



**Maple Elementary School
Home of the Mustangs!**

**Student and Parent Handbook
2018-2019**

SCHOOL OFFICE INFORMATION

School Address: 244 E. Valencia Drive, Fullerton, CA 92832
School Telephone: (714) 447-7590
Fax: (714) 447-7546
Principal: Anthony Abney
Principal Email: anthony_abney@myfsd.org
Office Manager: Sandra Seibert
Office Email: sandra_seibert@myfsd.org
Office Clerk: Karina Tovar
karina_tovar@myfsd.org
Health Assistant: Isabel Osornio
isabel_osornio@myfsd.org
School Office Hours: 7:30 to 4:00 Monday-Friday
Teacher Hours: 7:30 to 3:00 Monday-Friday
School Mascot: Mustang
School Colors: Light Blue, Navy Blue, and Red

SCHOOL PROCEDURES

ARRIVAL & DISMISSAL

Beginning 8/28/17, Maple School will open for the Morning Mustang Sports Program each day at 6:45 AM. Students need a permission slip to attend the program. Students not in Morning Mustangs may arrive at 7:20 AM to eat breakfast. Maple opens for all other students at 7:45 AM.

The Kindergarten Yard is open and supervised at 7:30 AM for all Kindergarten and TK students.

Please remember that traffic is often heavy during drop-off and pick-up times. We ask that you reduce speeds and exercise caution when approaching and entering school grounds.

If you choose to drive through the parking lot to pick up and/or drop off your child(ren), please go through the entrance on Valencia Drive side and pull to the “Yellow Square” marked with yellow lines which is the official Student Drop Off/Pick Up Area. Please exit at the Ash Street side.

You may also drop off and pick up your children in the yellow loading and unloading zone in front of the school, but you may not park there. Please do not block any parked vehicles.

MORNING PROCEDURES

Parents are welcome to be with their students on campus in the morning. Students need to be in their classroom line when the readiness bell rings at 7:55. Teachers will come pick up their class at this time, and we ask that parents say their goodbyes on the blacktop so that students can begin their academic day.

DISMISSAL PROCEDURES

The dismissal bell will ring at 2:15pm on Mondays, Tuesdays, Thursdays, and Fridays for all grades. On Wednesdays, the dismissal bell will ring at 1:00pm.

Parents picking up students may enter campus at 2:15 PM. Before 2:15 PM, parents may wait outside of TWO gates: the front door of the school and the Parking Lot Gate by the MPR. Parents may not double park in the parking lot to pick up their child. Parents will be welcome on campus AFTER the dismissal bell rings.

MORNING MUSTANGS SPORTS PROGRAM

The Morning Mustangs Sports Program will serve the Maple Community in the following ways:

- Increasing students’ overall health and wellness
- Increasing students’ mental capacity for the regular school day (brains are extra activated after cardiovascular exercise)
- Increasing students’ levels of commitment and resilience
- Offering Maple families more options for early morning child care

No commitment is necessary. Students may attend occasionally or every day! For students attending Morning Mustangs, school will open at 6:45 AM. The Maple Community crossing guards will begin working at 6:30 AM, so that students and families can walk safely to the program.

Students do need a permission slip to participate between 6:45-7:20 AM. Please remember that students MUST demonstrate good behavior to remain in the program.

ABSENCES

Students can only receive the best education if they are on time and in attendance every day possible. Missed days of school leave gaps in the educational process that are very difficult to make up. Please make every effort to see that your child comes to school every day on time and that he/she attends for the entire day.

The only absences that can be excused are those resulting from illness or injury to the student (medical, dental, or counseling appointments) or funeral services of a student's immediate family member. A telephone call on the day of the absence indicating the reason for a child's absence is necessary to verify an absence.

Any absences reported after 5 school days will be documented as Unexcused.

Please note: Doctor's notes are to be provided after a hospitalization or injuries that require a student to use a cast, a sling, a boot, crutches, or any medical device. Parents will need to provide a doctor's note with restrictions.

PERFECT ATTENDANCE AND SATURDAY SCHOOL

Coming to school on time and ready to learn is a character trait we wish to reward throughout the year with various incentives. **In the event your child becomes sick and needs to miss school, they will be expected to make up their absence through their participation in Saturday School.** One Saturday School will clear one absence. Saturday school will not clear tardies. Please check the school calendar for dates.

EXCESSIVE ABSENCES & TARDIES

The Fullerton School District receives state funding only for students who are present in school. Our school does not receive funding when a child is absent for any reason.

The procedure for excessive tardies and absences is as follows:

1. At the 3rd Unexcused absence a letter is sent home to parent.
2. At the 4th Unexcused absence a letter is sent home to parent.
3. At the 5th Unexcused absence, a SART (School Attendance Review Team) Letter is sent home with a scheduled conference time. Parent must attend conference.
4. If no improvements are made in Attendance, student will be referred to SARB (School Attendance Review Board) at District Office.
5. If Truancy is not resolved, parents will be REQUIRED to attend District Attorney meetings held at the Fullerton Police Department.

Thank you for your help in seeing that your child attends school each day!

TRUANCY

California state law states that every child between the ages of six and sixteen years of age must attend school full time unless exempt under state law. (Education Code 48200) A child is considered truant when he/she is absent from school without a valid excuse for three days in one school year. Any student who is truant shall be reported to the district attendance supervisor or to the district superintendent and may be placed on an attendance contract with the school (Education Code 48260).

RELEASE OF STUDENTS DURING THE SCHOOL DAY

There may be circumstances that arise that make it necessary for parents to take their children out of school for part of the day. In these cases, the parent must go to the school office to officially sign their child out. A child is not permitted to leave school or the school grounds before regular dismissal without being checked out through the main office. **A student will not be released to anyone except the parent or an adult listed on the student's emergency card.** In an emergency, permission over the phone may be granted, provided that the person checking the student out is 18 years of age or older and can provide proper identification.

Students will not be called from class until the parent arrives at the office. Please note that when a student is signed out early, they are no longer eligible for individual trimester awards in which they have no absences, tardies, or early dismissals.

EMERGENCY CARD INFORMATION

Every parent in the Fullerton School District must register through Powerschool Online Registration at the beginning of the new school year. This system is vital, because it replaces emergency cards. In the case of an emergency involving one of our students, Maple staff must be able to contact the parents and/or authorized adults immediately. For this reason, parents are required to register and promptly update their Powerschool registration and notify the Main Office when any changes occur.

USE OF SCHOOL TELEPHONE

The school telephone is a business phone. Students may use the phone only for emergencies (not for calling to see if they can bring a friend home, etc.) Students will be given messages only in an emergency situation.

VISITING SCHOOL

Parents are encouraged to visit their child's classroom throughout the year. However, to avoid any disruptions to the learning environment, please coordinate visits in advance with the teacher. The safety of our students is our top priority; ***we do not want strangers on campus with your children.*** To help us identify who is on campus, visitors must sign in at the Main Office through our Raptor system and receive a visitor's badge, before proceeding onto the campus.

DOGS ON CAMPUS

To ensure safety on our school campus, dogs are not allowed on campus. This includes dogs on leashes, dogs not on leashes, dogs being held, and dogs in carrying crates. (OCCO 4-146).

Maple School is adjacent to a park. Dogs may not run loose in city parks and playgrounds; they must be on a leash less than 10 feet long. Although leashed dogs are allowed in the park, please do not bring dogs onto campus. See the [City of Fullerton website](#) for more information.

SCHOOL BREAKFAST/LUNCH PROGRAM

Monthly menus are posted in the front office. Menus can also be downloaded and printed from [Nutrition Services](#).

Breakfast and lunch are served daily. Breakfast is served before school from 7:20 to 7:50.

Free and reduced-price lunches are available to students who qualify. **These forms need to be updated every year during the first month of the school year.** Forms are available at the school site and at the district Nutrition Center located at 389 W. Truslow, Fullerton. You may also apply [online](#).

GUM

Chewing gum is not allowed on campus.

SHARING FOOD

For health reasons and to avoid any incidents due to food allergies, sharing food is not allowed.

SNACKS

Maple Elementary School follows the Fullerton School District Wellness Policy. **Please do not send candy, sodas, or excessive amounts of unhealthy chips with your students to school.** Please provide healthy food in reasonable SINGLE portions. Students who bring candy or large bags of chips may have the food confiscated for parents to pick up later.

LOST AND FOUND

Children who have lost something should check first with their teacher, then in the office, and finally on the hangers in the K/1 Hallway. Lost items are gathered 3 times a year (before Winter Recess, Spring Break & the end of the school year) and given to charity. Students' personal belongings should be labeled with first and last names. Articles left on the buses are taken to the district's transportation office (714-447-7445).

REPORT CARDS AND CONFERENCES

Our goal is provide parents with constant communication regarding their child's academic performance, behavior, and attendance. Formal report cards are issued three times during the school year, and formal parent conferences are held twice during the year. You will receive notification prior to conference times. *Please feel free to contact your child's teacher at any time during the year for a conversation or meeting.*

BEFORE & AFTER SCHOOL CLASSROOM ACCESS

Classrooms will not be accessible to students prior to the 7:55 bell & after 3:00 PM without prior teacher permission.

SCHOOL SERVICES

BOOKS AND SUPPLIES

Students are expected to take good care of all school supplies, including district-issued technology. Parents will be requested to reimburse the district for lost and/or damaged books and materials.

BUS CONDUCT

Being able to ride the school bus is a privilege. Students are expected to cooperate fully with the bus drivers as they are in charge while transporting students. **Any misconduct on the bus may result in suspension of bus privileges.**

HEALTH SERVICES

Each school is given the health services necessary to develop a coordinated program for the improvement of health education and health status of the pupils. A school nurse is available to Maple School on an on-call basis. The school district offers the following services to our children through the school nurse:

- A. Provides vision screening for Kindergarten, 3rd, and 6th graders.
- B. Provides hearing screening for Kindergarten, 2nd, and 5th graders.
- C. Provides growth and development films for 5th and 6th graders.
- D. Coordinates immunization requirements.
- E. Maintains all health records.
- F. Processes special health referrals.
- G. Gives emergency care in case of accident or illness at school.
- H. Supervises control of communicable diseases at school.
- I. Interprets health information to staff.
- J. Assists in welfare cases.

Important: Please notify the office if your child has a severe allergy or other medical condition.

PHYSICAL SCREENING

Every child entering Kindergarten is required to present a health exam form to the school stating that a physical screening has been done within six months prior to Kindergarten entry. The school will provide a physician's certification form.

DENTAL ASSESSMENT

To make sure your student is ready for school, California law, *Education Code* Section 49452.8, now requires that your child have an oral health assessment (dental check-up) by May 31st in his/her first year in public school. Assessments that have happened within the 12 months before your child enters school also meet this requirement. The law specifies that a licensed dentist or other licensed or registered dental health professional must do the assessment.

IMMUNIZATIONS

The law requires that proof of immunization for Polio, DTP, Measles, Mumps, Rubella, Hepatitis B, and Varicella (Chicken Pox) be presented at the time of Kindergarten registration or whenever a new student enters school. Students who have not fulfilled the immunization requirements will be excluded from school.

Documentation must include the following minimal information:

- A. Name of person immunized
- B. Birth date
- C. Types of vaccine administered
- D. Date each immunization was administered
- E. Name of physician or agency administering the vaccine

ILLNESS

Good health is more important than perfect attendance. Call the school at once if your child has a communicable disease. The staff continually observes the students for possible symptoms or exposure to contagious diseases.

Please make sure the school has *current emergency information in the online Powerschool registration system at all times* with telephone numbers at home and work for both parents, a doctor's name and number, and the number of three other adults in case the parents cannot be reached and that the office is also contacted regarding changes.

It is suggested that parents file a medical "permission to treat" form with the hospital emergency room nearest the school authorizing emergency medical treatment in the event they cannot be reached.

PUPIL MEDICATION

Medication is given **only on the written request of the parents with written authorization and explicit directions from the doctor** (forms are available in the office). This authorization must be renewed each year. The school should be contacted when this need arises. All medication should be clearly labeled and will be kept locked in the health office where office personnel can supervise distribution. A STUDENT IS NOT ALLOWED TO CARRY ANY MEDICINE AT SCHOOL, except an inhaler with written permission from a physician. This includes over-the-counter medication such as Tylenol, cough drops, etc.

INSURANCE

Insurance forms are sent home with students at the beginning of the school year. If parents choose to take advantage of this service, they mail the form and premium directly to the company.

MEDIA CENTER/COMPUTER LAB

Students will visit the Media Center with their classroom at least once a week for book checkout and computer lab. The computer programs are used as an extension of concepts being studied in the classroom and supports the Fullerton School District Technology Plan.

1. All students will attend a Media Center orientation in the first weeks of school.
2. First and second grade students may check out one book for one week. It may be renewed once.
3. Third through sixth grade students may check out two books for two weeks. These books may be renewed for one more week.
4. Books must be returned on or before the due date.
5. Payment will be requested for lost or damaged textbooks or library books. A letter will be sent home informing parents of any lost or damaged books, which were assigned/checked out to the student.
6. Nonpayment for lost or damaged books will result in loss of library privileges until payment is made.

SCHOOL PROGRAMS

ESL CLASSES FOR PARENTS

English as a Second Language classes are available at Maple. Monday, Wednesday, and Friday at 8:30am until 10:00am in room 22. Classes are free of charge. Parents attending the English Classes MUST sign in the office and get a visitor badge.

ENGLISH LANGUAGE ADVISORY COMMITTEE (ELAC)

ELAC is a parent committee designed to ensure representation of bilingual parents and to keep them informed of educational issues and policies. The committee meets quarterly.

INSTRUMENTAL MUSIC PROGRAM

Beginning and advanced classes in instrumental music are provided for students in fourth, fifth, and sixth grades, utilizing standard band and orchestral instruments. Classes are conducted at Maple School by a district instrumental music teacher.

PHYSICAL EDUCATION

The PE program provides opportunities for children to participate in a variety of sports and activities, and is based on state curriculum and guidelines. Students at Maple receive 50 minutes of PE twice per week. It is important that students wear appropriate clothing and shoes, which enable them to move comfortably and safely. If your child cannot participate on any specific occasion, the child should bring a note signed by a parent to be excused from PE for that day. A doctor's note is required if a student cannot participate in PE for more than one day.

MUSTANG LADIES

Mustang Ladies is a girls' leadership group for select upper grade students. A guest speaker who is a role model in the community motivates and inspires fourth through sixth grade girls at a monthly lunchtime meeting. Students are selected by their teachers and must complete an application to participate.

NATIONAL ELEMENTARY HONOR SOCIETY (NEHS)

Established at Maple in 2008, this national organization is open to students in the 5th and 6th grade who meet high academic and citizenship criteria and are recommended by their teachers. Students must complete an application, which will be reviewed by the NEHS Advisor and Faculty Council.

OPEN HOUSE

Our spring Open House showcases our extensive programs and student work on April 24, 2019.

ARGUMENTATION AND COMMUNICATION LEADERSHIP ACADEMY MAPLE SPEECH AND DEBATE TEAM

Maple School, in partnership with Cal State Fullerton, has a Speech and Debate Team for interested students in Grade 4-6. The team meets after school to practice various styles and genres of speech and debate, and prepare for local competitions. The team, started in 2012, participated in their first competition at Irvine Valley College in 2013, with the assistance of Coach Willie Washington, CSUF. The current speech and debate team functions as an after-school program on Wednesdays and is run from Cal State Fullerton (not Maple).

PARENT-TEACHER ASSOCIATION (PTA)

The Maple Parent-Teacher Association (PTA) is made up of parents, teachers/staff members, and community members, and is a very active organization at our school. The main objective of the PTA is to promote the welfare of children and youth in the home, school, and community. The Maple PTA sponsors several fundraisers throughout the year. Profits help to fund field trips, assemblies and incentives for our students. We encourage everyone to join the PTA and be a part of the strong partnership that exists between the children, teachers/staff, and parents of Maple School. The cost to join PTA is \$6.00.

POSITIVE BEHAVIOR INTERVENTION SUPPORT GRANT (PBIS)

A team of teachers, staff and parents will meet throughout the year to monitor student behavior as part of our Positive Behavior Intervention Support Grant. We recognize the importance of safety and will work toward that goal in order to ensure a successful academic opportunity for all students.

PRESCHOOL PROGRAM

At Maple, we have a wonderful and **FREE** State-Funded preschool program that caters to the needs of 3-5 year olds. Our preschool program is inspired from the Reggio Emilia Approach. The Reggio Emilia Approach entails that the students, families, and teachers all work as one for the greater good of the students. Students learn from non-traditional approaches through daily open-ended conversations and questionings, hands on explorations, and endless investigations of ideas from the students and teachers. Teachers work closely with the students to formulate hypotheses about possible answers to questions and ideas the students may have, and in return, the students learn to produce their own thoughts and answers to different motives and logic.

The preschool program offers an AM session from 8-11 and a PM session from 12-3. Each three-hour session includes a free daily meal, time for students to explore indoors and outdoors, and countless opportunities for the students to socialize with their peers and the teachers. Our teacher-to-student ratio is 1:8.

In our program, the students are surrounded by loving and caring staff and that have over twenty years of combined services with preschool aged children. For more information about the program or enrollment, please contact the Child Development offices at the Fullerton School District (714) 447- 7477.

SCHOOL SITE COUNCIL

The School Site Council is comprised of parents and staff members. The council is elected in September and serves for two years. They work together to:

1. Assist and advise in identifying needs of students and adopting educational goals for Maple.
2. Assist and advise in the review of the annual school budget.
3. Assist and advise in the formulation of the school plan.

The School Site Council meets several times per year. All parents are encouraged to attend these very important meetings.

STUDENT COUNCIL

Students in grades 4-6 serve as student leaders on the student council. Elections are held each August. Students must maintain good grades, citizenship, and attendance and must be recommended by their teacher. Student Council members will develop leadership skills by organizing student activities, engaging with their constituents, and leading service learning projects.

VIP PLUS 1:1 PROGRAM AT MAPLE SCHOOL

Maple is proud to be the first school in Fullerton School District to offer the VIP Plus Program for all its students. Every student in the school will be provided an iPad to enhance and complement learning at school and at home. The 1:1 Visible Innovation Program aims to provide students with 21st-Century student specific skills, content knowledge, and literacy that will help them master the multidimensional abilities required in the 21st Century and beyond. This program is created with the intent to use technology as a means to increase collaboration, creativity, critical thinking, and communication. These are skills all students will need to compete in the future global market.

VOLUNTEER PROGRAM

Every parent is encouraged to donate their time in the classroom or the Media Center by assisting students and teachers. Parents can also participate by preparing classroom materials at home or at school, and by participating in PTA or on our School Site Council. Please make sure you sign in the office and get a visitor badge.

DRESS AND GROOMING GUIDELINES

Maple School encourages all students to wear a school uniform. **In addition, students need to wear shoes appropriate for recess and physical education daily.** The uniforms do not need to be a particular style as long as they are navy pants or skirts with a solid red, navy or light blue shirts. Jeans are acceptable in lieu of navy pants. Parents should be able to locate the appropriate uniform styles and colors at a store that fits your preferences. When your children outgrow their uniforms you may bring them to our “Maple Locker” for other children who may need them. In cases of economic hardship, help in obtaining uniforms is available (Please contact the main office). You may obtain an exemption from the uniform requirement, however, your student must wear solid color shirts without logos or writing. In addition, baggy pants, short shorts, spaghetti straps, or anything perceived as “gang attire” or disruptive to the learning environment will not be permitted. Maple Spirit Wear will be on sale throughout the school year for your convenience. For more information or to resolve a concern, please contact the principal at Maple School. The school number is (714) 447-7590.

Students may wear sun-protective clothing, including hats while they are on the playground. Students may also apply sunscreen without a doctor’s note or prescription while on the playground.

EXPECTATIONS FOR STUDENT CONDUCT

The Maple School staff sets high standards for student conduct in order to maintain a safe, orderly, and positive school environment based on the Positive Behavior Support (PBIS) Model. The staff is here to help every child learn to work and play with others successfully. We ask your cooperation in helping your child understand and follow the school rules.

School Rules: BE RESPECTFUL, BE RESPONSIBLE, BE SAFE

1. Be polite and respectful to others.
2. Be cooperative.
3. Keep objects, hands, and feet to yourself.
4. Take pride in your school by keeping it neat and clean.
5. Playground equipment is to be used properly.
6. Students are to stay within proper boundaries during school hours.
7. Students are to walk quietly in the halls.
8. Do not run on the blacktop.
9. Do not bring toys from home.
10. Students are responsible for bringing home all materials needed at the end of the school day as well as returning them to school the following day..

WEAPONS

The safety of **ALL** Maple students is of primary importance. We discuss in class and in assemblies that no weapons (or fake weapons) of any kind are allowed at school or at school-sponsored activities. We also stress the importance of reporting any dangerous object or situation to a responsible adult. Please discuss this issue with your child.

California State Education Code required that students who bring dangerous substances, knives, guns, explosives, or dangerous objects that can be used as suspension and/or expulsion. Possession of these weapons at a school-sponsored activity is also grounds for suspension and/or expulsion.