

# Antelope Hills Elementary Student/Parent Handbook 2016-17



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Dear Parents and Students:

The faculty and staff of Antelope Hills Elementary School extend a warm welcome to all students and their parents. This school year will offer new and exciting opportunities for students to excel academically, make new friends, and become a positive influence in our school. We hope therefore, that the Antelope Hills Parent-Student Handbook will serve as an aid in answering any questions you may have.

Please read this handbook carefully and explain it to your child. Parents are the most influential factor in any child's success in school. We need your support for their attendance, good behavior, structured study habits, and the desire to excel in school. Our goal is to contribute to the happiness and academic success of each child. If we may be of assistance, please visit or call us at 445-4110.

There is a verification of the receipt of this handbook at the end. **Please sign it and have your child return only that page to their classroom teacher.**

Together we can ensure your child will have a successful year at Antelope Hills.

Sincerely,

*Preston Fairchild*  
Principal

*Melinda Loera*  
Assistant Principal

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## **Parents Have a Role in Child's Learning**

**Parents often ask, "What can we do at home to help our children learn?" Some suggestions or hints that may be of value in answering this question include:**

1. See that students attend and are punctual to school every day.
2. Set a definite time for studying each night.
3. Provide a quiet, well-lighted place for study.
4. Have the student do his/her work soon after he/she gets home.
5. Encourage the student to keep a record of assignments and use their planner and/or binder to keep materials and assignments organized.
6. Have the student do his/her hardest assignments first, especially memory work. Alternate written and reading assignments, and relax briefly between preparations.
7. Students should try to formulate their own conclusions as they read or tackle a challenging multiple-step math problem.
8. Students should try to select the main thought in each paragraph.
9. Have a dictionary handy and encourage the student to use it.
10. As a general rule, the student should have daily homework in the form of reading, math or studying for a test. Most of the core subjects have testing periods on a regular basis. In studying for a test, your child may benefit from reading textbook passages or worksheets verbally.
11. A good night's rest and a nutritious breakfast are essential, especially before a school day.
12. Children who do extra work outside the classroom should receive praise and encouragement.
13. Be a good listener when your child talks about school activities.
14. Provide opportunities to learn from experiences outside the school.
15. Allow time for other worthwhile after school activities.

## **ANIMALS AT SCHOOL**

Animals may be brought to school for educational purposes **ONLY** and must be brought in a pet carrier or container. Parents/guardians must stay with the animal during the entire visit, and then take the animal off campus when the visit is over. Pets must be kept outside the classroom due to possible allergy concerns. Students/parents must have prior approval from the teacher and administration **before** bringing any animal to school. Neither the school nor the District assumes any liability for the safety of animals voluntarily brought to school. **Family pets are not allowed on campus when dropping off or picking up children from school.**

## **ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education--to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

### **Definition of School Day**

The school day begins upon arrival at the school campus or upon boarding a school bus. The school day ends upon departing the school campus or upon leaving the bus in the afternoon. No students will be allowed on campus before 8:10 a.m. At 8:10 a.m. the gates will be unlocked and students will be escorted to the playground, weather permitting. Teachers will pick up their students at 8:30 a.m. to begin the academic day.

### **Leaving Campus During The School Day**

If a student becomes ill, or for any reason finds it necessary to leave campus during the school day, the student shall report to the front office for permission to leave. A student shall not be allowed to leave school unless a parent or guardian has been contacted and the parent or guardian signs the checkout form in the office after providing proper identification.

### **Tardies**

Students shall be tardy to school if they are not in their classrooms when the bell rings to start the school day. Students shall report to the office for a tardy permit if they are tardy to class. Students will also be marked tardy if they leave before the end of the school day.

### **Student Absences**

A student absent from school shall provide a note that describes the reason for absence. This note must be signed by the student's parent or guardian and dated. Parents may also call the school attendance line to verify a student's absence. Students who have excessive tardies or absences within the school year will receive a letter from the district and may be required to meet with the School Attendance Review Board. These strategies are in place to ensure that students attend school regularly and are able to achieve academic success.

### **Awards**

Awards will be presented to students during grade level assemblies held twice a semester. In addition, students who earn **Terrific Tickets** are recognized at Friday Flag Salutes.

## **Perfect Attendance**

Students who have **not been absent, arrived late or left school early the entire year** will be recognized with a certificate of perfect attendance at the end of the year. Students who transfer to Antelope Hills from other schools, and bring with them perfect attendance records, will be also awarded a certificate, provided they maintain perfect attendance.

## **BEHAVIOR EXPECTATIONS**

At Antelope Hills we have a school-wide focus of C.A.R.E. (Character, Achievement, **R**espect, **E**xcellence). In order to keep a CARE-ing school climate free from disruptions that interfere with the learning process students, staff and parents must share the responsibility and support the following Character Counts student expectations:

Trustworthiness	Fairness
Respect	Caring
Responsibility	Citizenship

It is expected that individual students will assume responsibility for self-discipline in accordance with stated expectations. However, when violations do occur, discipline will be administered in order to correct disruptive behavior, to protect other students, school employees, or property, and/or to maintain a positive learning environment.

Student discipline shall be administered fairly and equitably after a careful assessment of the circumstances of each case. Factors to be considered include:

1. The seriousness of the offense
2. The student's age
3. The frequency of misconduct
4. The student's attitude
5. The potential effect of the misconduct on the school environment

## **Rights and Responsibilities of Students, Parents, and School Personnel**

### **Students have the responsibility to:**

1. Attend school regularly and be on time.
2. Be prepared for each class with appropriate materials and assignments.
3. Dressed appropriately.
4. Exhibit respect towards others.
5. Behave in a responsible manner at school, on school buses, and at all school functions.
6. Follow all class, school and safety rules.
7. Cooperate with staff in maintaining safety, order and discipline.

### **Parents have the responsibility to:**

1. Make every effort to provide for the physical needs of their child.
2. Teach their child to respect authority, pay attention and follow rules.
3. Assure their child attends school regularly and report and explain absences and tardiness to school personnel.
4. Be sure their child is appropriately dressed for school.
5. Submit a signed statement that they received and reviewed the behavior expectations and support school personnel in the enforcement of discipline imposed in accordance with school policy and behavior expectations.



6. Bring to the attention of school personnel any concerns or condition that may relate to the child's education or well-being.
7. Discuss report cards, and assignments with their child and participate in conferences with school personnel regarding the child's progress, behavior and welfare.

**Teachers and other certified personnel have the responsibility to:**

1. Be knowledgeable of and uphold behavior expectations.
2. Develop, and communicate classroom rules and discipline management procedure and follow said procedure.
3. Remove from class a student who presents a danger to self or others.
4. Maintain an orderly classroom.
5. Establish rapport and an effective working relationship with parents.
6. Report to administration any known violation of the behavior expectations.
7. Maintain confidentiality upon receipt of sensitive information.

**Administrators have the responsibility to:**

1. Assure a safe and orderly climate for teaching and learning.
2. Assume responsibility and leadership for discipline and for the evaluation of the discipline management plan including implementation and enforcing the behavior expectations.
3. Provide appropriate support for teachers who seek help with discipline management.  
Notify parents within 24 hours of a violation of the behavior expectations by their child.

**BICYCLES AND SCOOTERS**

Bicycles and scooters must be walked on and off the school grounds. They must be parked in the bike rack area and should be securely locked. **The school is not responsible for stolen bikes or scooters.** Students are required to wear a secured helmet, as this is California law.

**BIRTHDAY PARTIES**

Please do **NOT** bring in items to celebrate your child's individual birthday without first contacting the teacher. Specific district guidelines regarding food and other items that are brought to school need to be followed. All food provided for classroom parties must be store-bought and labeled. **No home-baked food is allowed.**  
**Balloons will be kept in the office until after school, where the student can then pick them up.**

**BULLYING: Bullying is not tolerated. See appendix for MVUSD bully definition on page 24**

**BUS RIDERS**

The goal of our transportation system is to provide a safe and enjoyable experience for the children and adults who ride school buses. Riding a school bus is a privilege provided by the school district and should be treated as such. Student misconduct distracts the driver and jeopardizes the safety of the trip as well as the safety of the students within the bus. Because of these threats to safety, misconduct may cause the loss of a student's privileges to ride the bus.

The following rules will apply to student conduct on school transportation:

1. Follow the driver's directions at all times.
1. Board and leave the bus in an orderly manner at the designated bus stop nearest home.
2. Keep books, feet, hands, and other objects to yourself and out of the aisles.

## **CAFETERIA**

If you feel that your children may qualify for the Free or Reduced Lunch and Breakfast Program, please fill out an application. This application is sent home with every child in the district the first week of school; however, you may fill out an application any time throughout the year. Only one (1) application per family is needed. Be certain that you list **ALL** children enrolled in the district. **LUNCH APPLICATIONS MUST BE RENEWED EACH YEAR**

### **Two Ways to Pre-Pay**

We highly encourage pre-payment for meals on a weekly or monthly basis. Pre-payment discounts are given for multiple lunch purchases. Pre-paying helps keep the lunch lines moving quickly during lunch and eliminates the risk of your child losing their money during the school day.

Visit [www.mySchoolBucks.com](http://www.mySchoolBucks.com) to create or view your account.

At [www.mySchoolBucks.com](http://www.mySchoolBucks.com) you create your child's account with a unique login and password and the child's birth date and name. Balances and purchase history are only displayed after the account is validated with the first payment and correct user login and password are entered. A 3% convenience fee is charged for this service at the time of deposit. Note: [www.mySchoolBucks.com](http://www.mySchoolBucks.com) needs to be completed the day before it is needed in the account. It takes at least one day to get posted into your child's account.

You may also pre-pay in the school cafeteria before school starts by putting the money or check in an envelope and writing the student's first/last name and Meal I.D. number on the envelope. No need to wait in line – just drop it into our locked mail drop on the wall near the kitchen in the MPR. The cashier will enter the pre-payments into the computer prior to lunchtime. Prepaid meals may be used anytime during the school year. Single day purchases for school lunches are \$2.50. Please make checks payable to MVUSD plus the school name your child attends. There is a \$25 fee for returned checks.

### **Borrowing/ Charging Meals:**

In the event a child forgets his/her lunch money, he/she will be allowed to charge up to two meals. After two charges, the computer system will not allow further meals to be charged against a child's account. Students will be offered something to eat or the opportunity to call home. This is an uncomfortable situation for your child and for our staff as well. Please make sure that your child comes to school prepared.

An automated phone system will call your home if your child's meal account balance is in the negative. Please deposit money into the account as soon as possible to avoid putting your child in an uncomfortable situation. If you are called in error, please call our office at (951) 696-1600 ext. 1147.

### **Breakfast**

The price for an elementary school breakfast is \$1.50 or \$.30 for students who are eligible for reduced priced meals and free to qualifying students. Breakfast includes the student's choice of a hot main entrée or cereal and graham crackers, along with fresh fruit, 100% fruit juice and milk.

### **Lunch**

Students are offered a choice between four lunch entrees each day along with a trip to our self-serve fruit and salad bar. Milk and/or 100% fruit juice is included with lunch. Milk and juice may also be purchased during lunch for 50 cents. Bottled water is available for 75 cents.

### **General Behavior at the Lunch Benches & the Multi-Purpose Room**

Sit at the tables properly.

Keep your voices at an “appropriate,” low level. (Please don’t shout).

Sharing of food is NOT allowed.

Discard your trash in proper containers.

HAVE PRIDE IN YOUR SCHOOL! LET’S KEEP OUR CAMPUS CLEAN!

## **CANDY, GUM, AND SODA**

Students are encouraged to bring a healthy snack as part of a balanced and nutritious meal plan. Candy and soda are **not allowed** for snack or lunch and gum is not permitted on campus. Examples of healthy snacks include: fresh fruit, low-fat granola bars, pretzels, crackers and cheese, cut-up vegetables with low-fat salad dressing

## **CELL PHONES**

**We strongly discourage elementary students from bringing cell phones to school. If your child brings a cell phone, you must agree to the following conditions:**

- Cell phones may only be used before/after school in the office or the front of the school.
- Cell phones must be stored in backpacks and left “off” during the school day
- The school is not liable for lost, damaged, or stolen cell phones.
- Students who do not abide by these rules will have their cell phones confiscated and privileges revoked. Parents may pick up cell phones in the office.

## **COMMUNICATIONS**

Parents who have provided the school with an e-mail address will receive a monthly e-newsletter regarding school activities, special events and other important announcements. Parents are encouraged to read these e-mails when they are delivered. Our website also reflects this communication:

[www.murrieta.k12.ca.us/antelope](http://www.murrieta.k12.ca.us/antelope)

We encourage you to e-mail your child’s teacher if you have any questions or concerns regarding your child. Teacher e-mail addresses can be found on the school website.

## **COMPLAINTS AND CONCERNS**

We are committed to providing a safe learning environment for all students. Usually complaints or concerns can be addressed by a phone call or a conference with the teacher or administration. Any student who believes that he/she has been subjected to discrimination or harassment (including bullying, intimidation, or retaliation) based on race, color, national origin, religion, gender, sexual orientation, or physical or mental disability in any district program or activity should immediately contact school administration to file a complaint. Any parent can contact Mr. Fairchild or Mrs. Loera to file a complaint on behalf of their child. For those complaints and concerns that cannot be handled easily, the district has adopted a standard complaint policy; forms are available at each school office. The complaint form can also be downloaded from the district website at [www.murrieta.k12.ca.us](http://www.murrieta.k12.ca.us) and submitted to site administrators.

## **DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS**

Written or printed materials not sponsored by the district or by a district-affiliated school-support organization will need prior approval by the superintendent or the superintendent’s designee prior to circulation or distribution.

## **DRESS CODE**

The **District prohibits any clothing or grooming that in the principal or assistant principal's judgment may reasonably be expected to cause disruption of or interference with, normal school operations.** If the principal or assistant principal determines that a student's dress attire violates the dress code, the student shall be given the opportunity to correct the problem at school with replacement garments or notification to the parents to bring appropriate items to school.

- **Students will wear clothing, jewelry and accessories which are safe, healthy, and allow for participation in an active learning environment.**  
Not allowed: flip flops, backless shoes, sandals without straps, belts/jewelry with protrusions
- **Clothing will maintain socially acceptable standards of modesty in order to avoid causing a disruption to the learning environment.**  
Not allowed: exposed midriffs, exposed undergarments, spaghetti straps less than 1" wide, low-cut tops, sheer garments of any kind, and shorts and skirts no shorter than 4" from top of knee.
- **Clothing or other items which can be intimidating to others or is attributed to gang affiliation or puts the wearer in danger will not be allowed.** Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed on an on-going basis.
- **Sunglasses and hats with bills forward may be worn at school and outdoors only.** Do rags are not allowed at any time.

**\*\*No list of dress and appearance guidelines for students can be written that will anticipate all potential dress and grooming extremes. In the case of questionable dress or grooming that is not specifically covered in the list above, the administration will make the final decision. Appropriate action will be taken at the time and, when necessary, a home contact will be made seeking parental cooperation and assistance**

## **DRILLS: Fire, Earthquake, & Other Emergencies**

From time to time students, teachers and other district employees will participate in regularly-scheduled drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge

## **EMERGENCY SCHOOL CLOSING INFORMATION**

In the event that natural or man-made disasters prevent the opening of schools, an announcement will be released from the Office of the Superintendent via e-mail and telephone.

## **ENGLISH LANGUAGE DEVELOPMENT SERVICES**

Qualified students are assessed annually to identify their English proficiency level and additional support is given to students based on their need.

## **FIELD TRIPS**

Field trips are educational activities and student participation is expected. Students must be prepared to benefit from the experience and not create an undue liability for other students, teachers, chaperones, and/or district. All field trips require a parent permission slip that is completely filled out. **Parent chaperones may not bring other siblings on the field trip.**

## **FUNDRAISING**

Any fundraising must be approved by administration. The school district has strict guidelines that need to be followed. Please contact the office for further details.

## **HOMEWORK**

In the elementary school, homework provides a means of extending students' classroom experiences. It is assigned on a regular basis with a specific purpose:

- To reinforce classroom learning
- Aid in mastery of skills
- Teach students to budget time
- Provide opportunities for parent/child interaction
- Enable students an opportunity for make-up due to excused absences
- Quality is more important than quantity.

The suggested time for homework is:

<b>Grades</b>	<b>Minutes</b>	<b>Days</b>
K	Teacher Selected	Teacher Selected
1 - 3	10 to 30	4 days
4 - 5	30 to 60	4 days

These minutes **do not** include nightly reading which may also be assigned by the teacher. Homework may be assigned on a nightly and/or weekly basis and may include packets and/or individual assignments. In addition, students may have long-term projects as appropriate for their grade level and subject matter. We encourage parents to supervise homework and support their children's efforts.

## **ILLNESS OR INJURY**

If students become ill or injured, they should notify the teacher or supervising adult. The district nurse, the school health clerk, or other school staff member will provide first aid only. If necessary, the parent/guardian will be contacted. In case of a serious illness or injury, unless otherwise requested, your child will be taken to a nearby hospital to be selected at the discretion of the paramedics. Please be sure that your child has **CURRENT** emergency information on file in the school office for the school year as well as **ALL** telephone numbers where you can be reached. In addition, parents/guardians are asked to please list at least two separate emergency contacts and their telephone numbers on the emergency card.

## **INFORMATION UPDATING**

In the event of an emergency, we must know where to reach you or a close relative. Please help us by keeping phone numbers (including cell phones) and e-mail addresses updated with the office. Our emergency notification system uses both e-mail and telephone to notify parents in case of an emergency. In addition, it is important for all student medical records to be kept current and up-to-date.

## **LIBRARY INFORMATION**

Our librarian, Mrs. Lee, is eager to help you use the library and find the books and information you need. We look forward to working with you this year.

### **Library Classes**

- Each class will have an assigned library period for book exchange. Your teacher will tell you when your library period is scheduled.

## **Open Periods**

- Times when no regular library classes are scheduled are open periods. These periods are for library research, extra skills instruction, and other library-related activities.
- Teachers may schedule their classes for library skills instruction or library research during open periods. Your teacher will tell you when your class is scheduled for an open period.
- Students (individuals and small groups) may come to the library on passes during open periods. They may exchange books, read, do research or other library-related activities. Students must have a pass that specifies the activity and the “return to class” time. Due to limited space, students on passes will be sent back to class when the library is full. Ask your teacher about passes for open times.

## **Behavior**

- Follow school rules and library rules in the library.
- Use good library etiquette.
- Students on passes who do not follow the rules or use good etiquette will be sent back to class.

## **Book/Materials Check Out**

- Check out library books and materials before you leave the library. All books and materials must be checked out before they may be taken out of the library.
- Return books and materials as soon as you are finished with them. This prevents loss and allows for use by others.

## **Lost and Damaged Materials**

- Students are responsible for items checked out to them.
- Don't trade library books and materials with other students. Return them to the library and let the other person check them out from the library. Remember, you are responsible for the item until it is returned to the library.
- Lost books and other materials must be paid for.
- Books and materials damaged beyond repair must be paid for.

## **Family Library Nights**

- Everyone in your family is welcome to come and hear a story read by our librarian and/or a guest reader various times throughout the year—maybe even Mom or Dad. Check out Mrs. Lee's story hats as well!

## **Withdrawal from School**

- Students withdrawing from school must return all library books and materials, pay for lost or damaged books and materials, and obtain clearance from the librarian before leaving.

## **Fees for lost or damaged textbooks/library books**

Students who owe fees at the end of any twelve week period will have their report cards held. The teachers will supply the office with a list of those students who owe for textbooks or library books. Parents of the students will be notified.

**All fees can be paid for in the office.** Report cards for these students will be sent to the office. When fees are paid, report cards will be given to students or parents.

## **MAKE-UP WORK AFTER AN ABSENCE**

- A student will be permitted to make up tests and turn in projects due in any class missed because of absence.
- The teacher may assign the student makeup work based on the instructional objectives for the class and the needs of the individual student in mastering the essential knowledge and skills.
- A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within three days from the returning day back to school.
- A student who does not make up assigned work within three days of his or her return to school will receive a grade of zero for the assignment.

## MISUSE OF COMPUTERS AND THE INTERNET

### **The following are prohibited:**

Violating computer use policies, rules, or agreements signed by the student and/or agreements signed by the student's parent.

Using the Internet or other electronic communications to threaten students or employees or cause disruption to the educational program.

Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.

## PERSONAL PROPERTY

We request that students **not** bring large sums of money or other valuables to school. Caring for students' possessions is complicated if articles of unusual value are brought to school. The school is not responsible for personal items brought to school. **Toys, playing cards, and electronic devices are not permitted on campus.** All unauthorized items brought to school and confiscated by the staff will not automatically be returned to the student. Often we will request that parent come to pick these items up. This ensures personal communication regarding the infraction. Items that are not picked up will be discarded.

## PESTICIDES

Antelope Hills Elementary, periodically, has pesticide and herbicide treatments to help control weeds and problematic pests such as rodents, gophers, squirrels, bees and wasps. Bi-annual pesticide treatments for ants are scheduled during the spring and summer breaks. Notification of pest control treatments must be posted at the school site at least 24 hrs. in advance. The purpose of this notice is to inform staff, students, parents and the general public that a pest control treatment is to be conducted at the site. A Material Safety Data Sheet (MSDS) is available upon request from the school office for the intended product to be used for the pesticide treatment. Re-entry to treated areas will be based on the product label's recommendation. This applies to both academic and extracurricular school activities.

## PHONE MESSAGES

Please limit phone messages to emergency only. Give your child instructions about meals, transportation, etc., before they leave for school. **Calls to request a change in student's after-school transportation/pick-up cannot be guaranteed after 2:00 p.m.**

## PHYSICAL EDUCATION

Physical education contributes to the total growth, development and adjustment of all children and is an essential part of the school program.

There will be times when it is best for your child not to participate in active games. Please send a note and he/she will be excused for a short time. If he/she is to be excused for a prolonged period, an excuse signed by a doctor is necessary. During bad weather, students will have their physical education in the classroom or MPR.

### **Dress for Physical Education**

**Tennis shoes are required** because of the active nature of this class. Also, we request that girls please wear shorts under their dresses.

## **PLAYGROUND GAMES AND RULES**

### **General Rules**

1. All games must be played by the school rules; no “special” game rules are allowed
2. Disputes about who is out in a game will be settled by Rock/Paper/Scissors or playground supervisors.
3. You may not leave your place in line except to ask for help from the yard supervisor. You will forfeit your place if leave for any other reason.
4. There is a 25 count wait on the bars or the swings when other students are waiting in line.
5. Balls are not to be thrown at anyone unless the person is trying to catch it.
6. You may not kick any ball at any time on the blacktop during recess unless playing Kickball/Basketball.
7. Interference on purpose is not allowed in any games at any time.
8. Lines are in during all games.
9. No sliding or diving in any games.
10. **NO TAG, NO CHASE GAMES, NO FIGHTING GAMES.** Hands, feet, and objects must be kept to yourself.
11. Freeze when the bell rings – wait for the whistle or hand signal. Walk to the line- up area.
12. After the freeze bell rings you may no longer play with the ball. The person holding the ball at that time must take it back to the ball rack and place it there.
13. Students must remain on the playground during recess; they may not go to classrooms. No helping in classrooms without teacher permission.
14. No playing, running, or walking in the amphitheater at any time. It is used for classroom purposes only.

### **Safety Rules**

#### **Equipment**

1. Equipment is to be used for the original purpose for which it is designed.
2. There is no running or playing tag around equipment areas (swings, bars, slides, etc.)
3. Only rubber playground balls are to be used on the blacktop.
4. Play equipment may not be brought from home.

#### **Ladder/Bars:**

1. Only one person at a time may go across.
2. Travel by hand one direction at a time.
3. Do not touch others while they are on the bars.



4. Start on the side with cross bars or ladder.
5. Do not sit, stand, or hang upside down on the ladder bars.

### **Slide Safety:**

1. Do not walk in front of the slide--Stay clear of the bottom.
2. One person at a time may slide—no doubles.
3. Sit on the slide on your bottom, facing forward.
4. You may not slide on your stomach.
5. You may not walk up the slide or use it as a play area—enjoy it for sliding only!

### **Swings:**

1. Swings are not to be twisted or wrapped over bar or used when found this way.
2. Swingers are not to touch each other or be swung by anyone else.
3. Swingers are to be seated upright in the swings and may not jump out while swinging.
4. Seats may not be turned over to face another direction.
5. Swing back and forth, not side-to-side.
6. Students may not play or run in the swing area.
7. Swingers must face grass.
8. When there is a line at the swings, students may count on the people swinging so that everyone gets a turn. There is a 25 count wait on the swings when other students are waiting in line.

### **Basketball:** (6 on half court/10 on full court)

1. Everyone must play (substitute as needed).
2. No full court press; you may guard your person beginning at half court.
3. When a foul is committed, the other team takes the ball out. No free throw shooting.
4. No jump ball. During the game, if a player stops dribbling you may not crowd around him and try to grab the ball. If you do, the player with the ball gets to “Take it out” free. If no one crowds around the player with ball, he has 5 seconds to pass or shoot it.
5. Only one person may guard one person at a time, no reaching to steal the ball.

### **Four-Square:**

1. Square “A” serves to square “D”; the ball must be dropped then hit with the open hand.
2. Returns must be with open hand(s).
3. The ball must be struck, not pushed, with a single hit; NO throws or backstops; set-ups are not allowed.
4. No Fists.

### **Handball/Wallball:**

1. Utility balls and rubber balls may be used; Tennis balls and regulation handballs may only be used during supervised P.E.
2. Balls must be served from within the court.
3. A served ball must hit the ground, then the wall, then bounce and return to the blacktop inside the serving line.
4. Games are limited to 2-4 players.
5. Balls may not be kicked on the handball court
6. If the ball is hit over the top of the wall, the player is out.
7. If the ball is hit over the top of the wall for any reason other than playing the game (anger or for fun, etc.) that person may not play handball the rest of the day.
8. All players play against each other. There are no teams or “set-ups”
9. If the ball hits outside the lines, the player that hit the ball is out.

**Hop Scotch:**

If markers are placed in 3 squares in a row, the player will move other players' markers in the square closest to the start forward one square.

(This is to eliminate the risk in jumping over three squares on pavement with sand on it)

**Jump Rope:**

1. The person entering the game must take the rope.
2. The rope must touch the ground when being turned.
3. No running or chasing.
4. No swinging overhead, or on the ground. No tying rope to equipment or people.
5. If you cause the rope to stop, you must take an end of the rope.

**Tetherball:**

1. Wait outside the circle for your turn.
2. First person at a game receives the serve
3. Students must stay inside the half-circle when playing.
4. The ball must be hit with the hand—not thrown.
5. No ropes.
6. Winner serves (Ball must be released, hit, or tossed so that the opponent can hit it before it travels around the pole once).
7. Server must be allowed to hit the ball once after serving.
8. You may hit the ball twice in succession and not again until it has traveled around the pole or your opponent has touched it.
9. Violation of rules 6, 7, and 8, touching the rope, stepping into opponent's court or holding the ball after serving (touching the pole is a foul) is penalized by a free hit by the opponent.
10. After three wins, student must exit game.
11. Only two players allowed in the court at all times. First person in line may drop the ball.

## POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

Positive Behavioral Intervention and Supports (PBIS) is a systemic approach to proactive, school-wide behavior based on a Response to Intervention (RTI) model. PBIS applies evidence-based programs, practices and strategies for all students to increase academic performance, improve safety, decrease problem behavior, and establish a positive school culture.

<b>MVUSD Elementary School Behavioral Expectations Matrix</b>				
<p>It is the responsibility of every MVUSD student to know and follow school expectations.                      By doing so, you will be a productive and successful member of the learning community.                      Student behavior is expected to reflect the MVUSD mission of "Inspiring every student to think, to learn, to achieve, and to care".                      Students who make poor decisions will be held accountable for their actions.</p>				
<p><i>This behavioral expectations lists the most common violations, but other forms of behavior may also result in discipline. California State law provides that a student may be disciplined, suspended and/or recommended for expulsion based on committing the acts below (among others). Discipline may result from actions related to a school activity or school attendance, including those that occur while on school grounds, while going to or coming from school (including on school buses), and during any school-sponsored activity.</i></p>				
<p><b>Students confronted with any negative situation are expected to be safe, be responsible and be respectful by:</b></p> <ol style="list-style-type: none"> <li>1) <b>Walking away</b></li> <li>2) <b>Immediately reporting the incident to a staff member</b></li> <li>3) <b>Not engaging in unsafe activities</b></li> </ol>				
<b>Behavior Expectation</b>	<b>School Rule Based Upon CALIFORNIA EDUCATION CODE</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>Severe or Repeated</b>
<b>PHYSICAL CONTACT</b>				
Be Safe	Students are not allowed to cause, attempt to cause or threaten to cause physical injuries to others or self. This includes but is not limited to: hitting, pushing, kicking, hair pulling, biting, touching, scratching, poking and play fighting.	Review and reteach expectations. Document in data base. Contact parent if necessary.	Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.	Review and reteach expectations. Referral to administration. Document in data base. Contact parent.
<b>DANGEROUS ACTIVITIES</b>				
Be Safe	Students are not allowed to engage in dangerous activities including but not limited to: pushing, running in halls/unauthorized areas, chasing, jumping from equipment and swinging objects.	Review and reteach expectations. Document in data base. Contact parent if necessary.	Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.	Review and reteach expectations. Referral to administration. Document in data base. Contact parent.
<b>INAPPROPRIATE LANGUAGE</b>				
Be Respectful	Students are not allowed to call each other names, tease, or use hurtful and/or unkind language. This includes profanity towards other students.	Review and reteach expectations. Document in data base. Contact parent if necessary.	Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.	Review and reteach expectations. Referral to administration. Document in data base. Contact parent.
<b>INAPPROPRIATE LANGUAGE TOWARDS A STAFF MEMBER</b>				
Be Respectful	Students are not allowed to use hurtful and/or unkind language or profanity towards or in reference to staff members (teachers, administrators, aides, cafeteria aides, volunteers, substitutes, etc.).	Review and reteach expectations. Referral to administration. Document in data base. Contact parent.	Referral to administration. Possible one to three-day suspension. Document in data base. Contact parent.	Referral to administration. Possible one to five-day suspension. SST referral and develop a BIP. Contact parent.
<b>DEFIANCE</b>				
Be Respectful	Students must follow teachers' instruction, report to the designated area, accept consequences, maintain positive attitude (appropriate tone of voice), accept "no" for an answer, and disagree appropriately.	Review and reteach expectations. Document in data base. Contact parent if necessary.	Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.	Review and reteach expectations. Referral to administration. Document in data base. Contact parent.
<b>SCHOOL OR PERSONAL PROPERTY</b>				
Be Respectful	Students must always treat school and private property respectfully. Examples include but are not limited to: appropriate use of computers/keyboards/technology, classroom supplies, restrooms, books, and furniture.	Review and reteach expectations. Document in data base. Contact parent if necessary.	Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.	Review and reteach expectations. Referral to administration. Document in data base. Contact parent.
<b>BULLYING</b>				

Be Respectful	The definition of bullying (EC 48900 (r)) involves any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3 or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following: 1. Placing a reasonable pupil, or pupils in fear of harm to that pupil's or those pupils' person or property 2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health 3. Causing a reasonable pupil to experience substantial interference with his or her academic performance 4. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school	Review and reteach expectations. Referral to administration. Document in data base. Contact parent.	Referral to administration. Possible one to three-day suspension. Document in data base. Contact parent.	Referral to administration. Possible one to five-day suspension. SST referral and develop a BIP. Contact parent.
<b>DEFINITIONS:</b> SST-Student Study Team/Student Success Team, BIP-Behavior Intervention Plan				

<b>MVUSD Elementary School Behavioral Expectations Matrix</b>				
<b>Behavior Expectation</b>	<b>School Rule Based Upon CALIFORNIA EDUCATION CODE</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>Severe or Repeated</b>
<b>THEFT/STEALING</b>				
Be Responsible	Students may not steal or attempt to steal school or private property. Students may not knowingly accept stolen property.	Review and reteach expectations. Document in data base. Contact parent if necessary.	Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.	Review and reteach expectations. Referral to administration. Document in data base. Possible one to five-day suspension. Possible SST referral. Contact parent.
<b>ACADEMIC DISHONESTY</b>				
Be Responsible	Academic dishonesty includes but is not limited to: cheating, copying from other sources (any internet site), homework, turning in work done by parents, projects, tests, notes, using notes without permission, forging, altering or duplicating school or teacher documents or signatures, plagiarism and text messaging regarding test data or information.	Review and reteach expectations. Credit loss for assignment/test/project. Document in database. Contact parent.	Review and reteach expectations. Credit loss for assignment/test/project. Loss of privileges. Possible parent/teacher conference. Document in database. Contact parent.	Review and reteach expectations. Referral to administration. Document in data base. Possible one to five-day suspension. Possible SST referral. Contact parent.
<b>ELECTRONIC DEVICES</b>				
Be Responsible	Under direct teacher supervision, students may bring electronic devices for instructional purposes if they choose. When electronic devices are found to be disruptive to the learning environment, they may be confiscated. <i>School not responsible for loss/theft/damage of personal electronic devices.</i>	Review and reteach expectations. Document in data base. Contact parent if necessary.	Review and reteach expectations. Device confiscated to be picked up by student at the end of the day. Document in data base. Contact parent.	Review and reteach expectations. Device confiscated to be picked up by parent at the end of the day. Document in data base. Loss of device privileges (time to be determined). Contact
<b>INTERNET SAFETY</b>				
Be Responsible; Be Safe	All students will adhere to the MVUSD Acceptable Use Policy.	Review and reteach expectations. Document in data base. Contact parent if necessary.	Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.	Review and reteach expectations. Referral to administration. Document in data base. Contact parent.
<b>DRESS CODE</b>				
Be Responsible	All students will dress in compliance with the Dress Code. Student dress must not be disruptive to the learning environment. See Dress Code in the school's Student Handbook for details.	Review and reteach expectations. Document in data base. Contact parent if necessary.	Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.	Review and reteach expectations. Referral to administration. Document in data base. Contact parent.
<b>DEFINITIONS:</b> SST-Student Study Team/Student Success Team, BIP-Behavior Intervention Plan				

## REPORT CARDS

In grades K-5, a progress report is issued to the parent or guardian at the close of each 9 week period. We are on semesters so the 18 week report card in December and in June will serve as the final grading period for each semester. Please sign the report card envelope and add any comments you feel necessary, and return it to school with your child the next day. Parent conferences will be held in October, in alignment with the 9 week reporting period. Parents are welcome to request a parent/teacher conference at any time of the school year to discuss your child's educational needs.

## **Standards-Based Report Cards**

1. One of the following scores will be given for each end-of-year grade-level standard:
  - 4 Standards Exceeded
  - 3 Standards Met
  - 2 Standards Nearly Met
  - 1 Standards Not Met
  
2. Letter grades will be given for work habits/social skills/other curriculum areas
  - O (outstanding)
  - M (meets expectations)
  - N (needs improvement)

### **Criteria to be Utilized in Determining Student's Work Habits/Effort Grades:**

- Self-discipline
- Responds promptly and willingly
- Courteous
- Works and plays well with others
- Respectful of property rights
- Follows school regulations
- Shows respect toward adults and fellow students
- Turns in assignments in a timely manner

## **RESTROOMS**

**Student restrooms are for students only when students are on campus, including before and after school.**

Adults that are volunteering are welcome to use our staff restrooms.

## **SAFETY ON CAMPUS**

Students must practice safety each day. Many accidents and injuries could be avoided if students would always think safety first. Some safety rules are as follows:

1. Never run on sidewalks, in classrooms, or the cafeteria.
2. Walk on the outside area of the sidewalk, avoiding the painted yellow circular area surrounding classroom doors.
3. If a sidewalk is provided, use it.
4. Use playground equipment properly.
5. Safety rules must be followed, especially at crossings, streets, and playground.
6. No reckless behavior. It can lead to a student getting hurt or in trouble.

## **SCHOOL SITE COUNCIL**

The School Site Council is composed of an equal number of elected school personnel (principal, teachers, and other school personnel) and elected parents/guardians. The School Site Council has an ongoing responsibility to review with the principal, teachers, and other school personnel, and the community the implementation of the Single Plan for Student Achievement and all other issues of concern to the school. The Site Council usually

meets five times a year to discuss the important issues facing the school and makes recommendations on such things as curriculum, parent-student handbook, and other related issues.

## **SOCIAL EVENTS**

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and the person inviting the guest will share responsibility for the conduct of his or her guest.

## **STUDENT RECORDS**

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, unless court orders specify differently. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. Parents/guardians wishing to review cumulative records must make an appointment with a site administrator and give five (5) days advance notice.

## **STUDENT RELEASE**

**ALL** visitors must check in at the office and may **NOT** go directly to the classrooms. Students will only be released to adults who are listed on the emergency card. **All adults checking students out of school before the end of the school day will be required to show picture identification.**

## **STUDENT SUCCESS TEAM (SST)**

This regular education group acts on referrals from staff for students that are not succeeding at school either in the area of academics, behavior, or both. It is composed of teachers, administrators, support staff, and his/her parent(s)/guardian(s). A systematic process of problem solving is used to develop and implement successful programs for these students.

## **SUSPICIOUS ACTIVITY**

Anyone who observes unusual or suspicious activities around Antelope Hills is encouraged to contact the Murrieta Police Department's 24 hour dispatch line at (951) 696-3615. Callers may also leave information on the anonymous Tip Line at (951) 696-1624.

## **TEACHER-DIRECTED DISCIPLINE**

At the core of discipline in the classroom is a teacher prepared with lesson plans, materials, and methods suitable for the abilities and interests of the students. Many behaviors can and should be managed by the classroom teacher. There should be immediate and consistent intervention of any behavior that impedes orderly classroom procedure or interferes with the operation of school.

### **Procedure**

1. Intervention should occur by the teacher or staff who is supervising the students or who observes the misbehavior.
2. The teacher or staff shall intervene when a classroom or school rule is broken.
3. The teacher shall maintain a record of offenses and disciplinary actions.
4. Disciplinary measures may include, but are not limited to:

- a. Teacher/staff member directed reprimand, assignments, benching, conference.
- b. Call/conference with student, parent, and/or administrator.
- c. Withdrawal of student privileges.
- d. Confiscation of nuisance items or materials (such as: cards, excessive jewelry, laser pointers, etc...) and may not be returned.
- e. Other disciplinary actions found to be appropriate by the teacher

## TEACHER-PARENT COMMUNICATIONS

Teacher-parent conferences are strongly encouraged in order to achieve better parent and student understanding of the policies and procedures used in grading and promotion. It is beneficial for parents to confer with their child's teachers. Parent conferences should supplement the report card to develop mutual understanding of various aspects of student progress and to encourage cooperative planning toward effective solutions to problems that may exist.

Teachers will contact the parent/guardian of their pupils, either by note, e-mail, or telephone, to establish good parent-teacher-student relationships. Conferences will be held as needed. Purposes of the conferences may include commendation, physical or emotional adjustment to school living, decline in achievement, or unsatisfactory progress.

Conferences will be well planned. Teachers will have samples of the student's work at hand for review and will have in mind details of behavior patterns, proficiencies, classroom participation, etc. which are to be discussed. Since the problem is one of joint concern to the parent, teacher, and administrator, a "we" approach tends to establish a good relationship.

When requesting a parent/teacher conference, please send a note, e-mail, or call the office. The teacher will contact the parent and set up a time when it is convenient for both to meet.

## VISITORS TO THE SCHOOL

### General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the school office. Visitors will be required to sign in, show a photo ID, and wear a visitor's badge at all times while on campus. **Adult visitors are not permitted on the playground with the children. Adult visitors eating lunch with their student(s) needs to sit with the student(s) away from the rest of the other students eating lunch. Adults are not to sit with students other than their own.**

Visits to individual classrooms during instructional time are permitted only with approval of administration and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

#### **A. Administrative Regulation 1250 outlines the following procedures to be followed:**

1. **Registration requirements shall be posted at every school entrance.**
2. **Unless otherwise directed by the principal or designee, a staff member shall accompany visitors while on school grounds.**
3. **Visitors shall provide upon request: name, address, occupation, age (if under 21), purpose for the visit, and proof of identity.**

4. A principal may deny admission or revoke permission to any visitor if the visitor's presence would be disruptive of school activities.
5. Any visitor whose permission to visit was denied or revoked and who then returns to schools within seven days is guilty of a misdemeanor.
6. An appeal procedure is outlined in AR 1250.

**B. In addition to the provisions of AR 1250, the following procedures are also in effect:**

1. Visitations to classroom must be arranged 24 hours prior to the visit, weekends and holidays not included; exceptions must be approved by the principal.
2. Visitations by MVUSD students to schools other than their own during school hours is prohibited, unless part of a recognized program and approved by the principal.
3. Visitors must register at the office, providing the required information listed in #3 above.
4. No recording devices are allowed in a classroom or instructional setting as part of a visit without the prior consent from the teacher and principal.
5. Non student children may not accompany a parent on an approved visit.
6. Prospective or new parents to the community may visit classrooms during the scheduled visitation times, or with the principal's consent.
7. Visitations to deliver lunch money, homework, P.E. clothes, etc. are not allowed. Office staff will expedite the delivery of such items so that instruction is not interrupted.
8. The principal may regulate the length of the visit.
9. Parents may be asked to restrict their presence to a specific area of the classroom or instructional setting.
10. Private assessors, counselors, private psychologists may not visit to observe a student unless conducting an assessment approved by the MVUSD Special Education Department.

## **VOLUNTEERS**

We encourage parents to volunteer on a regular basis in the classroom for the purpose of promoting an active learning environment. We welcome and appreciate parent volunteers, but ask that you refrain from bringing other children to school when volunteering in the classroom.

Adult volunteers for our school are required to complete a volunteer registration form at the school office. This information will then be checked by our Human Resources Department against the Murrieta Police Department's "Megan's Law" computer data base to assure we have no registered sex offenders serving in a volunteer capacity working with our students.

Proof of identity will also be required in the form of a valid driver's license or a photo identification card. In addition, parents who volunteer for 4 hours or more per week in the same classroom must bring proof of a current TB skin test.

## **WITHDRAWAL OF STUDENTS**

When a student withdraws from school, the parent shall contact the school attendance clerk and specify the reason for the withdrawal, as well as provide the final day the student shall be in attendance. The student shall turn in all books that were issued and pay all fees for lost textbooks, library books, or cafeteria charges.



# DEFINITION OF BULLYING

## MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

### 2013.14

- Bullying is exposing a person to abusive actions repeatedly over time and becomes a concern when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and (usually) repeated.
- Bullying is a form of violence which involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be *physical* (hitting, kicking, spitting, pushing), *verbal* (taunting, malicious teasing, name calling, threatening), or *emotional* (spreading rumors, manipulating social relationships, extorting, or intimidating).
- Bullying can include any severe or pervasive physical or verbal act or conduct, including: communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school.
- Bullying also includes one or more acts by a pupil or group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act, as defined, that has any of the effects described above on a reasonable student.
- Electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.
- Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability.

# Notes from the Nurse

*"Healthy Children Learn Better,  
School Nurses Make It Happen!"*

Welcome to Antelope Hills Elementary! To help better care for your student during the year, the following information may be useful to keep handy for reference.

**ACCIDENT INSURANCE:** As a reminder, injuries frequently occur with children and your medical insurance may not cover all the costs. A low cost accident insurance policy is available for parents to purchase to help offset those costs. Please review what your medical coverage is and consider accident insurance if your family has a need. This information is sent home at the beginning of the school year and is also available in the school office.

**EMERGENCY CARDS:** In order to care for your child, California Education Code 49403 requires that all parents submit an emergency card with information as to home phone, work phone, emergency contacts, etc. **IT IS IMPERATIVE THAT WE RECEIVE THIS INFORMATION THE FIRST WEEK OF SCHOOL.** Without an emergency card on file, if your child is injured or ill, we are forced to call 911 for treatment, at the parent's expense. Please include at least 2-3 local numbers of persons who could care for your child if you are not available.

**HEALTH CONCERNS:** In order to ensure your child's health and safety, it is important that we are aware of any health condition that they may have. Please note **ANY** health problem on the back of the emergency card. This information is necessary in order to protect your child and also for any emergency personnel that may care for your child. This information is confidential and will only be shared with those staff who have a need to know. Please contact the school if you have any questions regarding this.

**HEALTH OFFICE:** A Health Technician is on campus during school hours to care for your child. The School Nurse, Shalena Mitchell, covers several schools, but may be contacted at any time if needed. The health technician, Yvonne Barnes, can be reached at (951) 445-4110, ext. 3393.

## **ILL OR INJURED STUDENTS**

Murrieta Valley Unified School District recognizes that students may become ill or injured at school. An updated Emergency Card must be on file for all students with means for contacting parents and/or emergency contacts. This card must be updated at the start of each new school year. When a student becomes ill or injured, the parent is the first contact attempt. If after attempting to contact the parents with no success, then the emergency contacts should be contacted. When at all possible, the parent should be notified of the illness or injury. If the parent is reached via phone and would like to designate someone other than who is listed on the emergency card to pick up their student, this should be so noted. A non-parent/guardian emergency contact may not designate someone other than those individuals who are listed on the card to come and pick up a student. If the parent and emergency contact(s) are not able to be reached (and it is a non-911 situation), administration should determine the appropriate action. This can include housing the student until a parent/emergency contact is reached, contacting 911 if the injury or illness needs immediate medical treatment, referring the situation to the police department for possible temporary care of the student.

**The following are guidelines in regards to when a student should be sent home. This list is not all inclusive and other situations may deem it necessary to send student home:**

- Fever of 100 degrees or greater (if a student has just come in from PE, they should rest for 5-10 minutes and then take their temperature to rule out false positives).
- Rash of unknown cause that is systemic in nature or accompanied by a fever.
- Suspected conjunctivitis (red, itchy eyes with exudate or inflamed conjunctiva)
- Contagious conditions such as untreated ringworm, head lice, impetigo, etc.
- Vomiting and/or diarrhea when accompanied by malaise or fever.
- Any suspected fracture unless the parent requests the student to stay in school (obvious displaced fractures must be sent home)
- Head injury with any loss of consciousness (brief-otherwise 911 should be called), severe headache, visual disturbances or other behaviors that indicate change in behavior that may need medical follow up.
- Cuts or gashes that are greater than 1” long and ½” wide or if any underlying structures are visible or bleeding is not controlled within 5 minutes.
- Puncture wounds that are deep or serious in nature.
- Medical conditions that are not ‘under control’ such as asthma that has not responded to inhaler treatment or excessive blood sugar levels with no insulin available, etc)

Students who are ill or injured should not be allowed to walk home, even with parent’s permission (due to District liability). If a parent insists, administration should be contacted for consultation. Health Office staff should not transport home students. Students should be transported only in approved District vehicles. Any variation in this should be decided by administration and only with staff’s agreement.

Students may return to school when they have been afebrile for a minimum of 24 hours and are asymptomatic. Students who have had contagious conditions such as head lice, ringworm, chickenpox, impetigo or other conditions deemed to be contagious, must be cleared through the Health Office prior to remittance to school. A note from a physician may also suffice for a clearance

**IMMUNIZATIONS/KINDERGARTEN PHYSICAL REQUIREMENTS:** In order for your child to enroll in school, they must have received all of their necessary immunizations. This is extremely important to safeguard your child from diseases. If your child is in need of immunizations, there are free clinics available. Please feel free to contact the school if you need those locations. Also, prior to enrollment in kindergarten, students must show proof of a physical received within 6 months prior to starting school. Low cost CHDP physicals can be obtained through the local health department. Early recognition and treatment of problems can frequently prevent serious complications

**MEDICATION ADMINISTRATION:** If it is necessary for your child to receive medication at school, it is important that we follow certain procedures to ensure the proper administration of that medication. All medication must come to school in its original, labeled container (no baggies, etc.) California state law (E.C. 49423) requires that any child who takes medication at school must have written permission from both the parent *and* the physician (this includes over the counter medications). These procedures are required so that your child receives their medication exactly as your physician prescribed. We do not allow baggies due to the possibility of confusing one baggie with another and improperly medicating your child. A baggie also does not securely keep the medication and it could spill out and get mixed with other medication. **\*\*Important reminder\*\***A parent or another adult must bring the medication to school. Students are not allowed to bring medication to school. This is for your child’s protection. Thank you for your cooperation in this!

**STUDENTS MAY NOT HAVE ANY MEDICATION IN THEIR POSSESSION.** (including cough drops). If the student is to take any medication during the day, contact the office for proper procedures and forms or refer to the appendix of this handbook, (forms #1 and #2), pp. 29 and 30.

**VISION AND HEARING SCREENING:** Students in grades K, 2, & 5 are screened annually for vision and hearing problems by the School Nurse. Boys in the first grade are screened for color vision deficiencies. If your child fails the screening, a note will be sent home informing you of the results. If you do not wish your child to be screened, please notify the school in writing at the beginning of the school year.

Thank you for your cooperation! Please feel free to contact the school at any time if you have questions

## **ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS**

### **A. GENERAL POLICY**

1. No student shall be given medication during school hours except upon written request from a licensed physician/healthcare provider who has the responsibility for the medical management of the student. All such requests must be signed by the parent/guardian.
2. A new form is required for each prescription change and at the beginning of each school year.

### **B. RESPONSIBILITY OF THE PARENT/GUARDIAN**

1. Parent/guardians shall be encouraged to cooperate with the physician to develop a schedule so the necessity for taking medications at school will be minimized or eliminated.
2. Parents/guardians will assume full responsibility for the supply and transportation of all medications.
3. Parents/guardians may administer medication to their child on a scheduled basis arranged with the school. Students are not permitted to carry prescribed or over-the-counter medication on a school campus.
4. Parents/guardians may pick up unused medications from the school office during and at the close of the school year. Medication remaining after the last day will be discarded.

### **C. RESPONSIBILITY OF THE PHYSICIAN AND PARENT OR GUARDIAN**

1. A request form for prescribed medication must be completed by the pupil's physician, signed by the parent or guardian, and filed with the school administrator or his designated representative.
2. The container must be clearly labeled by the physician or pharmacy with the following information:
  - a. **Student's name**
  - b. **Physician's name**
  - c. **Name of Medication**
  - d. **Dosage, schedule (specific to school) and dose form**
  - e. **Date of expiration of prescription**
3. Each medication is to be in a separate pharmacy container prescribed for the student by a California physician.

#### **D. RESPONSIBILITY OF SCHOOL PERSONNEL**

1. The school administrator will assume responsibility for placing medications in a locked cabinet.
2. Students will be assisted with taking medications according to the physician's instructions and the procedure observed by a school staff member.

#### **E. HEALTH ALERT – FOOD ALLERGIES/SENSITIVITY**

We have several students in our school that may have food allergies, food sensitivities or dietary restrictions. Food allergies can trigger reactions that range from very mild to life threatening (anaphylaxis). Generally, an individual must ingest a food allergen to have a reaction, but for some, even being exposed to it or ingesting a very small amount can cause a life threatening reaction.

As a result, there are several procedures that will help to prevent exposure and reduce the risk of anaphylaxis and help keep all of our students safe:

1. Students should be encouraged to wash their hands upon arrival to the classroom and again before and after lunch. This not only is good for food allergies, but helps reduce disease transmission.
2. The classrooms should be peanut/tree nut/food allergy *aware* spaces. Classroom projects or assignments should NOT include the use of peanut butter/nuts or other food items. Any exception to this rule would require pre-approval and prior notification to parents.
3. Any food or snack that may be provided/shared must have pre-approval and prior notification must be provided to all parents prior so they can make alternate choices. Additionally, all food items provided should ideally be pre-packaged and food ingredients must be known or labeled. Suggestions for class sharing (birthday parties, etc.) may be providing or donating a book for the classroom or other non-food items.

If your student has a food allergy, please make sure you contact/inform the Health Office. You may want to speak to the School Nurse if the allergy requires medication or other interventions. Students with food allergies may be entitled to accommodations or plans to address their needs.

We look forward to working collaboratively with you to provide all of our students with a safe learning environment. We appreciate your care and support of our students and school.

(Form #1)

**AUTHORIZATION FOR PRESCRIBED AND OVER THE COUNTER  
MEDICATION ADMINISTRATION AT SCHOOLS  
WITHIN THE COUNTY OF RIVERSIDE**

Name of Student	Date of Birth	Grade	School
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**Education code 49423** authorizes that any pupil who is required to take, during the regular school day medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated personnel if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such 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 matter set forth in the physician's statement.

**I request medication prescribed be administered to my student and agree to hold Murrieta Valley Unified School District, it's officers or employees harmless from all liability or claims which might arise out of these arrangements. I give my permission to contact the physician for consultation as needed. I understand that all medication will be destroyed at the end of the school year unless other arrangements are made and it is picked up by a parent or designee.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Date

FORM #1

**(Form #2)**  
**Physician Authorization**  
**ONE MEDICATION PER FORM**

Name of Medicine	Health Condition for which medicine RX
Time(s) to be taken	Dosage
Method of Administration	Precaution-Possible untoward reactions
Date to be discontinued	Physician's Telephone Number
Name of Physician (Please print)	Date
Physician's Signature	

Please return this form to your child's school health office signed by the physician and the parent or guardian.  
**NO MEDICATION WILL BE ADMINISTERED WITHOUT THESE REQUIRED SIGNATURES.**  
**PLEASE SEE RESPONSIBILITIES ON FORM 1**

FORM #2

## Acknowledgement Form

My child and I have reviewed a copy of the Antelope Hills Elementary School Student/Parent Handbook and Behavior Expectations. I understand that the handbook contains information that my child and I will need during the school year and that all students will be held accountable for this information.

Print name of student: \_\_\_\_\_

Print name of parent/guardian: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_