Matsuyama
Elementary School

PARENT and STUDENT HANDBOOK 2026-2027

7680 Windbridge Drive
Sacramento, CA 95831
(916) 395-4650
FAX: (916) 433-5556

School Website: http://matsuyama.scusd.edu/

Matsuyama Facebook Page
Matsuyama Elementary School Mighty Pines

PTA: mightypinespta@gmail.com

Principal Email: eugene-stovall@scusd.edu

Eugene Stovall IV, Principal
Amanda Kossow, Office Manager
Jennifer Harris, Clerk
Zachary Billingsly, SPOM
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Welcome to:

Matsuyama School
7680 Windbridge Drive
Sacramento, CA 95831
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Choose to be successful!

- Respect yourself, respect others.
- Take personal responsibility for your words and actions.
- Think you can, know you can.
- Believe in yourself.
- Think before you act.
- Do your personal best.
- Trust.
- Choose to be kind.
- Leave every area you enter in better condition than it was when you got there.
- Say “please” and “thank you” a lot.
- Wear a smile every day.
- Look people in the eye when they speak to you.
- Stop blaming others.
- Don’t be afraid to say, “I am sorry” or “I made a mistake”.
- Be positive and optimistic.
- Do not embarrass yourself, your family, or your school.
- Be organized.
- Say “excuse me” if you accidentally bump into someone.
- Take pride in your work.
- Do not expect a reward for doing what is right.
- Share.
- Learn from your mistakes and move on.
- Always be honest.
- Be positive and live life to the fullest.
- Have a firm handshake.
- Ask for help.
- Celebrate diversity.
- Be the best person you can be.
- Win and lose with grace and dignity.
- Seek to understand.
- Don’t whine.

MATSUYAMA VISION STATEMENT

The Matsuyama community expects success for our scholars by creating lifelong learners and critical thinkers who are compassionate and contributing members of society.

SPIRIT School

At Matsuyama all students, staff, and parents are encouraged to have SPIRIT:

Safety
Perseverance
Integrity
Respect
Inclusion
Teamwork

VALUES

- The Matsuyama staff is dedicated to challenging all students to achieve high standards.
- The Matsuyama staff will promote a quality-learning environment that values individual diversity, differentiated instruction, parent support, opportunity to be in an Extended Day enrichment program, and rigorous Common Core Standards.
- The Matsuyama staff values the school community. We are committed to communication and collaboration with the school community to ensure that all students meet Common Core Standards.
- The Matsuyama Community is committed to providing every student with leadership skills, independence, and the personal responsibility needed to meet the demands of a global society.
- The Matsuyama Community is proud of the partnership with the Matsuyama Sacramento Sister City Corporation and Sakura Elementary School in the city of Matsuyama, Japan.
- Matsuyama has celebrated the status of California Distinguished School.
- Matsuyama is a 2019-2020 California Honor Roll school
- Matsuyama is a 2023 Educational Results Partnership Honor Roll school
- The Matsuyama community is proud of being one of the Sacramento City Unified Schools with the highest percentage of parent involvement and PTA membership.



Please Mark These Dates on Your Calendar!

HOLIDAYS (NO SCHOOL!)

Labor Day:	Sept. 7, 2026
Indigenous People's Day:	Oct. 12, 2026
Veteran's Day:	Nov. 11, 2026
Thanksgiving:	Nov. 23-27, 2026
Winter Break:	Dec. 21–Jan. 4, 2027
MLK, Jr. Day:	Jan. 18, 2027
Lincoln Day:	Feb. 8, 2027
President's Day:	Feb. 15, 2027
Spring Break:	Mar. 22-29, 2027

MINIMUM DAYS

End of Trimester 1: November 6, 2026
Conferences: November 4, 5, 9, 10, 12, & 13, 2026
End of Trimester 2: February 26, 2027
Conferences: March 1-5, 2027
Last Day of School: May 27, 2027

On minimum days students in grades 1-6 are dismissed at 12:50. The SPED Preschool, TK, and kindergarten schedules remain the same.



General Information

***Office Hours*:** 7:45 a.m. – 3:30 p.m.
Subject to change without notice

School Hours:

- AM TK & Kindergarten:
  8:00-11:20
- PM Kindergarten:
  10:40-2:12: M, T, W, F
  10:40-1:12: Thursdays
- Grades 1-6
  8:00-2:12: M, T, W, F
  8:00-1:12: Thursdays

Minimum Day Hours:

- TK & Kinder: Same as above
- Grades 1-6: 8:00-12:50



Arrival and Departure Guidelines

- ***Students are NOT to be on the school campus until 7:45am, unless they are eating breakfast in which case they may arrive at 7:30am.*** **There is no supervision on the yard until 7:45am and the school cannot be held responsible for their safety before that time.**
- All students that eat breakfast at the school must stay in the cafeteria until 7:45 a.m., but no later than 7:55am.
- Students are to leave the campus immediately after school unless they are participating in a **supervised** after school program.
- Students loitering on campus prior to, or after the above times, will be referred to the office.
- If necessary, CPS and/or law enforcement agencies will be called if the problem becomes persistent.
- A Childcare program is available for childcare services. They can be reached at: 395-4653.

Student Drop-off/Pick-up:

- Children may be dropped off, and picked up, along the yellow curb on the circle in front of the school. ***Cars may not be left unattended at any time in the loading zone.***
- ***Do not drop students off in the staff parking area located on the east side of the campus. This area is designated for teachers, staff and delivery trucks only.***
- **Do not park or drop off in the Bus loading zone in front of the Kinder fence.**

Closed Campus:

In the interest of student safety and supervision, the Board of Education establishes a "closed campus" throughout the District. Once students arrive on the school grounds, they must remain until the end of the school day unless they have proper written authorization from a parent/guardian. Students that leave campus will not be chased by school personnel and the police will be called to return them to school.



Attendance and Absences

Starting with preschool, regular school attendance is a key factor in school success. Students are expected to be in school all day, every day, unless it is **necessary** that they be absent. To verify absence ***each*** day your child is absent please call, or send an email, via the school website. If a call is not made the student must bring a note upon their return to school. The note must include the student's first and last name, the date(s) absent, reason for absence and parent or guardian signature.

Please note that an absence may still be considered unexcused even though a parent call is made.

For a student to attend a school event or any after-school activity on campus, the student must have attended a full day of school on the day of the activity.

NOTE: Teachers are not obligated to provide homework for absences considered *unexcused,* which includes vacations.

Excused Absences:

- Verified illness of student.
- Quarantine of student under direction of health officer.
- **Student's** personal medical or dental appointment.
- Attending funeral service of parent, sibling, grandparent, or any relative living in the immediate household of the child. (limited to 1 day in the state and 3 days out of state)
- Exclusion due to incomplete immunization. Parents/Guardians have 10 days to provide evidence of immunization. After 10 days' students are excluded from school and recorded as absent.
- Personal reasons (missed bus, court…)

Unexcused Absences:

- Vacations
- Oversleeping
- Babysitting or taking care of other family members

It is expected that Matsuyama students will not take vacations during scheduled school days. Please honor the school calendar and plan vacations accordingly.



TRUANCY and TARDIES

If a student has 3 or more **unexcused and/or unverified absences** and/or ***3 tardies*** of 30 minutes or more, he/she is considered truant. SCUSD's truancy program includes a partnership with the District Attorney, Sacramento Police, Juvenile Probation, City of Sacramento, and several judges. The process involves letters sent home, from the district central office, a school site ESP (Educational Support Plan) meeting and a district level SARB (Student Attendance Review Board) hearing. It is our goal to make sure every student has the opportunity to receive a quality education: therefore, we will do everything possible, prior to a hearing, to improve attendance. However, if attendance concerns continue the District is prepared to fully implement the SARB process.

Students arriving after the bell must stop by the office for a tardy slip before going to class. Students are considered truant if they are tardy in excess of 30 minutes.

EARLY DISMISSAL

Students are not allowed to leave school early unless they are picked up by a parent/guardian, or other person(s) designated on the emergency card. ***Parents/guardians are required to come to the front office to sign out a student.***

Identification may be checked before a student is released to anyone the front office staff may not recognize.

The office staff will call for the student to come to the office to meet the parent/guardian. ***In order to ensure the safety of our students and staff, no one, other than office staff, is allowed to go directly to the classroom without first signing in at the office.*** Please be sure to sign out when leaving the campus.



Emergency Cards

Every student is required to have a complete and up-to-date emergency card on file in the front office. Any changes in phone numbers and addresses must be recorded on the emergency card. The card is critically important in the event of an emergency. Children will not be released to anyone not authorized on the emergency card. Please take the time to fill the emergency card out completely and neatly. Unfortunately, technology cannot always be counted on, and the old-fashioned hand-completed card may be our only link to you!



THE OFFICE

The office is a very busy place. ***Please make all after school arrangements with your child prior to the start of school. Telephone use in the office is limited to emergency calls only.*** In addition, teachers will not be disturbed during instructional time for phone calls, except in the case of dire emergencies. The front office staff cannot be expected to be responsible for students left late after school.



I left my _____ at School!

Students often forget their homework or other items at school. ***Please do not expect access to the classroom to be provided by custodial or any other staff members.*** The only person allowed to provide access to a classroom when the teacher is not present is the Principal. If the Principal is available, access **might** be provided. Students are expected to take personal responsibility and learn to deal with the logical consequences of their actions.



Communications from School

Matsuyama School tries to communicate with parents through a variety of social and "old school" media! Many school-wide communications are sent through an automated calling system and/or ParentSquare. Notification of absences and reminders of school wide events will be sent via these systems. We also have a Facebook page that can be found under "Matsuyama Elementary School Mighty Pines". The school also has a website that can be located at: http://matsuyama.scusd.edu/
A plethora of information is posted on the school's website, such as the school calendar, and a wide variety of other important information. We are gradually moving towards a greener existence and trying to cut down on the use of paper. Some notices will also be sent home via the backpack or mailed home. Parents are encouraged to check backpacks daily and establish a special place for students to place such communications.



Lost and Found

Lost and found clothing, and other large items, are kept in the cafeteria. Smaller items, such as keys, glasses, or jewelry are kept in the office. Unclaimed items will be donated to the clothes closet on the last day of every month. Labeling your child's jackets, sweaters and sweatshirts will help identify their clothing should it become lost.



Withdrawal from School

If you have moved/will be moving out of the Matsuyama attendance area, please notify the school in person at least two days in advance of transferring out of class so your child's records can be prepared for the new receiving school. You will be required to complete the District's Withdrawal Form and return technology, textbooks, and library books prior to leaving.

School Visitations

We welcome and encourage visitors to observe their child's classrooms and school activities. It is important, however, that school visits do not interrupt the educational process. Therefore, we ask that all visitors observe the following guidelines:

- All visitors must call the front office at least 24 hours in advance of an anticipated visit to make an appointment. The school reserves the right to limit the number of visitors to a particular classroom at any one time and the number of visits per person.
- Visitors are asked not to bring children to visitations.
- All visitors are required to sign in at the front office and obtain a visitor's badge prior to going on to the classrooms.
- **Visitors are not to interact with the teacher, students, or materials, or cause any distraction to instruction.**
- Observations will be *limited to 20 minutes* per classroom, unless prior arrangements have been made with the teacher.
- Parents that visit on a regular basis must have cleared all volunteer screenings.
- ***Visitors may not use their cell phones or take any pictures while in classrooms and are not allowed on the school yard.***

Because we have many requests for visitations by parents that ***do not have a child in the class*** that wish to visit, we limit those visits to Principal's schedule. Appointments must be made with the Principal. Observations are limited to 20 minutes, and the observer may not interact with students, photograph, audio tape, or talk to the teacher during that time. Our goal is to allow visitors to observe the class in action with minimal disruption to the instructional process.



Deliveries to Students

Students cannot receive any non-instructional **items at school. This includes flowers, balloons, or other personal items.** If such items are delivered to school, the office will try to notify the student to pick the items up after dismissal. The school will not be responsible for delivering such items to the students after school. In addition, the school will not be responsible for any such items should they be stolen, damaged, or lost. ***Personal party invitations are not to be handed out in the classroom unless each member of the class receives an invitation.***

Parents are strongly encouraged to allow students that forget lunches, homework, or school items to develop a sense of responsibility by not bringing the items to school for them. If the teacher feels it is necessary for the student to have his/her forgotten materials brought to school, they will allow the student to use the telephone. ***Forgotten items must be brought to the office and not delivered directly to the classroom.***



Cell Phones, Electronic Equipment & Personal Items

Students may not bring personal items to school. This includes, but is not limited to: toys, games, radios, cell phones, iPod, iPad, Kindles, any electronic devices, headsets, skateboards, and excessive amounts of money.

Personal playground equipment may be brought to school under the following conditions:

- ***Personal equipment may not be used in games that exclude others.***
- Equipment must be placed in the classroom equipment box.
- All personal equipment must be clearly marked in permanent ink with the owner's name.
- **The school will not be responsible for any lost, damaged, or stolen personal items brought from home**

While cell phones may be brought to school, they **may NOT interfere with the instructional process.** ***Cell phones are to always remain off and out of sight (in backpacks) while on campus***. Students may use cell phones only when instructed by a school authority in the event of a dire emergency.

Students violating this rule will have the items taken away and returned at the end of the trimester. In the case of money or valuables, parents will be notified to pick up the items.



Textbooks, Library Books and Technology

SCUSD has a policy regarding the care of library and textbooks. Please take careful note of the requirements, and consequences for damage or loss of these costly and necessary resources.

1. Textbooks are provided for use by students and remain the property of the Sacramento City Unified School District. Students are responsible for returning textbooks checked out in their name in good condition, with no more wear and tear than usually results from normal use. (SCUSD BP 6161.2)
2. Each student is responsible for all text and library books checked out under his/her name and are subject to fines if books are lost or damaged. Students or parents/guardians are responsible for the current replacement cost of the materials. (SCUSD BP 6161.2 and CA Education Code 48904)
3. Payment can be made by cashier's check, money order or cash. Cashier checks for lost or severely damaged books are made out to Sacramento City Unified School District. If the book(s) are later found (within 9 months) and returned, a refund check will be issued by the district. A receipt must be presented in order to receive a refund.
4. Fines may be waived in instances of unusual circumstances at the discretion of the principal, his/her designee, or the district.
5. When materials are damaged but still usable the student will be charged as follows:

Damages	**Cost**
Torn pages, ink or pencil marks	$1.00 per page
Damaged cover	25% of the cost of the book
Damages that prevent re-issuing books (including mold or mildew or obscenities – drawn or written)	Full cost of the book
Missing bar codes	$5.00

6. All text and library books must be returned by students at the end of every school year. If not, the district may withhold the students' grades, diploma, and transcripts until restitution is made, or an agreement is reached with the site administration. (CA Education Code 48904). ***The student may also be denied participation in school privileges or commencement activities. (SCUSD BP 6161.2)***
7. ***All student textbooks must be covered at all times.*** **Avoid adhesive covers as they ruin the book.** The brown paperbag cover is the best cover around!

Please do not wait until the last minute to respond to school communications about unpaid debts. Be proactive to avoid having your child be held accountable for parental responsibilities.

When you use school technology you agree to:



1. Follow the directions of teachers and school staff.
2. Abide by the rules of the school and school district.
3. Obey the rules of any computer network you access.
4. Be considerate and respectful of other users.
5. Use school computers for school-related education and research only.
6. Not to use school computers and networks for personal or commercial activities (gaming or Email).
7. **Not change any settings**, software or documents (except documents you create).
8. **Do Not** download any programs unless instructed by teacher.

Use of school computers and access to the Internet is a privilege.

- If you do not follow the rules, you will be disciplined and lose your computer privileges.

Do not produce, distribute, access, use, or store information, which is:

1. Unlawful
2. Private or confidential
3. Copyright protected
4. Harmful, threatening, abusive, or denigrates others
5. Obscene, pornographic, or contains inappropriate language
6. Interferes with or disrupts the work of others
7. Causes congestion or damage to systems

Protect your password

- Do not allow anyone else to use your password and do not use anyone else's password.

Damages to technology:

You are held responsible for all damage to technology used on campus. Here is some general cost estimates based on common repairs:

- Broken screen: $50
- New power cord: $30
- Other physical damage (damaged USB ports, damaged housing, etc.): $20
- Broken keyboard: $30
- Broken screen frame/camera: $25
- Unrepairable Chromebook (full replacement): $350



Medication and Health Matters

Pain relievers and any other over-the-counter medications may not be dispensed to students. The school is only equipped to treat minor injuries with ice and band-aides. Parents/guardians will be called for more serious injuries and illnesses. If parents cannot be reached, emergency personnel will be contacted.

Students are not allowed to possess any type of medication. Education Code 49423 states: "Notwithstanding the provisions of Section 49422, any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician may be assisted by a school nurse or other designated school personnel if the school district receives:

1. A written statement from such physician detailing the method, amount, and time schedule by which medication is to be taken.

AND

2. A written statement from the parent/guardian of the pupil indicating the desire that the school district assist the pupil in the manner set forth in the physician's statement."
3. Any student who carries and self-administers prescription auto-injectable epinephrine and/or inhaled asthma medication must submit a written statement of instruction from the physician that includes confirmation that the student is able to self-administer the medication and a written statement by the parent or guardian, 1) consenting to the self-administration, 2) providing a release for the school nurse or other designated school personnel to consult with the physician regarding any questions that may arise regarding the medication, and 3) releasing the school district and school personnel from liability if the student suffers an adverse reaction as a result of self-administering the medication.

Forms are available in the office for the signature of the parent and physician if the child must have medication during the school day. Medication is kept in a secure area and dispensed per the physician's instruction. If a child is to temporarily take a non-prescription medication, such as an **over-the-counter** pain reliever or cough drops, it is treated like all other medications, **requires physician authorization,** and *the medication must be kept in the office.*



Junk Food, Gum and Other Food

Matsuyama is a gum-free zone. **Students are not to be chewing gum at any time on campus.** Please do not send sugary items to school with your child. Sugary foods can interfere with a child's ability to learn and function in a classroom.

Recent legislation bans the sale of soda and candy to students at elementary schools during school hours.

- No food is allowed on the yard.
- ***Students may not bring food/candy/junk food to sell to other students***.
- Many students have severe food allergies. Because of that, students are not allowed to share food with other students to avoid a potential life-threatening situation.
- We ***strongly*** encourage families to consider healthy alternatives for birthday treats and classroom celebrations. Ideas include, but are not limited to, fruits, veggies, pencils, bubbles, books for the class library…
- The district's health and wellness policy is very strict on the use of food as a reward and incentive. The school is held to strict accord relative to after school food sales.

The district has a health and wellness policy that restricts the use of sugary foods as incentives used by teachers. We ask parents please be mindful of healthy habits.

HEALTH AND WELLNESS POLICY FAQs

1. What may be served and sold on campus? Foods and beverages served and sold in schools must meet strict federal and state regulations for calories, saturated fat, sodium, sugar and trans-fat. For an easy-to-use list, visit www.scusd.edu/wellnesspolicy.
2. When are these regulations in effect? PreK-8th grade: Regulations are effective from midnight to a half hour after the school day or expanded learning (whichever is later).
   High schools: Regulations are effective from midnight to a half hour after the school day.
3. How can you tell which foods are compliant? Other than fresh fruits and vegetables, which are always compliant, food compliance varies widely. Use the California Project

Lean calculator to determine compliance of items: www.californiaprojectlean.org

4. To whom do these regulations apply? These federal and state regulations apply to Non-Charter Public Schools participating in the National School Lunch Program.
5. Can I bring **snacks for the class** on my child's birthday or a general classroom celebration? Yes, if the snack **meets state and federal regulations for food served during the school day, such as fresh fruit, 100% fruit juice and whole grain snacks.** Most cupcakes/cakes do not meet these requirements. Other non-food related options are possible, including but not limited to pencils, erasers, or other small items.
6. Do these regulations apply to food items that students bring from home for their own personal consumption?
   No – Parents may decide what food items they want their own child to have.
7. May teachers give students candy/food as a reward for good behavior?
   No – BP 3050 Student Wellness Policy restricts the use of food for rewards. The district wants to limit access to unhealthy items during the school day that decay teeth and teach unhealthy lifelong habits.
8. Do these regulations apply to sports games and parent-sponsored events?
   Concessions sold at a sporting events may begin 30 minutes after the school day ends at any grade level. The regulations do not apply to food sold to adults. These regulations do not apply to food sold at events held in the evenings or on weekends.

Fundraising:

- School student-organizations must comply with all food and beverage standards. This includes how many items they can sell, pre-approval of the items, when they can sell, how many sales can take place per year, etc.
- The regulations apply to food sold and served to students before school, during the school day and until 30 minutes after the conclusion of any extended learning program for EK – 8th grade schools.

Classroom Celebration Ideas:

SCUSD employees, parent organizations and outside organizations will not use any food or beverage as a reward, incentive or punishment for academic performance or good behavior. Schools can promote a positive learning environment by shifting the focus from food during classroom celebrations and striving to have non-food celebrations or healthy non-allergenic food. Food must be compliant with Competitive Foods regulations.

Healthy snack options:

- Fresh fruit
- Smoothies
- Frozen bananas with shredded coconut
- Vegetables with a variety of healthy dips (hummus, guacamole, salad dressing)

Awesome Celebration Ideas:

- Games, such as relays
- Hold class outdoors
- "Free choice" time
- Stickers/pencils
- Bubbles
- Art supplies/projects
- Read a story
- Movie day



Uniforms

Matsuyama is a uniform school. Students are expected to wear navy blue, dark denim or khaki slacks, skirts, jumpers, shorts (that must extend past the tips of the fingers when the student is standing) and **solid** white, or Matsuyama dark green **shirts or blouses**. Shirts, blouses and pants may not have any writing on them unless they are Matsuyama spirit shirts. Throughout the year PTA sells one-of-a-kind spirit and leader wear. These clothing items may be a different color than the uniform, but they clearly have "Matsuyama" written on them. These items may be worn as uniforms. Many students belong to clubs and after school activities that have shirts that have Matsuyama written on them. These items may be worn as uniforms. Pants must fit properly and may not sag. Students out of uniform will be required to call home for a change or will be loaned an item(s).

The following clothing items are not allowed:

- No baseball caps are allowed indoors. They may be worn outside for protection from the sun but must be worn with the bill forward only.
- No pajamas
- No sagging pants

- Shorts and skirts may not be shorter than the length of the student's fingertips when extended downward
- No leggings or jeggings, unless they are worn under shorts or skirts. They are not intended to replace pants.
- **No** bare midriffs, low-cut, see through, halter, **tank**, tube, backless or spaghetti strapped **tops**.
- No clothing with slogans or pictures of any kind, unless they are Matsuyama spirit or club wear!
- **No** bare feet, flip-flops or slippers or **open-toed shoes of any kind.** Students must wear athletic shoes on days they have PE.



FIELD TRIPS

Field trips are probably the one school activity that children will always remember. They are also a nightmare for teachers to plan as they require an inordinate amount of paperwork, planning, **and strict deadlines**. To make sure that all safety and district field trip requirements are met the following protocols must be strictly adhered to:

- ALL permission slips must be turned in with complete and current parent contact information by the ***deadline stated on the permission slip. NO late additions to the trip roster will be allowed.***
- All chaperones must have cleared ***the entire*** volunteer screening process, which includes evidence of tuberculosis screening. The paperwork for this screening is available in the front office. See the volunteer section of this handbook, or visit the front office, for further information about volunteers.
- **Parents may not just "show up" at the field trip destination.** Students are under the direct care and supervision of the school staff and designated chaperones.
- Parents driving their child only must obtain prior approval from the administration and have completed all the appropriate forms.
- Siblings are not allowed to participate in field trips if parents have chosen to supervise or transport students.
- Field trips are a privilege and as such students with poor behavior may be excluded from trips. ***Donations may not be refunded for students that lose a field trip privilege.***
- *Parents that drive on field trips may not make any stops with other students in the car, such as at a restaurant. Volunteers that violate this requirement will not be allowed to participate as a driver on future field trips.*
- Parents may be called to pick a child up from an overnight trip if the child's behavior is cause for removal.
- Students with missing emergency cards will be excluded from field trips.
- Students that owe library/textbooks or cafeteria money may be excluded from end-of-year field trips until all accounts are brought into balance.
- Safety is our primary concern for all field trips. Consequently, field trip guidelines will be strictly adhered to.



VOLUNTEERS

Volunteers are the backbone of an effective and thriving school. However, there are a lot of legal requirements that must be met to begin volunteering at a school site. The requirements are in place to ensure the safety of every child. **The following items must be on file with the school before any volunteer project can be started:**

- Current and completed volunteer registration form and Mandated Reporter training must be completed every other school year.
- Copy of a recent TB test or chest x-ray form indicating a negative result every four years.
- A completed and cleared Volunteer Sex Offender Check Authorization Form (SOC-1) and, if necessary, a completed and cleared Volunteer Fingerprinting and Criminal Background Check Authorization Form (BC-1). There is no charge for the sex offender clearance form. There is a charge for fingerprinting and the results are good for the duration of "uninterrupted" volunteering in the district. Call 643-7455 for more information.
- To drive on field trips, volunteers need to have a DMV clearance, which can take up to 6 weeks to secure. In addition, volunteer drivers must submit proof of insurance that meets the district's strict coverage requirements. This must be done every year.

Please do not wait until the last minute to complete your volunteer packets. They take 4-6 weeks to process so we strongly encourage everyone to be proactive and take care of this at the beginning of the year.



Recess and the Yard

Common sense is the best rule to follow on the playground.

- Skateboards, Scooters, Skate-shoes, Bikes, and Rollerblades are not allowed to be ridden ***on school grounds***, ***during, or after school, or at any school function.*** A first violation of this rule will result in removal of the equipment and a parent will be required to pick up the item. A second violation will result in the item being taken from the student until June. It is law that students wear helmets when riding anything with wheels. Bikes must be walked on campus.
- **Play-fighting is not allowed at all, in that it usually ends up in a fight.**
- Students are to remain on the playground area, in sight of yard duty adults, when outside. Off limit areas include, behind the classrooms, beyond the red lines, and in the hallways and quad area.
- Playing in the restrooms and classrooms is prohibited.
- Refrain from physical contact games such as tackle football, keep-away, piggy-back games, karate, wrestling, zombie games, etc.
- ***No tag or chasing games allowed at all!***
- Ball games on the blacktop are limited to kickball, four square, basketball and tetherball. All other ball games are to be played on the grassy area.
- Playground climbing equipment may only be used during recesses and lunch. They are not to be used before or after school.
- Refrain from climbing up the slide.
- No pushing or pulling people on the playground equipment.
- The chin-up bars are for chin-ups and pull-ups only. No swinging or gymnastics are allowed on those bars.
- Abide by all games and equipment use rules.
- Respect and respond to all teachers, yard duty supervisors, aides, or other staff members on the playground.
- Freeze and cease all activity and talking when the recess bell rings. Step out of the yellow circles on the teacher ball courts, exit the playground structure area, hold all playground equipment still and wait for the whistle to line up.
- Walk directly to the classroom line.
- No bathroom or water privileges after the freeze-bell.

THE CAFETERIA

There are adults assigned to recess and noon duty. When a conflict arises, it is expected that students will go to those on yard duty for help resolving the issue. Our goal is that all students practice peaceful resolutions and that violence is never used to resolve problems. Students are encouraged to seek win-win solutions to resolve problems.

Meals should be a relaxed and social event; however, it is important that the following guidelines be adhered to which will make a dining hall with, under normal circumstances, close to 150 people, as relaxed as possible!

- Stand in line properly, facing forward, with hands at sides.
- Keep hands and feet to yourself.
- Use a quiet, conversational tone and speak only to those on either side, or across, the table.
- Be courteous and polite in conversation and refrain from teasing, name-calling, foul language, bullying, screaming, and loud talking.
- Refrain from throwing anything.
- Remain seated until dismissed.
- Line up to dump trash, one person at a garbage can at a time.
- If you need help, raise a quiet hand and wait for assistance.
- Food is not to be traded (we have many students with food allergies), sold, extorted, or bullied from other students.

FOOD ALLERGIES

If your child has food allergies, please let the cafeteria manager know. Accommodation can be made for dairy and other food allergies. It is critically important that students not share food with each other as the health of students with serious food allergies can be compromised.



Expectations for Adult Behavior

Any adult behavior that interferes with discipline, good conduct and lawful performance of school activities may result in a 14-day withdrawal of consent which removes the right to be on campus in accordance with California Penal Code Section 626.4(a) (enclosed).

The California Education Code considers the following to be misdemeanor offenses:

- Willful disturbance of any public school or any public-school meeting. California Education Code Section 32210.
- Willful interference with the discipline, good order, lawful conduct, or administration of any school class or activity of the school with the intent to disrupt, obstruct or inflict damage to property. California Education Code Section 44810.
- Conduct which disrupts classwork or extracurricular activity or involves substantial disorder. Education Code Section 44811.

Any behavior that creates a disruption of classroom or school activities, or disturbance of any school employee, may result in a misdemeanor and subject the perpetrator to arrest. In addition, the District will consider further lawful proceedings, such as obtaining a temporary restraining order and other civil action to maintain safety and order on campus. The District will seek reimbursement for attorney costs the courts may impose.

Keep in mind that posts on social media such as Facebook, Instagram, Nextdoor, and Twitter can be considered bullying if it is pervasive and consistent enough to cause a staff member to feel threatened and/or intimidated.

Please be role models for our students and refrain from cursing, yelling, intimidating, or threatening any district employee, student, or other parent. Please work to resolve any complaints or issues peacefully and respectfully.



Discipline

The foundation of our school-wide discipline plan is respect for all and taking personal responsibility. Respect is a mutual process. This means that students will be shown respect and students will respect the authority of teachers, administrators, and **all staff members**. Respectful behavior is a matter of common sense: doing what you know is right, even when no one is looking, and treating others as you would expect to be treated. Failure to show respect for others is the root of behavior violations and will be treated seriously. In addition, students are expected to take personal responsibility for their actions. Please note that there are 14 cameras around the school to help support safety and security for all students, staff, and visitors to our campus.

Every attempt is made to resolve issues at the local level, in the classroom or on the yard. Only serious issues are referred to the principal for resolution. Parents are strongly encouraged to contact the student's teacher with any questions you may have about a disciplinary action. If you feel it was not resolved appropriately after speaking with the teacher, you may then make an appointment to discuss the issue with the principal.

The principal will only discuss disciplinary actions with legal guardians.

The school has a responsibility to hold students to *strict account* for their behavior and conduct on the way to and from school, in the classroom, and during recess.

Parents are never allowed to speak with any other student about a disciplinary action involving more than one student.

Suspensions

A student may be disciplined, suspended for a maximum of five consecutive days or expelled for acts specified in the Standards of Behavior that are related to school activity or school attendance occurring at any district school or within any other school district, including, but not limited to, any of the following:

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

Before resorting to suspension, the school will make efforts at restorative justice strategies.



Discipline and Confidentiality

All disciplinary and educational information about each child is strictly confidential. Staff will not discuss a student's progress or actions with anyone other than the legal guardians. Please do not ask about another child's academic progress, behavior, or disciplinary record.

If your child is involved in an incident with other students that results in disciplinary action, staff will only discuss the actions taken with your child. As you would not want your child discussed with another parent, other parents do not want their child discussed with anyone else either.

Parents and guardians are never to approach another child and question them about an incident at school.

If you have an issue that needs to be handled, please ask the principal to facilitate that process.

Remember, our goal is to help our students develop personal responsibility, peaceful problem-solving skills, and other behaviors that will help them to be successful in society and in their careers.

It is expected that all parents and staff members will act as positive role models for all children on campus.



BULLYING

Matsuyama is a bully free zone! Bullying is the most common behavior that creates a hostile and unsafe environment for students and staff members. Students have a right not to be hurt, physically and emotionally, and the right to learn in a safe environment. Everyone has an ethical responsibility to address bullying.

"A person is bullied when he or she is exposed, *repeatedly over time*, to negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself."

- Bullying is aggressive behavior that involves unwanted, negative actions.
- Bullying involves a pattern of behavior repeated over time.
- Bullying involves an imbalance of power or strength.

Bullying includes, but is not limited to:

- Verbal bullying includes derogatory comments and bad names.
- Social exclusion or isolation.
- Hitting, kicking, shoving, and spitting.
- Lies and false rumors.
- Taking money or other things or damaging other students' property.
- Threatening or forcing students to do inappropriate things.
- Racial bullying
- Sexual bullying
- Cyber bullying (via cell phone or Internet)

Bullying is against the California Educational Code and is a suspendable offense.

This policy includes parents bullying other parents, and teachers, via social media such as Nextdoor, Facebook, Instagram, Twitter…

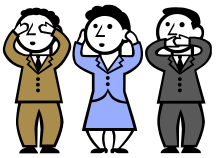
Report Bullying Behavior

Bullying behavior that involves student to student aggression may be reported to any SCUSD employee or administrator verbally or in writing. Although not required, the district's Report of Suspected Bullying Form may be used to make a report.

After completing, the report should be forwarded to the administrator at the school site where the targeted student attends. Reports may also be sent to the district's Bullying Prevention Specialist, however, these will be forwarded to the appropriate site administrator.

Anonymous reports may also be made by calling the WeTIP system at 1-855-86-BULLY.

If you identify yourself as the reporting party, the administrator may contact you for additional information. However, all information will be kept strictly confidential.



Profanity and Inappropriate Gestures

Children are exposed to profane language, gestures, and behavior daily. Television, video games, movies and music lyrics are filled with explicit and racially charged language. While that may be considered appropriate for mainstream pop culture it is totally unacceptable on the Matsuyama campus. Therefore, such language and gestures will be taken seriously and dealt with accordingly.

- The first offence we will try to repair the harm done through restorative practices.
- The second offense will result in the student having to call their parent and repeat the exact words they were heard using or describe the gesture they displayed.
- The third offense may result in an in-house suspension.
- The fourth offense may result in a 1-day formal suspension.
- The fifth, and any subsequent offenses, may result in a minimum of 3-day suspension up to a maximum of 5 days.
- After 5 days of suspension students will be placed on a behavior contract.
- When a student has accrued 10 days of suspension they may be taken to a behavior review hearing for possible alternative school placement.

Please note that this policy includes the use of the "n" word by a student of any race towards any student, staff member, visitor, or parent of any race.

Matsuyama celebrates the rich diversity of our community and views this diversity as a strength of our community. It is therefore expected that all community members will treat each other with the respect and dignity we all deserve.



Processes and Procedures for Disciplinary Actions

Matsuyama uses a two-tiered disciplinary process (Universal Referral Forms and Principal Referrals) built on a philosophy of progressive discipline. This means that if behaviors become chronic and are continuously disruptive to the learning environment, the consequences become gradually more severe.

Every attempt is made to handle disciplinary actions at the classroom level. Students are issued ***URF's*** for behaviors only after attempts have been made to correct the behavior with verbal warnings, phone calls home, or other strategies. ***Phone calls may not be made for every single infraction, particularly those that were resolved appropriately and did not result in any injury to staff or other students.*** Part of our goal is to help students develop their own problem-solving skills. If your child receives a citation, it is a sign that site level attempts to change the identified behavior have not been successful. ***Please take URF's seriously.***

Principal referrals are issued for serious actions that cause injury to others, or are serious enough to cause others, including staff, to feel threatened by the behavior. In addition, principal referrals are issued after a student has received three citations for the same behaviors and/or actions. The fourth referral will then be a principal referral. Principal referrals will always result in a phone call home and more serious consequences, including suspensions.

All school rules and policies are based on California State Law and SCUSD policy. The rules and policies apply equally to all students and are based on the fundamental need to ensure students' safety and maintain an environment where all students can learn. In addition to the school wide discipline plan, each teacher has classrooms rules and procedures that students are expected to follow. The classroom rules will be discussed in class.

Interventions Vs. Discipline Strategies

Is the behavior class or office managed?

Intervention	Discipline
🛠 Intervention Strategies **Use when the goal is to teach, support, or prevent future misbehavior.** ☑ **Use intervention strategies when:** • **The behavior is early or escalating** but not yet severe (e.g., minor defiance, attention-seeking). • **You suspect underlying causes** (trauma, stress, unmet needs). • **The student lacks skills**, such as emotional regulation, conflict resolution, or communication. • **The behavior is chronic or patterned**, and the student needs long-term support. • **You want to address root causes** rather than just the symptoms. • **You want to restore relationships** after harm is done (restorative approach). • **You're aiming for growth** and long-term behavior change rather than punishment.	**🚫 Disciplinary Strategies** **Use when the goal is to enforce boundaries, ensure safety, and apply consequences.** ☑ **Use disciplinary strategies when:** • **The behavior violates school rules** or is clearly outlined as a major infraction. • **The behavior threatens safety**, order, or well-being (e.g., fighting, weapons). • **The student is aware of expectations** but chooses to violate them. • **You've tried interventions**, but the behavior persists. • **Consistency with school-wide expectations** requires a consequence. • **A swift consequence is needed** to show seriousness and maintain fairness.

Intervention	Discipline
1. Abusive Language (Profanity, hate speech, racial slurs, etc.) **Intervention Strategies:** • Restorative conversation to understand harm caused • Social-emotional learning (SEL) session on respectful communication • Referral to counselor for anger management or emotional regulation support • Parent/guardian conference	**1. Abusive Language (Profanity, hate speech, racial slurs, etc.)** **Disciplinary Strategies:** • Detention or in-school suspension depending on severity • Written reflection/apology • Behavior contract

Intervention	Discipline
2. Fighting/Physical Aggression **Intervention Strategies:** ● Conflict resolution/peer mediation ● Individual or group counseling for impulse control ● Functional behavior assessment (FBA) and behavior intervention plan (BIP) ● Parent meeting and safety planning	**2. Fighting/Physical Aggression** **Disciplinary Strategies:** ● Suspension (in-school or out-of-school depending on severity) ● Re-entry meeting with administrator and counselor ● Loss of privileges (e.g., recess, extracurricular activities)
3. Bullying/Harassment **Intervention Strategies:** ● Anti-bullying curriculum or group support program ● Individual counseling for both aggressor and target ● Parent/guardian involvement for all parties ● Ongoing monitoring and check-ins	**3. Bullying/Harassment** **Disciplinary Strategies:** ● Suspension or structured in-school intervention ● No-contact contract between involved students ● Documentation and progressive consequences
4. Vandalism (Destruction of property) **Intervention Strategies:** ● Restorative practices (e.g., restitution, cleaning/repairing damage) ● Counseling to address underlying issues (anger, attention-seeking) ● Discussion on responsibility and community values	**4. Vandalism (Destruction of property)** **Disciplinary Strategies:** ● Suspension or detention ● Restitution or community service within the school ● Parent/guardian involvement in reparative action
5. Sexual Harassment **Intervention Strategies:** ● Immediate referral to counselor or psychologist ● Age-appropriate education on personal boundaries and consent ● Parent/guardian meeting ● Title IX protocol if applicable	**5. Sexual Harassment** **Disciplinary Strategies:** ● Suspension ● Written documentation and investigation ● Possible legal or district-level involvement depending on severity
6. Violent Gestures/Play Fighting **Intervention Strategies:** ● Education on appropriate play vs. aggression ● SEL lesson on self-control and empathy ● Conflict resolution support ● Positive behavior reinforcement plan	**6. Violent Gestures/Play Fighting** **Disciplinary Strategies:** ● Loss of privileges (e.g., recess, classroom job) ● Reflection activity and parental communication ● Detention or In-school suspension for repeated offenses

Intervention	Discipline
7. Possession of Dangerous Items/Weapons/Drugs **Intervention Strategies:** ● Immediate removal from environment and assessment of intent ● Mental health evaluation ● Referral to student support team or school psychologist ● Crisis intervention plan	**7. Possession of Dangerous Items/Weapons/Drugs** **Disciplinary Strategies:** ● Suspension or expulsion (per district policy) ● Mandatory parent conference ● Law enforcement involvement if required by law
8. Possession/Under the Influence (Drugs, alcohol) ● Referral to counselor and/or substance abuse prevention program ● Family engagement and community resource connection ● Student support plan including monitoring and intervention	**8. Possession/Under the Influence (Drugs, alcohol)** **Intervention Strategies:** **Disciplinary Strategies:** ● Suspension in alignment with policy ● Re-entry meeting with expectations and supports ● Possible referral to law enforcement depending on context
9. Failure to Hand Over Electronics **Intervention Strategies:** ● Education on appropriate technology use ● Clear communication of school tech policy ● Parent contact to reinforce home-school consistent	**9. Failure to Hand Over Electronics** **Disciplinary Strategies:** ● Confiscation of device (return to parent only) ● Loss of tech privileges ● Detention for repeated offenses
10. Chronic Minors (Repeated minor infractions escalating) **Intervention Strategies:** ● Behavior intervention plan (BIP) ● Check-in/Check-out with a trusted adult ● Data tracking and problem-solving team meeting ● Parent/guardian collaboration for consistency	**10. Chronic Minors (Repeated minor infractions escalating)** **Disciplinary Strategies:** ● Detention or in-school suspension based on pattern ● Tiered consequences following PBIS/MTSS framework ● Possible referral to special education/504 for further supports
11. Leaving the Classroom Without Permission **Intervention Strategies:** ● Functional behavior assessment to determine motive ● Counseling on safety and school rules ● Calming corner or break pass system if related to dysregulation ● Safety plan if behavior poses risk	**11. Leaving the Classroom Without Permission** **Disciplinary Strategies:** ● Detention or structured re-teaching time ● Loss of privileges ● Parent conference and possible increase in supervision