

Lisa J. Mails Elementary School Community Handbook – 2021/22



Daniel Baldwin - Principal Trisha Morel - Assistant Principal

35185 Briggs Road
Murrieta, California 92563
(951) 304-1880
(951) 304-1881 Fax

Greetings Monarch Families,

We would like to welcome you to Lisa J. Mails Elementary School! We are excited that you are with us this school year. We hope that the 20/21 Lisa J. Mails School Community Handbook will serve as a resource for each of you at the beginning of the school year and throughout the school year as needed.

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 regular attendance and participation, good behavior, structured study habits, and the desire to excel in school. If we may be of assistance, please visit or call us at 951-304-1880.

Together we can ensure your child will have a successful year at Lisa J. Mails Elementary School! Go Monarchs!

Choose JOY!

Mr. Baldwin & Mrs. Morel



Murrieta Valley Unified School District
(951) 696-1600

School Board Members

Linda Lunn, President – Trustee Area 4

Oscar Rivas, Clerk of the Board - Trustee Area 1

Paul Diffley, Member – Trustee Area 5

Kris Thomasian, Member - Trustee Area 2

Kenneth Dickson, Member – Trustee Area 3

Patrick Kelley, *Superintendent* - MVUSD

MVUSD Administrative Team

Bill Olien - Deputy Superintendent of Business and Operations

Darren Daniel - Assistant Superintendent of Human Resources

Mary Walters - Assistant Superintendent of Educational Services

Stacey Matusek - Chief Financial Officer

Jonathan Pratt - Chief Technology Officer

Leigh Lockwood - Executive Director of Human Resources

Faythe Mutchnick - Executive Director of Elementary Education

Jennifer Schriver - Executive Director of Secondary Education

Zhanna Preston - Executive Director of Special Education

Howard Dimler - Executive Director of Student Support

Parents Have a Role in their Child's Learning

Parents often ask, "What can we do at home to help our children learn?"

The following are some suggestions or hints that may be of value in answering this question and ensuring that your child is making the connection between home and school:

- **Read** to your child.
- Allow your child to ask questions and make time for conversations about things that are important to them.
- See that your child attends and is punctual to school every day.
- Provide a quiet, well-lighted place for homework.
- Encourage your child to keep a record of assignments and use his/her planner and/or binder to keep materials and assignments organized.
- Have your child do his/her hardest assignments first, especially memory work. Alternate written and reading assignments and relax briefly between preparations.
- Help your child formulate their conclusions as they read or tackle a challenging multiple-step math problem.
- Encourage your child to try to identify the main thought in each paragraph when completing reading activities.
- Have a dictionary or electronic reference tool handy and encourage your child to use it when they are seeking out new information.
- A good night's rest and a nutritious breakfast are essential, especially before a school day.
- Children who do extra work outside of the classroom should receive praise and encouragement.
- Be a good listener when your child talks about school activities.
- Provide opportunities to learn from experiences outside of the school.
- Allow time for other worthwhile after school activities.
- Parents are encouraged to be get involved in school and classroom activities.

AFTER CLASS ENRICHMENT (A.C.E.)

The A.C.E. Program includes classes offered after school that provide our students with a wide variety of enrichment experiences at little cost to our families. These classes are taught by teachers, parent volunteers, and high school volunteers. Some of the classes offered in the past included Spanish, ASL, multimedia production, cheer, dance, field sports and various music classes. Classes are offered in the Fall and Winter each year. Specific information regarding the course options and the sign-up process will be communicated in the Mails Messenger and on the school's website.

ANIMALS AT SCHOOL

Animals and pets are **not** allowed on school property to include the main campus, campus entry/exit locations, lobbies, parking lots and grass field. The only exception to animals being on campus is for educational purposes **ONLY** and must be brought on a leash, in a pet carrier, or in a container. Students/parents must have prior approval from a site administrator and teacher before bringing any animals to school. Parents/guardians must bring the animal to the classroom, stay with the animal during the entire visit, and then take the animal off campus when the visit is over. Neither the school nor the district assumes any liability for the safety of animals voluntarily brought to school.

We respectfully request that parents do not bring family pets on campus when dropping off or picking up children after school. Unfortunately, many of our pet related incidents have occurred before and after school. Several of our students have allergies to pet dander.

ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education, to benefit from teacher-led and school activities, to build each day's learning upon the previous day's, and to grow as an individual. Absences from class may result in the disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Please be aware that continued concerns with attendance could result in the **revocation of a student transfer** and/or referral to the School Attendance Review Board (SARB).

Definition of School Day

The school day begins upon arrival at the school campus. The school day ends upon departing the school campus. No students will be allowed on campus before 8:00 a.m. At 8:05 a.m. the gates will be unlocked and students will be proceed to the designated area established by administration. Students will walk directly to their classroom at 8:20 am. Please discuss with your child the importance of being safe, respectful and responsible in line while waiting for his/her teacher. Students are expected to walk to their classroom while keeping hands, feet and objects to themselves.

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 request a pass to go to Health Office or Front Office from teacher or aides. A student shall not be allowed to leave school unless a parent or guardian has been contacted and signs the checkout form in the office. Photo ID must be provided to sign a student out early.

Student Absences/Attendance

Attendance is a priority and students are expected to attend school on a daily basis. Students are also expected to be on time and prepared for school each day. Parents should contact the school any day their child will be absent. Absences can be reported several ways:

- Call the 24-hour attendance line at (951) 304-1880. Option 1 for attendance and leave a message with your child's name, (spell the last name), date of absence, reason for absence, and your name and relation to the child along with a contact phone number.
- Email Attendance Clerk with the above information, (spulju@murrieta.k12.ca.us)
- Complete an Attendance Verification form in the front office.

Tardies

We ask that families value the importance of reporting to school on time, so teachers can set the tone for a positive school day. Teachers are required to take attendance immediately upon start of school and will document the names of students who report to class after the 8:20am school bell. Students arriving after 8:20am or 11:00am for PM Kinder shall report to the office for a tardy slip. Students who are tardy for more than 30 minutes without a valid excuse or doctor's note will be considered truant per California Education Code.

Attendance Letters

- 1st Notification - 3+ truant events
- 2nd Notification - 5+ truant events
- SART (School Attendance Review Team) conference with Parents
- 3rd Notification - 8+ truant events. May be referred to SARB (School Attendance Review Board) with District.
- 1st Notification for Excessive Excused - 8+ excused events
- 2nd Notification for Excessive Excused - 14+ excused events
- SART (School Attendance Review Team) Conference with Parents

Note: When doctor's notes are provided, these dates will not trigger attendance letters. However, parents must provide doctor's note for any excused absences after 14 absences.

Checking Students Out Early: Photo ID must be provided to sign a student out early. Pulling students between 2:15 and 2:35 creates a classroom disruption as teachers are wrapping up their

instructional day, reviewing homework, and making important announcements. We respectfully ask parents to avoid picking up their child early during this time.

BEHAVIOR EXPECTATIONS AND STAKEHOLDER RESPONSIBILITIES

At Lisa J. Mails, we have a school-wide mission of doing everything with H.E.A.R.T. - Harmony, Empathy, Achievement, Reflection, and Transformation. The specific components of H.E.A.R.T., when followed, will lead to a caring community of learners and is our best prevention against bullying and other negative behaviors. Your active support of our H.E.A.R.T. values is greatly appreciated. In addition, we actively teach students throughout our campus how to Be Safe, Be Respectful and Be Responsible. At home, the best ways to instill these is to model these practices.

Awards

Students may earn the following awards/recognitions at Mails:

- **Soaring Spirit (HEART Awards)**
- **Lunch with the Principal**
- **Artist of the Month**
- **Author of the Month**

Awards will be presented to students during Soaring Spirit Assemblies held on Fridays. Lunch with the Principal, an award for academic achievement or progress, will be awarded once a month through personal invitation; recipients will be recognized at the Soaring Spirit Assembly. Students may also earn H.E.A.R.T. coupons and bracelet for being caught to the right thing.

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:

- The seriousness of the offense
- The student's age
- The frequency of misconduct
- The student's attitude
- The potential effect of the misconduct on the school environment

With the support of their parents, students have the responsibility to:

- Attend school regularly and on time.
- Be prepared for each class with appropriate materials and assignments.
- Be well groomed and dress appropriately.
- Exhibit respect towards others.
- Behave in a responsible manner at school, on school buses, and at all school functions.
- Follow all class, school and safety rules.
- Cooperate with staff in maintaining safety, order and discipline.

Parents have the responsibility to:

- Make every effort to provide for the physical needs of their child.
- Teach their child to respect authority, pay attention and follow the rules.
- Assure their child attends school regularly and report/explain absences and tardiness to school personnel.
- Be sure their child is appropriately dressed for school.
- 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.
- Bring to the attention of school personnel any concerns or condition that may relate to the child's education or well-being.
- 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:

- Be knowledgeable of and uphold positive behavior expectations.
- Develop and communicate classroom rules and discipline management procedure and follow said procedure.
- Maintain the safety of all students in the classroom.
- Maintain an orderly classroom.
- Establish rapport and an effective working relationship with parents.
- Report in writing to administration any known violation of the behavior expectations, following the site's Positive Behavior Intervention and Supports (PBIS) referral system. Incidents may include any student complaints regarding any acts of discrimination, harassment, intimidation, or bullying that have occurred on campus or at any off-campus activity. Such reports shall be submitted to administration within 24 hours of the occurrence. Staff is required by law to intervene if they witness bullying.
- Maintain confidentiality upon receipt of sensitive information.

Administrators have the responsibility to:

- Assure a safe and orderly climate for teaching and learning.

- Assume responsibility and leadership for discipline and for the evaluation of the discipline management plan including implementing and enforcing the behavior expectations as outlined by our site's PBIS framework.
- Provide appropriate support for teachers who seek help with discipline management.
- Adopt and communicate a strong anti-bullying policy at school which includes teaching specific behavior expectations through social skill development and administering consequences for perpetrators.
- Implement reporting system for all school community members to communicate behavioral concerns which include incidents of harassment that may disrupt the learning environment or protect students who are bullied on campus.
- Notify parents within twenty-four hours of a violation of the behavior expectations by their child.

Netiquette

Netiquette is defined as acceptable online behavior and communication. We ask that all staff, students and families follow these guidelines during virtual learning:

- Use H.E.A.R.T. - when followed, **even online**, will lead to a caring community of learners and is our best prevention against bullying and other negative behaviors. Your active support of our H.E.A.R.T. values is greatly appreciated
- Be Respectful – Treat others the way you want to be treated.
- Be Responsible – Complete all online assignments. They are graded and count towards attendance
- Be Safe – Not time for surfing the web. Computer viruses are out there.
- Be kind with your words towards others.
- Be present. No music, tv, or streaming in the background.
- Stay on topic.
- Use appropriate language for a school environment.
- Stay away from all caps. It communicates you are yelling.
- Do not record or screenshot class chat or online discussions.
- Do not use memes or Tiktoks. In other words, only upload items as instructed by your teacher.

***Be patient online.** Platforms, connectivity, and other online obstacles will occur. Stay with it. If you cannot get something to work, contact the school and we will help you out.

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. Students will not be allowed to ride bikes and scooters without a helmet. Local law enforcement officers have been known to ticket violators since it is a violation of the law for children under 18 to ride without a helmet.

Birthday Parties/Celebrations

Please contact your child's teacher if you are interested in a small birthday celebration for your child. All food provided for classroom parties must be store-bought and labeled. **No** home-baked food is allowed. Unless notified otherwise, parties will be held the last thirty minutes of the school day. Absolutely **NO** balloons are allowed in classrooms. They may be dropped off in front office and can be picked up after school. The LJM staff is unable to send classroom communications such as birthday invitations, before/after school gatherings off campus and weekend celebrations. Parents are encouraged to speak directly to one another to coordinate such events.

Bullying – MVUSD Definition

All four elements must be present and proven for the action to be determined bullying. If the behavior is negative but not to be determined as bullying, there will still be disciplinary consequences.

1. Aggression – Some form of aggressive act that may include:

- A. Physical such as pushing/shoving, kicking, hitting, etc
- B. Verbal such as name calling, threats, negative comments on appearance, threats, etc
- C. Psychological/Social such as exclusion, spreading rumors, etc.

2. Intent to Cause Harm – The aggressive act must be done intentionally to cause harm or distress to the target(s)

3. Action Carried out Repeatedly and Over Time – The harmful behavior is done a number of times and there is a pattern of this type of behavior over time. Has the alleged bully intentionally harmed the target in the past or is there a pattern of harming other students? Does the target/victim have a pattern of being harmed by other students?

4. Imbalance of Power – The alleged perpetrator must be in a dominant role. This can be physical dominance or psychological/social dominance. Examples:

- A. Physical dominance such as being more aggressive, bigger or stronger than the target.

B. Psychological/social dominance includes being more popular or being able to use deceitful means to manipulate the target or victim. There may be more perpetrators gang-up on the victim.

C. The target or victim has a difficult time defending themselves.

If all four elements cannot be proven, then the behavior should not be called bullying. The negative behavior will still be addressed, and the perpetrator will still face discipline.

The definition the district utilizes was developed by Dr. Dan Olweus, an international expert on bullying prevention. This definition is also used by governmental agencies.

Sources:

Olweus Bullying Prevention Program

<http://www.violencepreventionworks.org/public/bullying.page>

[OBJ]

U.S. Department of Health and Human Services

<http://www.stopbullying.gov/index.html>

[OBJ]

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 pupils 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:

- *Follow the driver's directions at all times.*
- *Board and leave the bus in an orderly manner at the designated bus stop nearest home.*
- *Keep books, feet, hands, and other objects to yourself and out of the aisles.*
- *Always follow regular school rules while on the bus.*

MVUSD MEAL SERVICE AND MEALTIME BEHAVIOR EXPECTATIONS

Breakfast

For information go to: <https://murrietaschoolnutrition.com/>

Breakfast includes the student's choice of entrée or cereal with yogurt, along with fresh fruit, 100% fruit juice and milk.

Hours of Operation:

Breakfast is served from 7:55 a.m. – 8:15 a.m.

Lunch

For information go to: <https://murrietaschoolnutrition.com/>

Students are offered a choice between three 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 or juice may also be purchased during lunch. Bottled water is also available.

Prepaid meals may be used anytime during the school year.

CAFETERIA

For School Year 2021-2022 meals will be available at no cost to students (no application need).

MEAL APPLICATIONS

Families are encouraged to complete a 2021-2022 free/reduced meal application. This qualification extends to other district and state benefits and helps ensure funding for our classrooms.

Free and Reduced Meals: If you feel that your family may qualify for the Free or Reduced Lunch and Breakfast Program, please fill out an application. The Eligibility Guidelines and Meal Application are available online at www.murrietaschoolnutrition.com. Applications can be completed any time during the school year. Only one application per family is needed. Be certain that you list **all** children enrolled in the district. **Free and reduced meal applications must be renewed annually, benefits will carryover 30 days into the next school year.** Paper applications are available in the school office, cafeteria, and District Support Center.

PRICES

Please visit www.murrietaschoolnutrition.com for breakfast, lunch and a la carte prices, menus, and nutritional information. Second meals will be charged at the regular rates but cannot be charged to a student's account.

Two Ways to Pre-Pay: We highly encourage pre-payment to accounts to keep the lines moving quickly during lunch and eliminate the risk of your child losing his/her money during the school day.

#1 Pay online: visit www.mySchoolBucks.com, to create your child's account with a unique login and password. Balances and purchase history are only displayed after the account is validated with the first payment and the correct user login and password are entered. A \$1.35 convenience fee, per transaction, is charged for this service at the time of deposit into your child's account.

#2 Pre-pay in the school cafeteria.

General Behavior at the Lunch Tables and the Multi-Purpose Room

- Sit at the tables properly. Each teacher has an assigned table in the MPR.
- Keep your voices at an "appropriate," low level. (Please don't shout.)
- In no case should there be any sharing of food unless all students involved agree to do so, and it is approved by the supervisor on duty.
- 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 strongly discouraged for snack or lunch; gum is not permitted on campus. Examples of healthy snacks include; fresh fruit, granola bars, pretzels, crackers and cheese, and cut-up vegetables.

CLOSED CAMPUS/STUDENT RELEASE -

For the protection of the students, Lisa J. Mails Elementary School has been designated as a closed campus. This means that **ALL** visitors must check in at the office and may NOT go directly to the classrooms. This include parent volunteers in the classroom that have been prearranged with the teacher. It is required that **ALL** parents sign in at the office in order to obtain a visitor sticker. Students will only be released to adults who are listed on the emergency card.

COMMUNICATION - THE WEEKEND MONARCH

Parents should be sure their email addresses are current and receiving emails from MVUSD and Lisa J. Mails Elementary. The Weekend Monarch is sent nearly every weekend to all families. The Weekend Monarch includes information about school activities, special events and other important announcements. Parents are encouraged to read these emails when they are delivered, as they are our primary means of school-to-home communication. Also, the Weekend Monarchs are posted on our school website. If you do not have internet access, you may request a copy of the Weekend Monarch in the main office.

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 administrators. Any student who believes that he/she has been subjected to discrimination or harassment (including bullying, intimidation, or retaliation) based on actual or perceived 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. Baldwin or Mrs. Morel to file a complaint on behalf of their child. For those complaints and concerns that cannot be handled so 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 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

Cleanliness, personal appearance, and proper dress habits are important in determining the pattern of school and social conduct, and there is often a correlation between student appearance and behavior. Our dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. **The District prohibits any clothing or grooming that in the administrator's judgment may reasonably be expected to cause disruption of or interference with normal school operations.**

If an administrator determines that a student's grooming 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 clean, safe, and healthy, and which allow for participation in an active learning environment.

Not allowed: flip flops, backless/strapless shoes, belts/jewelry with studs or 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, and spaghetti straps less

than 1" wide, halter tops/strapless tops, excessive make-up, or excessive hair styles that will cause a disruption in the learning environment.

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 ongoing basis.

Sunglasses, winter beanies and hats with bills forward may be worn at school, outdoors only. This includes stylish girl hats. Dew rags are not allowed at any time.
For students' safety, bicycle helmets must be worn by students riding bicycles, scooters and skateboards to and from school.

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 that time and, when necessary, a home contact will be made seeking parental cooperation and assistance.

DRILLS: FIRE, EARTHQUAKE, AND OTHER EMERGENCIES -

Each month students, teachers and other district employees will participate in regularly-scheduled drills of emergency procedures. When the alarm is sounded or announced, 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, telephone, and to the following radio and television stations: KFRG 92.9, KMYT 94.5;

KZSW, Channel 27, KCAL, Channel 9.

ENGLISH LANGUAGE DEVELOPMENT SERVICES

Students in need of English language services receive assistance on a regular basis. Qualified students are assessed annually to identify their English proficiency level and additional support is given to students based on their need. The English Language Proficiency Assessment for California (ELPAC) begins in August for students meeting the testing criteria and parent reports are sent home approximately 8-10 weeks after initial testing. An additional summative assessment is completed in the month of February for all students identified English Language Learners.

FIELD TRIPS

Field trips are educational activities and attendance is strongly encouraged. Students must be prepared to benefit from this experience and not create an undue liability for other students,

teachers, chaperones, and/or the 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, and they may not take students home directly from the destination.

HOMEWORK

In the elementary school, homework provides a means of extending students' classroom experiences. Quality is more important than quantity. Homework is assigned on a regular basis with a specific purpose, which may include:

- Reinforcing classroom learning
- Aiding in mastery of skills
- Providing opportunities for parent/child interaction
- Enabling students an opportunity for make-up due to excused absences

The suggested time for homework is:

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

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 that may include a computer-based component. 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.

If you have questions about homework requirements, please contact your child's teacher to obtain clarification.

Make-up work after an absence

A student will be permitted to make up tests and turn in projects 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 returning day back to school. For a longer absence, a longer timeline may be arranged with the teacher.

ILLNESS OR INJURY

If students become ill or injured, they should notify the teacher or supervising adult. The district nurse, the school health technician, or another 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.

Students may not have any medication in their possession at any time while at school. This includes cough drops. If the student is to take any medication during the day, please contact the health office for proper procedures and forms.

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 email addresses updated with the office. Our emergency notification system uses both email 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

Welcome to the Lisa J. Mails Library. Your librarian, Mrs. Wallace, 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 Class Visits

Each class will have an assigned library period for book exchange. Students should be responsible with their books and bring them to the library on their library day, either to return or renew them.

Behavior in the Library

- Follow school rules and library rules.
- 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

- Library books and materials must be checked out before they leave the library.
- Students should return library materials as soon as they are finished with them. They do not have to wait until their class visit to return or renew books. This prevents loss and allows for use by others.

- The library is open daily from 8am – 3pm. Students may return and check out books in the morning before the bell rings, or immediately after school is dismissed until 2:45pm.
- Periodically, email or printed notices are sent home for overdues or lost/damaged book fines.
- Students with overdue books or book fines are not allowed to check out library materials until their accounts are cleared.
- Students may lose their library privileges if they do not return materials or pay their fines in a timely manner.

Lost and Damaged Materials

- Students are responsible for items checked out to them and therefore should not "trade" or give their library books to other students to borrow.
- Students should take care of their library books and keep the books away from pets, food/drink, liquids, young siblings, and other things that can damage the books.
- Students should advise their teacher or Mrs. Wallace immediately if they find damage in the library book they checked out.
- Books and materials damaged beyond repair, or water-damaged must be paid for in a timely manner.
- Book fines are payable in *cash only*. Purchasing a replacement of the lost/damaged book is also accepted, please contact Mrs. Wallace for details.

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.

Misuse of Computer and Internet

The following are examples of the misuse of computers and the internet that will be responded to in a disciplinary matter as deemed necessary by administration:

- 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. (See policy information regarding cyber-bullying and harassment.)
- Using e-mail or web sites at school to encourage illegal behavior or threaten school safety.

PARKING LOT/DRIVE THROUGH LOOP SAFETY

While using our parking lots and pick-up/drop off loops, please pay attention to other automobiles and pedestrians and yield to the crossing guards at all times. We ask that you all please remain patient and courteous.

Once entering the main loop on campus from north of the middle school, be reminded that there are two main methods to dropping off and picking up students each day-- the main north loop and use of the north parking lot.

Option one: Parents may only use the curbside loop for drop off and pick up in front of the school. This should be a quick and easy process, using the SOAR method (explained on a later page) and thus allowing for an efficient flow.

Option two: The main parking lot consists of over 300 parking spaces and can only be used as a parking lot. Parents who choose this option must park their car, get out of the car, and accompany their children through the lot to the designated crosswalks in route to the campus. **Drivers may not use any part of the main parking lot as a drop off or pick up location.** It is too dangerous for students to be meandering around the lot looking for their ride while other cars are pulling in or backing out of stalls. We simply cannot compromise the safety of others for a small convenience.

While in the parking lot, the illegal use of handicap parking spaces, red curbing and the like to drop off or pick up students is strictly prohibited and violators will be warned then referred to county law enforcement.

East Lot- The parking lot off Briggs near Monteleone Meadows is staff only parking lot. **This area is not supervised by school staff members.** We encourage parents to drop off their child at the front of the school through the main loop. The East Lot is restricted to only staff members, special guests, and school district buses.

Please use one of the safety options mentioned above as any other method presents immediately safety issues and creates confusion and discord among those following the appropriate procedures. Let's all be a good example for our children. They deserve our best so that they can feel safe to learn. Thank you for doing your part to keep our children safe!

If you observe a driver who does not follow our parking lot safety procedures, you may contact the following law enforcement agencies and report the license plate number and description of vehicle:

County of Riverside Sheriff Dept. (951) 776-1099 or (951) 696-3000

Temecula CHP Office (951) 506-2000

PERSONAL PROPERTY

We request that students do 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. 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 or donated to a charitable organization.

Please put your child's name on articles such as lunch boxes, water bottles, backpacks, coats, notebooks, etc. This will help us avoid lost and stolen items.

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

- Cell phones must be stored in backpacks and left "off" during classroom instruction.
- Cellular watches can be used for time purposes only and cellular capabilities should be off (airplane mode on an **iWatch**)
- Cell phones and cellular watches may only be used before/after school in the office or the front of the school in an appropriate manner.
- The school is not liable for lost, damaged, or stolen cell phones and cellular watches.
- Students who do not abide by these rules will have their cell phones/cellular watches confiscated and privileges revoked. Parents must pick up confiscated cell phones in the office.

PESTICIDES

Lisa J. Mails Elementary, periodically, has pesticide treatments to help control 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 emergencies only. Give your child instructions about meals, transportation, etc., before they leave for school. Because our primary goal is to keep instructional time uninterrupted, all non-emergency messages will be communicated to students through teacher

email. Although we will try our best, we are not responsible for messages that are missed during the school day.

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 time 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 inclement weather, students will have their physical education in the classroom or MPR.

It is important that students dress, including shoes, appropriately to participate in physical education. We request that girls please wear shorts under their dresses or skirts.

REPORTING STUDENT PROGRESS

Educating your child is a partnership between school and home. We strongly encourage you to communicate frequently with your child's teachers.

Progress Reports

Progress reports are sent home midway through the semester. Delivery of progress reports will be electronic and/or paper copy.

Report Cards

In grades K-5, a report card is issued to the parent or guardian twice a year in December and June. Delivery of report cards will be electronic through the Aeries Parent Portal. Parent conferences are held at the end of October when the first progress report is received.

SAFETY ON CAMPUS

Students must practice safety each day. Some safety rules you can encourage your child to follow include:

- Please walk on all "hardtop" areas of campus, unless participating in an organized physical activity requiring running like basketball, cross country run, etc.

- If a sidewalk is provided, please use it.
- Use playground equipment properly.
- Use all safety precautions when getting in or out of vehicles. Use the **SOAR** method:

School supplies, backpacks, etc. should be sitting on each student's lap, ready to go!

Only exit on the passenger side of the vehicle. You may wish to reconfigure car seats to allow your children to exit safely from the passenger side only.

Adults please stay in your vehicles. Please make sure your students have everything they need (lunch money, notes, etc.) before the drop off.

Ready, set, SOAR! Exit swiftly and head to class.

- Always follow the directives of crossing guards and traffic signs. Look for a signal that it is safe to cross before crossing.
- Please avoid reckless behavior. It can lead to a student getting hurt or in trouble.
- Parents and car pools dropping off or picking up students may not use the east staff parking lots (near the Monteleone Meadows driveway).
- Parents who use the main north parking lot must park and walk children to the crosswalks in the mornings and must park and walk to the crosswalks to greet children at dismissal.

****IMPORTANT** STUDENTS WILL NOT BE ALLOWED TO ENTER THE PARKING LOTS WITHOUT BEING ACCOMPANIED BY A PARENT.**

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. It meets between 5 – 8 times a school year and is responsible for developing and monitoring a Single Plan for Student Achievement (SPSA) and reviewing the School Safety Plan. The SPSA is created in response to a thorough review of school achievement data. It communicates specific goals for the year, a plan for achieving these goals, and a plan for the use of school funds to support these goals. The Site Council also serves in an advisory role to the Principal regarding school-wide issues and decisions which include school site safety.

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.

SPECIAL EDUCATION & SUPPORT SERVICES

Resource Specialist: The Resource Specialist Program (RSP) provides instructional support services to students identified with mild to moderate disabilities. Instructional services are designed to support students who are having difficulty with the general education curriculum in the areas of reading, writing, and mathematics. Students are eligible to receive special education services if it is determined that he/she has a disability, the disability has a negative impact on educational performance, and the student requires specialized services to progress in the general education program. RSP Services are provided collaboratively in the general education classroom or in a separate classroom to provide more intensive support in a small group setting. The goal of the Resource Specialist Program is to help students overcome or adapt to their specific disabilities in the general education setting. In order to maximize the effectiveness of your child's educational program, we encourage you to regularly communicate with your child's RSP teacher in addition to his/her regular classroom teacher.

School Psychologist: School Psychologists are highly trained in both the fields of psychology and education. As district employees, their focus is on enhancing students' educational experiences through a collaborative process which may include parents, teachers, administrators, support personnel and consultation with community agencies. School Psychologists specialize in the identification of educational disabilities as indicated in federal law, in the direct delivery of mental health services, and the provision of behavioral intervention for the purpose of improving educational functioning. With their expertise, school psychologists play an integral part in offering effective strategies to uniquely address student needs and improve school support systems and educational programming.

Speech and Language Services: Lisa J. Mails Elementary School has two Speech and Language Pathologists (SLP) to assess all student referrals and provide services when appropriate on a regular basis. If you have questions about Speech and Language services, please contact an administrator or classroom teacher.

School Counselor: Lisa J. Mails Elementary School has a full-time School Counselor to serve your student's needs. The School Counselor is a credentialed educator uniquely trained in child development, learning strategies, self-management and social skills. The School Counselor understands and promotes success for today's diverse students by advocating and promoting equity and access for all students. The School Counselor designs and delivers a comprehensive program with schoolwide initiatives, classroom instruction, small group/individual counseling, and indirect services to improve student outcomes. The program provides education, prevention and intervention activities, which are integrated into all aspects of student's lives. The program teaches knowledge, attitudes and skills students need to acquire in academic, career and social/emotional development, which serve as the foundation for future success. The School Counselor additionally collaborates with school staff, administration and community/family members in the delivery of programs and activities to help students remove barriers to learning and achieve success!

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. 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 SUCCESS TEAM (SST)

This regular education group acts on referrals from staff for students that are having difficulties at school either in the area of academics, behavior, or both. It is composed of teachers, administrators, support staff, the student (when age appropriate) and his/her parent(s)/guardian(s). A systematic process is used to run these meetings with the intention of developing and implementing successful interventions for these students. Student progress is monitored every six to eight weeks to ensure that interventions are working, to develop new interventions, and/or to discuss the need for further assessment.

TEACHER RESPONSE TO STUDENT MISCONDUCT

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 in response to any behavior that impedes orderly classroom procedure or interferes with the learning of others.

Procedure

- Intervention should occur by the teacher or staff who is supervising the students
- or who observes the misbehavior.
- The teacher or staff member shall intervene when a classroom or school rule is broken.
- The teacher shall maintain a record of offenses and disciplinary actions, using the low-level and office referral documents.
- Disciplinary measures may include, but are not limited to:
 - Teacher/staff member conferencing with student or taking away a privilege, such as recess.
 - Call/conference with student, parent, and/or principal.

- Confiscation of nuisance items or materials (such as: cards, excessive jewelry, laser pointers, etc.).
- Other disciplinary actions found to be appropriate by the teacher.
- Referral to administration for severe infractions of school rules.

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 communicate how to sign-up for a parent conference at end of first 12-week period. A conference can be set up at any time of the school year by contacting the teacher.

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 student, teachers will include parents in the process of problem-solving and goal setting whenever possible.

VISITORS TO THE SCHOOL

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 and wear a visitor's sticker or volunteer badge at all times while on campus.

Visits to individual classrooms during instructional time are permitted only with approval of the principal 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.

Administrative Regulation 1250 (AR 1250) outlines the following procedures to be followed:

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

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

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

- Visitations to classroom must be arranged 24 hours prior to the visit, weekends and holidays not included; exceptions must be approved by the principal.
- Visitations by MVUSD students to schools, other than their own, during school hours is prohibited, unless part of a recognized program and approved by administration.
- Visitors must register at the office, providing the required information listed in #3 above.
- 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. Unauthorized recording violates education code.
- No children may accompany a parent on an approved visit.
- Prospective or new parents to the community may visit classrooms during the scheduled visitation times, or with the principal's consent.
- Visitations to deliver lunch money, homework, P.E. clothes, etc. are not allowed. Office staff will expedite the delivery of such items at an appropriate time so that instruction is not interrupted.
- The principal may regulate the length of the visit.
- Parents may be asked to restrict their presence to a specific area of the classroom or instructional setting.
- Private assessors, counselors, psychologists may not visit to observe a student unless conducting an assessment approved by the MVUSD Special Education Department.

We encourage parents to volunteer on a regular basis in the classroom for the purpose of promoting an active learning environment. Regular volunteers will be provided an official Volunteer Badge. We ask that you wear this badge at all times, to ensure the safety of our campus. Please refrain from bringing other children to school when volunteering in the classroom.

WITHDRAWAL OF STUDENTS

When a student withdraws from school, the parent shall telephone or send a written request to the registrar (attendance clerk) specifying the reasons for withdrawal and the final day the student

shall be in attendance. If possible, two days' notice shall be given to provide teachers time to compute grades and clear all records. The student shall turn in all books that were issued and pay all fees for lost textbooks, library books, or cafeteria charges.

Notes from the Health Office

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

To help provide care for your student during the year, the following information may be useful to keep handy for reference.

HEALTH OFFICE

A Health Technician is on campus during school hours to care for your child. The School Nurse, Carissa Hoffman, covers several schools, but may be contacted at any time if needed. The Health Technician can be reached at (951) 304-1880, ext. 3493.

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. 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 with this!

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. 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 he/she may have. Please note **ANY** health problem on the bottom of the emergency contact sheet. 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.

HEALTH ALERT-FOOD ALLERGIES/SENSITIVITIES

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:

- 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.
- 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.
- 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.

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 Health Tech 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.

ACCIDENT INSURANCE

As a reminder, injuries frequently occur with children and your medical insurance may not cover all of the costs. A low cost accident insurance policy is available for parents to purchase to help offset these 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.

VISION AND HEARING SCREENING

Students in grades K, 2, & 5 are screened annually for vision and hearing by our School Nurses. Boys in the second 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.

ILL OR INJURED STUDENTS

Murrieta Valley Unified School District recognizes that students may become ill or injured at school. If students become ill or injured, they should notify the teacher or supervising adult. The district nurse, the school health technician, and/or another school staff member will assist them. 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 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. It is critical that we be able to reach you or one of your designated contacts. Therefore, you must notify the school of any phone number changes immediately.

If the parent and emergency contact(s) are not able to be reached (and it is a non-911 situation), administration will 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 regard to when a student will be sent home. This list is not all inclusive and other situations may deem it necessary to send a student home:

- Fever of 100 degrees or greater.
- 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 will 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 will not be allowed to walk home, even with a parent’s permission. Students may return to school when the child has had no fever for a minimum of 24 hours and symptoms of illness are gone. 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 readmittance to school. A note from a physician may also suffice for a clearance.

ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

Except for emergency medication, such as inhalers and epinephrine, students may not have any medication in their possession at any time while at school (including cough drops). ALL medication on campus requires a written physician’s order. If the student is to take any medication during the day, please contact the health office for proper procedures and forms. A new form is required for each prescription change and at the beginning of each school year. This form can be picked up in the Health Office.

RESPONSIBILITY OF THE PARENT/GUARDIAN

- Parent/guardians shall be encouraged to cooperate with the physician to develop a schedule so that the necessity for taking medications at school will be minimized or eliminated.
- Parents/guardians will assume full responsibility for the supply and transportation of all medications.
- 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.
- 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.

RESPONSIBILITY OF THE PHYSICIAN

- 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.
- The container must be clearly labeled by the physician or pharmacy with the following information:
 - **Student's name**
 - **Physician's name**
 - **Name of Medication**
 - **Dosage, schedule (specific to school) and dose form**
 - **Date of expiration of prescription**

Each medication is to be in a separate pharmacy container prescribed for the student by a California physician.

RESPONSIBILITY OF SCHOOL PERSONNEL

The school administrator or designee will assume responsibility for placing medications in a locked cabinet.

Students will be assisted with taking medications according to the physician's instructions and the procedure observed by a school staff member.

PLAYGROUND GAMES AND RULES

DO EVERYTHING WITH H.E.A.R.T.

General Rules

- All games must be played by the school rules; no "special" game rules are allowed.
- Disputes about who is out in a game will be settled by either the students in line or by the yard aides. Students may use Rock/Paper/Scissors to settle game disputes. Students in line help to settle the dispute; players do not.
- You may not leave your place in line except to ask for help from the yard aide. You will forfeit your place if leave for any other reason.
- There is a 30 count wait on the bars or the swings when other students are waiting in line.
- Balls are not to be thrown at anyone unless the person is trying to catch it. The only exception to this rule is during organized intermural dodgeball when a staff member is supervising and an appropriate soft dodgeball is being used.

- You may not kick any ball at any time on the blacktop during recess. Balls may be kicked only on the grass field.
- Interference on purpose is not allowed in any games at any time.
- Lines are out in all games.
- No sliding or diving in any games. (Example: slide tackling in soccer.)
- NO TAG, NO CHASE GAMES, NO FIGHTING GAMES. Hands, feet, and objects must be kept to yourself. (Kahfoty rule)
- Freeze when the bell rings – wait for the double whistle to release. Walk to the line-up area, keeping your hands and feet to yourself.
- 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 equipment cage.
- Students must remain on the playground during recess; they may not go to classrooms. No helping in classrooms without teachers written permission.
- No playing, running, or walking on the amphitheater at any time. It is used for classroom purposes only.

SAFETY RULES

Equipment

- Equipment is to be used for the original purpose for which it is designed.
- There is no running or playing tag around equipment areas (swings, bars, slides, etc.)
- Only rubber playground balls or basketballs are to be used on the blacktop.
- Play equipment may not be brought from home.
- No toys or electronic devices may be brought to school unless administration has granted permission to a particular student or group who has an educational purpose.

Ladder/Bars:

- Only one person at a time may go across.
- Travel by hand one direction at a time.
- Do not touch others while they are on the bars.
- Start on the side with cross bars or ladder.
- Do not sit, stand, or hang upside down on the arch or ladder bars.

Slide Safety:

- Do not walk in front of the slide--Stay clear of the bottom.
- One person at a time may slide—no doubles.
- Sit on the slide on your bottom, facing forward.
- You may not slide on your stomach.

- You may not walk up the slide or use it as a play area—enjoy it for sliding only!

Swings:

- Swings are not to be twisted or wrapped over bar or used when found this way.
- Swingers are not to touch each other or be swung by anyone else.
- Swingers are to be seated upright in the swings and may not jump out while swinging.
- Seats may not be turned over to face another direction.
- Swing back and forth, not side-to-side.
- Students may not play or run in the swing area.
- Swingers must face the play structure.
- When there is a line of students at the swings, students may count on the people swinging so that everyone gets a turn. There is a 30 count wait on the swings when other students are waiting in line and students waiting must be behind the yellow line.

GAME RULES

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

- Low courts (baskets less than ten feet high) are reserved for students in grades first through third and female players in all grades. Fourth and fifth grade boys must use the regular size courts.
- Everyone who shows up to a court must be allowed to play (substitute as needed). Subs come in after a player makes a shot and scores, replacing the player who scored. This sets up a rotation system for the remainder of the game.
- No full court press; players may guard the opponent beginning at half court.
- Only one person may guard one person at a time, no reaching to steal the ball or slapping at the other player. Players must remain 2 feet away from player they are guarding and may not make contact. Those guarding may try to tip steal the ball away, but cannot make contact with the player with the ball.
- When a foul is committed, the other team takes the ball out. No free throw shooting.
- 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.
- The team with the ball has 10 seconds to get the ball over the half-court line.

Four-Square:

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

Wallball:

- Only red rubber balls may be used; Tennis balls and regulation handballs may only be used during supervised P.E.
- Balls must be served from within the court.
- The ball must hit the ground, then the wall, then bounce and return to the blacktop inside the square. The ball must stay inside the lines. Lines are out.
- Games are limited to 2 players or 4 players.
- Balls may not be kicked on the handball court.
- After 3 wins, server must leave the court to give others a chance for service.
- The first player in line is the judge. His/her decision is final.
- If the ball is hit over the top of the wall, the player is out.
- If the ball is hit over the top of the wall for any reason other than playing the game (example- out of anger or for fun to delay game, etc.) that person may not play handball the rest of the day.
- All players play against each other. There are no teams or “set-ups”

Jump Rope:

- The person entering the game must take the rope.
- The rope must touch the ground when being turned.
- No running or chasing.
- No swinging over head, or on the ground. No tying rope to equipment or people.
- If you cause the rope to stop, you must take an end of the rope.

Kickball: (Max of 11 players on each team)

- Utility balls and soccer balls may be used. No red rubber balls.
- Must pitch the ball from the mound marker and no rushing the kicker. Players must stay behind the pitcher until ball is kicked.
- No sliding or diving on the field.
- Players take turns kicking. Line-ups are determined by first come, first serve. Roughness will not be tolerated and players who violate rules will be restricted from play.

- Outs are determined by the judgment of the teams. Arguments can be settled by playing Rock/Paper/Scissors.

Soccer: (Max of 11 players on each team)

- Only soccer balls may be used.
- Players must play on the designated soccer field.
- No slide-tackling or other move where a player leaves his/her feet to kick the ball or defend another. No body checks. Players who are too rough will be ejected from the game for at least one recess.
- Players may not use their hands. Players who catch the ball or intentionally block it with their hands turn the possession of the ball to the opposing team. The ball is placed on the field at the point of infraction and kicked to resume play.
- Outs are determined by the judgment of the teams. Arguments can be settled by playing Rock/Paper/Scissors
- Teams are determined by players on a first come, first served basis. The first 22 players to arrive to the center of the soccer field will be able to play that recess. Those arriving after the initial 22 must find a different activity to play.

Tetherball:

- Wait outside the circle for your turn.
- Students must stay inside the half-circle when playing.
- The ball must be hit with the hand—not thrown.
- No ropes.
- Winner serves.
- Server must be allowed to hit the ball once after serving.
- You may hit the ball twice in succession and not again until it has traveled around the pole or your opponent has touched it.
- Violation of rules 6, 7, and 8, touching the rope, stepping into opponent's court or steps in the blue area, or holds the ball after serving (touching the pole is a foul) is penalized by a free hit by the opponent.
- After three wins, student must exit game.

SCHOOL COMMUNITY HANDBOOK

Thank you for taking the time to review our handbook.