

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT



**PARENT &
STUDENT
HANDBOOK
2024-2025**

400 W. Elder St.

**Fallbrook, CA,
92028**

Phone:

(760) 731-4132

Claudia D'Leon

Principal

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HANDBOOK OVERVIEW

This handbook was produced as a resource for students and parents to explain the policies, rules, and regulations governing all students at Maie Ellis Elementary. Parents must help school personnel to effectively communicate information from this handbook to students. Parents help by requiring students to be in school every day and on time; providing information such as correct address(es) and phone numbers; attending scheduled conferences with school staff; sending the necessary absence or tardy notes; and learning about our school, its mission; and its activities. Parents are encouraged to meet with school staff; however, conferences with teachers should be scheduled in advance to avoid interruption of instructional time. *Please take time to become familiar with the contents of this handbook.* The information included is important and knowing it will make the school year easier for the students. If you have questions about information in this handbook, please feel free to contact your child's teacher. You may also visit the Maie Ellis Elementary School website at: **<https://mee.fuesd.org/>**

Maie Ellis Elementary School

Empowering Leaders that are Bilingual!

Mission Statement

To provide a bilingual academic approach, giving our students greater opportunities, while educating them in a positive socio-cultural learning environment, and instilling leadership skills to be successful in a globally competitive world.

Vision Statement

All students are high-achieving bilingual, biliterate leaders with positive socio-cultural values.



Maie Ellis Elementary is a *Leader in Me* school. *The Leader in Me* program will be implemented as a way to teach our students traits of personal leadership. All students have the capacity to lead in their own lives and positively affect those around them by making good choices. *The Leader in Me* program teaches students seven habits and equips students with the self-confidence and skills they need to thrive in the 21st-century economy.

Our hope is that you will join us by asking your child to re-teach to you what they learned. This will give them a better understanding of the 7 Habits, and it will give both of you the opportunity to learn together. For more information about *The Leader in Me*, please go to *The Parent's Place* at www.TheLeaderInMe.org. You will find ideas to use at home that will reinforce your child's learning and involve your family in fun and interactive ways.

DAY-TO-DAY at MAIE ELLIS ELEMENTARY

Admissions

Maie Ellis Elementary is a dual immersion, English/Spanish school of choice, offering Transitional Kindergarten to Sixth grade. *Transitional Kindergarten- for children turning 5 between September 2nd and April 2. Kindergarten – for children who will turn 5 on or before September 1st.*

Prior to the first day of school all incoming TK/Kindergarten students entering Maie Ellis Elementary School must register through their school of residence and request a potential transfer to Maie Ellis.

Here at Maie Ellis, we commit to providing the best education possible for your student in order to meet his or her unique needs. We ask that you support us with the following:

- Your child attends school daily, unless he or she is sick
- Your child is dropped off by 8:25am
- Your child participates in his or her education
- Your child follows school rules: show respect, make good decisions, solve problems
- You personally communicate with your child's teacher if you have questions or concerns
- You attend school conferences and events your child is participating in

At least annually the site administrators will review each child's attendance, behavior, and participation. Transfers to Maie Ellis can be revoked based on administrative review.

Class Placement

A student's class and teacher assignment for the first few weeks of school are temporary and subject to change depending upon fluctuations in pupil enrollment and district class size guidelines. Students will be assigned to heterogeneous classroom groups by the school staff and administrator who are in the best position to make these assignments. If a parent desires a change of teacher, that request must be made in writing to the principal. A request *does not guarantee* that a change will be made.

Class assignments will be announced in August.

Vehicle drop-off and pick up safety procedures

Mission Rd. Circle Lot– Parents dropping off student/s before school or picking up student/s after school need to enter through the lower Parent Parking Lot on Mission Rd. Pull as far forward as possible in either the top loop or the loop by the handicapped spaces and pass slowly and carefully in the left lane to exit the lot. Parents may choose to park in the lot and walk students up to campus. Please don't jeopardize student safety by having them negotiate across the asphalt parking lot unattended by an adult. Parents are encouraged to arrive no earlier than 2:35pm for after school pick up, as we share the Mission loop pick up with Fallbrook Stem Academy.

Elder Street – Driving east on Elder St. pull into the loop in front of the school, pulling as far forward as possible. Students should exit the vehicle on the right hand side, stepping onto the curb. Once you are exiting campus please turn left out of the parking lot onto Elder St and then left onto Pasadena St. to safely get on to Mission Rd.

You may not park and leave your car unattended in the curbed lanes from 7:45am-8:35am or after 1:15pm.

The small parking lot on Elder is for staff parking.

School Hours and Bell Schedules

Students should arrive between 8:00 a.m. and 8:25 a.m. Student supervision on the playground begins at 8:00 a.m. Students shall leave after school is dismissed unless specific permission has been received to remain on campus for approved activities. Students are expected to travel directly to and from school along the safest and shortest routes.

Students riding bicycles, skateboards and non-motorized scooters are required to wear a helmet and bring a lock to secure their property. Bicycle racks are located near the front office. Riders must follow traffic safety rules on roads and remember to walk across crosswalks.

Maie Ellis Elementary is a closed campus. Students may not leave the campus at any time during the school day except when participating in an off campus school activity or has been checked out by a parent/guardian or those authorized as an EMERGENCY CONTACT. All visitors must check in at the office, where they will be issued a visitor pass. (Penal Code Sec. 627) All students leaving campus before the end of the school day must be released from the office by a parent or authorized adult. **Picking up students during the last 20 minutes of school is discouraged.**

Note: In the event of separated or divorced parents, court papers indicating legal custody must be shown to office personnel to prevent release to a parent not having custody.

Regular Day Bell Schedule

| Grade | Start Time | Recess | Lunch | End Time |
|-------|------------|-------------|-------------|----------|
| TK/K | 8:30 AM | 9:30-9:50 | 11:25-12:05 | 2:45 PM |
| 1 | 8:30 AM | 9:50-10:10 | 11:45-12:25 | 2:45 PM |
| 2 | 8:30 AM | 10:10-10:30 | 11:55-12:35 | 2:45 PM |
| 3 | 8:30 AM | 10:30-10:45 | 12:05-12:45 | 2:45 PM |
| 4 | 8:30 AM | 10:30-10:45 | 12:15-12:55 | 2:45 PM |
| 5 | 8:30 AM | 10:45-11:00 | 12:25-1:05 | 2:45 PM |
| 6 | 8:30 AM | 11:00-11:15 | 12:45-1:25 | 2:45 PM |

Wednesday Staff Development Day Bell Schedule

| Grade | Start Time | Recess | Lunch | End Time |
|-------|------------|-------------|-------------|----------|
| TK/K | 8:30 AM | 9:30-9:50 | 11:25-12:05 | 1:40 |
| 1 | 8:30 AM | 9:50-10:10 | 11:45-12:25 | 1:40 |
| 2 | 8:30 AM | 10:10-10:30 | 11:55-12:35 | 1:40 |
| 3 | 8:30 AM | 10:30-10:45 | 12:05-12:45 | 1:40 |
| 4 | 8:30 AM | 10:30-10:45 | 12:15-12:55 | 1:40 |
| 5 | 8:30 AM | 10:45-11:00 | 12:25-1:05 | 1:40 |
| 6 | 8:30 AM | 11:00-11:15 | 12:45-1:25 | 1:40 |

Minimum Day Schedule

| Grade | Start Time | Recess | Lunch | End Time |
|-------|------------|-------------|-------------|----------|
| TK/K | 8:30 AM | 9:00-9:20 | 11:00-11:40 | 1:00 PM |
| 1 | 8:30 AM | 9:20-9:40 | 11:10-11:50 | 1:00 PM |
| 2 | 8:30 AM | 9:40-10:00 | 11:20-12:00 | 1:00 PM |
| 3 | 8:30 AM | 10:00-10:20 | 11:30-12:10 | 1:00 PM |
| 4 | 8:30 AM | 9:30-9:45 | 11:40-12:20 | 1:00 PM |
| 5 | 8:30 AM | 9:45-10:00 | 11:50-12:30 | 1:00 PM |
| 6 | 8:30 AM | 10:00-10:15 | 12:00-12:40 | 1:00PM |

Parent Consent Forms

During registration, parents receive information regarding Annual Notice to Parent/Guardians, Internet Use Agreement and Parent Permission, Student/Parent Handbook, and Census Verification Report. If you have any questions regarding these forms and notices please contact the office.

Questions and Answers

When parents have questions about the operations of Maie Ellis Elementary or concerns about the education of their child, it is important to us that those questions be properly answered in the most expedient manner possible. For this reason, it is imperative that parents communicate concerns as soon as possible to the proper school employee when attempting to resolve problems that may arise during the school year.

Problems are best solved at the level where they initially occur. To provide parents with the proper information, it is recommended that discussion take place with the person directly involved. To facilitate communications between the school community and home, there must be mutual support, trust, understanding and openness. The following guidelines are suggested for students and parents when questions and problems need to be addressed within Maie Ellis Elementary. **Start with the teacher** and schedule a meeting or a telephone conference. Problems not resolved at the teacher level should be taken to the Maie Ellis Elementary Office, where you will be able to set up a meeting with an administrator.

WEBSITE

Please visit our Maie Ellis website for “Contact” information, including teacher phone extensions and e-mail address listed. Please visit our site regularly at <https://mee.fuesd.org/>

EMERGENCY CONTACT INFORMATION

IMPORTANT: Please keep the school informed of changes or additions to the Emergency Contact Information via Infinite Campus Parent Portal. This information will be accessed by personnel in case of an emergency. Please realize that your child will only be released to those persons identified as an Emergency Contact. If someone else is to pick up your child, written notification must be submitted to the main office in advance. Those who are picking up children should have proper picture identification (driver’s license, etc).

Telephone numbers: cell, home and work should be kept current. Change of address, new health problems, allergies, etc. should be kept current in Infinite Campus Parent Portal during the school year.

A census verification form is sent home the first week of school and should be reviewed and updated/corrected promptly to the school. This facilitates proper care for your child.

Messages for Students

Prior arrangements with your child regarding appointments, errands, and changes in time or place for after school pick-up are greatly appreciated. The office will take messages for students, but, unless it is an emergency, we will hold the messages until they can be delivered with the least amount of disruption to instruction.

Telephones

The office phone is to be used for school business or in case of an emergency. **Although cell phones are allowed, they must be turned off completely (not even on vibrate mode) during school hours.** Students needing to use cell phones must go to the office and request permission.

ATTENDANCE

Regular attendance and being at school on time every day are key factors in a student's success in school. The classroom environment is considered to be the most meaningful and essential component of the instructional process. Class absences limit opportunities for classroom interaction and direct participation with teacher and student. Therefore, regular class attendance is considered to be an integral part of the student's program if he/she is to accomplish his/her educational goals. *Early dismissal* is discouraged and also counts against a student's attendance. A student should not be absent from school without the parent(s)/guardian(s) knowledge and consent. All students must submit a written excuse signed by their parent/guardian within (3) days of each absence, a physician's note, or a phone call each day of absence.

Attendance Verification

Parents are requested to call the school office at (760) 731-4132 or (760) 695-9699 if their child will be absent from school. Not all verified absences are excused.

*All unverified absences are automatically recorded as **unexcused**.*

(AR5112, Education Code Section 46010, Education Code Section 48205)

Student's absence shall be excused for the following reasons: health reasons, family emergency, or justifiable personal reason as permitted by law, board policy and administrative regulation, all other absences will be classified as unexcused.

If your child will be out for an extended period of time (minimum 5 days and maximum 15 days), please notify the office at least two weeks before the absence to request an independent study contract. The student's teacher and administration must grant approval of an independent study contract. If prior approval is not granted the absences will be considered unexcused and further disciplinary action will follow with the SARB (Student Attendance Review Board) rules

Students identified as a chronic absentee, communication shall be made with the student and his/her parent/guardian to determine the reason(s) for the excessive absences, ensure the student and parent/guardian are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance. The student may be referred to a Student Success Team (SST) or School-site Attendance Review Team (SART) to assist in evaluating the student's needs and identifying strategies and programs that may assist him/her.

A student who is habitually truant, irregular in school attendance, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend, a School Attendance Review Board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the district's attendance supervisor.

Late to school/Sign-in Policy

Students will be considered officially late to school if they are not in their classrooms **by the time the bell rings**. Late students must report directly to the office, be accompanied by a parent or guardian, and provide a written excuse for tardiness. Excuses should be presented to the office on the day the student is late. The written excuse will be recorded as excused or unexcused. Written excuses will be accepted up to three school days following the tardy. Upon receipt, they will be evaluated and recorded as excused or unexcused. Excused reasons for being late include: illness, severe weather conditions, and documented medical appointments.

Early Dismissal and Sign Out Policy

1. Please try to make all appointments outside the school day if possible.
2. Students are not allowed to leave the campus at any time during the school day without permission from the school office.
3. Parent/guardian requesting an early dismissal should be prepared to give the students full name, teacher, reason for early dismissal, and show personal identification.
4. To avoid end of the day disruptions and interfere with buses, students will not be released after 2:15 pm.
5. Keep emergency contacts up to date.

Fallbrook Union Elementary School District

RELEASE OF STUDENT FROM SCHOOL

Emergency and Non-Emergency Procedures

These procedures establish District uniform criteria for releasing students to their custodial parent/guardian and non-custodial individuals in Emergency and Non-Emergency situations. These procedures are to be followed during the school day and after school hours.

Unauthorized Student Release Request

If an individual appears at the school or contacts the school requesting the release of a student during school hours without custodial parent/guardian consent, no removal shall be permitted until contact is made with the custodial parent/guardian. If custodial parent/guardian consent cannot be obtained, no student shall be released.

Student Release in Emergency Situations

Emergencies include but are not limited to a student accident, a natural disaster, a power outage, a school closure, significant student discipline, or another situation of imminent danger for student's wellbeing.

1. School officials identify/verify the student's custodial parents/guardian from the student's emergency contacts on file in the school office, and attempt contact.
2. If custodial parents/guardians are not available at time of emergency contact, school officials will call alternate contact people listed on the emergency contact list.
3. The person picking up the student must show picture identification. This identification must be copied and placed with the sign-out for future reference.
4. In all cases, the emergency person (parent or emergency contact) needs to sign the student out (sign-out log), indicating they have picked up the child, noting the date, time, relationship, and purpose for pick-up (**Reference Authorization to Release Student from School during School Hours form and Student sign-out log**).

NOTE: In Emergency situations, students will only be released to custodial parent/guardian or individuals listed on the student's emergency contact information on Infinite Campus. If you want your child to be released to a specific person during an emergency, that person must be identified and listed on the emergency contact information in Infinite Campus.

Student Release in Non-Emergency Situations

Non-Emergencies include a doctor/dentist appointment, a personal family matter, a change in normal student pick-up procedure, or a situation that does not pose an immediate danger for the student. A custodial parent/guardian may request Non-Emergency Release of their child or a school may request of the custodial parent/guardian a Non-Emergency release of a student (i.e. illness, discipline, suspension etc.).

Non-Emergency Parent Request for Student Release

A student may never be released early from the school day without the consent of the custodial parent/guardian unless the student is in the 7th or 8th grade and needs to attend a confidential medical appointment or students needing to be released from school for protective/safety purposes by child welfare services or law enforcement with appropriate documentation.

1. The parent must request a student's release by phone, in writing, or in person.
2. If the parent requests the student be picked up by an individual other than the parent/guardian, then the parent/guardian must notify school officials either by phone, in writing, or in person.
3. School personnel must be able to identify/verify the custodial parent /guardian with whom they are speaking, using the attached guidelines (Authorization to Release Student from School during School Hours). Required information to be noted includes the date, pick –up time, and relationship to the person to student/family (i.e., uncle, cousin, neighbor, significant other, etc.), and purpose for the pick-up.
4. At time of pick-up, the person must show identification, which will be copied and placed with the sign-out log for future reference. In all cases, the person should sign a log indicating that they have picked up the child, noting the time, relationship, and purpose of the pick-up.
5. The releasing school employee must verify the person's identification to ensure this person is who the parent requested and then sign, date and file Authorization to Release Student from School during School Hours form.

NOTE: In Non-Emergency Situations, students may be released to: 1.) the custodial parent/guardian; 2.) to a contact person listed on the student's emergency care; 3.) to another identifiable and verified adult, whom the custodial parent/guardian has granted permission via phone, in writing, or in person.

Non-Emergency School Request for Student Release

1. School officials must identify/verify the student's custodial parent/guardian from the student's emergency card on file in the school office, and attempt contact.
2. If the custodial parent/guardian is not available at the time of contact, school officials will call alternate contact people listed on the emergency card.
3. Should the parent and other emergency contacts be unable to pick-up the student, a parent may authorize release of their student to an alternate adult by phone or in writing.
4. The person picking up the student should be prepared to show picture identification and this identification needs to be copied and placed with the sign-out log for future reference.
5. In all cases, the person must sign the student out indicating they have picked up the child noting the date, time, relationship, and purpose of pick-up.
6. The releasing school employee must verify the person's identification to ensure this person is who the parent requested and then sign, date, and file the Authorization to Release Student from School during School Hours form.

NOTE: In Non-Emergency Situations, students may be released to: 1.) the custodial parent/guardian; 2.) to a contact person listed on the students emergency contacts; or 3.) to another identifiable and verified adult, whom the custodial parent/guardian has granted permission via phone, in writing, or in person.

After School Student Release Late Pick-Up

1. The school shall comply with all requirements of the California Constitution and Education Code to ensure student safety.
2. Custodial parent/guardian will be called. If parent/guardian cannot be reached, the authorized persons listed on the emergency contact list will be called to pick-up the student.
3. Anyone picking up a child who is not on the emergency contact list will need to be approved through direct phone call or written authorization from the parent/guardian. The person's identity must be verified before the child may leave school grounds.
4. The person should be prepared to show identification, which will be copied and placed with the sign-out log for future reference.
5. In all after-school cases, when not listed on the emergency contacts, the person to whom the student is being released must sign a log in the school office indicating that they have picked up the child noting the date, time, relationship, and purpose of pick-up (**Reference Authorization to Release Student from School during School Hours form and Student sign-out log**).

Health Services

Medications

The school Health Specialist must assist any pupil who is required to take medication during the regular school day. ***A written order from the physician and written parent permission must accompany the medication giving permission for the student to take the medication at school.*** The parent/guardian must bring the medication to the school Health Specialist in the original prescription bottle. The medication must be labeled from a pharmacy whether it is a prescription medication or over the counter medication. Medication may NOT be stored in a student backpack.

Communicable/Contagious Diseases

Students with skin rashes, inflamed eyes, sore throats, or fever should not be sent to school and will be sent home until they recuperate or have a written diagnosis and consent to return to school from a physician. If there are any questions or concerns, please contact the school nurse.

School Health Record

A California health record is kept on file for each student. Information concerning that student's physical condition should be given to the Health Tech by the parents or the family physician. Health records are **confidential** and information is shared with professional staff on a need-to-know basis.

First Aid

If a student becomes ill or is injured at school, the teacher or Health Tech depending upon the seriousness of the illness or injury will care for the student. The parent/guardian will be contacted if a referral to a physician is necessary. If the parents cannot be contacted, the persons listed on the emergency contacts will be called. If necessary, emergency medical services will be contacted.

Head Lice

According to Board Policy 5141.33, “School employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible. The nurse or designee shall examine the student and other students who are siblings of the affected student or members of the same household. If a student is found with active, adult head lice, he/she shall be excluded from attendance. The parent/guardian of an excluded student shall receive information about recommended treatment procedures and sources of further information. The student shall be allowed to return to school the next day and shall be checked by the nurse or designee before returning to class. Once he/she is determined to be free of lice, the student shall be rechecked weekly for up to six weeks.”

Please keep the Health Tech informed if your child develops medical problems or conditions, which require special attention. The physician should write information and directions that must be sent to the Health Tech so that an individual care plan can be developed by the Health Tech and staff.

GENERAL SCHOOL INFORMATION

Care of School Property by Students

Textbooks – Maie Ellis Elementary School recognizes its responsibility to provide textbooks to use by the students. These textbooks are the property of Maie Ellis Elementary School. Therefore, payment for loss or damage beyond normal wear and tear shall be the responsibility of the student, his/her parent(s) or legal guardian(s).

Equipment – Students shall be responsible for the proper care of all supplies and equipment provided including Chromebooks or iPads. Payment for loss of such supplies and equipment, or misuse on the part of the student, will be the responsibility of his/her parent(s) or legal guardian(s).

Assemblies

Each assembly has a purpose that requires students' attention and orderly behavior. Students earn the right to attend the next assembly by demonstrating appropriate behavior such as:

1. Entering and exiting in an orderly manner
2. Coming to order quickly when asked
3. Paying attention to the presentation or speakers

Field Trips

Field trips are wonderful opportunities for students to extend their learning experiences and apply them to the world around them. These trips are designed to supplement different aspects of the classroom curriculum. Our PTSA pays expenses for these grade level trips. A field trip permission form must be completed, signed by the parent and returned to the teacher in order for a student to be eligible to attend. Students are NOT ALLOWED to ride to the field trip by any other method other than the school bus (except for walking field trips).

Emergency Drills

Emergency drills are conducted each month in compliance with California State Law. Evacuation plans are posted in each classroom. Each class has an escape route to an outside area at a safe distance from the school. Children are directed to these designated areas as soon as possible in a safe, quiet, and orderly manner.

Valuables/Cell Phones/Electronic Devices

School personnel cannot be responsible for valuables, cell phones, or electronic devices (cash, jewelry, CD players, iPods, MP3 players or other electronic devices), which students bring to school. Students should leave all valuables at home. Students are permitted to use the office telephones only in cases of emergency and with staff permission. Personal calls are not permitted. Please make plans in advance with your child as to what to do when the school day ends. Cell phones must be turned off during school hours. Electronic devices are prohibited at school and if seen may be confiscated. Parents may pick up the device in the office at the end of the school day.

Students may have in their possession a cellular phone. The school assumes no liability for the loss, damage or misuse of a cell phone or any electronic device. If a disruption occurs or a student uses any cellular phone during the instructional day, the cell phone shall be confiscated by a school employee and shall be held in the office with the following consequences: 1st offense may result in a warning and returned to the student at the end of the school day; 2nd offense may result in student completing a reflections page and a parent/guardian must pick up the device; 3rd offense will result in a parent/guardian picking up the device from the office at the end of the school year.

Lost and Found

All clothing found in the school is placed in our lost and found bin located near the office. Money, jewelry, and other small articles of value are turned in to the office; students may claim them after proper identification.

Pets

Pets are not permitted on school grounds at any time.

Visitors

All visitors are **required to check in at the main office upon entering the campus.** Those wishing to visit a classroom **must have prior approval** of the teacher and administrator. All visitors are required to ***wear a visitor's badge*** while on campus.

Volunteers

Maie Ellis Elementary School welcomes and encourages parent volunteers and offers many opportunities to do so. To ensure Maie Ellis Elementary continually offers and operates as a rigorous learning environment, we encourage parents, whenever possible, to make prior arrangements *for non-school age students to be supervised outside of the classroom while you are volunteering.* It is critical that all children are supervised at all times (cf. [3515.2](#) - Disruptions). Please see your student's teacher or the school office for current volunteer opportunities. Your student's teacher will communicate with you regarding scheduled volunteer hours and specific activities they would like support with. All volunteers must sign in at the front office before entering campus.

Volunteers must have the following items: State issued identification, Current TB test, and signed Volunteer Code of Conduct. Volunteer documentation can be submitted online at www.fuesd.org/volunteer

Parent Teacher Student Association

All parents, guardians, and teachers are encouraged to join the Maie Ellis Elementary chapter of the Parent Teacher Student Association (PTSA) and get involved in leadership. Join PTSA to receive emails to keep you informed of special PTA events.

If you have ideas or questions please email Nicole Garnes, MEE PTSA President:

maieellispta@gmail.com

Holiday Activities

Holiday activities are not mandatory; however, if teachers choose to do a holiday activity as a class or grade level, the activity will be limited to one hour during the week of the holiday (preferably the day of). We understand that not all students have the same beliefs and customs, and teachers will provide an alternate activity for those who choose not to participate.

If you are invited to bring food items, **please send only store bought or commercially prepared food items.**

Classroom Monthly Reward Activities

Monthly reward activities are not mandatory; however, teachers may choose to have a monthly activity as a class or grade level. If the activities include food and/or beverage, the confidential health list will be reviewed in advance.

Birthday Parties

There will be no birthday parties allowed on campus. Students celebrating a birthday will be recognized in other ways such as singing happy birthday, a certificate, a crown, etc. Parents are allowed to drop off store packaged treats or education items for the whole class (i.e. pencils, bookmarks, etc), however no balloons are allowed. Birthday treats must be communicated to the teacher ahead of time and must be dropped off in the office.

Child Nutrition Services (CNS)

Breakfast and lunch are served daily. Breakfast is served from 8:00-8:25a.m.

All students eat breakfast and lunch at no cost. No meal application is needed. For menu and program information, please contact CNS at (760) 731-4352 or visit us at <https://www.fuesd.org/child-nutrition/>. If your child has a food allergy, please contact the Child Nutrition Office to ensure we can accommodate appropriately.

ACADEMICS AND LEADERSHIP EXPECTATIONS

Grading/Evaluation of Student Achievement

Ongoing communication regarding a student's progress is encouraged between teacher and parent/guardian, teacher and student, and parent/guardian and student.

Students' Grades for Achievement in Grades K-6

4 – Exceeds: Student exceeds standards. Student consistently grasps, applies, and extends key concepts, processes and skills to a greater depth than presented.

3 – Proficient: Student is proficient in standards. Student grasps and applies key concepts, processes, and skills independently.

2 - Developing: Student is developing security in some standards. Student grasps and applies key concepts, processes, and skills with support.

1 - Below: Student is consistently performing below grade level in standards. Student needs full support to understand key concepts, processes and important skills.

* - **Area Needs Improvement:** An empty box indicates student is at or above grade level in this area

NA = Not Assessed: Not Assessed this reporting period; shaded areas indicate not assessed.

Whenever it becomes evident to a teacher that a student is demonstrating a decline in performance, parent contact will be initiated. A parent/student conference will be scheduled and added supports will be identified based on the student's needs.

Grades for Physical Education

Student performance in physical education courses shall be based upon evaluation of the student's individual progress, attainment of goals in each instructional area, tests designed to determine skill and knowledge, and physical performance tests.

Homework Guidelines

Practice does not make perfect. Only perfect practice makes perfect. ~Vince Lombardi

Purpose: Effective homework in FUESD is purposeful, relevant, and personalized. It offers all students the opportunity to reinforce and apply classroom learning, and creatively explore their personal interests. Effective homework provides timely feedback to teachers, and gives students the opportunity to reflect on their individual academic progress.

Awards and Recognition

Maie Ellis Elementary will have monthly, student-led leadership assemblies to recognize behavioral and leadership achievements.

Every trimester we will honor academic achievement, citizenship and attendance. The school will notify parents prior to any recognition ceremony earned by your student.

SAFE SCHOOLS

The primary responsibility of Maie Ellis Elementary School is the education of its students in a safe school environment. Collaboration between members of the entire school, parents, and the community is critical to this safe school effort. Parents are encouraged to check their child's backpack on a daily basis – not only for school communication but to ensure that inappropriate items are not carried to or from school.

Students are urged to report concerns about safety to their parents and teacher. If your child is being bullied, teased, threatened, or feels left out, please contact the teacher and the principal. Every effort will be made to address these issues.

Dress and Grooming

Maie Ellis Elementary recognizes that an individual's dress, personal appearance, and cleanliness contribute to a productive learning environment. This is a decision that the student must make in conjunction with his/her parent or guardian, always keeping in mind that his/her appearance and hygiene must not present a danger to any student's health and safety, or be a distraction that would interfere with learning. It is the responsibility of the administration, staff, parents, and students to ensure that the dress code is upheld at school and during school activities.

The Dress Code includes but is not limited to the following:

- Shoes must be worn at all times. Sandals must have heel straps. Flip-flops and backless shoes may not be worn.
- Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive.
- Clothing may not advocate racial, ethnic or religious prejudice or the use of drugs, alcohol or tobacco.
- Hats, caps and other head coverings shall not be worn indoors.
- Clothes shall be sufficient to conceal undergarments at all times. Straps on the shoulders shall meet a minimum standard of one inch. Spaghetti straps, see-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
- Pants/shorts must fit on hips/waist or have a belt to hold them up.
- Any dress or activity that indicates support or membership in a gang will not be permitted.
- Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet or be disruptive to class instruction.
- Personal cleanliness, including clean hair and clean clothes are expected.

The principal, staff, students, and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

The school administration is the final authority when a difference of opinion arises. When a violation of the dress code occurs, the student will be warned and required to correct it. Continued violations will be considered

defiance and the student will be referred for disciplinary action.

Student Behavioral Expectations

Every student has the right to be educated in a safe, respectful, and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. The school environment should be characterized by positive interpersonal relationships among students and between students and staff. To that end, the district has adopted and implemented a school-wide Positive Behavior Intervention and Support (PBIS) program.

Maie Ellis Elementary will develop and annually revise a PBIS Plan that will include: teaching positive school rules; implementing The Leader in Me; positively reinforcing appropriate student behavior; using effective classroom management; providing early intervention and support strategies for misconduct; and appropriate use of logical and meaningful consequences including the use of restorative practices.

It is only with the understanding, collaboration and cooperation of everyone who has a stake in the education of our youth that we can succeed in creating learning environments that are conducive to optimum academic achievement for all students.

Student Responsibility

Students are expected to learn and model Maie Ellis' Leadership Expectations, follow all school and classroom rules and demonstrate appropriate social skills when interacting with both adults and peers. When behavioral expectations are not met, the student is expected to work to improve behavior with support from self, staff and parent/guardian.

Show Respect

- I treat others the way I want to be treated
- I respect everyone's right to learn
- I speak and act in a kind and courteous way to peers and adults
- I respect private and public property
- I am honest with myself and others
- I peacefully resolve conflicts by talking and listening to others
- I follow the instructions of supervising adults

Solve Problems

- I take responsibility for my actions
- I am prepared to learn by coming to school on time with all of the appropriate/required materials
- I manage my time in a way that helps me learn to the best of my ability
- I give my best in everything I do
- I help create a positive school environment by being positive with peers and adults
- I follow school and classroom rules and routines

Make Good Decisions

- I play in a safe way and use good judgment
- I consider the health and safety of myself and others
- I follow school rules on the playground, in the classroom, in the cafeteria, and all areas of the school
- I use equipment appropriately and in the manner in which it was intended
- I help maintain a clean and safe campus
- I report any bullying or harassment
- I avoid both verbal and physical conflicts

DISCIPLINE POLICY

Restorative Justice and Retribution Guidelines

At Maie Ellis we use restorative practices to promote building respectful and trusting relationships as the foundation for teaching and learning while providing meaningful opportunities for students to develop self-discipline and positive behaviors in a caring, supportive environment. A restorative approach sees conflict or misbehavior as an opportunity for students to learn about the consequences of their actions, to develop empathy with others, and experience how to make amends in such a way as to strengthen the community bonds that may have been damaged.

Teachers and staff understand that young people make mistakes, and it is the school's role to support their socio-emotional growth as well as their academic growth. When our young people make mistakes, our goal is to create opportunities for them to take accountability for their actions and correct their mistakes. We are committed to engage in the kind of restorative practice that is rooted in learning and teaches appropriate conduct consistent with school values.

Fallbrook Union Elementary School District policy requires school administrators to utilize positive interventions and/or means of correction, if appropriate, prior to or in lieu of suspension to resolve disciplinary issues. When in-school suspension or suspension is indicated, the school will make every effort to provide supervised in-school suspension, or other alternatives within the school to ensure student safety, mental health, and academic success.

School discipline consequences strive to be consistent, reasonable, fair, age appropriate, and matched to the severity of the student's misbehavior. Consequences that are paired with meaningful interventions, instruction and guidance offer students an opportunity to connect their misconduct with new learning, participate in contributing back to the school community; the desired result is to get the student re-engaged in learning. Any use of consequences should be carefully implemented with well-defined outcomes in order to provide the greatest benefit. Positive consequences including systematic recognition for appropriate behavior frequently lead to an increase in the desired behavior. Negative consequences are designed to provide feedback to the student that his/her behavior is unacceptable and should not occur again.

Students may face both restorative practice and retribution (consequences) if the act/violation is related to a school activity or school attendance, including but not limited to the following: (a) while on school grounds; (b) while going to or coming from school; (c) during a school lunch period whether on or off campus; or (d) during or while going to or coming from school sponsored activity. (Education Code 48900)

AB 1729 (Ed Code 48900.5)

Requires alternate means of correction designed to address and correct the student's specific misbehavior under the specific Ed. Code violated be documented prior to suspending a student under 48900 (f)-(t).

Students with disabilities:

Students with disabilities will be disciplined in accordance with all relevant federal and state laws and regulations, including the Individuals with Disabilities Act and the California Education Code. The procedures

discipline of students with disabilities are set forth in the District's Notice of Procedural safeguards. Copies of the Notice of Procedural Safeguards are available at the District Office and also online.

Interventions and Disciplinary Actions

Prior to suspension, or any disciplinary measure, students should first be supported in learning the skills necessary to function in the school environment and to avoid negative behavior. Guiding principles that set forth, clear expectations, and development of a Positive Behavior Intervention and Support system, enable staff to have available the information and resources needed to evaluate and address student misconduct more effectively. Disciplinary and restorative interventions may include, but are not limited to:

Loss of Privileges: if someone abuses a previously earned privilege, that privilege can be revoked. The student may earn it back by successfully engaging in the desired behavior. Any activity/event (e.g. recess/lunch) that is part of the regular school day is not considered a privilege.

Informal Conference: A school staff member will meet with the student for instruction and guidance providing re-teaching and corrective feedback. This offers students an opportunity to change the behavior.

Formal Conference: One or more staff members will meet with parent/guardian and the student to discuss behavior and will come to consensus on supports to correct student behavior. Students must agree to correct behavior. Parent/guardian will be notified by telephone, personal contact, email, or letter/certified letter.

Community Service: A student may perform community service on school grounds during non-school hours. Such service may include, but is not limited to, outdoor beautification, campus betterment, and teacher or peer assistance programs.

Restorative Practices: Gives students who commit infractions in school an opportunity to understand how their behavior affects others in the school community, including students, teachers, staff, and parents/guardians, and directly involves them in a process to repair the harm caused. Students may participate in circles, peer mediations, or other conferences to allow affected parties to come together in a safe environment to explore how everyone has been affected by an offense and when possible to decide how to repair the harm.

Student Study Team (SST): A formal process involving a team of school site personnel, parent/guardian, and student (when appropriate) to collaboratively develop strategies to assist students who have learning and/or behavioral challenges at school. The goal of the SST is to design a team action plan for student improvement.

Behavior Contract: An effective contract is one which clearly states what the behavioral goals are for the student, including positive reinforcements for demonstrating appropriate behaviors, as well as consequences that will follow when those behaviors are not demonstrated.

Student Suspensions and Expulsions

Removal from school shall occur by temporary suspension or expulsion. Students have the responsibility to make-up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within established guidelines at the teacher's discretion.

Per education code 48915(c) the principal or superintendent is required to immediately suspend and recommend for expulsion students determined to have committed any of the following acts:

- Possessing, selling, or otherwise furnishing a firearm
- Brandishing a knife at another person
- Unlawfully selling a controlled substance listed in Health and Safety Code 11053 et. Seq.
- Sexual assault/battery (as defined in subdivision (n) Section 48900)
- Possession of explosive

Alternative Classroom Placement/Non-Participation List

Disruptions that prevent classroom learning may result in immediate student removal and office referral resulting in an Alternative Classroom Placement (ACP). While in the Alternative Class Placement, students will still receive their work from classes and are expected to complete it. They will also be expected to reflect and learn from their poor behavior choices. Any student referred for a serious violation will be placed on the non-participation list for 4 weeks from the date of the first violation. Any second or further serious violation will result in non-participation for 8 weeks from the date of the incident. Students on the non-participation list are excluded from the following: school dances, assemblies, contests, programs, performances, year-end activities, extracurricular, and lunchtime activities.

School administrators may withdraw school privileges for a designated period of time. These may involve removal from extracurricular activities and school social events, as well as other functions. Teachers may withdraw privileges extended within the classroom as a disciplinary response to student misbehavior.

Bullying

Maie Ellis Elementary School will not tolerate any acts of bullying occurring on school property, at school-sponsored activities scheduled on or off school grounds, or during the time students necessarily spend traveling to and from school or to school-sponsored activities, or transmitted in any way through school computers, networks or equipment.(Board Policy 5131.2)

Definition: Any severe or pervasive verbal or physical act or conduct, including communications made in writing or by means of an electronic act, including, but not limited to, sexual harassment, hate violence, threats, or intimidation that has the effect or can be reasonably be predicted to have the effect of placing a reasonable pupil to experience substantial interference with academic performance or causing a reasonable pupil to experience substantial interference with the ability to participate in or benefit from services, activities, or privileges provided by the school. Bullying includes, but is not limited to:

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| Hurting someone physically by hitting, kicking, tripping, or pushing |
| Stealing or damaging another person's things |
| Ganging up on someone |
| Teasing someone in a hurtful way |
| Using put-downs (i.e., insulting or making fun of someone) |
| Name calling |
| Spreading rumors or untruths about someone |
| Leaving someone out on purpose, or trying to get other kids not to play with someone |
| Using the Internet, telephone or texting to insult or tease (cyber-bullying) |

Cyber-bullying

Cyber-bullying is defined as the posting of harassing messages, direct threats, social cruelty or other harmful text or images on the Internet, social networking sites or other digital technologies as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships. Students are subject to discipline in accordance with law, Board Policy and administrative regulation for any off-campus conduct during non-school hours which poses a threat to the safety of students, staff or district property or disrupts the orderly delivery of the educational program. Students engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel shall be disciplined.

Investigations of cyber-bullying cases shall include documentation of the activity, identification of the source and a determination of the impact or potential impact on school activity or school attendance. Students and parents are encouraged to save and print any messages sent to them that they feel constitute cyber-bullying and to notify school employees so that the matter may be investigated.

All students and employees are entitled to a safe, equitable and harassment free school experience. Once a parent or student is aware of a child being bullied, our administrators need to be made aware immediately in order to stop any further bullying. If you are a student being bullied, report it immediately to an administrator, teacher or staff member. The situation will be investigated and appropriate action will be taken to ensure there is no further bullying by the perpetrator/bully. **Should the bullying continue, please report the incident immediately to an administrator, teacher or staff member.**

For more information, please go to: <http://www.cde.ca.gov/ls/ss/se/bullyingprev.asp>.

Anti-Bullying Policy

The Maie Ellis Elementary School Community is committed to making our school a safe and caring environment for all students. We will treat each other with respect and refuse to tolerate bullying of any kind.

Students at Maie Ellis Elementary School will do the following things to prevent bullying:

- Treat everyone with respect and kindness
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying behavior to an adult

Teachers and staff at Maie Ellis Elementary School will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying behavior and stop it when it happens
- Respond quickly and sensitively to bullying reports
- Assign disciplinary consequences for bullying
- Assign immediate consequences for retaliation against students who report bullying

Consequences for Violating the Anti-Bullying Policy

Depending on the severity and nature of the incident, Maie Ellis Elementary School will take one or more of the following steps when bullying occurs on campus (including bullying that takes place off campus and impacts the educational environment):

- **Intervention, Warning, and Redirection**
A teacher, administrator, or staff member will ensure that the immediate behavior stops and reinforce to the student who is doing the bullying that bullying will not be tolerated. During this meeting with the student, the staff member will redirect the student and develop a plan for appropriate behavior.
- **Notification of Parents**
School staff will communicate with parents of involved students. The parents may be asked to meet with the assistant principal or principal or other members of the school staff, including the student's teacher and/or the school counselor.
- **Resolution with the Target of the Bullying**
The student who is bullying may be required to write a letter of apology to the student who was bullied. Depending upon the nature of the incident, the students involved may meet to help resolve the problem and ensure it does not happen again.
- **Referral to School Support Staff**
The student who is bullying may meet with the school counselor or other school personnel to help prevent future violations.
- **Consequences**
The student who is bullying may be assigned to an alternative placement during recess, lose school privileges (i.e. serving on student council), and/or be suspended. If serious circumstances warrant, steps towards expulsion may be taken and/or law enforcement may also be contacted.

