



SHEARER MAGNET SCHOOL

TK-8 CAREER EXPLORERS

DREAM TO ACHIEVE

**Student and Family Handbook
2024-25**

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School Administration Office Hours

Monday-Friday 7:30-4:00

<https://shearer.nvusd.org/>

Shearer TK-8 BEST Practices and The Toolbox Project

Behavior Expectations for Students and Teachers is the foundation of our school community and culture. Through these expectations and values, as well as our Social-Emotional Curriculum, **The Toolbox Project**, we work to promote a positive school culture and a healthy learning environment. We set and teach routines, reward positive behavior and support students who are struggling with multi-tiered systems of support. We believe in and practice daily restorative practices and conversations. Students participate in daily community circles. We value relationships and work to ensure every student feels safe, connected and supported at school.

Multi-Tiered Systems of Support Team

MTSS is a framework that brings together social-emotional and academic interventions, as well as positive behavior interventions in order to better serve the whole child. This team works to teach academic, social-emotional, and behavioral skills so that all children can succeed. At Shearer, our MTSS team meets weekly to focus on particular students experiencing challenges that potentially impact school success. The goal is early identification so that we are able to coordinate appropriate services. Our team includes the principal, counselor, social worker, parent liaison, intervention teacher, education specialist, speech and language pathologist, a representative from the Family Resource Center and Cool School, as well as our Community Schools Program Administrator.

The Toolbox Project

How do you create kind and connected human beings? The Toolbox Project is a social-emotional curriculum that helps students discover the different tools they innate have inside of themselves. These tools can help students manage their own emotional, social, and academic success. Toolbox helps students with problem solving, self awareness, and empathy. Toolbox provides a common language that promotes a stronger, healthier and inclusive school community. These tools are universal and can be accessed throughout a student's life.

Shearer TK-8 Core Values

Be Safe

- Always walk while on campus, unless you are at recess or P.E. Keep your hands and feet to yourself, report all problems to an adult, if you see something, say something, and please help to keep our campus safe.

Be Respectful

- Do not use words or body gestures that will hurt, threaten, intimidate or embarrass students, staff or visitors. Respect the school site, school facilities, materials and equipment by not scratching or breaking anything. If something is damaged, report it to an adult.

Be Responsible

- To the best of your ability, come to school on time, follow the guidance of the adults on campus, do your part to keep our learning community clean and safe.

Be Kind

- Say hello to your classmates, include everyone and use kind words. The more we work together, the stronger our learning community.

Cell Phone and Personal Electronic Device Policy

The Napa Valley Unified School District acknowledges the importance of electronic communication between students and parents, particularly in the event of a school-wide emergency. The District also recognizes that instructional time is precious and must be protected from unnecessary disruptions. Therefore, students shall be permitted to have in their possession an electronic device on campus during the school day, or while under the supervision and control of a school district employee. Except during an emergency affecting the school or community, such devices shall be deactivated and/or left on silent. They will remain in the student's backpack or with the teacher as soon as the students arrive to campus.

This policy will include cell phones and other personal electronic devices (e.g. AirPods, Apple/Smart watches, etc.) on campus in accordance with Ed.Code 48901.5 and NVUSD Board Policy 5132. The purpose of this policy is to prevent campus and class disruptions by use of cell phones and personal electronic devices and to uphold the right of possession of such devices granted in the Ed.Code. A student may use their phones/devices after school to call parents or with the permission of a Shearer staff member.

If a student has their phone on them without permission from an adult, please see below:

Cell Phone/Electronic Device	Significance
1st Incident	• Warning • Phone/electronic device confiscated and returned to the student at the end of the day
2nd Incident	• Loss of social time (recess) assigned • Phone/electronic device returned to the student at the end of the day
3rd Incident	• Phone/electronic device confiscated and returned to the parent at the end of the school day • Parent must retrieve device from the front office
4th Incident	• Phone/electronic device confiscated and returned to the parent • Conference with the student and parent/guardian when they pick up the phone at a pre-arranged appointment time. • The student will then check in their phone to the front office every day for 20 school days.

Shearer assumes no responsibility for the theft or loss of any item governed by this policy. Shearer is not responsible for missing items that are brought to school. While we are sympathetic to items that are missing please remember that it is our endeavor to focus as much time as possible on refining our programs and instruction to maximize student achievement. Time taken to look for these items hinders these efforts.

Appropriate Attire Policy

It is the **student and parent/guardians' responsibility** to follow the guidelines on appropriate dress, grooming etc.

Consistent with Napa Valley Unified School District (NVUSD) Board Policy 5132, all clothing, footwear and accessories are to be safe and appropriately sized while attending school and at all school events, including all after school events. Clothing must fit modestly and can be no more than one size too large and cannot be so tight as to restrict comfort and activity. Pursuant to Education Code 48907 buttons, badges, and other insignia which express political or other constitutionally protected messages are acceptable. However, any clothing or accessory (including, but not limited to backpacks) that promotes any form of profanity, violence, drugs, alcohol, vandalism, weapons, tobacco, illegal activities, or harassment or degrading of individuals on the basis of gender, gender identity, sexual orientation, race, ethnicity, color, religion, national origin, physical or mental disability, or that creates substantial disruption to the learning environment is unacceptable at Shearer TK-8 School.

The Shearer TK-8 Administration reserves the right, if necessary, to add other items to the list below at any time, especially any and all items which become associated with gang membership (Education Code 35183) and/or affects the safety and/or security of the campus.

All students must conform to the dress requirements of NVUSD Board Policy 5132 and the following school site dress requirements:

A. Pants/Shorts:

- a. Fitted at the waist and may not sag, bag or drag on the ground. All pants/shorts must be worn above the hip line and may not reveal or expose any undergarment.
- b. Shorts must be at the mid-thigh in length on any student and cannot reveal any part of the buttocks when a student is involved in normal school activities (i.e. walking, running, standing, sitting, bending etc.).
- c. Must not show any rips that show skin above the knee.

B. Tops:

- a. Must cover the shoulder to the edge of the shoulder.
- b. Must be long enough to allow for normal classroom/school movement without revealing any part of the midriff.
- c. Must not expose or reveal cleavage, undergarments, torso, chest, back, stomach, etc.
- d. No tube tops, half shirts, mesh/see through tops, spaghetti straps or halter tops are allowed

C. Skirts/Dresses:

- a. Must be mid-thigh in length or longer and/or extend beyond the fingertips when arms are extended downward.
- b. May not be strapless
- c. May not reveal bare back, midriff, under garments or cleavage.

D. Shoes:

- a. All students must wear shoes at all times. Steel toed boots, slippers, sandals and flip flops are not considered safe for school activities. CROCs are allowed as long as the heel strap is worn.
- b. The heel of any shoe must not be higher than 2", as measured by the back of the heel and must have a back or strap.

E. Backpacks:

- a. Must conform to all other dress policy regulations

F. Hats

- a. Hats, caps or beanies may be worn **outside only**. In order to be able to identify our students at all times, hoods are not allowed..

Parents/Guardians please note: Expensive items (shoes, coats, jackets or electronic devices) are considered personal property and it is recommended that these items be kept safe at home. Shearer Magnet School is not responsible for lost or stolen items.

Articles Prohibited in School

Problems arise each year because students bring articles which interfere in some way with school procedure. Articles prohibited in school include all weapons, look-alike weapons, or devices that may be used to harm others, matches, lighters, firecrackers, fireworks, stink bombs and all controlled substances (including any imitations). Items such as rubber bands, water pistols, hardballs, water balloons, darts, etc. are also prohibited. Colored marking pens, whiteout, laser pens, permanent marker other than fine point or highlighter for educational purposes will also not be allowed at school.

Cameras and iPods are not to be on campus. (CA. ED. CODE Title 2, NVUSD ADMIN. REG. 5132).

The Following items and/or behaviors are also prohibited:

- **Aerosol containers: Axe or any kind of body spray, deodorant, etc.**
- No games or activities that involve hitting, pushing, kicking, striking, grabbing or inappropriate displays of affection (kissing, hugging, and touching).
- No laser light pens.
- **FALSE FIRE ALARM**--It is against the California Penal Code to falsely pull a fire alarm. Students who pull the fire alarm will be charged with the appropriate fine/offense.

Lost and Found

Clothing and other personal items that are found during the school year are taken to the front office. Staff will hang clothing items, and box up any other items such as water bottles, lunch bags, etc. The Lost and Found will be pulled out to the front of the school daily. Items that are not claimed by the end of each trimester will be donated to local charitable organizations.

*Please use a permanent marker to write the students name inside each article of clothing and on the outside of each personal item.

Visitors On Campus

Shearer TK-8 School is a Closed Campus. We encourage parents/guardians and adult family members to visit the school to see their students immersed in our learning environment. If you are planning a classroom visit, please give the office 24-hour notice (as required by the NVUSD teacher contract). Students are not allowed to bring student visitors to school. Teachers may request parent volunteers and will do so through Parent Square, phone calls or notes home. Please be on the lookout for those requests.

Please keep in mind the following procedures:

- ➔ Gates open at 7:55 AM. A staff member will be at each gate to welcome students on campus.
- ➔ Adults are not permitted past the gate.
- ➔ All gates will be closed at 8:05 AM. Instruction begins at 8:05.
- ➔ All late arrivals will check in at the school office and will be considered tardy.

→ Teachers will open the gates at the end of the day as they lead students off campus at dismissal time.

Attendance and Absences

Research has shown that a child's regular attendance may be the greatest factor influencing their academic success. Students are more likely to succeed in academics when they attend school consistently. It's difficult for the classroom community to build their skills and progress if a large number of students are frequently absent. It is common practice at Shearer TK-8 School to begin the day with a community building activity, including breakfast in the classroom. It is important that students consistently arrive on time.

❖ Classification of absences

- **Excused:** An absence due to personal illness or a medical appointment or school activity. Work may be made up.
- **Unexcused:** Absences not having school approval (examples - vacation, family business).
- **Truant:** An absence not approved by parent or school is considered an unacceptable absence (truancy). The absence will be treated as a discipline issue.
- **Administrative:** Indicates that a student has been suspended for disciplinary reasons. Student may make up work at teacher's discretion.

Healthy Food Policy

At Shearer, we have students with a variety of food allergies. These students end up being excluded from celebrations/parties that include food with refined sugar, wheat (gluten), peanuts, nuts or other allergens. In order to include all children in the festivities, as well as remain aligned with NVUSD's wellness policy, we require that store prepared **healthy fruits or vegetables** are brought as an edible treat. I also encourage you to bring non edible trinkets, such as stickers, pencils, bookmarks, or erasers as other options for students. We appreciate your cooperation with this wellness policy and assisting in keeping our students healthy. If pizza, cupcakes or other sweet treats are brought to school we will kindly ask that you take them back home. Please contact your child's teacher if you would like to bring a healthy treat for their birthday.

Parent Square

Parent Square is our main form of communication. Weekly Sunday messages will be sent by the school Principal. Teachers will also communicate with their families informing parents and guardians of important information.

Emergency Drills and Procedures

Shearer TK-8 School conducts frequent, emergency disaster drills. These drills include a *Fire*, *Earthquake*, *Teacher Down* and a *Lockdown* Drill. The Shearer staff spends one faculty meeting a year reviewing Emergency Procedures and protocols, in the rare event one occurs. Our Shearer Safety Plan is accessible on our website, as well as our Emergency Procedures Folder.

Concern and/or Complaint Procedures

Shearer is always striving to improve, and encourages students and parents to share their suggestions and concerns. In the event that a member of the Shearer community perceives a school policy, practice, or procedure to be unfair and/or unlawful, the Napa Valley Unified School District has developed a complaint procedure. Copies of this policy are available upon request in the front office. Administration strongly encourages parents and community members to voice their complaints/concerns with the Shearer TK-8 Administration prior to filing a formal complaint, with the hopes of helping to resolve the conflict/issue at the school site.