

MURDOCK ELEMENTARY SCHOOL

2023-2024

STUDENT / FAMILY HANDBOOK



Success Begins at Murdock

Welcome to Murdock Elementary School!

The staff of Murdock Elementary School would like to welcome you to the 2023-2024 school year. We are dedicated to providing a high quality learning experience for all children. We believe that all students can learn at high levels, and we work hard to ensure students' success.

This Student Handbook will provide you and your child with valuable insights and information about Murdock Elementary School. It is the priority of the staff to ensure student learning and provide a safe environment for all students. The rules, policies, expectations and information in this handbook will help you and your family become more familiar with our school community and how we work together to ensure safety and student learning. Please take some time to sit with your child and review this handbook together.

One of our goals as a staff is to prepare children for the challenges they will face in the years to come. We want to work with them to help them become critical thinkers that have the ability to problem solve. An essential piece to the success of this goal is the connection between home and school. Open lines of communication are important in the success of your child and our school. If you ever have a question or concern, please do not hesitate to contact us by email or phone. We look forward to working together as a team to ensure the success and safety of all of our students.

Respectfully,

Miguel Barriga
Principal
mbarriga@willowsunified.org

Stacy Lanzi
Assistant Principal
slanzi@willowsunified.org

Administration's CORE BELIEFS

We **VALUE** Students! Students come first in everything we do.

MUTUAL TRUST is essential in all of our interactions.

We always treat others with **DIGNITY & RESPECT**.

We embrace a **GROWTH MINDSET** and continuously strive to learn and improve!

We hold high expectations and **PERSEVERE** as a key to success.

In our **COLLABORATION & PARTNERSHIPS**, we make a difference for students.

Murdock Elementary School

655 French Street Willows, CA. 95988

Principal: Miguel Barriga

Assistant Principal: Stacy Lanzi

Phone: (530) 934-6640

OFFICE HOURS

8:00 a.m. - 4:00 p.m. - Monday through Friday

School Description

Murdock Elementary School, located at 655 French Street in Willows, California has an enrollment of approximately 600+ students. Murdock has thirty-eight teachers serving students in grades TK - 5.

Murdock Elementary School is committed to developing a learning community of responsible citizens to be lifelong learners. We cultivate and celebrate our differences and work in partnership with our community to help our students achieve their full potential and realize their dreams.

The core curriculum consists of English, reading, math, science, social studies, music and physical education as mandated by the State Board of Education and set forth in the district curriculum guidelines. The content of the curriculum is the same for all students, but the method of delivery is adjusted to meet the needs of all students. Some of the adjustments may include program changes, altering the amount and/or difficulty of homework assignments, using cooperative learning techniques, assigning peer tutors, participating in team teaching, and consulting with the parents and support services (i.e., counselor, psychologist, speech and language therapist).

Our Mission and Vision

Mission:

Success Begins at Murdock: Growing confident, creative, and caring citizens for tomorrow.

Vision:

Murdock Elementary School provides a safe, respectful, and responsible environment where each student is:

- Empowered to reach their highest potential.
- Supported in their social, psychological, and character development.
- Inspired to become a lifelong learners.

ACADEMIC SUPPORT PROGRAMS

COUNSELING

Murdock has a full time counselor who works with our students and staff in creating a safe, positive learning environment for all. Our counselor works with students in small groups and individually, reinforcing positive behavioral expectations through problem-solving, restorative practices and mindful activities. If you are interested in finding out more about our counseling program, please call the office or visit the Murdock Elementary School website.

LIBRARY / MEDIA

The library is available to all students during their class library time, before school, or after school.. It is the student's responsibility to return his/her library book when it is due. If a student loses or damages a book, the student and their family are responsible for the cost of replacing that book. The Murdock Library's goal is for all students to access, evaluate, use, and integrate information and ideas found in all forms of print. Student chromebooks are issued for 4 years, including through the summer. Families are held responsible for damage to their student's chromebook. The following are estimated costs of parts and replacements:

- Chromebook replacement - traditional screen \$275, touchscreen \$350
- Chromebook Screen - \$75 for traditional screen, \$150 for touchscreen
- Chromebook keyboard/touchpad -\$60
- Chromebook Power Cord -\$20
- Bezel &/or other components - at cost. tbd
- T-mobile HotSpot replcemtn - \$50
- Complete Chromebook Use Agreement availeb at the WUSD office.

MUSIC

We offer a music program for all students in grades TK-5. Students learn music fundamentals in a supportive, nurturing environment. Students will learn using the State Standards for Music Education that includes instruments, music history, music theory, beats, rhythm, Our Music program is engaging, hands -on opportunities to play instruments, participate in school musicals, study music history and so much more. Link to her web-page <https://sites.google.com/willowsunified.org/mrsstreetsmusicclass?usp=sharing>

PHYSICAL EDUCATION

We offer a P.E. program for all students in grades TK-5. Students learn cooperative and competitive games. They are also instructed in health related issues and work on team building activities. The Murdock Elementary Physical Education goals include creating a fun environment to learn about movement and the importance of a healthy lifestyle, teaching students new skills to help build self-confidence, an opportunity for students to learn about sportsmanship and the value of hard work, and for students to set goals and work toward achieving those goals. They will learn through main units like volleyball, soccer, basketball, flag football, hockey, and badminton. We start our workouts with a warm up and each student has the opportunity to lead the classes in a series of dynamic and static stretches. Our main goal for elementary PE is for students to enjoy physical fitness in a safe and encouraging environment. We want students to gain a passion for living an active lifestyle they can take with them throughout their lives.

PROGRESS REPORTS

Progress reports will be sent home in between report cards. Report cards are sent home at the conclusion of each trimester. Murdock Elementary School also provides individual progress reports for students at mid-trimester. Our first parent conferences are scheduled for the third week in November 13-17th. Parents are always encouraged to contact their child's teacher whenever there is a concern or another conference is concerned.

TEXTBOOKS

Murdock is In compliance with the Williams vs.The State of California lawsuit, and textbooks are always provided for each student. Students will be held responsible for the care of books assigned to them. If a book is lost or damaged, it is the responsibility of the student to pay for the book. All books must be accounted for before a report card is provided.

COMMUNICATION

WEB PAGE

Murdock Elementary School web page is accessible at <http://www.willowsunified.org/mes>. Parents will find up-to-date information about school activities, copies of important documents, a list of staff members with links to email addresses and much more. From the WUSD homepage at www.willowsunified.org, click on the "Schools" icon to find Murdock Elementary.

Murdock News

We use **Parent Square** through our **Aries** portal to notify parents of upcoming events and school news. Please ensure you have a current phone number with the front office. Through the Blackboard service we can also communicate through email and ask that all families include an email address in their emergency contact information.

Facebook - Our school shares exciting and important information for parents' convenience on facebook our page is called **Murdock Elementary School**. Our Parent Teacher Organization also posts upcoming events and calls for volunteering on Facebook and shares on **Pto Murdock**. **We encourage parents to seek these opportunities out.**

Instagram - We have also started a daily post on our Instagram page **Great Day to be a Mallard**. The goal for this platform is to keep our teachers, parents, and community members alike connected with the daily extraordinary happenings at Murdock Elementary School.

Parent Apps - like Remind or ClassDojo – Remind/Classdojo are services that allow Murdock teachers to communicate with families through text messages. We ask that all families sign up with their child's teacher to ensure they are receiving the most current information available.

OFFICE SUPPORT

ATTENDANCE

For students to progress academically it is essential that they are on time and in class daily. We ask that parents notify the office when their child is absent. Please call and tell us the student's name, teacher, date and duration of absence as well as the reason for the absence at 934-6640. If there is no absence verification within 3 school days, the absence will be considered **unexcused**.

If your child is late to class, please come to the office and check in. The office answering machine is available for you to leave a message during non-office hours. When a student has 10 absences in the school year for illness verified by methods listed (written, conversation, home visit) any further absences for illness shall be verified by a physician. If absences due to illness, beyond the 10th absence, are not verified by a physician, the absences will be considered unexcused, which may initiate the Student Attendance Review Board Process (SARB). In lieu of a doctor's note, a parent or legal guardian may bring their student in to see the school nurse to verify illness.

School attendance and home to school communication are important factors affecting the academic success of your child. We look forward to working with you to ensure your child has a successful school year. If you have any questions please contact your child's school.

LATE STUDENTS

Students arriving after their bell will check in at the office and receive a "turtle" (tardy) slip. It is our goal to reduce the number of late students this school year. Every time a student comes into class late, the classroom is disrupted. By getting students to school on time, you are sending the message to your child that his or her education is IMPORTANT. Thank you for getting your students to school ON TIME.

STUDENT ATTENDANCE REVIEW BOARD

The Student Attendance Review Board (SARB) is a County program that provides intensive guidance and coordinates community service delivery to students with school attendance issues. Murdock Elementary works closely with the Glenn County SARB to monitor and help our students achieve and maintain good school attendance. Please note the following:

Educational Code Section 48260- Any pupil subject to full-time education who is absent from school without a valid excuse for more than 30 minutes on each of three days in one school year is a truant and shall be reported to the attendance supervisor of the superintendent of the school district.

HEALTH OFFICE

Our school nurse or health aide is on site every day; together they help injured or ill students and administer medications. The nurse also completes vision and hearing screening and verifies that immunizations are current. Medications need to be accompanied by a **MEDICINE AUTHORIZATION FORM signed by a physician.** If your child must take medication during school hours, an adult must bring it to the office in the original container. This policy includes cough drops which are considered a medication.

Please make sure that the emergency contact form you fill out at registration is kept current. We will always try to contact parents first and then those noted on the emergency contact form. Please make sure that the people who are listed on the card are able to come and get your child if the need arises. If your child is ill, please keep him/her at home to recover so that infections are not spread to other students and adults. Students should be fever-free for 24 hours prior to returning to school.

OFF CAMPUS

Occasionally parents need to take their child off campus during school hours (doctor appointments, etc.). Parents must stop by the office and provide a photo ID to sign out their student and receive a slip to take to the classroom to show the teacher they have been signed out.

Only individuals listed on the emergency card are allowed to pick up children.

TRANSFERS

If you anticipate a move in or out of Murdock, please notify the office in advance. This enables us to complete the necessary paperwork in a timely manner.

VOLUNTEER INFORMATION

CLASSROOM VOLUNTEERS

Classroom Volunteers provide a major support to our teachers and students. We invite all parents to take an active role in their child's education by volunteering at school. There are many ways to participate (e.g., parent helpers, field trip chaperones, parent drivers, Parent Teacher Organization (P.T.O.) fundraiser volunteers, assist with clerical work at home, etc.). **All volunteers** are required to sign in with the front office and obtain a visitor's pass which clears them to be on campus and work with students. **Please make sure you wear your visitor's pass at all times while on campus.** Adults without a visitor's pass will be asked to go to the office for a pass.

ELAC

Murdock's English Learner Advisory Committee is composed of parents and staff members whose focus is to advise on and support programs and services for our English learners. This committee meets multiple times throughout the year. The responsibilities of the ELAC include advising in the development of the Local Control Accountability Plan (LCAP) and the School Plan for Student Achievement (SPSA) with a focus on services for English learners.

PARENT TEACHER ORGANIZATION

Murdock Elementary has a PTO; the goals of this parent group are:

- Organize parents for special events that benefit Murdock Elementary School
- Fundraise to support classroom learning
- Provide parent education/information and community relations

The Murdock PTO sponsors several events throughout the school year. These events include book fairs, student assemblies, the annual Spaghetti Feed and a Fall Festival. They also support the school by selling Murdock "Swag" (clothing, hats, etc.) at Back to School Night and Open House. Participating in the PTO at Murdock is a great way to make a difference! You can get up to day information on Facebook or in our front office. SWAG is available in our office as well.

SCHOOL SITE COUNCIL

Each WUSD school must have an elected School Site Council (SSC) to represent parents, students, community members and school staff in the school governance process. The SSC has a number of important responsibilities including:

- Reviewing and analyzing student achievement data
- Gathering parent and community input
- Advising in the development of the Local Control Accountability Plan (LCAP), Single Plan for Student Achievement (SPSA), and the categorical program budgets (Title I and Title II)
- Monitoring the implementation of the various plans and budgets

VISITATIONS

We encourage parents to visit their child's classroom. If you wish to spend time in your child's class, please call the teacher ahead of time and make arrangements. Please check in at the office for a visitor's pass. If you need to contact your child during school hours or if your child needs to leave school, please check in at the office to sign them out for the day. The office staff will then contact the teacher, and he/she will send your child to the office. If you wish to visit a classroom that is not your child's classroom, please contact the principal or vice principal.

*** DAILY SCHEDULE ***

Transitional Kindergarten (TK)

8:20 am - 1:45 pm

Kindergarten

8:20 am - 1:45 pm

Primary Grades 1 – 3

8:20 am – 2:20 pm

Intermediate Grades 4 – 5

8:15 am – 2:30 pm



ARRIVAL TIMES

Supervision for students on campus will begin at 7:40 am.

We ask that students arrive at school as close to the starting time as possible.

- Breakfast is served from 7:40 a.m. - 8:20 a.m.
- Students are not to play on the blacktop/playground until supervision is present
- School begins at 8:15 am for 4th & 5th grade students and 8:20 am for TK-3rd grade students

DISMISSAL TIMES

Students who do not ride the bus are to go directly home or be picked up by parents at dismissal time. **We do not have student supervision after school, so please pick your child up promptly.** We ask that students make all arrangements for going home prior to the school day (i.e., going to a friend's after school), **as the office phone is for emergencies only.**

- Transitional Kindergarten & Kindergarten students are dismissed at 1:45 pm. They must be picked up at this time.
- Students attending SPARK must report to SPARK immediately following dismissal.
- We ask that parents and caregivers arrive no earlier than 2:10 pm. to pick up students at the end of the day (1:40 pm for Kindergarten).
- Please remember that our 4th & 5th grade classes are not released until 2:30pm.
- Students riding the bus must go directly to the bus loading area.
- While waiting for students outside classrooms, please be mindful that students at Murdock are in class until the end of the day. Children playing and parents talking can be a disruption to students in classrooms.

PARKING AND DROP OFF

Murdock has one parking lot available for parents. It is located on the South side of the school on the corner of Washington and French Streets. If you plan on being at our school for more than 10 minutes, please park in the lot or streets near the school.

- The front of the school had a green 10 minute loading zone. During Drop Off and Pick-Up this zone is for loading and unloading only, please do not leave your car unattended during these times. At other times, please do not leave your vehicle for more than 10 minutes.
- The rest of the curb is for pick up and drop off only, and you must remain in your vehicle.
- There is a second pick up and drop off curb along Murdock Street. This too is a loading and unloading only and you must stay in your vehicle.
- Please load children from the passenger side once stopped at a curb.
- Do not block driveways of our neighbors on Murdock Street.
- **The front of the school is a NO U-TURN Zone in both directions.**
- Thank you for being patient and courteous as you pick up or drop off.

SCHOOL LUNCH AND BREAKFAST

Having enough time to eat lunch helps children develop their social skills; they can learn to listen, interact with others, and develop qualities such as empathy and understanding toward others. How meals are shared communicates basic notions of dignity. Lunch should be a time when a child can develop friendships and feel connected and included by others.

We are excited to share that we have a brand new facility for students and staff ! Our state of the art kitchen is ready for providing healthy and nutritious meals that kids love.

Studies have shown that longer school lunch periods are associated with increased student consumption of healthy food choices such as more fruits, vegetables and less plate waste. Additionally, there is a direct correlation between a healthy diet and a student's ability to learn and thrive.

The cafeteria at Murdock Elementary School serves FREE meals for all students.

Breakfast:

7:40 – 8:20 (TK-5)

Lunch:

11:00 -11:45 TK/Kindergarten

11:15 -12:00 1st Grade

11:30 - 12:15 2nd Grade

11:45 - 12:30 3rd Grade

12:00 - 12:45 4th Grade

12:15 - 1:00 5th Grade

The menu can be viewed on the Willows Unified School District's web page at www.willowsunified.org (Click on Schools) or our website at www.willowsunified.org/mes. Free lunch & breakfast is provided for every student.



STUDENT SUPPORT SERVICES

SCHOOL DISCIPLINE PLAN

In order to ensure a quality learning experience for your child and all children at Murdock Elementary School, a discipline plan has been developed by our staff, parents, and students. Every student at Murdock Elementary is entitled to a safe and nurturing school environment. We believe that all of our students will behave in a safe, respectful and responsible manner at school, and that each student can be held accountable for his/her behavior. ***Please read the school's discipline plan, located on the following page, and go over it carefully with your child.*** In order to create a safe and positive learning environment it is important that we all work on following the school rules.

Positive reinforcement for good behavior includes:

1. Our teachers each incorporate their own classroom economy and reward system that reflects their classroom rules appropriate for each grade level.
2. Mallard Buck awards are given to students who demonstrate safe, respectful and responsible behavior. Students can exchange Mallard Buck awards for a variety of incentives available throughout the year at our Monthly Mallard Store that is open every Tuesday at the 1st recess.
3. Incentives may also be awarded by the classroom teacher.
4. Mallards of the Month awards are earned by two students in each class each month. Students in grades K-1 receive a delicious treat and grades 2-5 receive a pizza lunch with the principal.

Consequences for inappropriate behavior include:

Minimum consequence – a warning is given and the student is reminded of the behavioral expectation and school rules to be sure of the student's understanding.

1. **Talk time** - WE always take the time to talk with the child to ensure they understand the rules and expectations at school.
2. **THINK -TIME**; giving the student time to understand and solve their own problem, realizing the size of the problem and the options for solving their problem. Help the student realize what they are good at and

Interim consequences –

3. **Restorative Chat** - Finding solutions for the problems, causes of behavior & restore through conversation. Teachers may be contacting parents as they see fit to keep communication open between school and home.
4. **Loss of privileges** - depending on the situation/student
5. **Parent phone call- as needed to keep communication open.**
6. **Lunch Detention** -Student will be required to attend his/her lunch in the office/classroom to review behavioral expectations
7. **Parent conference** with teacher and administrator.

Maximum consequence - School referral is issued resulting in suspension or expulsion from school. Please review **Education Code section 48900** for suspendable offenses or causes for expulsion.

DRESS CODE

Murdock Elementary School has adopted a policy which states that students' dress and grooming is the responsibility of parents. Since the manner in which students dress for school can influence behavior and learning, we encourage a parent to dress their children in neat, clean clothing appropriate for elementary school activities. Please follow these guidelines:

- Clothes shall be sufficient to conceal undergarments at all times, mid drifts including tummy and back shall be covered at all times.
- For reasons of health/safety and Education Code provisions, all students will wear appropriate footwear. Platform, open-toed, heels and/or backless footwear are prohibited.
- Extreme Make-up may not be worn at school, (as not to distract the learning environment.)
- Shorts shall be finger-tip length.
- Back side shall be covered when bending over.
- Hats will be permitted as protection from cold weather and sun. They may not be worn backwards or inside buildings. Hat privileges may be revoked if students violate the hat policy.
- Crude printing, pictures depicting or encouraging drugs, tobacco, alcohol, racial-ethnic slurs, gang affiliation, or that are sexually suggestive on any apparel are not acceptable.

The school will notify parents in the event a child's dress or grooming is not deemed acceptable or appropriate for school.

The decision concerning appropriateness of dress remains with the administration.

HARASSMENT- FREE LEARNING ENVIRONMENT

All members of the school community; students, faculty, staff, and administrators are protected by state and federal law from discrimination, harassment and retaliation on the basis of race, national origin, sex, age, disability and other protected status. Willows Unified School District has a discrimination and harassment policy and a complaint procedure for students which was developed to provide information and guidelines regarding the law and the proper procedure for addressing inappropriate conduct directed toward them by their peers or district staff. You may request a copy of this policy by calling the District's personnel office at 934-6600, or in the Murdock office.

LOST AND FOUND

Lost and Found clothing items are kept in the halls near the ballroom. Small and valuable items are kept at the office. Please encourage your child to check the Lost and Found on a regular basis. Murdock donates the clothing from the Lost and Found to charities every trimester. **Please label all clothing, lunch boxes and personal school materials with your child's first and last name.**

SAFETY INFORMATION

Willows Unified School District has developed a School Safety Plan for all schools. The plan includes disaster preparedness drills and emergency plans for students, staff and members of the public. School plans are practiced monthly and reviewed annually with teachers and students in order to ensure effective action in the event of a school emergency or disaster.

ANIMALS

Animals are not to be brought to school unless arrangements are made with the teacher in advance. Please do not bring dogs on campus after school or on the weekends.

TOYS / PHONES

Toys, games, trading cards and electronic instruments cause distraction in the classroom and on the playground and can be costly to students if they are lost. Items brought for sharing with the teacher's approval need to stay in the classroom. Please leave these items at home unless the teacher has approved the item for sharing. If **cell phones** are brought to school, they must remain powered off and in the student's backpack. If they are **seen** at any time during the school day, they will be taken and placed in the office where they can only be retrieved by a parent.

The school will not be responsible if any of the items listed above are lost or stolen.

If you have an questions or concerns about the content of this handbook, please contact Mrs. Lanzi.



