

STUDENT/PARENT HANDBOOK

WE ARE AVID!



ACADEMICS ★ ATTENDANCE ★ ATTITUDE

"LEARN MORE...RESPECT ALL!"

TABLE OF CONTENTS

Page

Welcome -----	3
Attendance -----	3
Excused Absences (State Approved) -----	3
Unexcused Absences-----	4
Truancy-----	4
Tardiness -----	4
Positive Attendance Incentives-----	4
School Behavioral Expectations Guidelines -----	4
Positive Behavioral Intervention and Supports-----	5
General School Rules-----	5
Lunch Rules-----	6
Dress Code Guidelines-----	6
Books (Lost or Damaged) -----	7
Fieldtrips-----	7
Illness or Injury-----	7
Lost and Found-----	7
Student Representatives-----	7
General Visitor Information-----	7
Cell Phones and Other Electronic Devices-----	7
General School Information-----	8
Regular Bell Schedule-----	8
Early Out Monday Bell Schedule -----	8
Main Office Procedures-----	8
Procedures for Visitors-----	9
Avaxat Elementary School Constitution-----	10
AVID-----	10

WELCOME

We are pleased to welcome you to Avaxat Elementary School. One of the many goals we have at Avaxat Elementary School is to prepare all learners to live their dreams. Daily, we strive to uphold this vision by tending to each student's academic, emotional, and social needs. Included in our goals is providing a parent and family friendly environment. We take pride in the service we provide to students and parents, which begins in our front office and extends throughout the campus every day. The Avaxat Team of office staff, instructional aides, classroom teachers and all staff look forward to developing positive partnerships with parents to assist in providing the necessary high expectations of professionalism towards one another as well as improving each students overall learning experience. Together, we make Avaxat a better place for kids.

The Avaxat Staff

ATTENDANCE

Supervision begins on the school grounds 30 minutes before the opening bell. Students may not arrive before 7:30 a.m. All students are expected to go home when school is dismissed, unless detained by a teacher. In this event, the parent will be informed of the detention. Students may not leave the school grounds for any reason, including lunch, without parent/guardian. The parent/guardian must sign the student out on an official form in the office.

To be readmitted to class after any type of absence (except suspension), a student must report to the classroom first, and a parent/guardian must report the absence to the office through written note, phone call or message left on the attendance line. If the student does not have this excuse, the absence will be unverified. Parents are encouraged to notify the school office by 9:00 a.m. each morning if a student will be absent. Parents/Guardians will receive attendance letters for three or more absences/or 30 minutes tardies. The attendance line is 951-696-1402, ext. 1.

A. Excused Absences

Students receive an excused absence when they are absent from school for the following reasons:

1. Illness or injury of the student
2. Student's medical/dental appointments
3. Death in the immediate family (1 day in state; 3 days out of state)
4. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: Appearance in court, attendance at a funeral service of an immediate family member, observation of a holiday or ceremony of the student's religion, attendance at religious retreats not to exceed four hours per semester, attendance at an employment conference, or attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process.

B. Unexcused Absences

Unexcused absences are that which do not come under any of the state definitions of excused absences. Students who have unexcused absences may be denied make-up privileges. Such absences may be reflected in the student’s final grade.

C. Truancy

If a student has been absent from school without a valid excuse for more than three days or tardy in excess of thirty minutes on each or more than three days, the student will be reported as truant to the attendance supervisor and a truancy letter will be sent to the parent/guardian.

D. Tardiness

Continued tardiness on the part of any student will be viewed as a very serious matter. Promptness to class is extremely important. Students are expected to be in their places, ready for work, at the bell. To be excused, a tardiness must be explained by a note or call from the parent/guardian or staff member responsible for detaining the child.

E. Positive Attendance Incentives

Attendance is important and positive incentives for attendance, such as special recognition and awards will be earned for Perfect Attendance quarterly and yearly.

BEHAVIOR AND DISCIPLINE GUIDELINES

MVUSD Elementary School Behavioral Expectations Guidelines

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.

Students confronted with any negative situation are expected to be safe, be responsible and be respectful by:

1. Walking away
2. Immediately reporting the incident to a staff member
3. Not engaging in unsafe activities

The behavioral expectations lists the most common violations, but other forms of behavior may also result in discipline.

- | | | | |
|------------------------------|--|------------------|-------------|
| *Physical Contact | *Dangerous Activity | *Defiance | *Theft |
| *School or Personal Property | *Academic Dishonesty | *Internet Safety | *Dress Code |
| *Inappropriate Language | *Inappropriate Language Towards a Staff Member | | *Bullying |
| *Electronic Devices | | | |

P.B.I.S. (POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS)

Avaxat Elementary School is a PBIS school. Our team of teachers, staff and administrators are committed to working with every student to ensure success not only academically but emotionally as well. Much like core subjects are taught in school, so is behavior. This starts in the classroom by our teacher's day-to-day classroom management, reinforced by our school staff and supported by our office administration. Students are expected to follow our school wide behavior expectations to Be Respectful, Be Responsible, Be Safe in the following areas:

- *Classroom Expectations
- *Playground Expectations
- *Library Expectations
- *Office Expectations
- *Lunch Table Expectations
- *Cafeteria Expectations
- *Hallway Expectations
- *Restroom Expectations
- *Assembly Expectations



GENERAL SCHOOL RULES

- A. Positive behavior intervention supports and encourages students to be safe, be responsible and be respectful.
- B. Please observe good standards in speech and thinking. Foul language will not be tolerated.
- C. Call other people by their given name or an acceptable nickname. Any other name is prohibited.
- D. Gum-chewing is not allowed. This includes classrooms, as well as the playground.
- E. Get written permission from the office or your own teacher before interrupting another class.
- F. Orderly behavior near buildings is vital to the safety of students and the smooth functioning of school.
- G. Use walking feet at all times. Running allowed on the field.
- H. Please use rules of good behavior when functions are held at the school. This includes PTA meetings and all activities scheduled at night. Good standards are the same as those during school hours. The activity dictates proper dress.
- I. Students are encouraged to bring a healthy snack. **Candy and soda are discouraged.**
- J. Use school equipment only for the purpose for which it is intended and only with permission of a teacher.
- K. Possession of any substance, object or container that is dangerous to the health, safety or welfare of students is forbidden on school grounds, busses or bus stops.
- L. All restrooms are open to all grade levels. Do not loiter in or around the restrooms. Keep voices down. Always flush the toilets. Do not deface the restroom.
- M. The school may restrict the wearing of clothing or other adornment, which is disruptive of school operations and discipline, including that which is unusually distracting to the opposite sex. (See Dress Code Guidelines.)
- N. There will be no "special" rules used in recess games. You use the usual game and safety rules as agreed to by the teachers.
- O. Bicycles, scooters, skateboards and other wheeled devices must be walked at all times on the grounds. They must be kept in the racks and no one is allowed at the racks except to park or remove his/her device.

- P. All unauthorized items brought to school and confiscated by the staff, such as, but not limited to: electronic devices, cellular phones, aerosol cans, toys, etc., and related items, will not be automatically returned to the student. These items are NOT permitted on the Avaxat Elementary School campus. Parents may recover confiscated items not held in evidence upon administrative approval within a reasonable period of time. Items not recovered will be discarded.
- Q. The school is not responsible for unauthorized materials confiscated from students (electronic devices, cellular phones, aerosol cans, toys, etc.) while at school. The primary objectives of requiring students to not bring restricted materials to school are to ensure that students focus on educational tasks, student safety, and to prevent the loss or damage of private property.

LUNCH RULES

Please observe the common rules for cleanliness and tidiness at the lunch tables.

- A. Sit at the table properly and stay in original seat.
- B. Talk in an indoor voice.
- C. Discard trash in proper containers after you are excused.
- D. Eat ONLY in designated areas.
- E. Hot lunches may be purchased before the opening bell. Breakfast and lunch can also be purchased on-line through www.myschoolbucks.com. Free and reduced breakfast/lunch applications are available in the Avaxat Elementary School office or on the MVUSD website www.murrieta.k12.ca.us.

MURRIETA VALLED UNIFIED SCHOOL DISTRICT DRESS CODE GUIDELINES

WE MUST ENSURE A SAFE AND NURTURING ENVIRONMENT

To assist school sites in making decisions about appropriate clothing for school, the following clothing guidelines have been developed. Students who are out of compliance with the site dress code will be allowed to remain on campus only if their attire can be adjusted to meet the standards. The guidelines were established to insure that students are prepared to participate in an active learning environment.

Students will wear clothing (including jewelry, accessories, etc.) which is clean, safe, healthy and allows for participation in an active learning environment.

Examples **not** allowed: Clothing or jewelry with protrusions that could cause injury or is unsafe.

Safe and healthy footwear will be worn at all times as appropriate to specific activities.

Examples **not** allowed: Flip flops, backless shoes/sandals.

Clothing will maintain socially acceptable standards of modesty.

Examples **not** allowed: Bare-midriff tops, spaghetti strap tops/dresses.

Clothing, accessories, and other personal items may be decorated with messages, slogans, logos, etc., which are appropriate for school.

Examples **not** allowed: References to racial supremacy, drugs, alcohol, tobacco, weapons; violent messages, sexual overtones, or gang affiliated clothing.

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.

Examples **not** allowed: Excessively oversized shirts and pants, bandanas, beanies or hats worn backwards. Sunglasses and hats with bills forward may be worn outdoors. References to racial supremacy, drugs, alcohol, tobacco, weapons; violent messages, sexual overtones, or gang-affiliated clothing. Coaches and teacher may impose dress requirements to accommodate the specific needs of certain sports and/or classes.

GENERAL INFORMATION

A. **Books-Lost or Damaged**

The student is responsible for all textbooks and workbooks distributed to him/her by the teacher and all library books he/she chooses to check out. The student must reimburse the school district for any lost or damaged books. To determine the cost, inquire at the school library for textbooks and library books. Failure to comply could result in the student's report card being held until the matter is settled.

B. **Field Trips**

Field trips are educational and attendance is essential. Students must be prepared to benefit from the experience and not create an undue liability for other students, teachers, chaperones, and/or the district.

C. **Illness or Injury**

If a student becomes ill or injured, he/she should notify the teacher, aide or office. Under no circumstances should a student go home without the knowledge of the teacher or office.

D. **Lost and Found**

Lost and found items will be placed in a box, available to students and parents. Unclaimed items shall be removed monthly from the Lost and Found and donated to a worthy cause.

E. **Student Representatives**

The purpose of the Student Representative program is to encourage students to have an interest in self-government, and to promote a better school. Student Representatives assist in the decision process regarding extracurricular activities – with approval of faculty and principal – and act as the student advisory group to promote a better school.

F. **Visitors**

All visitors must first report to the school office. Parents are invited to visit school at any time. If they wish to talk about a specific concern, an appointment should be made with the teacher or principal. Please refer to the MVUSD Visitor Procedures on the MVUSD website at www.murrieta.k12.ca.us.

G. **Possession of Cellular Phones and Other Electronic Signaling Devices**

Students may possess or use electronic signaling devices, including but not limited to pagers, beepers and cellular/digital telephones, provided that such devices do not disrupt the educational program or school activity. Electronic signaling devices shall be turned off during class time and at any other time directed by a district employee, law enforcement officer, or emergency worker. If disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device until the end of the class period, school day or activity. Failure to comply with directives of district employee, law enforcement officer, or emergency workers may result in school discipline.

AVAXAT ELEMENTARY SCHOOL-GENERAL INFORMATION

GRADES: KINDERGARTEN-FIFTH
ADDRESS: 24300 LAS BRISAS ROAD
MURRIETA, CA 92562
WEBSITE: www.murrieta/k12.ca.us/avaxat
PHONE: (951) 696-1402
Attendance - Ext. 1
Health Office - Ext. 2
FAX: (951) 304-1629
OFFICE HOURS: 7:30 AM to 3:30 PM M-F
MASCOT: A-TEAM
MOTTO: *"LEARN MORE, RESPECT ALL!"*
COLORS: BLUE AND GOLD

REGULAR BELL SCHEDULE

AM KINDERGARTEN 8:00 a.m. - 11:35 a.m.
PM KINDERGARTEN 10:40 a.m. - 2:15 p.m.
GRADES 1-5 8:00 a.m. - 2:15 p.m.

EARLY OUT MONDAY BELL SCHEDULE

AM KINDERGARTEN 8:00 a.m. - 11:20 a.m.
PM KINDERGARTEN 10:00 a.m. - 1:20 p.m.
GRADES 1-5 8:00 a.m. - 1:20 p.m.

MAIN OFFICE PROCEDURES

Students report to the Principal, other Office Personnel or attend to other business of importance. The office is to be used in a business-like manner. We ask all students to observe the following rules:

1. The office is open to students from 7:30 a.m. to 3:30 p.m. daily.
2. Enter the office only when you have business there. Do not accompany a friend to the office. One student delivering a note along with friends creates unnecessary crowding.

3. The office area should be quiet at all times. Conversation should be held in low tones. No boisterous or loud behavior is acceptable.
4. You will be met at the counter by office personnel. Do not go behind the counter unless asked to do so by the office staff.
5. If you are requested to sit and wait for something while in the office, you should sit quietly.
6. You should not leave the office area without permission.

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

PROCEDURES FOR VISITORS TO SCHOOL

1. Visits during school hours should be arranged with the teacher and principal or designee in advance of the visit. Visits by parents, family members, former students, etc. should not occur unless pre-approved by site administrator.
2. Unless the visitor will be involved in classroom instruction, all visits should be scheduled during non-instructional time.
3. When a visit involves a conference with a teacher, an appointment should be scheduled during non-instructional time.
4. When school is in session, any person who is not a student or staff member shall register immediately upon entering any school building or grounds. Please provide a current picture ID to the office staff.
5. The principal or designee shall provide a visible means of identification for all individuals who are not students or staff members while on school premises.
6. Unless otherwise directed by the principal or designee, a staff member shall accompany visitors while they are on school grounds.
7. The principal or designee may ask any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior to leave school grounds.
8. The principal or designee may refuse to register any visitor if he/she reasonably concludes that the individual's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance.
9. The principal, designee, or school security officer may revoke any visitor's registration if he/she has reasonable basis for concluding that the individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school students or staff.
10. The MVUSD Raptor program will be used for visitor check in. Please have current state/government issued ID/driver's license ready when checking in.

AVAXAT ELEMENTARY SCHOOL CONSTITUTION

Motto: Learn More, Respect All!

Vision: Prepare all learners to live their dreams.

Mission: We will provide an extraordinary, standard-based education with an emphasis on cultivating each student's Academic, Emotional, and Social potential.

Academic

- Developing Critical Thinkers
- Implementing Differentiated Instruction
- Exploring Technology as a bridge to the future

Emotional

- Nurturing Compassion
- Fostering respect for each other and the environment
- Encouraging Self Reflection

Social

- Promotion Cooperation and Kindness
- Communicating effectively
- Building TRFFC Kids

Pledge: I am somebody...I am capable and lovable...I am teachable...I can learn...
I respect myself and others.

AVID

AVID is the acronym for Advancement Via Individual Determination. Avaxat's year 1 of AVID implementation began in the 2016-17 school year. Avaxat teachers are trained on the AVID system with the goal of improving every student's skills for success. Students are provided valuable lessons on the use of daily binders and graphic organizational tools. These educational strategies assist students with positive work habits and serves as a daily communication with parents. We are proud to be the only AVID elementary school in our District. WE ARE AVID.