

**Student/Parent Handbook
2017/2018**



Mabel Paine Elementary School

**4444 Plumosa Drive
Yorba Linda, CA 92886-2399
Telephone: (714) 986-7210
FAX: (714) 777-4398
Office Hours: 7:30 A.M. – 4:30 P.M.
www.mabelpaine.org**

Placentia-Yorba Linda Unified School District
1301 E. Orangethorpe Avenue, Placentia 92870
(714) 986-7000
www.pylusd.org

**Where every student is
college bound!**

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MABEL PAINE MISSION STATEMENT

The staff of Mabel Paine Elementary School, in cooperation with the parents, is dedicated to providing each child the opportunity for a quality education. It is our mission that ALL students will learn and achieve to their highest potential by showing their Mustang Horse P.O.W.E.R.

Pride

Own Your Actions

Well-Prepared

Engaged in the Learning Process

Respect

Mabel Paine's Positive Behavior Intervention Support (PBIS) Plan P.O.W.E.R. Behavior Standards

In an effort to provide a safe and positive learning environment for all of our Mabel Paine Mustangs, our staff has developed and will continue to implement the Positive Behavior Intervention Support plan (PBIS) designed to create and maintain a safe school environment by promoting positive behaviors. PBIS is a system-wide approach to behavior management where the behavior standards are infused into every part of the school atmosphere. The acronym **P.O.W.E.R.** was created by the staff to help the students remember the standards expected of them in all aspects of their school day: **P**ride, **O**wn Your Actions, **W**ell-Prepared, **E**ngaged, and **R**espect. Every character trait or behavior taught throughout the year, relates back to the **P.O.W.E.R.** standards. The idea is to explicitly teach the expected behaviors and pre-correct student behavior before it becomes a problem. Teachers and staff members will catch those "teachable moments" in and out the classroom and use them to help students to learn about appropriate behavior, positive actions, steps to problem solving, being safe, being respectful, and how planning and preparedness leads to success.

It is important to keep in mind that PBIS is a process not a program, and we are five years into this **P.O.W.E.R.**ful journey. We will continue to have monthly incentive activities for students that earn a **P.O.W.E.R.** band (rubber bracelet) for exhibiting positive behaviors. Students who exhibit their Horse **P.O.W.E.R.** 80% of the time during each month will earn a **P.O.W.E.R.** band and gain entrance into the P.O.W.E.R. activity. In order to earn a **P.O.W.E.R.** band, students must do the following at least 80% of the time during the month:

- Turn in their homework nightly or weekly (depending on grade level)
- Be on time for school and ready to learn
- Follow the **P.O.W.E.R.** behavior standards in and out of the classroom
- Behavior Citations or Suspensions automatically disqualify them from the band and incentive activity for the month.

(80% = each student having NO MORE than four infractions [a combination of tardies, missing homework, and behavior mis-steps] per month in any or all of the aforementioned areas. This will be explained in more detail at Back-to-School-Night.)

I will be explaining the **P.O.W.E.R.** bands and incentive activities to the students at the annual Rules/Expectations Assembly, so your students are sure to come home excited about earning their bands and attending the fun-filled, incentive activities we have planned for them. Our PBIS plan will go into action the second week of school and students can start earning their **P.O.W.E.R.** bands.

We know you share our goal of providing a safe and positive learning environment for all of our students. Thank you in advance for your cooperation and support as we continue to implement our PBIS plan at Mabel Paine Elementary.

MABEL PAINE SCHOOL STAFF

2017-2018

Mrs. Melanie Carmona
Principal

Certificated Staff

Mrs. Angelina Avila-Perez	Preppy K Teacher
Miss Katie Do	Preppy K Teacher
Miss Courtney Depsky	Kindergarten Teacher
Mrs. Lisa Howard	Kindergarten Teacher
Mrs. Christie Miller	1 st Grade Teacher
Mrs. Leslie Lewis	1 st Grade Teacher
Miss Brittany Bibeau	2 nd Grade Teacher
Mrs. Jackie Caballero	2 nd Grade Teacher
Ms. Claudia Lyman	2 nd Grade Teacher
Mrs. Diane McNall	3 rd Grade Teacher
Miss Karen Sparks	3 rd Grade Teacher
Mr. Tom Roth	4 th Grade Teacher
Mr. Steve Zietlow	4 th Grade Teacher
Mrs. Jennifer Fouladi	5 th Grade Teacher
Mrs. Thurston	5 th Grade Teacher

Mrs. Alyce Rummell	SDC Pre-School Teacher
Mrs. Shelly Frost	SDC Preppy K Teacher
Miss Vicky Cid	SDC Kindergarten Teacher
Mrs. Karen Platow	SDC Kindergarten Teacher
Mrs. Cindy Davila	SDC K – 3 Teacher
Ms. Meghan Meyers	SDC 3 – 5 Teacher

Classified Staff

Mrs. Carol Coates	Admin. Asst./Secretary
Ms. Laurene Grigory	Clerk
Miss Teresa Solorio	Clerk
Miss Gabriella Stewart	Child Care Lead
Mrs. Stacey Nichols	Computer Lab
Mrs. Renee Acevedo	Food Sevice/Kitchen
Mrs. Lisa Jenkins	Health Clerk
Mrs. Luanne Sofka	Librarian
Mr. Oscar Martinez	Night Custodian
Mr. Armando Moreno	Plant Coordinator
Mrs. Toni Ries	RSP/SDC aide

Support Staff

Mr. Jeff Evans	Instrumental Music/Strings
Mrs. Laurie McKinnell	Instrumental Music/Band
Mrs. Sharon Edmonson	Vocal Music
Mr. Garrett Bentley	RSP Teacher
Mr. Keith Peery	P.E. Teacher
Mr. Justin Smith	Psychologist

Ms. Angel Browning	Autism Specialist
Mrs. Gina Ramshaw	Autism Specialist
Mrs. Elaine Craik	Behavior Specialist
Mr. Geoff Smith	Behavior Specialist
Miss Sara Priestler	Speech/Language Pathologist
Mrs. Kristy Shiraishi	Speech/Language Pathologist
Miss Annie Musser	Occupational Therapist
Mrs. Katie Gulbranson	Occupational Therapist
Mrs. Amy Greer	Physical Therapist

District

Administration

Dr. Gregory S. Plutko	Superintendent
Mrs. Candy Plahy	Deputy Sup. Education
Mr. Kevin Lee	Asst. Sup. Personnel
Mr. David Giordano	Asst. Sup. Business

MABEL PAINE ELEMENTARY SCHOOL PHONE DIRECTORY

School Phone #: (714) 986-7210

Attendance Phone #: (714) 986-7210 Option 3

Fax #: (714) 777-4398

Our phone system is an automated system that will allow you to select from a variety of options:

- ◆ To get the “dial-by-name” directory, press ‘2’. You will be prompted to press the first three digits corresponding to the person’s last name.
- ◆ To get the attendance line, press ‘3’. It is important to leave your name, your child’s name, teacher’s name, reason for absence, and number of days your child will be out. Remember that you still need to call the absence line if your child will be tardy. If you need to order a hot lunch for your child for the day he/she is tardy, be sure to include that in your message. If you then want to leave a message for your child’s teacher, you may do so on your child’s teacher’s voice mail. **Homework can then be picked up in the office after school is out.** It is also important that you call the attendance line early in the morning. Lunches are ordered at **8:15** A.M. from a central kitchen. Calling in your child’s absence early in the day is appreciated and alleviates unnecessary follow-up calls to your house or place of work.
- ◆ To speak with someone in Child Care, press ‘5’.
- ◆ At any time during the greeting, you may press ‘0’ for office assistance.
- ◆ With this system, you may leave a message for a teacher at any time during the day.

Listed on the next page is staff contact information.

Name	Department	Extension	E-mail address
Miss Renee Acevedo	Kitchen	49008	racevedo@pylUSD.org
Mrs. Angelia Avila-Perez	Preppy K Teacher	49661	aavila@pylUSD.org
Mr. Garrett Bentley	Resource Teacher	49207	gbentley@pylUSD.org
Miss Brittany Bibeau	2 nd Grade Teacher	49209	bbibeau@pylUSD.org
Mrs. Angel Browning	Autism Specialist	49208	abrowning@pylUSD.org
Mrs. Jackie Caballero	2 nd Grade Teacher	49204	jcaballero@pylUSD.org
Mrs. Melanie Carmona	Principal	49001	mcarmona@pylUSD.org
Miss Vicky Cid	SDC Kindergarten Teacher	49225	mtanco@pylUSD.org
Mrs. Carol Coates	Office - Secretary	49002	ccoates@pylUSD.org
Mrs. Elaine Craik	Behavioral Specialist	49208	ecraik@pylUSD.org
Mrs. Cindy Davila	SDC 1-3 Teacher	49215	cdavila@pylUSD.org
Miss Courtney Depsky	Kindergarten Teacher	49443	cdepsky@pylUSD.org
Miss Katie Do	Preppy K Teacher	49662	kdo@pylUSD.org
Mrs. Jennifer Fouladi	5 th grade Teacher	49335	jluchesi@pylUSD.org
Mrs. Michelle Frost	SDC Preppy K Teacher	49214	mfrost@pylUSD.org
Mrs. Amy Greer	Physical Therapist	49445	agreer@pylUSD.org
Ms. Laurene Grigory	Office Clerk	49040	lgrigory@pylUSD.org
Mrs. Katie Gulbranson	Occupational Therapist	49445	kgulbranson@pylUSD.org
Mrs. Lisa Howard	Kindergarten	49442	lihoward@pylUSD.org
Mrs. Lisa Jenkins	Health Clerk	49042	kjenkins@pylUSD.org
Mrs. Leslie Lewis	1 st Grade Teacher	49213	llewis@pylUSD.org
Ms. Claudia Lyman	2 nd Grade Teacher	49210	clyman@pylUSD.org
Mrs. Diane McNall	3 rd Grade Teacher	49331	dmcnall@pylUSD.org
Mrs. Christie Miller	1 st Grade Teacher	49211	chrMiller@pylUSD.org
Ms. Meghan Meyers	SDC 3-5 Teacher	49216	mmeyers@pylUSD.org
Mr. Armando Moreno	Custodian	49014	amoreno@pylUSD.org
Miss Annie Musser	Occupational Therapist	49445	amusser@pylUSD.org
Mrs. Stacey Nichols	Computer Lab (CIS)	49552	snichols@pylUSD.org
Ms. Karen Platow	SDC Kindergarten Teacher	49226	kplatow@pylUSD.org
Miss Sara Priestler	Speech Teacher	49019	spriester@pylUSD.org
Mrs. Gina Ramshaw	Autism Specialist	49208	gramshaw@pylUSD.org
Mr. Tom Roth	4 th Grade Teacher	49447	troth@pylUSD.org
Mrs. Kristy Shiraishi	Speech Teacher	49019	kshiraishi@pylUSD.org
Mr. Geoff Smith	Behavior Specialist	49208	gsmith@pylUSD.org
Mr. Justin Smith	Psychologist	49016	jussmith@pylUSD.org
Mrs. Luanne Sofka	Librarian	49015	lsofka@pylUSD.org
Miss Teresa Solorio	Office Clerk	49041	tsolorio@pylUSD.org
Ms. Karen Sparks	3 rd Grade Teacher	49333	ksparks@pylUSD.org
Miss Gabriella Stewart	Child Care Lead Teacher	49048	gstewart@pylUSD.org
Mrs. Lauren Thurston	5 th Grade Teacher	49336	lthurston@pylUSD.org
Mr. Steve Zietlow	4 th Grade Teacher	49446	szietlow@pylUSD.org

MABEL PAINE SCHOOL POLICIES

The major function of school is to provide for the diverse physical, social, and academic needs of all students. This will best be accomplished when there is a clear understanding of responsibilities and expectations. The following is a list of student responsibilities that should be clearly defined to them and consistently enforced by staff and parents.

Consistency cannot be emphasized enough for it helps to establish an environment in which children function in a positive way. We want students to feel good about themselves, respect their peers and adults, accept differences in others, and demonstrate their Horse P.O.W.E.R. and PRIDE for their school. By following school guidelines and P.O.W.E.R. Behavior Standards, this goal can be achieved.

ACADEMIC EXPECTATIONS

Mabel Paine School has high and attainable academic and behavioral standards and expectations. As a school community our goal is:

“80% or more of the students at every grade level and in every subject area will demonstrate mastery of the intended curriculum, regardless of race, sex, socio-economic status, or national origin, over a period of three or more years.”

Students are required to make every effort to achieve their potential. Failure to make reasonable effort will result in lower grades. Additionally, students who continue to demonstrate a lack of effort may be denied certain special privileges. As a staff we realize student abilities differ and, at times, mitigating conditions may prevent a child from doing his/her best work during a brief period of time. Our teachers make adjustments to accommodate individual needs. If you have any questions or concerns about your child's progress, please call the school to schedule an appointment with your child's teacher or the principal.

HOMEWORK

Homework is an essential part of the learning process. Homework assignments are designed to reinforce and extend learning initiated in the classroom. Completion of routine homework fosters the development of good work habits. We encourage the collaboration of students, teachers and parents to ensure the successful completion of assigned work. As students mature, they are more able to work independently and parents play a supportive role in promoting student responsibility. To maximize the benefit from home, a parent's role in this process includes:

- Establishing a time and place to complete homework.
- Limiting interruptions during homework time.
- Regularly communicating with teachers regarding questions or concerns.

We urge you to take an active interest in your child's work and help ensure that assignments are completed and turned in on time. At the beginning of each year, teachers will provide guidelines regarding homework expectation in the classroom. Many teachers post information regarding homework and assignments on the Internet. Your student's

teacher will provide information on how to access the website for his/her particular class.

What Parents Can Expect

Quality homework relates to the grade level standards and learning objectives and is a direct extension of classroom instruction. Homework includes clear instructions and performance expectations and is reasonable in quantity. Considering individual student needs, homework will develop a sense of student responsibility. On occasion, class assignments that are not completed during the school day may be completed at home. Parents/guardians should contact

the teacher if unfinished class work is sent home frequently.

Advantages of Homework

- Keeps the parent/guardian informed about the curriculum and how well the student is progressing in mastering grade level standards.
- Develops a feeling of responsibility in the student.
- Helps reinforce and/or enrich the learning experience.
- Provides practice time so more content may be presented in class.

Placentia-Yorba Linda Unified School District HOMEWORK POLICY

While it is understood that the time it takes to complete homework assignments may vary with each child, the times below are the general guidelines for each grade level. Daily times listed are inclusive of studying for tests, assigned reading and assigned work.

In addition to homework assignments, research supports that nightly recreational reading to and with a child is extremely beneficial. The grade level expectations listed below may not apply to students in Independent Study Programs.

Students in Primary Grades: Homework may be assigned 3-4 times a week; No weekend assignments

Kindergarten – Up to 10-15 minutes per night

Grade 1– Up to 10-15 minutes per night

Grade 2– Up to 20 minutes per night

Grade 3– Up to 30 minutes per night

Students in Upper Elementary Grades: Homework times in grades 4 and 5 may also include long-term projects and are inclusive of assigned reading.

Grade 4

- Up to 40 minutes per night
- 3-4 times per week
- Occasional long-term projects

Grade 5

- Up to 50 minutes per night
- 3-5 times per week
- Long-term projects may be required

Frequency and quantity of homework is based on grade level. If your child requires considerably more or less time to complete assigned homework, contact the teacher to discuss the level of work for your child.

Parents are encouraged to provide a supportive atmosphere and means for carrying out successful homework assignments at home. Family responsibility includes more than just supplying a quiet study center, adequate lighting and seating, reference books and supplies. Be upbeat and positive in your encouragement to complete the assignment once begun, a minimum of interruptions, no distractions caused by television or radio, a regularly scheduled time allocation, and an appreciation of work well done.

AGENDA (Reminder) BOOKS /THURSDAY MAIL BAG

Third through fifth grade students will be using the Elementary Reminder Books again this year. These books need to be signed by at least one parent once per week as determined by the teacher. This is an excellent opportunity for you to review your student's assignments and work for the week, and look ahead to the following week for any coming events at Mabel Paine.

The teachers will use this book to write notes to parents to keep you informed of student academic progress and behavior. Forgetting to take the book home for parental signature or forgetting to bring it back on a daily basis may result in disciplinary action.

Note: If your child has forgotten his homework and/or books, please don't drive him/her back to school to retrieve it. Many times the teachers are gone and the child will not be allowed into the classroom. Encourage your child to call a friend for help. Please check the classroom teacher's web page for important information regarding homework. Our goal is for each teacher to update his or her web page on a weekly, if not, daily basis.

Another means we use to keep the lines of communication open between home and school is our website, www.mabelpaine.org, and check the "Thursday Mail Bag". It will be updated weekly with letters from the principal or office, PTA flyers, and school/community information, etc. For those students that are unable to access the Internet a "Thursday Communication Folder" will come home with your student every Thursday or you may stop by the office and copies will be available.

MONITORING PUPIL PROGRESS

Pupil progress can be monitored in many ways. In addition to quarterly report cards, teachers will send home mid-quarter progress notices showing whether your child is in danger of receiving an unsatisfactory grade or his/her effort/citizenship grades have dropped significantly. Teachers have many other ways to report academic progress and/or social behavior including email messages, phone calls, notes, weekly/biweekly notices, and work folders.

ATTENDANCE

PHONE: 986-7210 option 3

Punctuality and regularity in attendance play an important part in the development of your child's attitude toward his/her school life. In our experience we have found that there is a direct correlation between a student's attendance habits and his/her academic success. It is vitally important that students attend school on a consistent basis. Poor attendance is a major cause of low academic performance and may result in retention. All students are required to attend school, and **they are expected to arrive on time**. Repeated absences for any portion of the day are as critical as an absence for an entire day. Responsibility for attendance is both the parents' and the student's. **The school reserves the right to determine whether an absence is excused, unexcused, or truant. The school also reserves the right to institute procedures that may lead to prosecution of parents whose children fail to attend school as specified in California Statute.**

- ▶ Please keep your ill child at home. Good health is more important than perfect attendance. **Children are to be kept home for a full 24 hours after a fever returns to normal (below 100).** Keep your child at home if he/she has a runny nose or cold symptoms, if their nasal discharge is yellowish or greenish; they may have a bacterial infection. Please keep your child home if the child is contagious. If antibiotics have been prescribed, do not let your child return to school until 24 hours after the first dose has been administered. Courtesy to other students and the staff, and the California Stage Health Code, requires that all communicable diseases be reported to the school office immediately.
- ▶ Please do not send your child to school, saying to them, "If you do not feel good, call home". Invariably, the child will come to the office to call home. If they do not feel that well, keep them at home.
- ▶ Absences and tardies are to be reported on the attendance phone line: 986-7210 option 3.
- ▶ Tardiness can be a serious problem at school. When a child is late, the teacher must stop instruction, change his/her attendance and lunch count, and review instruction at the time of that child's arrival. **Students are required to be at school and in their line-up area at 7:47 a.m.** Students MUST get a class admittance slip from the office for excused or unexcused tardies. If a student is tardy due to a doctor or dental appointment, present doctor/dental verification upon arrival at school in order to receive an excused tardy. **PARENTS ARE REQUIRED TO ACCOMPANY THEIR CHILD TO THE OFFICE WHEN THEIR CHILD IS LATE.** The office will keep track of tardies and

notify parents if tardiness is a trend. Students will be given a warning letter on the third tardy. The district Child Welfare and Attendance Office will intervene if warranted.

- ▶ If your child is going to be tardy, please call the school attendance line before 8:15 a.m. Be sure to state whether or not you want a hot lunch ordered; otherwise, there will be no lunch available at lunchtime and you will need to send a prepared lunch with your child.
- ▶ If you are requesting your ill child's homework (only recommended if your child is out for more than two days), it will be available at the end of the school day in the school office.
- ▶ If you know your child will be out of town for **five school days** or more please inform your child's teacher so we can have an **Independent Study Contract** completed for your child, and schoolwork can be taken with your child to complete during his/her absence. Please allow two weeks notice so that appropriate paperwork can be started and discussed with the parent. Please request an independent study contract only if you, as the parent, will ensure completion of all work and record keeping required. A detailed work log during the trip showing a minimum of four hours of work per school day is required. The Independent Study Contract, along with the completed schoolwork, is due back the first day the student returns to school.

Please call our attendance line if your child will be absent for the day or late to school. You can call this number 24 hours a day: 986-7210 Option 3.

ENTERING AND LEAVING THE PLAYGROUND

- * **Children are not to arrive at school before 7:30 a.m.** Children should line up in the area designated on the playground until the 7:50 bell rings and teachers arrive to accompany students to class. **Children arriving prior to 7:30 will be asked to call home; THERE IS NO SUPERVISION BEFORE THIS TIME.**
- * Students are to remain on the playground and out of the classroom, office, corridors, or patio areas prior to the time school begins, except on rainy days.
- * Children are to remain on the school grounds until time for the afternoon dismissal. The exception is those students who are checked out through the office by their parent or guardian. (Upon return to school the parent/guardian must sign student back in.)
- * When children are dismissed from school, they are to go directly home or to Child Care. There is no supervision for children to remain on campus. If a parent is detained from picking up a child on time, the parent must notify the school, and the child may remain in the office. If walking home, children should be encouraged to walk in a group.
- * We ask that parents NOT ask their child(ren) to meet them down the street from the school. The few minutes that may be saved by not waiting in the valet drive-through lane is not worth jeopardizing the safety of our students.

UPDATING SCHOOL RECORDS

It is very important that the office keep current telephone numbers of parent's place of employment and the name of a friend or relative who can be called in the event of an emergency when parents cannot be reached. **You may change/view this information through the parent portal of the Aeries Student Information System (portal.pylusd.org).** It is imperative that at least one other name beside parents be listed under emergency contacts.

If you need to update your child's disaster kit emergency card that came in with their disaster kit, please do so through your child's teacher. These cards are kept in the classroom's emergency pack.

MEDICATION ADMINISTRATION

Proper medication forms must be completed before medication can be administered at school. **ALL** medications for your child, **both prescribed and over the counter**, require a special form to be completed and signed by both the parent and physician before authorized staff can administer them. Verbal permission and prescription orders are not acceptable. For further information contact the school office or refer to the Placentia-Yorba Linda Unified School District's Back-to-School Parent Information Packet. Note that parents are to bring medication to school in prescription bottle only or in original containers, along with clearly written instructions regarding its use. Dose, frequency, duration, and side effects are to be provided on the form by the physician. Students are not to bring the medication to the office; only parents. These regulations are formulated to protect all children. There is no school nurse on campus. Our district nurse spends time at many schools and the district's health center. She helps in providing vision, hearing, and scoliosis screening and in assisting classroom teachers with children with special needs. We do have a Health Clerk, who is generally here on Thursday mornings. She can be reached by calling 986-7210 x49042. If you need nursing assistance and health guidance, you may also call our district's Health Services Department at 986-7170,

LUNCH

Hot Lunch: (which includes milk) is available for those who wish to buy for \$2.75. Lunch may be purchased daily or money may be put on an account in advance. We do not have change in the office. If writing a check, make the check payable to ***PYLUUSD Food Services and list your child's first & last name in the memo section.*** We strongly suggest purchasing lunches on account as it avoids the need for students to bring cash that can easily be lost or misplaced to school. Please see the back of the September menu for current prices and further instructions.

Reminder: If your child will be late for whatever reason, it is important that you call in to our attendance line and note whether your child will be ordering a hot lunch. Otherwise, a hot lunch will be unavailable for purchase due to ordering from a central kitchen.

***The school does not have funds to loan money to students for lunch. Lost cash cannot be replaced. If cash is used, students are encouraged to bring their lunch money in a Ziploc bag, envelope, or coin purse.

Forgotten Lunches: Lunches or money for lunch that is brought to the office after the start of the school day will be kept in the office to be delivered to the lunch benches prior to lunchtime. To be certain a Noon Aide will pick up the lunches, please have child's lunch to office by 11:00 a.m. Your child's name, room number, and teacher's name are to be on the lunch sack/lunch pail/envelope. **Classrooms will NOT be disrupted to inform the student that his/her lunch is in the office;** therefore, remind your child that he/she should check at the lunch benches if he/she is expecting you to bring in a lunch or money.

Fast Food: We ask that you **do not bring your students soft drinks or fast food** (i.e. Carl's Jr., Taco Bell, Panda Express, McDonald's, Subway, etc.) as a special treat for lunch. These items are prohibited from being eaten at the lunch area on campus. However, parents are more than welcome to take their students out to lunch to enjoy a special treat together. The District's Health and Wellness Policy prohibits students from drinking soda during the school lunchtime so please make sure you substitute juice, milk, or water if bringing lunches to school.

Glass Containers: are **NOT** allowed at school. For those who bring their lunch, milk or orange juice may be purchased.

BIRTHDAYS

Student birthdays are celebrated in a variety of ways at the discretion of the teacher; however, we **DO NOT** permit food items, either homemade or store bought, to be brought to school. If you are bringing non-edible treats, please check with your student's teacher to see what time of day would be best. In addition, our PTA has established a Birthday Book Club. Children are invited to donate a new book to the Mustang Library to honor their special day. **Food items, balloon bouquets, flower bouquets, or similar items are not allowed at school.** Please reserve these treats for home celebration.

REPORTING TO OFFICE

Children are not to come to the office without permission and a pass from either the classroom teacher or the yard-duty supervisor except in emergencies. Telephone calls are not allowed unless authorized by the classroom teacher or the principal. The office telephone is to be used by students only in an emergency, not to request homework, musical instruments, sweaters or jackets, and not to make after school arrangements with friends.

CLASSROOM INTERRUPTIONS – PIT – Protected Instructional Time

In an effort to cut down on classroom interruptions and increase student learning time, we have designated PIT – Protected Instructional Time. Every day from 7:50 to 2:15 is designated Prime Instructional Time. During this time we will not be able to make calls into the classroom unless in an emergency. Every time a request is made for a message to be relayed to a student or teacher in a classroom, the secretary in the office must relay the message by calling the classroom and interrupting the class. Since our primary goal is to provide a strong instructional program for our students we want to do everything possible to make the classroom instruction our top priority.

Please do not call the office to relay messages to your child unless it is an emergency. Inform your child before they leave for school in the morning of any after school plans they should be aware of such as:

- Who is picking them up after school?
- Do they need to ride the bus or walk?
- Do they need to go to childcare?
- What should they do if it rains?
- Do they have their homework or special projects?
- Make sure their lunch is taken care of by seeing that they take their lunch with them to school or that they have enough lunch money for that day.

RELEASING CHILDREN DURING SCHOOL HOURS

We request that you make every effort to arrange medical and other appointments outside of the school day. If this is not possible and you are going to pick your child up before his/her regular dismissal time or during the day, please send your child with a note to the teacher with the specific time of the appointment. Parents are required to come to the office, not to the classroom, at the designated time and sign out your child. Please allow 5 minutes to call your child up to the office. This will help give time to the teacher to gather work and other information to go home with your child. Children will be released only to those adults listed on the emergency card. Proper identification will be required. These safety procedures are for the protection of your child.

HEALTH AND EMERGENCY PROCEDURES

Other than minor scratches, bumps, etc., you will be notified promptly if your child becomes ill (with temperatures at or exceeding 100 degrees) or is injured at school. The school will follow the directions you give on the Emergency Card if you are unavailable. Please keep the Emergency Card up-to-date by notifying the office and child's teacher immediately of any change. It is the parent's responsibility to keep this information current.

If your child is sent home with a fever, he/she must stay home for another **24 hours after the fever has broken.**

Lice: If a student is found to have lice, he/she must go home, be treated, and be lice-free before returning to school. Upon returning to school, the child is to be rechecked by office staff before he/she can return to the classroom. If you have any questions regarding district policy and/or treatment you may contact PYLUSD Health services at (714) 986-7170

DISASTER PREPAREDNESS

Refer to the memo contained in first day packet. It is important that you keep the memo for future reference and keep the emergency cards up to date. Our district does have additional information on their website: www.pylusd.org

To reiterate emergency release procedures:

- Stay calm
- Form an orderly line at the check-in gate (main parking lot) and once checked-in, line up outside the reunion gate (horseshoe lot near kindergarten) to meet your child(ren).
- Present driver's license or identification card to confirm identity

LOST AND FOUND

Every year the school lost and found contains many personal items of clothing that are never claimed. These items are donated to local charities twice a year. **To avoid losing your valuable clothing, parents are asked to clearly label all personal belongings with the child's name** so that lost items may be returned promptly. Please talk to your child to not

bring valuable items such as jewelry, watches, electronic games, etc. to school. These items are easily mislaid and easily picked up.

Leave all articles of clothing where they are found. Do not take them to the office. The owners will return for them if they are left where they are found. The custodian takes articles of clothing and lunch pails that remain unclaimed on the playground to the "Lost and Found" area. Money and small objects may be taken to the office with teacher's permission (office pass). These items remain in the office until claimed.

If your child is missing a sweater, jacket, etc., please check our "Lost and Found" periodically. Many items remain unclaimed. Remaining items will be donated twice a year to a local charity.

STUDENT PROPERTY

NO TOYS are to be brought from home with the exception of items brought for sharing on a child's "share day" or something appropriate for that day's class curriculum with prior teacher approval. Any item, which is brought from home, is the responsibility of the child and will not be replaced at district expense.

If a student brings toys or non-permitted items to school, those items will be collected by the teacher and sent to the office where they will remain until picked up by a parent. Any item not claimed by the end of the month will be given to a charity. "Wheelie" shoes are not allowed at school and students will be required to remove the wheels from such shoes or call home for appropriate footwear.

SCHOOL/CLASSROOM VISITATION

You are cordially invited to visit your child's class. Your child benefits when the home and the teacher work together. The following are the District policies for visitations:

-  Requests to visit/observe a classroom shall be made to the school principal or psychologist at least three (3) days prior to the visits.
-  The request to visit/observe a classroom shall be reviewed by the principal or psychologist with the teacher prior to the decision to authorize or deny the visit. Visitations shall be scheduled to minimize disruption to classroom activities taking into consideration the needs of the school, the teacher, the parent and the student. In addition, visitations shall be limited to a specific area(s) of the campus and for specific times (no more than 20/30 minutes) as determined by administration.
-  All visitors must be accompanied by the principal or psychologist. Visitors are required to sign in at the school office and receive a temporary identification badge prior to going to the classroom. Visitors must also check out through the office, returning the badge, before leaving.
-  Please keep in mind, the teacher will be unable to confer with you during class hours. However, the teacher will be happy to schedule an appointment to speak with you at another time.
-  Please leave small children at home.

VOLUNTEERS

Mabel Paine welcomes and values our volunteers. Without volunteers, many programs and activities offered at our school would not be possible. You will be given opportunities to sign up for various events, responsibilities, and/or classrooms at the beginning of the year and at Back-to-School Night. There is a form that is required for you to complete that your child's teacher should give to you. One copy is kept with your child's teacher and the other copy is kept in the office. Please remember that volunteering is a privilege, not a right, and classroom volunteers will be utilized at the teacher's discretion.

In order to ensure we have a safe campus, we require that all volunteers (or visitors) sign in and out at the front office upon entering and leaving campus. Identification badges/stickers are available and required for all volunteers/visitors in the office and must be worn before entering the campus. In addition, all gates are locked during school hours. Please keep in mind that District guidelines require that all children on campus during the school day **MUST** be registered students at Mabel Paine; therefore, no children/siblings are allowed in the classrooms when a parent is volunteering.

ALL volunteers must complete a *Placentia Yorba Linda Unified School District Volunteer Application Form* before working in the classroom. Volunteering is a privilege, not a right, and anyone not following the volunteer guidelines may be asked to leave by the teacher or any staff member. The forms can be obtained from the office or from your child's teacher.

CONDUCT RULES/GENERAL RULES

- 📖 Attend regularly and be on time.
- 📖 Expect to succeed and behave in a manner that allows you and others to learn.
- 📖 Listen carefully and follow directions the first time given.
- 📖 Respect other people and their belongings and your school and its property.
- 📖 Complete assigned work on time.
- 📖 Use acceptable methods of problem solving.
- 📖 Use appropriate, positive language (avoid profanity). Students are to behave properly on the way to and from school, as well as while they are on school grounds. All school rules apply to and from school, as well as on school grounds.
- 📖 Obscene or inappropriate language/gestures is/are not to be used on school grounds.
- 📖 Fighting, kicking, or other physical aggression is prohibited.
- 📖 Children are expected to follow instructions given by those in authority, including teachers, instructional assistants, parent volunteers, lunch supervisors and all other personnel.
- 📖 Nutritious snacks (fruits, nuts, vegetables, etc.) may be brought to school and eaten during snack recess. Since junk foods and snacks **with high sugar** content tend to over stimulate children, we request they not be brought to school.
- 📖 Skateboards, bicycles, roller blades, scooters, shoes with wheels, and roller skates are not permitted on school grounds **at any time**.
- 📖 The possession or use of electronic devices, including cell phones, cd/mp3 players, iPods and hand-held games are prohibited on campus unless requested by the teacher and used in the classroom for educational purposes. If your child does bring a cell phone, it should be turned off and secured at all times when not in use. They may not take it out at recess and lunch for any reason.
- 📖 Students may not throw objects over the fence or disturb neighboring residents and/or

their pets.

- 📖 Students are to respect the rights of residents at all times.
- 📖 Animals may not be brought from home unless the teacher has granted permission.

STUDENT DRESS RULES

The school needs your cooperation in building standards of dress and grooming among pupils. There is usually a distinct correlation between a well-groomed and carefully dressed student and academic and social success. Children are to be dressed in clothing and footwear that allows them to participate in the games and activities that are part of the active elementary school program

Students shall wear appropriate clothing and footwear and groom themselves for school in a manner that does not offend the rules of decency, reflect negatively on or detract from any phase of the educational program, or present a hazard to health or safety. Students in violation of dress code guidelines **MAY NOT ATTEND CLASS.**

The guidelines listed below are considered minimum standards, and parents are encouraged to set standards for their own students which may be more restrictive than those indicated in this code. The following articles of clothing are not appropriate for school:

- ⊙ Strapless tops or dresses of any kind and bare midriff tops
- ⊙ Short shorts – should be mid-thigh or longer
- ⊙ Any apparel with inappropriate logos or slogans
 - Beer or alcohol, tobacco, drug advertisements
 - Sexual/profane language implication
 - Cult implications
 - Violence
- ⊙ Torn or frayed clothing
- ⊙ Tight or very baggy or sagging bottomwear - All pants, shorts, skirts, and skorts must fit properly at the waist. Bottomwear should be appropriately belted and secure at the waist so it does not fall below the top of the hip.
- ⊙ Shoes with any type of wheels
- ⊙ Strapless sandals, flip-flops, etc. which are not securely fastened to the foot. Strapless shoes can pose a real safety hazard at school. High heels are also not allowed.
- ⊙ Haircut (e.g. Mohawks), hair coloring, clothing, jewelry, fads, etc. which bring undue attention to the wearer and/or is a distraction in the class or on the playground; extremes in dress which detract from the learning environment or which are unsafe
- ⊙ Hats/caps (note that sun-protective clothing is allowed for outdoor use)
Hats/Caps are not to be worn inside the classrooms or other school buildings.

Note: If students are not dressed in an appropriate manner for school and if their dress disrupts the education of other students, they will be asked to call home for a change of clothing.

LUNCH RULES

- 🍷 Students shall be seated while eating and use quiet voices for conversation.
- 🍷 Students are not to leave their seat without permission until dismissed.
- 🍷 Students should use good table manners at all times.

- 101 Due to medical restrictions/food allergies, etc., students are not allowed to exchange foods.
- 101 Food not eaten is to remain at the student's lunch place until dismissal or returned to his/her lunch pail or sack.
- 101 Students are responsible for cleaning up their paper and trash and table area. Students will be excused when their area is clean.

PLAYGROUND GAMES AND RULES

- ☞ All students are encouraged to participate in activities.
- ☞ Tackle/flag football or any game involving bodily contact other than school accepted tag-type games will not be permitted. Basketball must be played according to school rules.
- ☞ Use the swings and climbing apparatus correctly and safely. No standing or jumping from this equipment is permitted. If there are people waiting to use the swings, the person on the swing will be limited to 50 swings (back/forth equals one swing).
- ☞ Students may not be "frozen out" or excluded from games by other students.
- ☞ Only official school rules are to be used when playing blacktop and playground games.
- ☞ Upper grade students are not allowed to use the primary swings or equipment unless given permission by a staff member.
- ☞ Horizontal bars are to be used for hanging. Hands must be around the bars at all times and students are only permitted to hang from them.
- ☞ Shoes are to be worn at all times.
- ☞ School equipment should be used on the playground. **Equipment may not be brought from home.**
- ☞ In general, habits of safety, good manners, and good sportsmanship are to be used at all times.
- ☞ All games must stop when the bell rings.
- ☞ At the end of recess or P.E., students are to freeze and then WALK to their line up areas when released by the teacher.

CORRIDORS

- ✱ Children may not bounce balls or use other play equipment in the corridors.
- ✱ Children are expected to walk in the corridors.
- ✱ Children are expected to stay on the sidewalks.
- ✱ Children are not to play around drinking fountains or restrooms.

PLAY AREAS

- ✱ Children should not play on sidewalks. The majority of accidents that occur in hallways are a result of running. Children are asked to walk in the hallways.
- ✱ Play equipment is not to be used on the sidewalks.
- ✱ Children are requested to play in the assigned areas only and to keep off the fences and backstops.
- ✱ Children are reminded to remain at least 25 feet from the fences.
- ✱ Children are expected to follow school rules when playing games.
- ✱ Balls should not to be kicked or thrown against the buildings.
- ✱ Children are not to throw or kick balls over the fences.
- ✱ Children should never climb over the campus fences to retrieve equipment.

BIKE RULES

- 🚲 Students in grades 3-5 may ride their bicycles to school.
- 🚲 Students must follow all bicycle safety laws. All bike riders must wear a helmet to and from school.
- 🚲 Students must walk their bikes upon entering and leaving school grounds. For safety reasons, no bikes may be ridden on school grounds, sidewalks, walkways, parking lots, playgrounds, etc. It is strongly recommended that students lock their bikes.
- 🚲 Only those students who ride bikes may be in the bike area.
- 🚲 Students may not ride double.
- 🚲 Since there are no bike lanes, students are to ride as close to the sidewalks as possible.
- 🚲 Students may not ride two abreast along the streets.
- 🚲 Students must obey the Crossing Guard's instructions.
- 🚲 The school is not responsible for damaged or stolen bicycles.
- 🚲 **Roller blades, skateboards, scooters, etc. are not allowed at school.**

Violations will result in a loss of bicycle-riding privileges

PEDESTRIAN RULES

- 🚶 Students are expected to walk to and from school in a safe manner.
- 🚶 Students should not cut across homeowner's lawns.
- 🚶 Students must only cross at crosswalks and obey Crossing Guard, where applicable.
- 🚶 Students should never throw rocks, dirt clods, fruit, etc.
- 🚶 Students are expected to respect our neighbor's property.
- 🚶 Fighting on the way to or from school may result in a suspension.
- 🚶 Our students are expected to be polite and courteous to their classmates, homeowners, and all other residents every day.

BUS TRANSPORTATION RULES while on a school sponsored field trip:

Student safety is of utmost importance!

- 🚌 **All children are expected to obey the bus driver at all times.**
- 🚌 All children must have a district issued bus pass in order to ride the bus.
- 🚌 All children are to remain seated during the entire trip.
- 🚌 All children shall speak quietly.
- 🚌 All children shall keep head and arms inside the bus.
- 🚌 Objects may never be thrown inside the bus or out of the windows.
- 🚌 Eating or drinking food on the bus is prohibited.
- 🚌 Scuffling, pushing, etc. is prohibited.

PARKING LOT RULES

There is no meeting or deadline that is worth jeopardizing the safety of our children. Drop-off and pick-up times at Mabel Paine can become congested. Please observe the legal rules of the road and the Mabel Paine traffic policy. **Do not leave your car unattended along the red or yellow zones or in the drive-through lanes.** If you need to get out of your car, please park in a designated guest spot in the parking lot or on the

street. Children should wait on school property (not on the sidewalk) to be picked up. Be considerate to other drivers and pedestrians and set a good example for the students.

For safety reasons, the OC Sheriff's Department recommends that students are to use the crosswalk at the parking lot exit ONLY. When crossing Plumosa Drive, students must use the crosswalk. Students are instructed not to cross if the crossing guard or other authorized personnel are not present. Parents are asked to set a good example by not crossing the parking lot except at designated cross-walk points.

For your information, the OC Sheriff's Department will be issuing tickets for all school parking lot violations.

CHOICE OF TEACHERS

In order to provide the best learning environment for all students, many factors must be considered. A qualified team will make the proper recommendation for the placement of your child. If you feel you have compelling or extenuating circumstances in this regard, please provide a written note to the school office.

STUDENT DRAG BAGS AND BACKPACKS

It is recommended by the American Chiropractic Association, the American Physical Therapy Association, the American Academy of Orthopedic Surgeons, and district administration that in order for students to carry books to and from school, they utilize either a drag bag on wheels that is not overfilled or a backpack with wide straps that is carried on both shoulders and weighs no more than 10 – 15% of the student's weight. It is also recommended that parents frequently check the drag bag or backpack to ensure that only necessary materials are carried and that they are within the suggested weight limits.

The district recommends a drag bag as a first choice. They should have sturdy wheels and feet, with a strong handle. Second choice is a backpack with wide straps and a waist belt. Purchase the lightest weight drag bag or backpack available without sacrificing sturdiness. Set up a time at least once a week to weigh your child's drag bag/backpack to prevent overloading. Flex-a-folders are suggested in place of notebooks for class work.

BOARD OF TRUSTEES

Our PYLUSD School Board generally meets the 2nd and 4th Tuesday of each month at 7:00 P.M. in the Board Room at the Placentia Yorba Linda Unified School District Office, 1301 E. Orangethorpe Avenue, Placentia.

PSYCHOLOGICAL SERVICES

The services of the school psychologist at Mabel Paine focus upon the unique needs or concerns of students, staff, and parents. Delivery of services may include individual psycho-educational assessment for those students referred for possible learning disabilities, monitoring of students in Special Education, and consulting to staff and parents regarding learning style, material modification, behavior management, and self-esteem of students.

The school has an established Student Study Team. Any time a teacher or parent has a

concern regarding academic, social, emotional, or physical development; the concern should first be referred to and addressed by the classroom teacher. The teacher will implement interventions as needed to assist the student. After interventions have been implemented, a student may then be referred to the school Student Study Team for further consideration. The psychologist, speech/language specialist, resource specialist, administrator, referring teacher, and, as appropriate, the parent and/or others working with the student are part of the team effort in meeting a student's unique needs.

SPECIAL EDUCATION SERVICES

The special education services provided for identified students are the Resource Specialist Program (RSP), Speech and Language, Occupational Therapy (OT), Adaptive Physical Education (APE), and Itinerant Hearing Impaired and Vision Impaired Therapy Programs.

INSTRUCTIONAL SUPPORT SERVICES

These services include Literacy Support through Response to Intervention (RtI), English Language Development (ELD) Programs, Gifted and Talented Education (GATE) Programs, some after school tutoring, Summer School, and accommodations within the regular classroom based on identified student needs.

MABEL PAINE CHILD CARE CENTER

An on-site District Child Care Center is located at our school on the south end of the campus. Their hours are from 6:30 A.M. to 6:00 P.M. and it is available for preppy k through fifth grade students. For more information on registration and fees, contact the Child Care office @ 986-7210 x 49048 or you may call direct to 714-779-2350.

PTA

The Mabel Paine PTA is composed of volunteer parents who devote their time and talents to our students. Your membership and participation in this outstanding organization benefits your child's education. General PTA meetings are held four times per year. Look for flyers going home in the first day packets, flyers that are sent home monthly, and the school website for up to date information regarding the PTA. Please consider joining this wonderful group as the work they do benefits all children in the school community.

REPORT CARDS/PARENT CONFERENCES

Standards-based report cards are given at the end of each trimester. Parent conferences are scheduled in November. Our Back-to-School Night is August 31st. A classroom schedule for times will be sent home. Your child's teacher discusses instructional goals and explains the classroom program for the year. This night is for **Adults Only**. Open House is scheduled in February. All members of the family are invited to attend and share in the activities and experiences your child has had during the school year.

NON-DISCRIMINATION STATEMENT

The Placentia-Yorba Linda Unified School District prohibits discrimination, harassment, intimidation, and bullying in all district activities, programs, and employment based upon actual or perceived gender, gender identity, gender expression, race, ethnicity, color, religion, ancestry, nationality, national origin, ethnic group identification, sex, sexual orientation, marital or parental status, pregnancy, age, physical or mental disability or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. Reference: BP [0410](#); [1312.3](#); [4111.1](#); [5145.3](#); [5145.7](#); [4119.11/4219.11/4319.11](#).

Any student who engages in harassment/bullying of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and may be subject to disciplinary action.

Disciplinary action may be progressive and may include suspension and/or expulsion.

As it relates to school activity, "bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Education Code § 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupil's person or property.
2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
4. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school

Types of conduct which are prohibited in the district and which may constitute harassment or bullying include, but are not limited to:

1. Direct physical contact, such as hitting or shoving.
2. Threats to harm another person.
3. Oral or written assaults, such as teasing or name-calling.
4. Social isolation or manipulation.
5. Posting harassing messages, direct threats, social cruelty, or other harmful texts, sounds or images on the Internet, including social networking sites.
6. Posting or sharing information about another person that is private.
7. Pretending to be another person on a social networking site or other electronic communication in order to damage that person's reputation or friendships.
8. Posting or sharing photographs of other people without their permission
9. Spreading hurtful or demeaning materials created by another person (e.g. forwarding offensive emails or text messages)
10. Retaliating against someone for complaining that they have been bullied.

Any student who feels that he/she is being or has been subjected to harassment/bullying as defined above shall immediately contact a school employee. A school employee to whom a complaint is made shall report it to the principal or designee. Any school employee who observes any incident of harassment/bullying on any student shall immediately report his/her observation to the principal or designee, whether or not the victim makes a complaint. [EC

For complaints regarding harassment /bullying, site-level grievance procedures are:

1. The principal or designee shall investigate complaints of harassment/bullying. In so doing, he/she shall talk individually with:
 1. The student who is complaining
 2. The person accused of harassment/bullying
 3. Anyone who saw the harassment/bullying take place
 4. Anyone mentioned as having related information
2. The student who is complaining shall have an opportunity to describe the incident, present witnesses, other evidence of the harassment, and put a complaint in writing.
3. The principal or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the principal or designee also may discuss the complaint with the following persons:
 1. The Superintendent or designee
 2. The parent/guardian of the pupil who complained
 3. The parent/guardian of the person accused of harassing/bullying someone
 4. A teacher or staff member whose knowledge of the pupils involved may help in determining who is telling the truth
 5. Child protective agencies responsible for investigating child abuse reports Legal counsel for the District

DISTRICT ANTI-BULLYING POLICY

The Board of Education believes every child is entitled to a safe school environment free from bullying. Bullying is defined as any severe or pervasive physical or verbal act, including communications made in writing or by means of an electronic act, committed by a student or group of students directed towards other students

Students or parents who have knowledge of discrimination, harassment, intimidation or bullying are encouraged to inform a teacher or school administrator as soon as possible.

Contact may be made directly via email to an administrator, a phone call, or in-person. Students and parents may make such complaints anonymously. Anonymous reports must provide sufficient corroborating evidence to justify the commencement of an investigation.

Because of the inability of investigators to interview anonymous complainants, it may be more difficult to evaluate the allegations and, therefore, less likely to cause an investigation to be initiated.

The identity of a complainant alleging discrimination, harassment, intimidation, or bullying shall remain confidential as appropriate within the dual contexts of the District's legal obligation to ensure a learning environment free from discrimination, harassment, intimidation and bullying, and the right of the accused to be informed of the allegations.

Some level of disclosure may be necessary to ensure a complete and fair investigation, although the District will comply with requests for confidentiality to the extent possible.

Students who violate this policy may be subject to discipline, ranging from counseling, detention and/or parent notification to suspension and/or expulsion pursuant to the District's discipline policies and procedures.

The district also is mindful that, at times, behavior that is rude or insensitive may nevertheless be constitutionally protected in the context of a public school environment.

Such conduct can best be prevented with effective strategies that involve pupils, parents and school employees in collaborative efforts to promote respectful relationships and to improve or change inappropriate behaviors while teaching acceptance and ensuring equal educational opportunities for all.

SEXUAL HARASSMENT & BIAS-RELATED INCIDENTS

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action.

Disciplinary action may include suspension and/or expulsion.

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact a school employee. A school employee to whom a complaint is made shall immediately report it to the principal or designee. Any school employee who observes any incident of sexual harassment on any student shall similarly report his/her observation to the principal or designee, whether or not the victim makes a complaint. [EC 48980 (h), 231.5, 212.5; BP 5145.7, AR 5145.7, 5CCR 4917]

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

**Cary Johnson, Director, Educational Services
1301 E. Orangethorpe Ave., Placentia CA. 92870
714-985-8656
carjohnson@pylusd.org**

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

- 1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.**
- 2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.**
- 3. The conduct has the purpose or effect of a negative impact on the pupil's academic performance, creating an intimidating, hostile or offensive educational environment.**
- 4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.**

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

- 1. Unwelcome sexual flirtations or propositions**
- 2. Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions**
- 3. Graphic verbal comments about an individual's body, or overly personal conversation**
- 4. Sexual jokes, notes, stories, drawings, pictures or gestures**
- 5. Spreading sexual rumors**
- 6. Teasing or sexual remarks about pupils enrolled in a predominantly single-sex class**
- 7. Touching an individual's body or clothes in a sexual way**
- 8. Purposefully cornering or blocking normal movements**
- 9. Limiting a pupil's access to educational tools**
- 10. Displaying sexually suggestive objects**

For complaints regarding sexual harassment site-level grievance procedures are:

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available

school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

When a report or complaint of sexual harassment involves off-campus conduct, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures. Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer and his/her designee shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3. Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision.

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee who shall determine who will investigate the complaint.

CONFIDENTIALITY

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

RESPONSE PENDING INVESTIGATION

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim measures may

include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

In addition to those procedures, for complaints of sexual harassment, the following steps will also be included:

Complainant requests to remain anonymous will be honored but the district will inform the complainant that this request may result in a limited investigation and/or actions the district can take. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

UNIFORM COMPLAINT PROCEDURES

The Placentia-Yorba Linda Unified School District has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, sexual harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, sexual harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- After School Education and Safety
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education and Career Technical and Technical Training
- Career Technical Education
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content
- Economic Impact Aid
- Education of Pupils in Foster Care and Pupils who are Homeless
- Every Student Succeeds Act / No Child Left Behind
- Local Control Accountability Plans
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs

- School Safety Plans
- Special Education
- State Preschool

PUPIL FEES COMPLAINTS

A pupil fee includes, but is not limited to, all of the following:

- 1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.**
- 2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.**
- 3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.**

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred. A pupil fees complaint is filed with the Placentia-Yorba Linda Unified School District and/or the principal of a school.

FILING UNIFORM COMPLAINTS UNRELATED TO PUPIL FEES

Complaints other than issues relating to pupil fees must be filed in writing with the following persons designated to receive complaints:

- 1. Employee complaints: Kevin Lee, Assistant Superintendent, Personnel (714) 985-8406 kelee@pylusd.org**
- 2. Title IX Sexual Harassment and any other discrimination complaints: Cary Johnson, Director, Educational Services (714) 985-8656 carjohnson@pylusd.org. Complainants may also refer Title IX inquiries to the US Department of Education Office for Civil Rights.**
- 3. Americans with Disabilities Act complaints: Richard McAlindin, Director, Executive Services (714) 985-8727 rmcAlindin@pylusd.org**
- 4. Bullying, intimidation complaints: Rick Riegel, Administrator, Student Services (714) 985-8761 rriegel@pylusd.org**

PROCEDURE

A. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.

B. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.

C. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

D. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.

E. If a complaint is not filed in writing but the district receives notice of any allegation that

is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances. If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation reveals that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

F. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

G. The Board is required to adopt and annually update the LCAP and shall consult with teachers, principals, administrators, other school personnel, employee bargaining groups, parents/guardians, and students as a part of the comprehensive, data-driven planning process. The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP.

H. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.

I. A foster youth or homeless student who transfers into a district high school or between district high schools shall be notified of the district's responsibility to:

1. Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed.
2. Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency.
3. If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1.

J. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.

In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.

K. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision

CIVIL LAW REMEDIES

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining order or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

UCP POLICIES AND REGULATIONS AVAILABLE UPON REQUEST

A copy of our UCP compliant policies and procedures is available from any school office or from the Placentia-Yorba Linda Unified School District office, free of charge. UCP complaint policies and procedures are also available on the District's web site at www.pylusd.org.

MABEL PAINE ELEMENTARY SCHOOL

CONDUCT CODE

Mabel Paine's Conduct Code sets high standards for student behavior in order to maintain a safe, orderly, and positive school climate.

This climate is conducive to teaching and learning, both academically and socially. The safety and well being of your child is the utmost priority of the Mabel Paine Elementary School Staff. We, therefore, ask your cooperation in helping your child understand and follow school rules. Listed throughout this book and below are the general rules and related behaviors of particular concern:

- **BE IN THE RIGHT PLACE, AT THE RIGHT TIME, DOING THE RIGHT THING**
- **BE KIND TO EACH OTHER IN WHAT YOU SAY AND DO**
- **ACCEPT RESPONSIBILITY FOR YOUR OWN ACTIONS**
- **TAKE PRIDE IN YOUR SCHOOL BY KEEPING IT NEAT AND CLEAN**
- **KEEP HANDS, FEET, AND OBJECTS TO YOURSELF**
- **BRING ONLY APPROPRIATE ITEMS TO SCHOOL**

In an effort to support the positive actions of the vast majority of students, disciplinary action and consequences for inappropriate behavior will be enforced fairly and consistently.

SUSPENDABLE OFFENSES

Students may be suspended for the following offenses listed in the Educational Code: (E.C. 48900) (48900.2)

- a. Caused/attempted/threatened physical injury.
- b. Possessed/sold/furnished a dangerous device.
- c. Possessed/used/furnished drugs or alcohol.
- d. Sold/furnished alleged drugs or alcohol.
- e. Robbery/extortion.
- f. Vandalism to school/private property/graffiti.
- g. Theft of school/private property (or attempt).
- h. Possessed or used tobacco.
- i. Obscene act/habitual profanity/vulgarity.
- j. Sold/offered to sell drug paraphernalia.
- k. Disruption/defiance of school authority.
- l. Receipt of stolen property (school or private).
- m. Sexual harassment of another student (E.C. 48900.2).
- n. Bullying (E.C. 234.1(a))

W A R N I N G

The Placentia-Yorba Linda Unified School District Board of Education is committed to providing a safe and secure environment in which students can effectively learn. As such, the Board of Trustees will enforce the following penalties for student involvement with illegal drugs or alcohol and/or dangerous objects or weapons.

CONTROLLED SUBSTANCE (Drugs/Alcohol)

Students found to be selling or furnishing a controlled substance will be expelled from the schools of the Placentia-Yorba Linda Unified School District upon their first offense.

DANGEROUS OBJECTS OR WEAPONS (Knives, Firearms, Explosives)

Students found to be in the possession of, selling, or otherwise furnishing any firearm, knife, explosive, or other dangerous object on any campus may be expelled from the schools of the Placentia-Yorba Linda Unified School District upon their first offense.

Any of the above offenses involving drugs, and/or dangerous objects will be reported to the proper legal authorities as appropriate.

We need your support and cooperation to ensure that each school campus is a safe and secure environment in which to learn.

SCHOOL-INITIATED TRANSFERS

It is the belief of the Board of Education that in order to maintain a school environment conducive to the highest quality of learning and, at the same time, foster positive behavior changes in students, intradistrict transfers of students initiated by the school of attendance may be necessary.

Transfers initiated by the school administration are deemed to be in the best interest of the school and student when the student is unresponsive to disciplinary practices and efforts to develop consistent attendance and appropriate school behavior, or when the student is in need of a change in peer group.

Specific criteria for the initiation of an intradistrict transfer shall be specified in the discipline plans of each school site. Additionally, it shall be the responsibility of the school initiating the transfer to assure that the student and parent/guardian are afforded due process including, but not limited to, notification of possible transfer prior to the initiation of the transfer, conferences with the student and parent/guardian, and specification of the conditions for return to the school of residence. All transfers shall be reviewed annually.

PROCEDURE FOR PARENTS REGARDING CHILD'S SUSPENSION - IN LIEU OF SUSPENSION

The Board of Education encourages the use of all available resources in the handling of disciplinary problems including the involvement of parents and guardians in the classroom behavior problems of their children. Teachers are, therefore, authorized, pursuant to Education Code 48900.1, to require that the parent or guardian of a pupil who had been suspended from the teacher's class for committing an obscene act or engaging in habitual profanity or for disrupting school activities or otherwise willfully defying the authority of a school employee, attend a portion of a school day in his or her child's classroom. Teachers who elect to impose this procedure shall do so in accordance with State law and administrative regulations.

DEFINITIONS

Suspension: "Suspension" (E.C. 48900-48900.5) means removal of a pupil from ongoing instruction for adjustment purposes. Suspension does not mean any of the following:

- Reassignment to another education program or class at the same school where the pupil will receive continuing instruction for the length of the day prescribed by the governing board for pupils of the same grade level. (E.C. 48925)
- Referral to a certificated employee designated by the principal to advise pupils. (E.C. 48925)
- Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the pupil to the principal/designee as provided in the Section 48910. Removal from a particular class shall not occur more than once every five days. **(E.C. 48925)**

Expulsion: "Expulsion" means removal of a pupil from the immediate supervision and control or the general supervision of school personnel. (E.C. 48925)

Weapons and Dangerous Instruments, Devices and Materials:

Prohibited weapons and dangerous instruments, devices and material shall include, but not be limited to the following:

Firearms: Pistols, revolvers, shotguns, rifles, "zip guns", or any other instrument or device capable of propelling a projectile by explosive or chemical means.

Gas/Air Devices: Air pistols, air rifles, gas pistols, gas rifles, paint pistols, paint rifles, or any other instrument or device capable of propelling a projectile by means of compressed air or gas.

Mechanical Devices: Bow, crossbows, slingshots, blowguns, or any other instrument or device capable of propelling a projectile by mechanical means.

Cutting and Puncturing Devices: Knives (regardless of size or type), dirks, daggers, swords, machetes, straight razors, razor blades, skewers, or any other instrument or device that can be used for cutting or puncturing.

Explosives and Incendiary Materials: Bombs, live munitions, commercial explosives, blasting caps, firecrackers of all types (including "sparklers"), "caps", or any other explosive or incendiary device or material that is capable of causing injury or harm to others, or that is capable of threatening the safety or structural integrity of facilities used by students, staff, or visitors.

Chemicals: Tear gas, pepper spray, mace, poisons, hazardous or noxious gases, acids, or any other device or material which is capable of causing injury or harm to others by chemical means.

Martial Arts Devices: Nunchukus, throwing stars, or any other instrument or device used in the practice of the martial arts.

Electronic Devices: Stun guns, tasers, or any other instrument or device capable of causing injury or harm to others by electronic means.

Other Dangerous Instruments, Devices and Materials: Other instruments that are capable of causing injury or harm to others or appears reasonable to the superintendent, principal, or their designees that the presence of the instrument, device or material constitutes a threat to the safety of students, staff, or property.

Our goal at Mabel Paine is to work together with you to provide the best educational program possible for your children. Show your children you are interested and concerned about their school life. Take the time each day to talk to them about their experiences in school. Ask about homework assignments. Your consistent interest in their progress and personal development in school will motivate them to want to learn. Get involved at school by maintaining contact with your children's teachers. Feel free to ask questions. Attend parent conferences. Be supportive of the exciting school-wide activities held each year. Let your child know you are working together with the teacher and the school to help make your child's education beneficial in every way. Home and school working together as a team can make the school year a very successful one for your child!

Please sign the Student-Parent Handbook Signature Page that is enclosed in your child/child's first day packet and return to their teacher by September 5, 2017.

***These will be filed in the office to verify that the school rules have been read and understood by all students and parents.**

SCHOOL HOURS – Regular Day Schedule

Grades 1 – 5	7:50 A.M. – 2:15 P.M.
Early Bear Preppy K & Kindergarten	7:50 A.M. – 11:10 A.M.
Late Bear Preppy K & Kindergarten	9:30 A.M. – 12:50 P.M.
SDC Pre-School (early bear)	7:50 A.M. – 11:50 A.M.
SDC Pre-School (late bear)	9:30 A.M. - 1:34 P.M.

RECESS
10:00 A.M. – 10:20 A.M.

LUNCH HOURS

❖ Grades 1 – 2	11:30 – 12:15
❖ Grades 3 – 5	12:15 – 1:00

Wednesday Early Release Days – *Every Week*

1st – 5th Grade: Dismissal @ 1:15 P.M.
ALL Early Bears (Preppy K, Kinder, and Pre-school): Remain on regular day schedule
Late Bears (Preppy K & Kinder): Remain of regular schedule
SDC Late Bears (Pre-school): Dismissal @ 1:15

Minimum Days

1st – 5th Grade: Dismissal 12:45 P.M.
All Preppy K and Kindergarten students attend A.M. session together
Pre-School: Remain on regular day schedule

The following are minimum days for the 2017-18 school year:

Friday, October 27, 2017

Wednesday & Thursday, November 15 & 16, 2017

Friday, March 2, 2018

Friday, June 8, 2018

Thursday, June 14, 2018 (Last Day of School) Dismissal Time TBA