, bags, and backpack or on their person. Students and/or the content of their personal items/property may be searched and seized by administration when there is reasonable question or suspicion that a student is violating the law or the rules of the district or the school. Disciplinary procedures will be followed. Policy #5145.12(a)

## Sexual Harassment

Yearly in Grades 4-8, Administration will discuss Sexual Harassment with each classroom, presented in a way that is age appropriate. The Manteca Unified School District has adopted a student policy on sexual harassment (#5145.8a). This policy strictly prohibits sexual harassment by students or employees. Sexual harassment is defined as unsolicited and unwarranted sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature (Education Code 212.5), which creates an intimidating, hostile, or otherwise offensive educational environment. Examples of types of conduct, which are prohibited and may result in suspension or expulsion, include:

- Leering, staring, sexual gestures, or sexual propositions.
- Sexual slurs, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
- Graphic verbal comments about an individual's body or overly personal comments to or about a person.
- Sexual jokes, stories, drawings, objects, pictures, gestures, magazines, or other materials.
- Spreading sexual rumors.
- Touching a person's body or clothes in a sexual manner.
- Any act of retaliation against a person who reports a violation of the district's sexual harassment policy or against someone who participates in the investigation of a sexual harassment complaint.

## Standards Based Report Cards (K-6)

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.

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.

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: [www.mantecausd.net/reportcards](http://www.mantecausd.net/reportcards).

## Tardy Policy

See Attendance/Tardy Policy in the "A" section.

## Teacher Requests

Requests are not accepted as classes will be built with each individual student in mind including learning styles, social-emotional needs, and personality. Requests often disrupt the designed balance of ability in each classroom. Our teachers at Mossdale are all qualified and excited to facilitate learning for all.

## Textbooks

ALL students are responsible for the return or replacement of any lost, stolen, or damaged school assigned textbooks and library books. All fines must be paid in full prior to 8th Grade Promotion or prior to

receiving final report card. All unpaid fines will roll-over to high school. Books are checked out to the student! Any discrepancies should be discussed with the student's teacher.

## Violation of Classroom & School Rules

Progressive discipline will be assigned to any student who violates the rules and/or disrupts the educational process. Classroom teachers will follow their classroom behavior/management system which may include progressive discipline. All teachers will send home their classroom management plan at the beginning of the year. Continual violations and/or severe violations may be referred to administration for progressive discipline which may include suspension. If behavior does not improve, the teacher will give additional consequences and notify parents. Teachers may also call parents or ask parents to come to the school to meet with them.

## Volunteers

All regular volunteers on campus are cleared through the fingerprinting process. If you wish to become a volunteer on campus, please work directly with administration.



## Visitor Policy

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.

6.5.24ac

## Mossdale Staff Contacts

### TK/Kindergarten

Megan O'Connor [moconnor@musd.net](mailto:moconnor@musd.net)  
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### First Grade

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### Fourth Grade

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Justine Pedro (SDC) [jpedro@musd.net](mailto:jpedro@musd.net)

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### Sixth Grade

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### Seventh Grade

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### Eighth Grade

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### Support Staff

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Jeremiah Johnson (Psych) [jjohnson@musd.net](mailto:jjohnson@musd.net)  
Ruth Steffy (RSP) [rsteffy@musd.net](mailto:rsteffy@musd.net)  
TBD (Music)

### Office Staff

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Anita Glasper (Clerical) [aglasper@musd.net](mailto:aglasper@musd.net)  
Citlali Molina (Clerical) [cmolina@musd.net](mailto:cmolina@musd.net)

### Administration

Sella Groves (Principal) [sgroves@musd.net](mailto:sgroves@musd.net)  
Melissa King (Vice Principal) [mking@musd.net](mailto:mking@musd.net)  
Kim Washburn (Vice Principal) [kwashburn@musd.net](mailto:kwashburn@musd.net)



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

## Mossdale Elementary Electronic Signaling/Communication

### Device Agreement (6th-8th Grade Students)

I, \_\_\_\_\_  
(Mossdale Elementary Student Name)

understand that the Mossdale Elementary Handbook Policy states that, all phones will be out of sight and in the "off" mode during the school day (passing period, rallies, assemblies, class time, lunch, and during all other school activities. Text messages must also be off. Cell phones may be confiscated, and consequences given, if the phones are sighted during the day.

Manteca Unified Board Policy 5131(b) regarding Electronic Signaling and Communication Devices states that the Manteca Unified Governing Board allows pupils to possess and use electronic signaling devices before and after school. 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 school hours including instructional time, lunch, brunch, breaks, passing period, rallies, assemblies and other school activities during the instructional day.

Students may not capture photographic or digital images while on school property during the school day without the express permission of the principal or designee.

Students and parents are to be advised that the district is not responsible for the theft or loss of students' electronic devices.

As a student of Mossdale Elementary School, I acknowledge that I have read and understand the above stated cell phone/electronic signal device policy.

I have shared this policy with my parents, and they understand that if I get my device taken away, they may have to come to the school to pick it up.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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

## Mossdale Elementary Handbook

### Review Verification

Items to be returned to school:

- Please remove this page, sign, and return it to your student's teacher.
- Mossdale Elementary Electronic Signaling & Communication Device Contract: sign and return it to your student's teacher (6th-8th grade students).

I have read and discussed the Mossdale Elementary Student/Parent Handbook with my student.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher (7th/8<sup>th</sup> only - homeroom teacher name)

\_\_\_\_\_  
Grade