



## Mission Elementary School

# PARENT HANDBOOK

10568 California Street Redlands, California 92374  
Phone: 909.307.2480 Fax: 909.307.2481

**Welcome to the Mission Family!**



**We are a California Distinguished School, No Excuse University, Silver PBIS Implementation, and an Honor Roll Award Winner!**

School Colors: Green and White

### Office Staff

Minerva Castorena, Principal  
Chris McClung, Assistant Principal  
Sandy Logan, Office Manager  
Carmen Alvarez, Attendance Clerk  
Debbie Moore, Health Care Technician  
Nikki Gonzales, School Counselor

## Mission Motto

**Building Better Futures...No Excuses!**

*Staff and students pledge to follow this motto everyday!*

## **PARENT/STUDENT GUIDELINES STUDENT PICK UP/DROP OFF, PARKING, AND STUDENT SAFETY**

- Students in 1st-5th grade enter through the large gate next to the main parking lot beginning at 7:30 am. **For safety reasons, students should not arrive before 7:30 am**, as gates remain closed and there is no supervision until 7:30 am.
- All TK/Kindergarten students should be dropped off and picked up by the small front gate next to the Kindergarten playground beginning at 7:30 am. Morning TK/Kindergarten hours are 8:00-12:00 am. Afternoon TK/Kindergarten hours are 10:00-2:00 pm with drop-off supervision beginning at 9:45 am.
- Only bus riders may enter through the Bus Gate.
- 1st, 2nd, 3rd, 4th, and 5th grade students are dismissed from the main parking lot area.
- All 1st-5th grade can be picked up by driving through the 2 pick-up lanes. **The 3rd lane is to drive through only.**
- All TK/K students must be picked up from the classroom. Please be patient during pick-up.
- **Students should be picked up promptly at dismissal time (2:00 pm on regular days, 11:50 pm on minimum days)**, unless participating in a scheduled after school activity.
- Families with more than one student can make arrangements with teachers for the older students to go directly to their sibling's pick-up area at dismissal time. Parents need to make arrangements in advance with the teacher or the office if there is a change in their child's normal pick or drop-off time.
- **Any individual picking up your child must be at least 18 years of age having appropriate identification.**
- Do not double park or make U-turns in a school zone.

- Pedestrians and drivers should obey all traffic laws.
- **Please do not motion your children to cross to the middle or 3rd lane or between cars.**
- Encourage them to wait for a staff mentor to chaperone them to their car.

## **ATTENDANCE AND TARDIES**

School attendance is mandated by statute and by laws and regulations of the State of California and the Governing Board of the Beaumont Unified School District (BP 5113).

Mission has the responsibility to enforce all attendance policies, which assure regular attendance and punctuality. In order for an absence to be cleared, **a parent/guardian must send a note or call the office within 24 hours to inform the school of the student's absence.** Parent notes will only be accepted for the first five (5) absences. After five (5) absences, a doctor's note or school site verification may be required. According to the California Compulsory Attendance Law, an absence is excusable for the following reasons only:

1. Illness
2. Quarantine directed by a county or city health officer.
3. Having medical, dental, or vision services rendered.
4. Attending funeral services of a member of the pupil's immediate family.
5. Student attendance in court.

When a student accumulates absences, whether excused or unexcused, under the district attendance procedure, the following interventions may occur:

1. **Three (3), six (6), or nine (9) unexcused absences** - Parent/Guardian receives written communication from the school.

2. **Ten (10) or more absences** - Parent/guardian receives additional written communication from the school. Other options may include but are not limited to:
- A scheduled conference with the School Attendance Review Team (SART).
  - Referral to the district's School Attendance Review Board (SARB).
  - Revoke of intra/inter district transfer.

Makeup work will be the responsibility of the student.

### **Redlands Independent Study Education**

An Independent Study contract *may* be approved for students who plan to miss between 3 -20 consecutive days. Contact the Attendance office at least two (2) weeks in advance. All contracts must be approved by the principal. Note\* - Independent Study will not be approved during State testing.

### **Attendance Incentives**

- Extra Recess
- Monthly trophy for best attendance in each grade
- 100% attendance BBQ

### **Tardies**

- A student is tardy if she/he arrives at school after the bell rings at 8:00 am.
- Three (3) tardies in excess of thirty (30) minutes without a valid excuse will be counted as truancy.
- Tardies that result in truanancies may be referred to the SARB board for review.

Parents must come into the office to sign their student out for medical, dental, or other types of appointments that require them to leave school early. Office personnel will verify that you are authorized to pick up the child and will call students up to

the office for pick up. If possible, medical and dental appointments should be scheduled after school. Please remember, taking your student out of school early is disruptive to his/her education, as well as the rest of the class, and should be avoided, except in an emergency.

Please review your child's Aeries Parent Portal emergency contacts. Any person listed on your child's emergency contact list is authorized to check your child out of school. **If there is a custody issue, please notify the school office immediately and bring a copy of the most recent certified copy of court orders. If a court order is not on file, both parents are assumed to have equal rights.**

### **PBIS Expectations:**



### **HEALTH OFFICE AND FIRST AID**

In case of an accident or illness at school, the school will administer first aid. Parents and/or other person(s) listed on the emergency form will be contacted as soon as possible in most cases. Except for first aid at the time of an injury, school personnel cannot treat injuries. Medical treatment is the

responsibility of the parent and physician. When it is necessary for a student to go home because of illness or injury, it is the responsibility of the parent or other person(s) listed on the emergency form to pick the child up from school.

Students with cuts, splinters, injuries, and illnesses received at home, **MUST BE TREATED AT HOME**. We do not have a registered nurse on duty to check and/or treat health problems. It is the parent's responsibility to obtain treatment and to keep the child home, if necessary. Please do not send your sick child to school. Students should be free of symptoms and medication for a full 24 hours before returning to school.

If a student requires medication at school, the following procedures must be followed:

- Medication must be delivered to the health office by a parent/guardian. Students shall not carry medication.
- The physician and parent/guardian must complete and sign a Physician's Instruction form available from the health office or online. This form authorizes school personnel designated by the Principal to administer medication specified on the medication release form.
- Prescription medication **MUST** be in the original bottle, which has the name of the child, physician, drug contained therein, and expiration date. It must also include the amount of medication, or dosage to be taken and the time schedule.
- All medication is to be locked in the health office at all times. Your child will be responsible to report to the health office to take his/her medication.

## **PARENT VISITATIONS**

Mission is proud of the educational programs being offered on a daily basis. It's a pleasure to have parents/guardians visit their child's classroom. In order to ensure student safety and to prevent disruption in the daily instructional program, visitation requests must be made as follows:

1/25/22

- If you wish to volunteer at Mission for any length of time, fill out a district Volunteer application. You will need to be Board approved, have a current TB test, and show proof of COVID vaccination or proof of negative test prior to volunteering. Volunteers are required to fill out a volunteer application each year.
- Notify the school or teacher at least twenty-four (24) hours before coming to visit. This will enable the teacher to inform you of any previously scheduled testing, study trips, assemblies, or other student programs. Volunteers need to follow the schedule provided by the teacher.
- All visitors and volunteers must sign in through the Raptor system with a photo ID . When you leave the school, make sure you check out in the office through the Raptor system. It is an important safety precaution to allow us to identify and locate anyone on our school campus during the school day.
- Do not bring small children when visiting classrooms as they often distract students from their classroom work. Unfortunately, we are unable to provide babysitting services.

## **SCHOOL SITE COUNCIL (SSC)**

The School Site Council is composed of five (5) parent volunteers, three (3) teachers, one (1) classified staff member, and the principal. This team meets five (5) times a year and oversees the Single Plan for Student Achievement (SPSA). The School Site Council meets on a regular basis to review the school goals and budget.

## **BREAKFAST AND LUNCH**

Breakfast and lunch are served daily. **FREE BREAKFAST** is available for morning TK/Kindergarteners and 1<sup>st</sup> – 5<sup>th</sup> graders from 7:30 to 7:55 am.

### **Lunch Schedule**

- TK/Kindergarten lunch is from 10:00-10:30 am.

- 1<sup>st</sup> grade lunch is from 10:45 to 11:30.
- 2nd and 3rd grade lunch is from 11:15 -12:00.
- 4<sup>th</sup> & 5<sup>th</sup> grade lunch is from 12:00-12:40 pm.

### **Lunch Tables/ Cafeteria Expectations**

- Students are expected to walk using an appropriate noise level and appropriate behavior when entering and leaving the cafeteria area.
- Students sit at designated tables.
- Students will use good manners by being polite and courteous to everyone.
- Students must clean up all trash in their area.
- Food is not to be shared or taken to the playground.

### **Prohibited Drinks/Snacks**

- No carbonated or red colored drinks.
- No hot chips (eg. Takis/Hot Cheetos) or candy.
- No family size or large servings (bring snacks packaged for individual consumption).

## **LOST AND FOUND**

Please label all your child's possessions. These items may include lunch boxes, backpacks, coats, sweaters, and jackets. Please tell your student to check the classroom and the "Lost and Found" immediately after a personal item has been lost. All unclaimed articles are sent to the "Lost and Found" tub outside the front office. Unclaimed items will be donated to charity.

## **BICYCLES**

Students may ride bicycles directly to and from school providing they exercise safe and responsible behavior and follow the expectations set forth in the Motor Vehicle Code governing the use of bicycles:

- By law, **all bike riders must wear helmets.** Students who arrive at school without a helmet will not be allowed to ride their bikes home.
- No passengers are allowed on bicycles.
- Obey all traffic laws.
- Bikes are not to be ridden on school grounds at any time.
- Bikes must be locked securely with the student's lock to the bike rack and remain there during school hours.
- The school is not responsible for stolen or damaged bikes.
- Skateboards, Heelys and roller blades are not allowed.

## **SCHOOL BUSES**

**Students must have their bus pass daily to ride the bus.** For the safety of all passengers, students are expected to follow the expectations set forth by the Redlands Unified Transportation Department. Transportation to and from school is a privilege and not a right and therefore can be taken away. Students may receive Bus Referrals for poor behavior while riding the bus. The policy for consequences for Bus Referrals are as follows:

- 1st Referral: Written warning, Reteach Bus Expectations
- 2nd Referral: Parent contact, Review Bus Expectations
- 3rd Referral: Transportation denied for five (5) school days.
- **IMPORTANT NOTE:** Consequences may be more severe, including suspension from school or the bus for a longer period, for any ticket depending on the incident.



## **No Excuse University (NEU)**

We are an NEU Elementary School. All TK-5th grade students will receive NEU instructional strategies in preparation for college and/or career. NEU guiding principles are:

- **BUILDING BETTER FUTURES... NO EXCUSES!**
- **OUR STUDENTS ARE COLLEGE BOUND!**

## **HOMWORK POLICY**

Homework is assigned by classroom teachers to reinforce or practice applications of a skill, which has been learned or is in the process of being learned. Outlined below are suggestions to help students complete homework regularly.

### **Parent Responsibilities**

- Designate a place for your child to do his/her homework.
- Turn off the TV during homework time.
- Teach your child to set priorities and budget time.
- Ensure that your child completes homework on a regular basis. Ask him/her to **see** it. Don't just ask if s/he finished it.
- Talk to your child's teacher if you have questions.

### **Student Responsibilities**

- Ask for assignments missed due to absence.
- Practice setting priorities and budgeting time.
- Complete homework to the best of your ability.

## **REPORT CARDS**

Report cards are issued three times per school year. Mission teachers offer a parent teacher conference at the completion of the first trimester to discuss student progress, this is held during our parent teacher conference week. Additional conferences may be scheduled, as needed. Report cards can be accessed in the Aeries Parent Portal. Parents may request a meeting with the teacher at any time. \* TK and Kinder report cards are issued every semester, twice a year.

## **SAFETY DRILLS AND EMERGENCIES**

Monthly safety drills are conducted according to the Mission and Redlands Unified School District's safety plans. It is important

that all students and staff understand what to do in an emergency. Teachers will instruct students regarding specific procedures and necessary safety precautions. In the event of an emergency, every attempt will be made to contact parents if a student requires immediate medical attention. **Each student must have updated information on file so that the school has the necessary information to make the proper contacts.** In the event of an emergency, only the person(s) listed on the emergency card will be allowed to take students from campus. Please login to Aeries Parent Portal to complete and update emergency cards. If Aeries Parent Portal doesn't allow you to make changes, please contact the front office.

## **CHANGE OF ADDRESS, TELEPHONE NUMBER, AND CONTACTS**

Parents/guardians who change telephone numbers should login to Aeries Parent Portal to update their contact information. If Aeries Parent Portal doesn't allow you to make changes, please inform the Attendance Clerk as soon as possible. Students who move need to update a new address through the Mission Attendance Office. For emergency reasons, it is important to keep this information up to date and accurate. Please list at least two usable phone numbers (home and work, or a relative/neighbor). List only those adults who have a legal right and your permission to pick up your child. **Copies of any court orders need to be on file in the school office. It is the policy of Mission Elementary School that your child absolutely will not be released to an individual not listed as an emergency contact without parental permission.**

## **FIELD TRIPS**

Properly supervised and planned field trips are an important part of the instructional program. Permission from a parent or guardian is required for all trips off campus. **All parent**

**volunteers, including field trip chaperones, must be approved prior to volunteering with students.** This procedure takes time, requires fingerprinting and TB test, and must be completed in advance of any field trip.

### **LIBRARY**

Classes visit the library regularly. Library books must be returned or renewed by the next week. Students are responsible for the book(s) they borrow from school. Parents/guardians will be charged for damaged or lost books.

### **PLAYGROUND EXPECTATIONS**

Students are expected to follow all PBIS expectations. In addition, students should:

- Freeze when the bell rings. When the whistle is blown, students return equipment and walk to their line-up area.
- Students must follow all instructions of the playground supervisors and staff.

### **Behavior Support**

Students who do not meet behavior expectations at school may receive one of the following consequences:

- Reteach, review, restore
- Parent contact or conference
- Loss of privilege
- Other consequences determined by school staff

### **PERSONAL PROPERTY**

Students assume the responsibility for loss or damage to their personal clothing, equipment, books, and instruments. The school endeavors to protect all personal properties, but is not responsible for them. Large sums of money and articles of real or sentimental value should never be brought to school.

### **DRESS CODE**

The following guidelines shall apply to all school activities:

- Shoes must be worn with toes and heels covered.
- Conceal undergarments and your tummy covered.
- Clothing, jewelry and personal items with words or pictures showing the use of drugs, alcohol or any other illegal or inappropriate activity is not allowed.

### **USE OF SECURITY CAMERAS**

The Board of Trustees authorizes the use of video camera surveillance on District property and on vehicles used for District-provided transportation to promote the safety of students, employees and visitors, and to safeguard District facilities and equipment from vandalism and theft. Designated District staff has identified appropriate locations for the placement of surveillance cameras. Signage is posted to inform students, employees, and visitors that surveillance may occur and that the system is actively monitored by school personnel. The violation of Board policies, administrative regulations, or the law may be used as evidence that may subject the student to appropriate disciplinary action and may be referred to local law enforcement, as appropriate. Video recordings may become a part of a student's educational record. (*Board Policy 3515*)

### **SEXUAL HARASSMENT**

Redlands Unified School District is committed to a work and educational environment in which all individuals are treated with respect and dignity. Each individual has the right to work and learn in a professional atmosphere that promotes equal employment and educational opportunity, and is free from discriminatory practices. Sexual harassment is a violation of Title IX of the Education Amendment Act of 1972, Title VII of the Civil Rights Act of 1964 and California Education Code. Therefore, the District strongly condemns, opposes and prohibits sexual harassment of individuals, whether verbal,

physical or environment by anyone. Any employee who violates this policy will be subject to discipline, up to and including termination, and any students who violates this policy will be subject to discipline up to and including expulsion. As used in this policy and regulation, “sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of sexual nature, made by someone from or in the work or educational setting, under any of the following conditions: (a) Submissions to the conduct is explicitly or implicitly made a term of a condition of an individual’s employment, academic status or progress. (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual. (c) The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment. (d) Submission to, or rejection of, the conduct by the individual regarding benefits and services, honor, programs or activities at or through the educational institution. (E.C.200-240, 212.5, 231.5 & 230, 48980(g) P.P. 5145.7

### **Bullying- Cyberbullying**

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. (cf. 5131, cf. 5136, cf. 5145.3, cf. 5145.7, cf. 5145.2)

### **Bullying Prevention**

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting.

### **Complaints and Investigation**

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures. When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

### **Discipline**

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. (cf. 5138, cf. 5144, cf. 5144, cf. 5144.2, cf. 6159.4 )



## **RUSD Students Eligible to Receive Meals under AB 130**

Redlands Unified School District announced today its policy for serving meals to students under the California Universal Meals Program (AB 130) for the 2022-2023 school year. All RUSD students are eligible to receive one healthy breakfast and one lunch at no cost each school day. Every child will be able to participate in these meal programs without having to pay a fee or submit a meal application. Breakfast breaks will be provided at the morning elementary recess and morning passing periods at middle and high schools. Nutritious lunches will be served every school day including minimum days. The afterschool meals program will also be offered district wide at no cost.

THANK YOU for reviewing these important  
practices and procedures.

At Mission, we take pride in operating a safe,  
secure learning environment.

We're looking forward to a positive, productive year!