

ATTENDANCE

Absence from school breaks the continuity of learning and is detrimental to an effective school program. Therefore, it is very important that children attend school every day, on time, unless they are ill.

ABSENCES – Parents need to call the school secretary no later than one-half hour after school begins if a student will be absent (847-3056) or send a note explaining the specific reason for the absence within 48 hours of the absence. If your child is at a doctor/dental appointment, verification from their office must be presented for the absence to be excused. Parents of students with excessive absences will be referred to the Student Attendance Review Board. Absences not verified by phone or with a note are marked as truant.

TARDIES – Laws that govern school attendance state that it is the responsibility of the parent to see that their child is in school daily and on time each day. When a student is late, not only is instruction missed, class time is disrupted. Any student arriving late for any reason must check in at the school office before going to class. A student arriving 30 minutes or more after school start time is considered truant according to Ed.Code 48260.5. A student that is late due to a medical appointment will not receive a tardy if a note from the doctor's office is provided.

LEAVING SCHOOL DURING THE DAY – Students required to leave school during the school day must have parent or guardian permission. An adult who is listed on the student's registration card must provide a photo id and sign the student out in the attendance binder located in the main office.

SUPERVISION ON CAMPUS – There is adult supervision on campus in the morning at 7:30 a.m. Students may not arrive on campus before that time unless the child is having breakfast in our cafeteria which begins at 7:20 a.m.

CLOSED CAMPUS REGULATIONS – "Closed Campus Policy" means that once a student arrives at school, the student must remain on campus until dismissal time. A student may only walk home for lunch if signed permission is on file.

SHORT TERM INDEPENDENT STUDY – is limited to a maximum of 10 days per school year. Request forms must be done at least 5 days prior to the absence for a minimum of 5 days. All requests are subject to review and approval by the teacher and principal. These days may not include the first two weeks or last two weeks of the school year or the first two weeks of a trimester.

PARENT INVOLVEMENT

PARENT CLUB – The purpose of this organization is to further interest in the school and its activities, to promote school pride, and to develop a spirit of cooperation between home and school. All parents who have students enrolled at Magnolia are members. You are encouraged and invited to attend meetings. Check the monthly newsletter and marquee for meeting information.

VOLUNTEERS – Please contact your child's teacher if you are interested in volunteering in the classroom. Parent volunteers enhance opportunities for learning in the classroom by increasing individual student assistance. Our room parents are very valuable volunteers. Volunteers are asked to provide a photo id to be scanned to create a Visitor's Pass whenever coming on campus. Volunteers may not bring children not registered at Magnolia when helping in the classroom. This includes field trips and room parties.

CLASSROOM PARTIES – As per District policy, parties are limited to: Winter Party, Valentine's Day, Spring Party, and the last day of school party. Class birthday celebrations are for Kindergarten and first-grade students and are limited to the last ten minutes of the day. Balloons, flowers, etc. may not be delivered at school, as this is very disruptive to the educational program. Due to possible allergic reactions, our District has a no latex policy. Latex items are not permitted on campus and the Transportation Department does not allow these items on buses. Homebaked/cooked food items may not be given to students. Healthy food choices are encouraged.

RESPONSIBILITIES OF PARENTS/GUARDIANS – These guidelines are provided for parents/guardians of our students:

1. Cooperate with your child's teacher and administrators to maximize student achievement. Please call or email the teacher to arrange a conference if there is a concern.

2. Help your child understand and obey all school rules and also insist s/he behave acceptably while going to and from school.
3. Help your child understand and face the consequences of his/her own behavior.
4. Train your child by work and example in the essentials of good citizenship so s/he respects the rights and property of others.
5. Become familiar with the educational program by attending school functions and taking an interest in your child's school experiences.
6. **Notify the school immediately of a new address, phone number, or change in legal custody. Update names of those who may pick up your child if necessary.**
7. Recognize that parents are liable for all willful damages to school district properties and for all property belonging to the District and loaned to the students (Ed. Code 48909).
8. Send your child to school regularly; making certain that s/he is well-rested, fed, and properly clothed for the activities of the day.
(See Dress and Grooming policy)

GENERAL INFORMATION

CONTACTING A TEACHER – Communication between the parent and teacher is critical. We encourage parents to communicate with their child's teacher. Please arrange for an appointment time as teachers cannot interrupt instructional time to talk with parents.

MESSAGES TO STUDENTS – Classroom instruction cannot be interrupted. Messages for students must be received by 1:00 p.m. to be delivered to teachers via email or placement of a note in teachers' mailboxes. *We will not interrupt class to deliver messages, except for an emergency. Please make sure your child is aware of after school arrangements prior to the start of the school day.*

FIELD TRIPS – A Parent/Guardian needs to sign a permission slip with all details included before a child may take part in a planned field trip. Only students enrolled in the class may participate in school-sponsored field trips.

INSURANCE – Student insurance is available to families. Information is available from the front office upon request. As the district does NOT carry insurance on individual students, parents may choose to take advantage of this offer.

LIBRARY/COMPUTER CENTER – Various books and reference materials are available for students to check out. Each class has scheduled Library and Computer time weekly. Instructional software is used in the computer lab to support classroom instruction.

PROGRESS REPORTS and REPORT CARDS

Report cards will be issued three times during the school year. Progress reports will be sent home with students in danger of failing or whose grades have significantly declined since the last report card.

HOMEWORK

Homework is designed to provide additional practice in concepts that have been taught in the classroom. **HOMEWORK IS ASSIGNED NIGHTLY MONDAY THROUGH THURSDAY. IF YOUR CHILD DOES NOT HAVE AN ASSIGNMENT, PLEASE CONTACT THE TEACHER.**

Any unfinished class assignments should not be considered as homework but will be expected to be completed in addition to regularly assigned homework.

STUDENT AWARDS – Student assemblies are scheduled for grades TK-6 to recognize and reward students. Awards may reflect either good citizenship or academic achievement. Our primary focus is to recognize student cooperation, participation, and effort in developing a sense of pride in themselves and their school. Awards may include Character Awards, Honor Roll, Principals' Math Test. Various other awards are given throughout the year.

LOST AND FOUND – Please label all student belongings. Racks with lost and found items are located in the courtyard. The school is not responsible for any lost belongings.

PARKING – Traffic control and our students' safety are major concerns throughout the school day. Our parking area is very limited. Kindergarten children should be picked up either in the front or the back of the school. Please do not block a crosswalk with your vehicle or double park. When crossing the streets, use crosswalks. There is a parking lot across the street from the front of the school. The bus loading zone in the back of the school is for buses only.

BREAKFAST PROGRAM – Breakfast is available beginning at 7:20 a.m. each school day. Serving stops at 7:45 a.m. promptly. If a student qualifies for free or reduced price lunch, s/he will also qualify for free or reduced price breakfast. Menus are sent home monthly.

LUNCH PROGRAM – Parents are responsible for providing lunch or money for their child. Lunches are available for all students. These meals include milk. Parents are encouraged to purchase meals on a weekly or monthly basis. Milk can be purchased separately by students who bring sack lunches. Free and reduced price meals are available to students who qualify. Information and application forms are available in the school office. All students receive an application on the first day of school. Food ordered from the school cafeteria may not be taken off campus.

AFTER SCHOOL PROGRAMS (ASPIRE) – Information regarding after school program options will be sent home at the beginning of the school year. If your child qualifies for after school academic intervention, you will receive notice by mail.

SCHOOL PROPERTY – Students are responsible for all textbooks, library books, desks, and school property issued to them. Loss of books due to theft or other circumstances will not be accepted as an excuse for nonpayment or for not completing class assignments. Failure on the part of the students to pay for lost or damaged school property will result in administrative action. It is important that a student clear all debts promptly. Replacement costs on any new or used textbook that is lost will be the financial responsibility of the student's parent/guardian.

PETS – Because of the danger to children, pets are not permitted on the school grounds. In cases where an animal is brought to the classroom, it must be for an educational purpose and with prior approval of the teacher. The animal must be transported to and from school by the parent. No animals may be left at school. Animals must be properly caged or kept in a safe container. Glass containers may not be used.

BUS (847-7003) – Riding a school bus is a privilege extended to students by the school district. Rules distributed by the Transportation Dept. are to be observed by all students at all times. Students not registered with the Transportation Dept. may not board a bus to ride home with a friend. Parents must call 847-7003 regarding all transportation concerns or questions.

RULES

DISCIPLINE – Students are to behave in an orderly manner both at school and when traveling to and from school. Respect for parents, teachers, and fellow students is expected and required. Sportsmanship as athletes and spectators, neatness and cleanliness in dress and appearance, language, and appropriate behavior are expected. No fighting, harassment, or physical aggression will be tolerated.

Improper student behavior would be considered to be that which interferes with the learning environment, safety of others and/or the orderly functioning of the school. The following are utilized in correcting improper student behavior: Warning, Time out, Teacher-Student conference, Teacher-Parent conference, Detention, Referral of the student to administration, Parent requested to attend school with student, Consequences assigned by principal or teacher, Suspension from school, Expulsion from the school district.

SAFETY – The school rules are designed to help prevent accidents. Students are urged to observe every safety precaution on the way to and from school and while at school. Students must report any accident to their own teacher or to the teacher on duty. Students riding bicycles or scooters to school must bring their own lock/chain and wear a helmet. The bicycle racks are not locked and we cannot assume responsibility for bicycles brought to school.

PERSONAL ITEMS – Items brought to school for classroom sharing must remain in the classroom at all times. Toys and games may not be brought to school. The school cannot be responsible for personal items if they are lost or stolen.

DRESS AND GROOMING POLICY – Students and parents need to be aware of the importance of good grooming and its effect upon the learning environment. Defiance of the dress code is subject to disciplinary action and possible suspension. See the Conduct Code for specifics. Some of the district's dress code requirements are as follows:

1. Closed-toed, fastened shoes must be worn. NO ROLLER shoes at school.
2. No tank tops with oversized armholes, halter tops, or straps narrower than one inch. All tops must cover the student's torso.
3. Shorts, skirts, and dresses must be mid-thigh length or longer.
4. Students shall be clean and neatly groomed.
5. Any apparel, hairstyle, cosmetic or jewelry, even if not specifically mentioned, which creates a safety concern, draws undue attention to the wearer or tends to detract from the educational process is prohibited.
6. Hats may only be worn outside with the bill forward.
7. Attire with inappropriate words or pictures may not be worn. Only one article of camouflage clothing may be worn.
8. Clothing may not advertise the use of any alcohol or drug.
9. For playground and P.E. safety, hoop or hanging earrings may not be worn.
10. No gang clothing or symbols ...in compliance with district policy.
11. Pajamas may only be worn to school on authorized dress-up days.

PROHIBITED ITEMS – Items which are disruptive to school activities are not permitted. Such items include, but are not limited to, water balloons, water pistols, radios, tape/CD/MP3 players, yo-yos, whistles, caps or "poppers", other explosive devices. The following items are prohibited by State Law from school grounds: firecrackers, knives, matches, firearms of any type, weapons of any type, tobacco and illegal substances. Possession of these items will result in serious consequences.

DISCIPLINE CONSEQUENCES – When a student breaks a rule, the student will be referred to the classroom teacher unless the infraction is severe.

SUSPENSION – A teacher may suspend any pupil from the classroom for any violation of Ed. Code 48900 for the day of the suspension and the day following. Additional days of suspension may be assigned by an administrator as per the Student Conduct Code.

CONDUCT STANDARDS – as outlined in the OJUSD Student Conduct Code booklet

HEALTH SERVICES AND REQUIREMENTS

Always notify the school of changes in phone numbers and contact names.

SCHOOL NURSING SERVICES – Specific health screenings are mandated by State Law including vision, dental, hearing, immunization, physical exams and scoliosis checks for specific grade levels. Other health screenings and education are provided including growth assessment, nutrition, dental, and pediculosis (lice) screenings on a regularly scheduled basis or as a need arises.

CHILDREN TAKING MEDICATION AT SCHOOL – ALL Medicine: Any student taking ANY medication must have a signed physician's authorization on file including parent authorization. Any change must be updated with a physician's authorization. Medication must be in the original container with the pharmacy label attached. All medications will be maintained in the Health Office. Cough drops, aspirin, Advil, Tylenol, etc., cannot be dispensed by school personnel without the proper paperwork on file.

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Magnolia Students Always

- Arrive On Time
- Respect Others
- Listen and Learn
- Follow Directions
- Complete Assignments
- Play Safely
- Respect Property

Magnolia PRIDE

Putting Respect Into Daily Efforts

ALL PARENTS AND VISITORS MUST PROVIDE A PHOTO ID, REGISTER IN THE OFFICE, AND WEAR A VISITOR STICKER WHILE ON CAMPUS

Student Name _____

Parent Signature _____

(front right inside cover)

Magnolia Elementary School

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(fax) 848-0815

Dear Students and Families,

Welcome to a new school year at Magnolia Elementary. It is very important that you take the time to read the information contained in this folder. Many of your questions about school rules and procedures will be answered. Working as a team of parents, students, and educators, we will enjoy a successful school year together.

Sincerely,
Magnolia Elementary Staff