

Machado Elementary School

AVID/STEAM/PBIS

Parent-Student Handbook 2024-2025



"Where Eagles SOAR"

Machado Elementary School is a Title I school.

Machado Elementary School

Parent-Student Handbook

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Services

Machado Elementary School

Teaching Staff

Grade Level	Teacher Name	Room #
TK	Ms. Raines	K4
K	Ms. Blakeley	K1
TK/K	Mrs. Calvillo	K2
K	Mrs. Gutierrez	K37
TK/K	Ms. Castaneda	K38
1	Mrs. Gonzalez	7
1	Mrs. Jones	8
1	Mrs. Metze	10
TK-2 Combo	Mrs. Almodovar	K5
2	Ms. Griffin	6
2	Mrs. Peterson	5
2	Mrs. Coronel	11
2	Mrs. Read	40
3	Mrs. Trinh	25
3	Mrs. Jimenez	27
3	Mrs. Stover	28
3	Mrs. Vargas	29
4	Mrs. Smith	30
4	Mrs. Leonard	31
4	Mr. Seymour	32
3-5 Combo	Miss Bentley	20
5	Mrs. Alex	15
5	Mrs. Ross	17
5	Mrs. Selman	19
RSP	Mr. Castillo	34
Speech	Mrs. Alvarez	24
Psychologist	Mrs. Calva	24
Social Emotional Learning Coach	Mrs. Schmits	12
School Counselor	Mrs. E. Gonzalez	Main Office
EXCEL Coordinator	Catherine Thompson	4

SUPPORT PERSONNEL
PARAEDUCATORS

Name	Position
	Bilingual Paraeducator
Aurora Aureoles	Bilingual Paraeducator
Alejandra Cervantes	Bilingual Paraeducator
Anita Espinoza	Bilingual Paraeducator
Christina Tapia	Bilingual Paraeducator
Kathia Vargas Diaz	Bilingual Paraeducator
Edmi Mollinedo	Bilingual Paraeducator
Juana Zambrano	TK Classroom Support
Anahy Nicanor	Classroom Paraeducator
Connie Shukwit	Paraeducator, Supervision
Elizabeth Brooks	Paraeducator, Supervision
Lourdes Zavaleta	Paraeducator, Supervision
	Paraeducator, Supervision
	Paraeducator, Supervision
Kelly Cardenalli	Paraeducator, Special Education
Amber Judziewicz	Paraeducator, Special Education
Elizabeth Mujica	Paraeducator, Special Education
Dorothy Duran	Paraeducator, Special Education
Melinda Kunert	Paraeducator, Special Education
Tessa Adamson	Paraeducator, Special Education
Patricia De Villasaldo	Paraeducator, Special Education
Julia Bonilla	Paraeducator, Special Education
Alejandra Cacho	Paraeducator, Special Education
Angela Paramo	Paraeducator, Special Education

OFFICE

Dr. Sandra Valles-Metzger, Principal
 Mrs. Heidi Torres, Dean of Students
 Mrs. Esmelda Gonzalez, School Counselor
 Mrs. Ana K. Santana, Secretary
 Ms. Maribel Rodriguez, Attendance Clerk
 Mrs. Amy Blickhan, District Nurse
 Miss Catherine Ajtun, Health Clerk
 Dr. Gloria Galaviz, Community Liaison
 Mrs. Elizabeth Serrano, Community Liaison
 Mrs. Elizabeth G. Perez, Library Assistant

CUSTODIAL

Debra Perez, Custodian
 Antonio Aponte, Custodian

FOOD SERVICES

Hira Shoab, Kitchen Lead
 Elisa Morales
 Maria Angeles Ponce

MACHADO ELEMENTARY SCHEDULES

2024-2025

OFFICE HOURS:

7:00 am — 3:00 pm

STUDENT HOURS:

Transitional Kindergarten/Kindergarten
1st through 5th grades

7:50 am — 12:40 pm

8:00 am — 1:45 pm



SDC/PK AM

8:00 am — 10:30 am

SDC/PK PM

11:15 am — 1:45 pm

SDC/TK

8:00am- 11:30am

RECESS TIMES

Morning

1st

10:10 — 10:30am

2nd

10:20 — 10:40am

3rd

10:40 — 11:00am

4th

10:00 — 10:10am

5th

11:07--11:22am

LUNCH TIMES

Lunch

Transitional Kinder/Kindergarten

10:30 — 11:00am

1st Grade

11:05 — 11:48am

2nd Grade

11:25 — 12:08pm

3rd Grade

11:48 — 12:28pm

4th Grade

12:05 — 12:40pm

5th Grade

12:25 — 1:55pm

* Schedules remain the same for rainy or hot days. The only change is that students eat in the MPR and recess activities are adjusted to accommodate for inclement weather.

MACHADO BIKE and SCOOTER PERMIT



MES BICYCLE SAFETY STANDARDS

These safety standards were created and implemented for the safety of our students. Please read the standards below carefully with your child and return to the front office for the 2023-2024 school year. Students may not ride their bike or scooter to school if a signed permission slip/permit is not returned to the front office. Students will receive a bike/scooter permit sticker and must place the permit on their helmet.

1. Only 4th and 5th grade students may ride bikes to school. If a parent requests a younger student to ride a bicycle/scooter to school, this must be cleared with administration.
2. Student must wear MES bike/scooter sticker on helmet in a visible place.
3. Bikes/scooters must be walked on the sidewalk once you reach the school grounds.
4. Bikes/scooters may not be ridden on campus or through the parking lot either before or after school.
5. Only one rider per bike/scooter.
6. Two hands must be on the handle bars at all times. Please use a backpack or a basket to carry school materials.
7. **Bike/scooter riders must wear helmets and helmets must be fastened at all times!!!**

Breaking a bicycle safety rule will lead to a bicycle/scooter safety ticket.

1st ticket = Verbal warning; phone call home.

2nd ticket = Conference with student, parent, and administrator and a three-day suspension from bike/scooter riding.

3rd ticket = Automatic loss of bike/scooter riding privileges for remainder of the current semester.

I have read the Machado Elementary School Bicycle Safety Standards and request permission to have my child, _____, ride a bike/scooter to school for the 2023-2024 school year.

Teacher's Name: _____ Grade: _____

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

Policies & Procedures

ABSENCES

When a student is unable to attend school, parents should contact the office at 253-7500. Please give the student's name, teacher's name, and the reason for the absence. Remember, that unless a student is ill, has a doctor's appointment or there is a death in the immediate family; the absence is unexcused and may count as a truancy. Please provide doctor notes to office whenever the student is out due to medical reasons. **All absences must be cleared within 5 days of the absence.**

***You may also report a student's absence on the ParentSquare application, by email (maribel.rodriguez@leusd.k12.ca.us), sending a note with your child, or stopping by the office.**

ADMISSIONS

Registration is done by submitting an online application and making sure the school site has all necessary documentation. Please advise the office if your child has a 504 or IEP plan. Please provide a copy of this plan at the time of enrollment.

New kindergarten students must be 5 years old on or before **September 1 of the school year in which they are enrolling**. If your students turn five years old on September 2 through June 2, students must register for Transitional Kindergarten.

ANIMALS

Due to safety reasons, there are no animals allowed on campus, including dogs.

ANNOUNCEMENTS FROM SPECIAL GROUPS

Please visit the Parent Information Center in the office for information on extra curricular activities and other information.

ARRIVAL AND DISMISSAL

Students who are walking or being dropped off or picked up by parents may enter/exit the campus at the front of the school from **7:30 am to 8:00 am, and from 1:45 pm to 2:00 pm.** ***Please place your child's name in the window or on the car dashboard at dismissal. This helps the dismissal process go quicker and smoother for everyone!*** **If you park on the yellow curb, you must stay in your vehicle. For safety reasons students cannot report to school before 7:30am, when breakfast opens. Students who eat breakfast at school should arrive to eat between 7:30am and 7:45am. Breakfast closes at 7:45am to make sure students are in class on time!** Students who are transported by bus will be dropped off/picked up at the front of the school. Parents who pick up their children by car may either stay in their cars in the lane for the loading and unloading of passengers or may park their cars and go to the front gate to meet their child. Students are not allowed to cross the parking lot unless accompanied by an adult and only in the painted crosswalk. **Students must be dropped off and picked up in front of the school; park drop off/pick up is not safe or permissible.**

Please do not double park or park so that your vehicle is blocking in other vehicles. Students who participate in the breakfast program may arrive at 7:30 am. Student dismissal is at 1:45 pm. If you have an emergency and are running late, please contact the office.

Only parents and legal guardians can pick up their students for early dismissal.

If a student is being released to an individual listed on the emergency card during school hours, a signed letter must be provided by parent/guardian.

Kindergarten students will be released only to adults who are listed on the emergency card. Siblings that come to pick up Kindergarten students at dismissal must be 18 years or older.

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. When students miss school, they miss important instruction and valuable time to connect with peers and the teacher.

ATTENDANCE

It is generally expected that vacations will be taken during school vacation times only! If you have an emergency situation or must take a vacation during days your children are scheduled to be in school, please notify our attendance clerk, Ms. Maribel Rodriguez. She will assist you in setting up an Independent Study Contract. This will allow those days to be excused rather than truant. The minimum length of an independent study contract is 3 consecutive days. Again, when students miss school, they miss out! They miss important instruction and valuable time to connect with peers and the teacher.

Attendance is taken at 8:00 am. Students who arrive to class after the attendance is taken are considered tardy. The office will issue a tardy slip for the student to present to the teacher. Please make every effort to get your child here on time.

What is considered an Excused Absence?

By law [Ed. Code 48205], excused absences are:

- illness [fever 100° or more, your child must be fever free for twenty four hours before returning to school]
- persistent runny nose with yellow-green mucous discharge
- rashes [unless there is a note from your physician stating that your child is not contagious]
- vomiting [If your child is sent home vomiting he/she needs to be vomit free for twenty four hours before returning to school]
- diarrhea [If your child is sent home from school with diarrhea he/she needs to be diarrhea free for twenty four hours before returning to school]
- medical/dental appointments (doctor's note required for verification)
- death in the family
- specific religious reasons
- required appearance in court
- exclusion from school for contagious disease



BUS RIDERS

Students who ride the bus must have a bus pass from the transportation department. Students who normally ride buses may not walk to and from school without parents' written permission. The note should be given to the teacher.

CHANGE OF ADDRESS/TELEPHONE

It is very important that every student has an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year. Please be sure to update your contact and emergency information on the Infinite Campus Parent Portal every school year.

CLASSROOM PARTIES

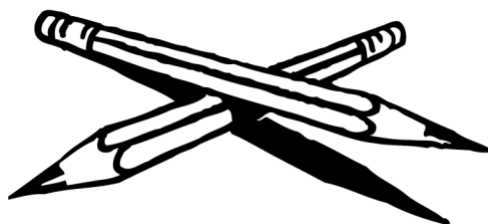
Prior approval of the teacher must be obtained before sending treats for birthday celebration. Teachers will determine the best time to allow the celebration in the course of the school day. **Please provide nutritious snacks for the students. All food items must be store bought.**

COMMUNICATION

Good communication between home and school is a must! Please feel free to message the teacher on ParentSquare/email or write a note or leave a phone message in the office whenever you need a clarification. Parents are asked to contact the teacher first when there is a classroom problem. If the problem is not resolved at that level, parents are encouraged to call the principal. To email the teacher at teacher'sfirstname.teacher'slastname@leusd.k12.ca.us. Check ParentSquare, student planners/calendars, our school marquee, and website for more information about the school and events. Please look for our daily announcements and weekly news on ParentSquare when we send messages/alerts about upcoming events and weekly reminders!

CONFERENCES

Parent-teacher conferences may be scheduled as needed throughout the school year. It is our hope to have every parent confer about the progress of their child. While most students progress satisfactorily, the conference is invaluable in providing a strong link between home and school and thus increasing the effectiveness of the school and student's success. Likewise, a teacher may find it necessary to request a conference. Please make every effort to meet with the teacher if you receive such a request.



DOCTOR AND DENTIST APPOINTMENTS

While absences for doctor and dentist appointments are excused, we ask that every effort be made to schedule these outside school hours. Research shows that students do better in school if they have good attendance. If you do have to schedule an appointment during school hours, please request a note from the

doctor/dentist verifying that the student had an appointment and bring it to the school office. This will be used in our attendance process. Though this is not mandatory, it is helpful for our attendance records.

ELAC

ELAC is a committee of bilingual parents that work together to help their English learning students be more successful at school! Meetings are held once a month! Please join us! Check the Family Involvement Calendar and marquee for dates!

ELECTRONIC DEVICES/TOYS-NO CELL PHONE POLICY

Students are not allowed to bring electronic devices to school. These items take away from the educational environment. This includes, but is not limited to cell phones, smart watches, iPads, gaming devices, tablets, toys, sports equipment, etc. **CELL PHONES ARE NOT PERMITTED unless the student walks home and a contract for appropriate use has been signed by the student/parent and approved by school administration.** In this case, cell phones must be turned off and kept in student's backpack during school hours. **Machado is not responsible for lost or stolen items.**

Any student who uses their cell phone during the school day, will have the phone confiscated for parent pick up in the office. Students who violate the cell phone contract will not be able to bring the cell phone to school.

EMERGENCY DRILLS

Fire and safety drills are conducted once each month. Detailed escape plans are posted inside the door of each room. Parents are notified of these scheduled drills on the published school calendar.

Kits containing first aid materials and emergency equipment have been purchased and are on site. Many of our teachers and support personnel have been trained and certified in first aid, CPR, and Threat response.

EMERGENCY INFORMATION

In case of emergency each student is required to have a completed emergency card on file at the school office. The emergency information on the emergency cards/Infinite Campus must be kept up-to-date as we cannot release a student to someone who is not on the card, even in an emergency! Students will not be released to anyone who is not listed on the emergency card, to anyone without a valid I.D., and to anyone who is under 18 years of age. Students will also not be released to drivers without a license in their possession.

Information that needs to be kept up to date: 1) Parent(s) or guardian(s) name(s)
2) Complete and up-to-date address 3) Home phone and parent(s) work phone 4) Emergency phone number of friend or relative 5) Health information .

FIELD TRIPS

Most classes will go on one field trip this year. Parents are often asked to assist in chaperoning. Any chaperones must complete the volunteer process and have a purple/red badge to accompany a class on a field trip. **Children, other than those in the classroom scheduled for the field trip, are not permitted to accompany the class - even in a private car.**

GUM

Absolutely no gum chewing is permitted on campus.



HOMEWORK

Board policy dictates that “students shall be given the opportunity to make up school work missed because of an excused absence and to receive full credit if the work is turned in according to a reasonable make-up schedule.” Usually, a reasonable schedule is one that includes two school days for every one day missed so as to allow the student to complete regularly assigned work as well. Some classes may stipulate that all make up work is due the Monday after the weekend after the student returns to school. This gives the student time to work on the make-up work without having regular assignments to contend with as well.

Long term projects are due upon the student’s return to school if they are absent when the assignment was due. Special circumstances for extending the time permitted will be considered on an individual basis by the teacher.

When a student is at school but has not completed homework on time, the assignment will usually be given only partial credit. Special circumstances for extending the time permitted will be considered on an individual basis by the teacher.

Guidelines for Amount of Homework:

If your child needs to spend more than the time allocated to complete their assignments, please contact your child’s teacher.

Kindergarten/Grade 1:	No specific amount of time is suggested. Teachers will determine the readiness for homework.
Grade 2	20-30 minutes, 3 to 4 days a week
Grade 3	45 minutes, 3 to 4 days a week
Grade 4	60 minutes, 4 days a week
Grade 5	90 minutes, 4 days a week

INVITATIONS TO PARTIES

Parents are welcome to have their children hand out party invitations in the classroom, only if **all** the students in that room are being invited. Otherwise, **we ask that such invitations be mailed or personally delivered during non school hours. Thank you.**

LEAVING CAMPUS

Students who leave campus during the school day must be signed out in the office by parents/guardians only. Students cannot be called out of class until the parent arrives on campus. Office personnel will ask for identification, check the emergency card, and will call the classroom. Students who leave school early for any reason will not receive perfect attendance for that semester. **Students will not be released the last thirty minutes of school.** If a student is being released to an individual listed on the emergency card during school hours, a signed letter must be provided by parent/guardian. ***Students will only be released to adults and must have a valid picture I.D.***

LIBRARY

The library is open from **8:00 a.m. through 1:30 p.m.** each day and is supervised by our Library Technician, Mrs. Liz. Each class is scheduled to visit the library at least once a week and students who do not have notes from parents denying them the privilege are allowed to check out a book for a period of up to two weeks. There is no fine for overdue books, but students are responsible to pay for lost or damaged books. Textbooks are also checked out in the student's name from the library. The library collection is constantly updated and expanded. Books are selected for either their educational or recreational value. A variety of material is available through the library for parent use at home.



LOST AND FOUND

Small lost and found items (including eye glasses) will be kept in the office. Other larger items (including jackets and lunch boxes) are kept in a box outside the multi-purpose room. Parents are encouraged to label all items so they can be returned to their owner. Any items left at the end of each semester will be donated to charity.

MEALS- BREAKFAST/LUNCHES

At this time, there is no charge for breakfast and lunch. If a student would like an additional breakfast or lunch, this is available for purchase.

****Note: Please encourage nutritious meals and snacks. Soda and energy drinks are not allowed at school.**

MEDICATION

A parent or guardian of a pupil on prescribed medication must provide the school with a medication authorization, completed and signed by both the parent and the doctor. This form is available in the school health office.

The Lake Elsinore Unified School District policy requires that the parent or guardian send all medications to be given at school in the properly labeled original container. The label should include the following:

1) The child's name, 2) amount to be given, 3) type of medication, and 4) time to be given.

**LAKE ELSINORE**
UNIFIED SCHOOL DISTRICT

FOOD SERVICES DEPARTMENT

MEAL PRICES

BREAKFAST

STUDENT:	
• Full Pay	No Charge
• Reduced	No Charge
• Second Breakfast	\$3.00
ADULT: \$5.00	



LUNCH

STUDENT:	
• Full Pay	No Charge
• Reduced	No Charge
• Second Lunch	\$5.00
ADULT: \$7.00	



A LA CARTE SALES

Breakfast Entree (Served Daily List Only)	\$2.00
Breakfast Entree (Breakfast Special Only)	\$3.00
Lunch Entree (Served Daily List Only)	\$3.00
Lunch Entree (Lunch Specials Only)	\$4.00
Whole Fruit, Chips, Bottled Water (16 oz)	\$1.00
Gatorade	\$2.00
Seasonal Fresh Fruit, Side Salad/ Salad Bar	\$3.00
Milk (8oz), Juice (4oz)	\$0.50



LEARN MORE 

Over the counter medication still requires completion of the District form and must also be sent in properly labeled original containers. For your child's protection and the protection of other children, the **medicine will be kept locked in the school health office** and will be administered there.

MESSAGES

In order to respect instructional time/minimize interruptions to learning opportunities, we do not transfer parent phone calls to the classroom during the school day. You may leave a message in the office or contact the teacher directly using email or ParentSquare. Please allow the teacher at least 24 hours to respond.

PARENT TEACHERS ASSOCIATION

The Machado P.T.A. is highly involved in making our school an effective one. All parents are urged to become members and to actively participate. Meetings are listed in the calendar of events.

Each year the P.T.A. sponsors several fund-raising projects and event opportunities to engage in the school community. With the help of all parents, these projects can be very successful. Funds raised allow for many activities for Machado Elementary School students.

PARENT VOLUNTEERS

We welcome parent volunteers! (Please note the new LEUSD Volunteer Process Chart)

E 1240 (a)

	DESCRIPTION	STEPS TO TAKE
Volunteer A:	☐ Helps in workroom or special projects but is not with children. ☐ Helps in office, library or classroom, under direct supervision of LEUSD employee	☐ Application (available at site) ☐ Provide picture ID ☐ Training/policies* ☐ TB Testing current within last 12 months (\$) ☐ Megan's Law check ☐ ID Badge w/ red background after all items above are verified – through Safety/Risk Services

Volunteer B:	☐ Helps in classroom or on playground and might be left alone with children ☐ Goes on field trip where given a “student group” to monitor alone ☐ Parent sponsor for overnight trip where he/she might be left alone with student(s) other than their own	☐ Application (Principal Approval) ☐ Show ID ☐ Training/policies* ☐ TB Test current within last 12 months (\$) ☐ Fingerprinting (appointment made through Personnel) ☐ ID Badge w/ purple background after all items above are verified – through Safety/Risk Services

LEUSD Volunteer Process Chart:

Once you are cleared as a volunteer A, or B, please adhere to the following rules and procedures:

- = sign in on the volunteer clip board in the office
- = wear your volunteer badge while on campus
- = no siblings are allowed on campus, on field trips, or to class parties.
- = volunteers are allowed in approved classrooms and work areas only
- = keep all information regarding students confidential
- = be aware of the Withrow dress code and dress *accordingly*

According to district policy, parents may not sit at the breakfast/lunch area with their children.

REPORT CARDS/UNSATISFACTORY PROGRESS NOTICES

Report cards are issued on a semester basis. Students who are not meeting the benchmark for the Common Core Standards on their report card in any grading period will be given an unsatisfactory progress notice during the 6th week of each semester.

A parent may request a conference at any time during the school year. Please call the school for an appointment or contact the teacher by email/ParentSquare if a conference is desired. Likewise, a teacher may find it necessary to request a conference with a parent. Please make every effort to meet with the teacher if you receive such a request.

SCHOOL COLORS AND MASCOT



School Colors and School Mascot

The Machado School mascot is the Eagle and the school colors are purple and gold. We encourage our students to identify with these symbols as a representation of our school pride and spirit! Friday is Spirit Day and all students are encouraged to wear purple and gold or their Machado tee-shirt.

SEXUAL HARASSMENT

The Governing Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the District. Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment will be subject to disciplinary action up to and including dismissal.

Any student who feels that s/he is being harassed should immediately contact the principal or designee at his/her school or another district administrator. A complaint of harassment can also be filed in accordance with AR 1312.1-Complaints Concerning School Personnel or AR 1312.3-Uniform Complaint Procedures. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. (Board Policy 5145.7)



SCHOOL SITE COUNCIL

Machado receives additional funds from the state for its Single Plan for Student Achievement (SPSA). These funds give staff and parents an opportunity to plan objectives that support academic and programs. The School Site Council (SSC) is comprised of parents and teachers selected by the groups. Interested parents may contact the school or may attend a School Site Council meeting. The SPSA is written, monitored and evaluated by the staff and the SSC. A copy of the plan is available in the office.

SMOKING-BOARD POLICY

Smoking is not allowed at any school site, inside or outside, or at any school sponsored event.

SNACKS/DRINKS

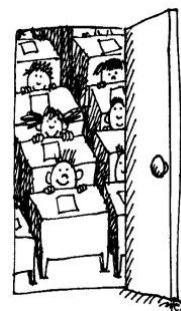
We encourage students to bring healthy snacks for a nutrition break at recess or Brain Break (teacher's discretion). For example, items such as string cheese, pretzels, fruit, cut vegetables, and yogurt are good healthy choices. For student safety (allergies/hygiene), students are not permitted to share snacks. Please discuss this with your scholars.

SOLICITATION

Students are not permitted to sell items at school.

STUDENT SUCCESS TEAM (SST)

Students who are not progressing academically may be referred to the Student Success Team. This is a team made up of teachers from various grade levels, the homeroom teacher, the parents, the student when appropriate, and additional staff members as needed; i.e. Principal, Psychologist, Speech and Language Specialist, Resource Specialist, and Nurse. The purpose of the meeting is to look at the child in totality; i.e. academic strengths, personality strengths, hobbies and interests, health history and present health concerns, etc. as well as academic difficulties. We hope by doing this, we will have a “complete” picture of the student and thus be better able to assist him/her. We know that students are more successful when there is cooperative effort between parents and school personnel. In a spirit of shared responsibility, the Student Success Team meets at school or on Zoom, exploring and problem solving, in order to help students. Referral for this process usually begins with the homeroom teacher.



VISITORS

Machado Elementary School has a closed campus. Please check in with the front office staff and they will be happy to assist you. ALL visitors must bring I.D. and sign into our Verkada system. This practice is for the safety of your children.

PARENT VISITS TO SCHOOL

Parents are always welcome at Machado during appropriate times and circumstances. Below are some suggestions to insure a successful visit.

- ☐ Always stop in the office for a Visitor Pass before going to your child's room. Adults without passes will be asked to return to the office.
- ☐ Contact the teacher or office concerning the appropriate time for a visit.
- ☐ Teacher's work constantly demands his/her attention. It is not appropriate to try to hold a conference with the teacher while the class is in session or while they are preparing for their day.
- ☐ Plan to leave non-Machado children at home.
- ☐ Limit classroom visits to approximately 30 minutes unless already prearranged with teacher.
- ☐ Students should be dropped off for school at the front gate. Machado is a closed campus and no unauthorized people are to be on campus.
- ☐ Do not walk your child to class, playground or lunch area. This makes for an easier transition.
- ☐ When picking up your child from school, please be respectful of the last few minutes of classroom time. Wait for your child in designated areas until the students exit the school grounds.
- ☐ The school administrator and/or the teacher are available for meetings with parents to discuss the progress of their children. Parents are welcome to contact the office to schedule an appointment.
- ☐ Parent volunteers must obtain a volunteer badge. The applications are in the front office. The B Badge is required to assist/attend class field trips.

Mission Statement:

We, the Machado Elementary Community, strive to provide rigorous, relevant, and high quality learning opportunities through challenging curriculum and a positive environment where all students can succeed. Above all, we work together with our community to nurture lifelong learners and critical thinkers. We educate hearts and minds for the betterment of humankind!

Vision Statement:

Our vision is to be a 21st century educational community that fosters hope, encourages, and guides our student scholars to develop the intellectual/academic, social/emotional, technological, and civic skills they need to be successful in their communities and personal lives, now and in the future. We continually invest in our professional growth to provide the educational experiences to meet the evolving needs of all student scholars.

Motto:

The path to success starts here, a worthy investment!
Machado Eagles S.O.A.R.!



Values:

We embrace a positive “Growth Mindset” and value the partnership and role of each member of the school community to provide our students with the intellectual/academic, social/emotional, technological, civic, critical thinking, and creative skills they need to be successful in their communities and personal lives, now and in the future.



Machado Student Awards



INCH AND MILES

We have adopted a program called *INCH AND MILES, The Journey to Success*, By Coach John Wooden. Coach Wooden Takes us on a Journey to discover the blocks of the Pyramid of Success and learn how to try 100 percent to be their personal best will lead us to success”: Hard Work, Friendship , Loyalty, Cooperation, Enthusiasm, Self-Control, Alertness, Action, Determination, Fitness, Skill, Team Spirit, Poise, Confidence, and Personal Best. We will be spending time both in the classroom and in school assemblies talking about what each of these mean and how we can all become people who model good character both in our school and in our community.



CHARACTER STUDENT OF THE MONTH AWARD

This is awarded to students who exhibit evidence of the INCH and MILES. Teachers select two students each month that exemplifies the Inch and Miles character focus trait for the month. Students of the Month are announced each month at our school-wide Friday Flag Assembly and given a certificate by the Principal/Dean of Students. Parents are invited to attend Friday Flag every Friday and will be notified if their scholar is going to receive an award.

MACHADO GOLD AWARD

Two scholars are chosen each month for demonstrating that they are consistently Respectful, Responsible, Safe, and that they act with Integrity and choose Kindness.

SEMESTER AWARDS

- **Super Scholar Academic Achievement:** Teachers select students who are excelling in the Common Core Standards will acquire an Academic Achievement Award.
- **Most Improved:** This award is for students who have shown significant growth and improvement. This may be in a variety of areas: academic/social/emotional/behavioral growth/improvement.
- **Inch and Miles Character Trait:** Teachers select two students each month that exemplifies the Inch and Miles character focus trait for the month
- **Machado Gold:** Two scholars are chosen each month for demonstrating that they are consistently Respectful, Responsible, Safe, and that they act with Integrity and choose Kindness.
- **Perfect Attendance:** Perfect attendance is recognized monthly, but also for the semester. At the end of each month and at the end of the semester, students in grades TK-5, are awarded for having no absences, tardies, or days leaving early from school. Students who leave school early are not considered for the perfect attendance award.
- **Accelerated Reader:** Each grade level will set AR goals. Students will receive awards when they meet different AR goals.

ACCELERATED READER AWARD

Each grade level will set AR goals. Students will receive awards when they meet different AR goals. This may include classroom recognition and recognition at Friday Flag/Semester Awards.

PIZZA WITH THE PRINCIPAL

Several students from each grade level are chosen each month to have pizza with the principal.

PERFECT ATTENDANCE AWARDS

Perfect attendance is recognized monthly, but also for the semester. At the end of each month and at the end of the semester, students in grades K-5, are awarded for having no absences, tardies, or days leaving early from school. Students who leave school early are not considered for the perfect attendance award.

SCHOLAR DOLLARS

All students may earn Machado Eagle Scholar Dollars for being Respectful, Responsible, Safe, acting with Integrity, and choosing Kindness. They may spend this school money at the Eagle Scholar Dollar store to buy fun items such as school supplies, small toys, an extra recess, movie afternoon, and more! All toys purchased at the store should be placed immediately in the backpack for use at home.



Machado is a Positive Behavior Support School (PBIS)



Positive Behavior Intervention Support

Students thrive in a positive, safe, and supportive environment. At Machado, we strive to create a learning environment that is *Respectful, Responsible, and Safe where acting with Integrity and choosing Kindness is reinforced.*

Everyone on campus plays an important role in creating this environment.

For this reason, we have established clear expectations for *Respectful, Responsible, and Safe* behavior in all areas on campus. You will soon see the *Matrix of Expectations* published in all areas on campus that details *Respectful, Responsible, and Safe* scholarly behavior. Students also receive instruction on *16 Positive Social Skills* that help them to meet the high expectations for *Respectful, Responsible, and Safe* scholarly behavior so we can learn here at Machado. These social skills help us to interact positively at school, at home, and in the community. They are included here for use at home as well.

SCHOOLWIDE CODE OF CONDUCT

Be RESPECTFUL, RESPONSIBLE, SAFE.....Act with INTEGRITY, and choose KINDNESS

1. **Make Great Choices-Follow school wide expectations!**
2. **Show Respect to Self and Others-Use the 16 Social Skills!**
3. **Solve Your Own Problems- Use Rock Paper Scissors, apologize, use “Fair Fight” dialogue.**

The Matrix of Expectations, 16 Social Skills, and “Fair Fight” script are also included in student calendars/planners.



Machado PBIS and Tiered Intervention System

Tier 1 (School Wide/Universal)

- School wide Matrix of Expectations
 - Posted school wide
 - Expectation assemblies (Fall and Spring)
 - Published for student/parent access in student planners and in the handbook.
 - Instruction/review throughout the year during assemblies, staff meetings, parent meetings/workshops
- School wide instruction/implementation of 16 Social Skills (Boys Town)
 - Published for student/parent access in student planners and in the handbook.
 - Instruction/review throughout the year during assemblies, staff meetings, parent meetings/workshops
 - Ongoing professional development, support, review for certificated and classified staff
 - Monthly meetings with campus supervisors to address concerns, needs to support PBIS
- School wide mantra
 - “We are Respectful, Responsible, and Safe. We act with Integrity which is doing the right thing, even when no one is looking, and we choose Kindness.”
- School wide system of rewards and celebrations
 - Scholar dollars
 - Eagle Scholar Dollar Store
 - Grade Level Expectations Report Card to earn Friday music
 - “Machado Gold” Award
 - Monthly Character Trait Recognition
 - Monthly School Wide Broadcast
 - Friday Flag Assemblies
 - TED Assemblies (Kindness/Growth Mindset etc.)
- School wide system of expectations/social skills correction
 - Questioning strategies
 - Incident reports
 - Behavior reflections
 - Student/staff/parent conferences
 - Machado PBIS social skill curriculum/activities (I, II, and LEAD)
- School wide system of resolving conflict
 - Social Skill “Disagreeing Appropriately”
 - Rock-Paper-Scissors
 - “Fair Fight” conflict resolution
 - Restorative Justice practices
 - “Pretzels” Class Meeting
- School wide Bullying Prevention
 - Expectation Assemblies (Fall and Spring)
 - Socratic Seminars (Bullying, Kindness, Mindfulness)
 - Administrator classroom lesson/visits (Bullying, Kindness, Mindfulness)
 - Yellow Ribbon Week
- School wide monthly Broadcast
 - To students, staff, and families
 - Character Trait instruction
 - Social Skill instruction (steps and skits)
 - Student participation as news anchors in broadcast
 - News clips to advertise school news/events (past and upcoming)
 - Photos of school events, spirit days, field trips, assemblies, classroom learning etc.

- Jokes of the month
 - Academic celebrations (Imagine Math, Imagine Learning, Lexia, Accelerated Reader, CAP-IT)
 - PBIS celebrations (character trait of the month, “Machado Gold”)
- School wide Social Emotional Learning Support with SEL Coach
 - SEL lessons in classrooms
 - SEL participation in “Just Like Me Tea”
- School wide parent/family involvement and communication regarding PBIS
 - ELAC workshops
 - School Site Council meetings
 - PTA board/association meetings
 - Parent Square messaging and resources
 - School marquee
 - Parent Orientation Meeting (first day of school)
 - Pastries with the Principal and Dean workshops/meetings
 - Family University Nights
 - Cyber Safety Parent Workshops
 - PIQE Parent workshops
 - Tariq Khamisa Foundation Restorative Justice Peacemaker workshops
- School wide practice/implementation of Tier I Behavior and Academic Plans for struggling students
 - PBIS social skill contracts
 - Check in/check out with teacher, parents, administrators
 - Tier I Plan meetings with parent/teacher
- School wide home/school communication
 - Parent/teacher conferences
 - Student planners/agendas
 - Parent Square messaging (teacher/admin/parents)
 - Phone calls/outreach
 - Email outreach
 - Community liaison support for communication b/t school/home

Tier 2 (Targeted/Strategic)

- Tier II/SST
- Tier II Behavior and Academic Plans for students
- SEL referrals intervention groups
- School Counselor referrals
- School psychologist
- Stay Apart Orders
- Check In/Check Out system with administration

Tier 3 (Intensive/Individual)

- Joey Program
- Special Education and specialized services referrals and assessments
- District special education leadership consulting
- Individual Academic and/or Behavior Support Plans
- CPI trainings and implementation for student safety
- Professional development (SCHED)
- School Counselor intervention/support



Matrix of Expectations

Where Eagles SOAR!

Respectful! Responsible! Safe!



	Classroom	Playground	Hallway	Library	Cafeteria
Respectful	-Listen. -Follow Directions. -Use kind words. -Say please and thank you. -Wait your turn to speak. -Stand for the Pledge. -SLANT! -SHARP! -MYOB -Get the teacher/adult's attention appropriately.	-Freeze when the whistle blows. -Use kind words. -Listen to all adults. -Follow directions -Wait your turn. -Use SHARP. -Solve problems with words "Fair Fight" and Rock-Paper-Scissors. -Get the teacher/adult's attention appropriately.	-Level 1 voice. -Be SHARP! -Listen. -Follow directions. -Get the teacher/adult's attention appropriately.	-Level 1 voice when it's appropriate. -Listen -Follow Directions -Get the teacher/adult's attention appropriately.	-Say hello and smile. -Listen to all adults. -Be SHARP. -Say please and thank you. -Wait your turn. -Get the teacher/adult's attention appropriately.
Responsible	-Come to school prepared. -Complete all assignments. -SLANT! -Keep and feet to yourself. -Arrive to school on time ready to study. -Use your planner. -Ask for help when needed. -Resist peer pressure. -Ask permission when necessary. -MYOB -Stay on Task.	-Follow the rules of the game. -Return equipment to the cart. -Freeze and walk to your line. -Be kind to others. -Put equipment away -Use the restroom. -Ask for help when needed. -Resist peer pressure. -MYOB	-Use SHARP skills. -Follow the rule for the lines. -Refrain from touching overhang. -Resist peer pressure. -MYOB	-Wait in SHARP line to be invited in. -Return your book on time. -Return books in good condition. -Take A.R. tests on your library books. -Ask for help when needed. -Resist peer pressure. -MYOB	-Know your lunch number. -Clean up after yourself. -Refrain from throwing food. -Take only what you are going eat. -Use utensils to eat. -Ask for help when needed -Resist peer pressure. -MYOB
Safe	-Respect other student's space. -Use classroom tools appropriately. -Keep the chair legs on the floor. -Keep hands, feet, and body to yourself. -Keep a neat work area.	-Walk on the blacktop -Use equipment appropriately. -Keep hands, feet, and all to yourself. -Ask for help when needed. -Be SHARP.	-Walk in the hallways. -Keep hands, feet, and body to yourself. -SHARP! -Watch for doors opening.	-Walk in the library. -Use the book markers appropriately. -Take turns to use the step stool. -Use step stool appropriately. -Push in chairs before you leave. -Keep hands, feet, and body to yourself.	-Be SHARP! -Level 1 and 2 conversations only. -Eat only YOUR lunch. -Walk. -Keep hands, feet, and body to yourself.



Matrix of Expectations

Where Eagles SOAR!

Respectful! Responsible! Safe!



	P.E.	Assemblies and MPR	To/From School	Restroom	Office	Safety Drills
Respectful	-Listen. -Follow directions. -Participate appropriately. -Solve problems with words "Fair Fight" and Rock-Paper-Scissors. -Get the teacher/adult's attention appropriately.	-SLANT. -Use a level 1 voice. -Listen. -Follow directions. -Applaud when it's appropriate. -Get the teacher/adult's attention appropriately.	-Use the crosswalk -Walk. -Listen. -Follow directions. -Get the teacher/adult's attention appropriately.	-Allow others privacy. -Keep your voice at a level 1. -Clean up after yourself. -Wait your turn.	-Wait patiently for an adult to address you. -Use a level 1 voice and be polite. -Say please and thank you. -Get the teacher/adult's attention appropriately.	-Stay quiet -Be SHARP -Listen. -Follow directions -Walk -Stay calm -Wait patiently. -Get the teacher/adult's attention appropriately.
Responsible	-Wear the proper shoes and clothes. -Follow the game rules. -Show good sportsmanship -Ask for help when needed. -Resist peer pressure. -Ask permission when necessary. -MYOB	-MYOB -Sit next to responsible classmates. -Sit criss-cross applesauce. -Face forward. -MYOB	-Stay focused. -Watch for your car or your parent to walk up. -Get out of the car quickly when you arrive to school. -Don't go home with a friend unless you have a parent's permission. -Be one time every day.	-Use the restroom for its purpose. -Get in and get out. -Flush the toilet -Wash your hands. -Clean up after yourself. -MYOB	-Use the back door to enter the office. -MYOB. -Tell the truth -Be a good witness.	-Follow all safety drill procedures. -Stay with your class. -Be SHARP! -MYOB
Safe	-Use equipment properly. -Keep hands, feet, and body to yourself. -Use the field as directed.	-Be SHARP to enter/leave. -Keep hands, feet, and body to yourself. -Respect others' personal space. -Walk.	-Be alert! -Walk. -Use sidewalk. -Use crosswalk. -Don't talk to strangers. -Sit on assigned side. -SLANT for pick up. -Keep hands, feet, and body to yourself.	-Keep the water in the sink. -Use water, towels, facilities appropriately. -See Something, Say Something! -Ask for help when needed. -Keep hands, feet, and body to yourself.	-Sit where you are assigned to sit and SLANT! -Walk. -Use the back door. -Keep hands, feet, and body to yourself.	-Stay calm. -Stay alert. -Stay quiet -Be SHARP! -Keep hands, feet, and body to yourself. ** Eagle Alerts** Safely get to the nearest classroom as quick as you can.

“Fair Fight” Dialogue

Student A:

_____, I do not like it when you.....

It makes me feel

I prefer that you instead.

Student B:

_____, I heard you say that you do not like it when I

It makes you feel..... You prefer that I instead.

I am sorry for

Do you forgive me?

(Student B then has a turn to tell Student A what he/she doesn't like, how it makes him/her feel, and give the other person an opportunity to apologize.)

Respectful!



Responsible!



Safe!



16 Positive Social Skills-Machado Elementary School

Where Eagles **SOAR!** Success! Organization! Attitude! Responsibility!



Following Directions-1

1. Look at the person.
2. Say "Okay".
3. Do what you have asked right away.
4. Check back.

Getting the Teacher's Attention-2

1. Look at the teacher.
2. Raise your hand and stay calm.
3. Wait until the teacher says your name.
4. Ask your question.

Asking for Help-3

1. Look at the person.
2. Ask the person if they have time to help you.
3. Clearly explain the kind of help you need.
4. Thank the person for helping you.

Listening-4

1. Look at the person who is talking.
2. Wait until the other person is done before speaking.
3. Show you have heard the other person by nodding your head, or saying "OK," "That's interesting", etc.

Working with Others-5

1. Identify the task.
2. Assign tasks to each person.
3. Discuss ideas in a calm, quiet voice and let everyone share their ideas.
4. Work on task until completed.

Staying on Task-6

1. Look at your task or assignment.
2. Think about the steps needed to complete the task.
3. Focus all of your attention on the task.
4. Stop working only when instructed.

Asking Permission-7

1. Look at the person.
2. Use a calm and pleasant voice.
3. Say, "May I..."
4. Accept the answer calmly.

Disagreeing Appropriately-8

1. Look at the person.
2. Use a calm and pleasant voice.
3. Say, "I understand how you feel."
4. Tell why you feel differently.
5. Give a reason.
6. Listen to the other person.

Accepting Criticism-9

1. Look at the person.
2. Say "okay".
3. Stay calm.

Accepting 'No' for an Answer-10

1. Look at the person.
2. Say, "Okay."
3. Stay calm.
4. If you disagree, ask later.

Making an Apology-11

1. Look at the person.
2. Use a serious, sincere voice.
3. Say, "I'm sorry for..." or "I want to apologize for."
4. Explain how you plan on doing better in the future.
5. Say, "Thanks for listening."

Using an Appropriate Voice Tone-12

1. Identify the appropriate voice tone for the situation.
2. Change your voice to match the situation.
3. Watch/listen for visual/verbal cues and adjust your voice.

Giving Criticism-13

1. Look at the person.
2. Stay calm and use a pleasant voice.
3. Say something positive or "I understand".
4. Describe exactly what you are criticizing.
5. Tell why this is a problem.
6. Listen to the person/be polite.

MYOB-Mind Your Own Business-14

1. Focus on your assignment, task, or activity.
2. Ignore all conversations, gestures, and distractions that are someone else's business.
3. Keep working or stay on your task until you receive further instruction, or the time is up.

Resisting Peer Pressure-15

1. Look at the person.
2. Use a calm voice.
3. Say clearly you do not want to participate.
4. Suggest something else to do.
5. If necessary, continue to say, "No."
6. Leave the situation.

Waiting Your Turn-16

1. Sit or stand quietly.
2. Keep your arms and legs still.
3. Avoid begging, whining, or teeth sucking.
4. Engage in the activity when directed by an adult or until it is your turn.
5. Thank the person who gives you a turn.

Levels of Voice

- ☐ Level 0-Voices are off, silent
- ☐ Level 1-Whisper
- ☐ Level 2-Normal speaking/conversation voice
- ☐ Level 3-Speak up/presentation voice
- ☐ Level 4-Outside voice

S.H.A.R.P.

- ☐ For safety and respect in the hallways and in transitioning to areas on campus, we use S.H.A.R.P. It is an AVID strategy/expectation on how to line up: (Stand with hands to self, attentive to instructions, respect others/aware of surroundings, proper spacing)

S.L.A.N.T.

- For concentration and learning focus, we use an AVID strategy/expectation called S.L.A.N.T. It means to sit up, lean forward, be attentive, and no talking. When collaboration is part of the activity/lesson, it means sit up, lean forward, be attentive, and nod/talk to teacher or classmates.

Classroom Expectations

- ☐ Follow classroom expectations for Respectful/Responsible/Safe/Integrity/Kindness as established by the teacher and scholars
- ☐ Implement positive consequences/rewards
- ☐ Implement progressive discipline plan for encouraging positive choices and interactions.



Breakfast/Lunch Area Expectations

- ☐ Trading and sharing food with other students is not allowed.
- ☐ Use Level 1 or 2 voice. Yelling is not permitted.
- ☐ Use good table manners.
- ☐ Students sit at designated tables.
- ☐ Raise your hand if you need help, or need to leave the table.
- ☐ Wait for your class to be called to line up for recess.
- ☐ Throw all trash into the trash can
- ☐ Red/hot chips e.g., Hot Cheetos, Takis, Hot Dorito, etc. are not permitted
- ☐ Candy, energy drinks, and sodas are not permitted
- ☐ Line up S.H.A.R.P. (Stand with hands to self, attentive to instructions, respect others/aware of surroundings, proper spacing)



Rewards

Respectful, Responsible, and Safe choices may merit rewards that include but are not limited to:

- ☐ Compliments, Praise

- ❑ Scholar Dollars
- ❑ Machado Gold Award
- ❑ Student of the Month Character Award
- ❑ Pizza with the Principal etc.

Consequences

- ❑ Correction/reteaching
- ❑ Time out/PBIS Behavioral Reflection at recess or during class time
- ❑ Call home to Parents
- ❑ Work in a buddy classroom
- ❑ Loss of activities
- ❑ Conference with parent
- ❑ Referral to administration



WALKING TO AND FROM SCHOOL OR BUS STOP STANDARDS

Students coming to and from school are responsible for safe behavior.

All inappropriate behavior will be referred to the office.

1. Students participating in the breakfast program may arrive at 7:30am for breakfast. Supervision for all other students begin at 7:45 am. Students line up on the playground at 7:45am and walk to their classroom at 7:55 am. Instruction begins promptly at 8:00 am.
2. For safety reasons, students must use the restroom and drinking fountain before dismissal (1:45 pm).
3. Students are to go directly to and from school.
4. Students should obey all traffic and safety rules and signs.
5. Students will keep hands, feet, body and objects to themselves.
6. Students are not to pick up sticks, rocks at anytime
7. Students will be considerate of other people's property, i.e. lawns, flowers, fences, etc.
8. Students must be seated and wait at designated areas for parent pick-up, and walk to the car after it stops completely. Students are expected to walk.

Park Safety: *Students must be accompanied by an adult/parent. All students who are not with an adult/parent must wait in the front of the school parent pick up.*

SCHOOL BUS STANDARDS

(When busing and district transportation is available)

Students riding the school bus to and from school are responsible for safe behavior. Students on field trips are also expected to follow these safety guidelines.

1. Take care of yourself while waiting for the bus. Be considerate of other people's property, i.e. lawns, flowers etc.
2. Board and depart the bus in an orderly manner.
3. Follow directions of the driver.
4. Keep hands, feet, body, and objects inside the bus and to yourself.
5. Remain seated with your back against the seat.
6. Talk quietly with the people in your seat.

BUS TICKETS

The following disciplinary procedures are used after charges have been substantiated. Disciplinary problems on the bus create potential safety problems for all students!

- 1st ticket Warning
- 2nd ticket 3 school days suspension of bus riding privilege
- 3rd ticket 3 weeks suspension of bus riding privilege
- 4th ticket 3 months suspension of bus riding privilege



Progressive Discipline Plan

Machado staff works diligently to establish positive relationships with each student. We have established clear expectations for *Respectful, Responsible, and Safe* behavior so that Machado scholars can learn. As a **PBIS** school, we not only establish clear expectations for scholarly behavior, but also empower our students with positive social skills to help students meet high behavioral expectations. We work with students to promote the use of the social skills and good decision making.

When students do not act with Integrity/Kindness and do not make *Respectful, Responsible, or Safe* choices at school, their choices merit corrective action or consequences.

IN THE CLASSROOM/AROUND CAMPUS

Students are expected to act with Integrity/Kindness and follow expectations for *Respectful, Responsible, and Safe* behavior as outlined by the teacher in the classroom and the school *Matrix of Expectations*. Students who do not make appropriate choices may merit corrective action or consequences, as outlined by the teacher and school policy.

1. Warning-Review of Expectations and Reteaching
2. Complete a Social Skills Reflection
3. Student/Teacher Conference to clarify expectations and relearn Social Skill & Expectations
4. Phone Call Home
5. Parent/Teacher Conference
6. Office Referral to conference with an administrator

DISCIPLINARY REFERRALS

- Disciplinary referrals are reserved for poor choices that are repeated and are more serious in nature.
- Discipline referrals may be written by a teacher in the classroom or the Campus Supervisors/staff as a result of severe violations
- Listed below are examples of inappropriate behavior and the hierarchy of levels under which they fall.

Level 1 (referral to teacher)

Not freezing at the bell, getting drinks after the bell, using equipment inappropriately, being in an unauthorized area, running on blacktop.

Level 2 (referral to teacher or administration)

Verbal abuse to students, talking back, dangerous throwing or playing, inappropriate use of the bathrooms,

Level 3 (referral to administration)

Fighting, swearing, threatening others, vandalizing the bathrooms, verbal abuse to an adult, spitting, hurting others, bullying.

OFFICE REFERRALS

A student is referred to the office for administrative intervention in the case of severe classroom situations where:

1. The student has gone through the entire classroom discipline system (outlined above) and still is not behaving appropriately and meeting high expectations for scholarly behavior.
2. The student shows repeated disrespectful or defiant behavior.
3. The student is fighting or shows aggressive behavior.
4. The student willfully destroys or steals school property.
5. The student is in possession of harmful objects or substances.

After serious infractions, students are brought or sent to the office with the referral form. Parents are generally contacted, if appropriate and possible. Any of the above infractions may result in the student being suspended from school in accordance with California Education Codes.

SCHOLARLY DRESS STANDARDS

The District has established guidelines for student dress that does not disrupt the educational process. Student dress must be safe and allow students to concentrate on their studies here at school. Unsafe, distracting, and offensive dress prevents our student scholars from maximizing their learning here at Machado. For this reason, unsafe, indecent, vulgar, profane or obscene dress is not permitted. Consequences include a warning and parent notification and request for a change of clothing. *“When in doubt, don’t wear it.”*

Unsafe: Shoeless, go-aheads, open-toed sandals, belts with spikes, projections or chains, rings, big, long , and hoop earrings, high heels footwear etc.

Indecent: Off the shoulder, cut-off shirts, perforated shirts or pants, sagging pants below hips, revealing swimsuits or part of the same, tank tops, tube tops, undergarments showing, short shorts, spaghetti straps, clothing that promotes violence, or disrespectful etc.

Vulgar/Obscene: Reference to tobacco, alcohol, drugs, or clothing with profanity traditionally offensive sayings or words, put downs etc.

Gang Identification: Shirts, gang affiliated bandanas, hair nets, hats with gang affiliated writing, promotes violence etc.

Nails: long or acrylic nails are not permitted

Make-up: Elementary students should not wear make-up to school or acrylic nails etc.

Jewelry: Jewelry should not interfere with educational process, nor be a danger to student or others during play (Noisy bracelets, dangling or large hoop earrings etc.

Hair color: No color spray, glitter or colored gel etc. **(except on Crazy Hair Day)**

Hats: Hats can be worn appropriately outside (Absolutely no hats can be worn inside buildings)

**Knives, Guns, Weapons, Dangerous Objects of Any Kind are
FORBIDDEN**

In accordance with state law and the policies of the Trustees of the Lake Elsinore Unified School District, possession of any gun or a knife of any length-or any object intended to be used as a knife-by a student on a school campus results in suspension and recommendation for expulsion. Keep in mind the knife "*of any length*" provision. This includes pen knives or even tools used for fingernail maintenance. Another type of item which is potential trouble is the small, multipurpose tool-normally a pair of pliers, screwdriver, file, etc. These items almost always include a knife blade, which qualifies the tool as a weapon. Toy weapons such as squirt guns, Nerf guns, toy swords, etc. are not . Airsoft and BB guns are not permitted. Any item that resembles a weapon (whether it is a toy or not) or poses a danger to self/others may not be brought to school. Please inform children that possessions of any of the aforementioned implements are in violation of laws and policies put in place to keep our students and campus safe!

PARTNERSHIP & PROGRAMS FOR STUDENT SUCCESS

1)Parent/Family Involvement:

One of the best methods to ensure student success is parent involvement.

We offer many opportunities for parent participation, including:

- Participating in School Site Council
- Volunteering for PTA activities
- Attending Family University Nights (STEAM/AVID)
- English Language Advisory Council (ELAC)
- PTA Schoolwide Events
- Volunteering in Room 18 or classroom
- Helping with an after school STEAM Club
- Attending a Pastries with the Principal and Dean Meeting
- Attending the annual Title I Parent Information Meeting
- Volunteering as a Meet the Masters Parent Art Instructor
- Parent Workshops such as Cyber Safety and Restorative Practices
- Parent Classes such as ESL
- Parent Surveys



See our published yearly calendar and check the marquee/ParentSquare often for updates!

2)Educational programs at the school site include:

- **Advancement Via Individual Determination (AVID)**- College readiness program
- STEAM (Science, Technology, Engineering, Arts, Math) education
- Title I-School-wide
- Gifted and Talented Program
- English Language Development
- PBIS
- After School Programs-
 - EXCEL
 - After School Tutoring
 - STEAM Clubs
 - Norma's Nest Literacy Center

3) Special Education and Intervention Programs

- Resource Specialist Program
- Special Day Class
- Speech and Language
- Multiple Tiered Student Support (MTSS)
 - Schoolwide
 - Strategic Intervention
 - Intensive Intervention

4) Professional Learning Communities Collaboration Model

- Weekly teacher meetings on Thursdays while scholars attend P.E. class
- Leadership/Staff/Office/Campus Supervisor meetings for improving practices
- Ongoing professional development at the school and district levels

5) Safe Schools Program

- Drug Free and Tobacco Use Prevention/Instruction
- Positive Behavior Interventions & Support School
- Safe School Plan
- Ongoing social/emotional and social skills instruction
- Ongoing safety assessments
- Parent Workshops
- Ongoing staff development



AVID: The Road to College/El Camino a la Universidad

Advancement-Grow! Learn! Excel!

Via-through

Individual student

Determination-dedication and commitment to be your best,
for your success!



Avance-Cresce! Desarrolla! Sobresale!

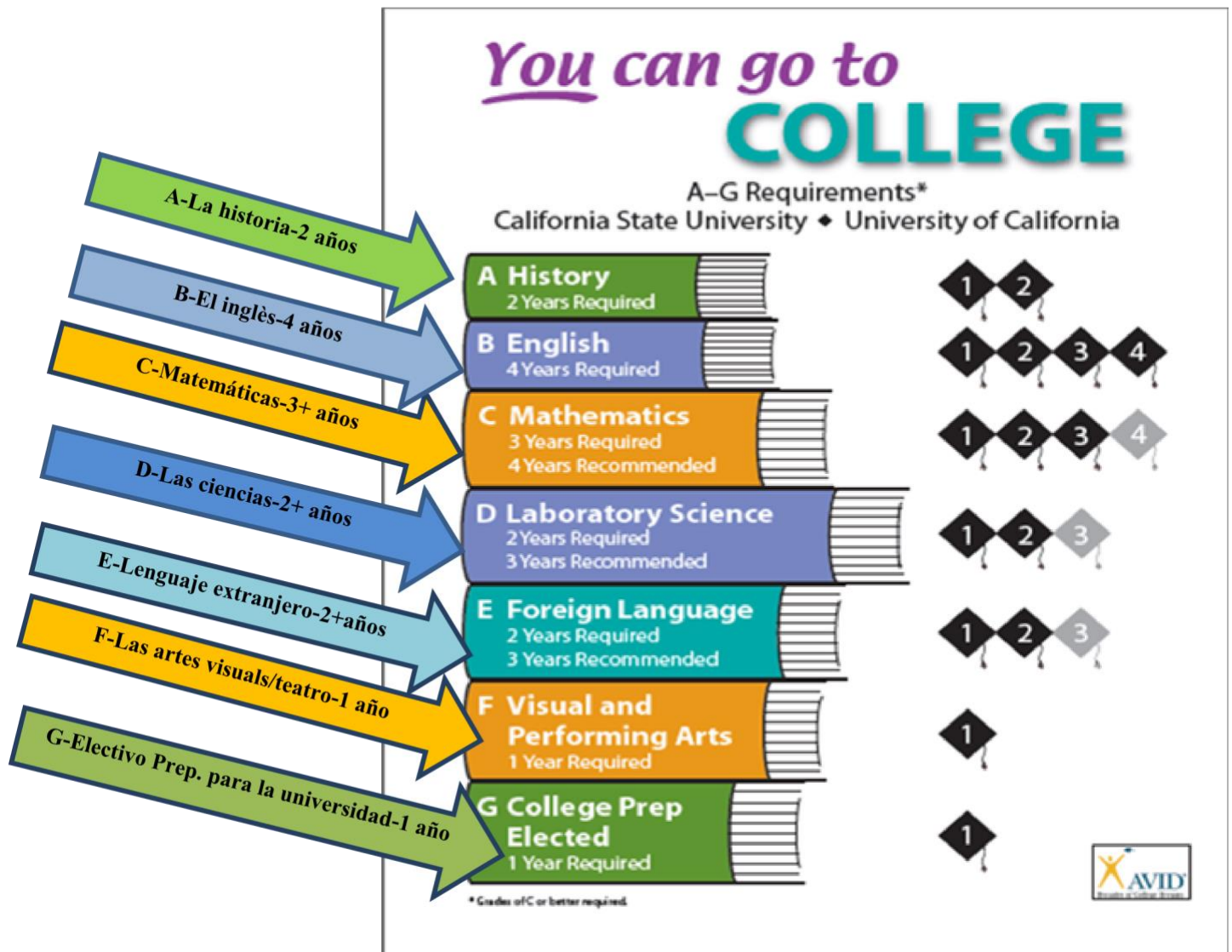
Vía-Através

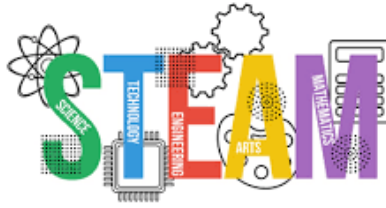
Individuo-estudiante

Determinación-dedicación y la entrega ser lo mejor
que pueda ser! El compromiso al éxito!

Good scholarly habits start in at the elementary school! Our preparation, diligence, organization, and efforts in elementary school prepare us for the rigor and challenges of middle school and beyond! There are many rigorous classes we must take in high school in order to apply to college. We call these the A-G requirements! When we push ourselves to think at higher levels starting at the elementary school, we are preparing ourselves for the rigor of higher levels of education and life. This will help us to be successful in life! AVID helps us prepare, starting now!

Los hábitos de ser buen erudito comienzan desarrollar en la escuela primaria. Nuestra organizacion, hábitos, y esfuerzos en la escuela primaria nos preparan para el rigor y los retos de la escuela secundaria y más allá. Se requieren muchas clases rigurosas en las escuelas secundarias para poder aplicar a la universidad. Estas son los requisitos 'A-G'. Cuando pensamos en niveles más profundos, desde la escuela primaria, nos estamos preparando para el rigor de los niveles de escuela más allá y para la vida. Esto nos ayudará tener una vida exitosa! AVID nos ayuda prepararnos; comenzamos ahora!





The goal of S.T.E.A.M. education at Machado Elementary School is to prepare our scholars for their futures and making a difference in their communities by strengthening their skills in Science, Technology, Engineering, Arts, and Mathematics. Scholars learn to think critically and develop their 21st century skills to solve problems and interact with each other and their school community in meaningful ways. S.T.E.A.M. learning at Machado Elementary goes hand in hand with our AVID system for teaching/learning. Both S.T.E.A.M. and AVID teach our scholars to dream big, reflect, and explore and own their own learning/creativity.

Here are some of the ways S.T.E.A.M. education is implemented at Machado.

- 4 Year Criteria Implementation Plan....school wide implementation
- Amplify Science
- Generation Genius
- S.T.E.A.M. Assemblies such as “Music Technology”
- Grade level S.T.E.A.M. rotations with Robotics/Art/Music/STEAM Challenges
- Art History Instruction with Meet the Masters
- S.T.E.A.M. Fridays
- S.T.E.A.M. Clubs
- Family University

RESOURCE GUIDE

Stay Informed/Communication

- ParentSquare Application (teacher and administration updates/Machado Weekly Newsletter)
- Email
- Marquee
- Student calendars/agendas
- School Flyers
- Front of the School Calendar White Board
- Parent/teacher conferences
- Phone calls

Title 1

- A Title 1 school must have a significant student population receiving free or reduced meals.
- Machado has over 90% of the student population that qualifies for free or reduced meals.
- Machado has a school-wide program and receives federal funding for resources, programs, staffing, etc. to help provide greater quality learning/achievement opportunities.
- Federal funding requires Title I schools to:
 - *report how they are using the funds to support students and improve achievement.*
 - *involve the school community in school decision making (School Site Council)*



MACHADO ELEMENTARY SCHOOL

Title I School-Level Parental Involvement Policy

Machado Elementary has developed a written Title I Parental Involvement Policy with input from Title I parents. At the annual Title I meeting, the policy is shared with parents and they are asked for their input. It has distributed the policy to parents of Title I students. After the parent input is addressed, the policy is given out at parent meetings and it is available in the school office. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

Involvement of Parents in the Title I Program

To involve parents in the Title I program at Machado Elementary School, the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. Parents are invited to the meeting(s) each fall.
- The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening. A minimum of two meetings will be offered, one in the morning and one in the evening to accommodate parents' schedules.
- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review*, and improvement of the school's Title I programs and the Title I parental involvement policy.**
- Parent input will be asked for at the annual Title I meetings, ELAC meetings and SSC meetings.
- The school provides parents of Title I students with timely information about Title I programs.
- Title I programs will be discussed at parent meetings throughout the school year.
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.
- The principal and the Title I teacher will present the parents with an explanation of the curriculum used, the assessments used and the proficiency levels that students are expected to meet.
- If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.
- Parents are welcome to all meetings held at the school that involve planning and decision making. These meetings include the Title I meetings, ELAC meetings and SSC meetings.
-

*The Parental Involvement Policy is discussed with a review in the annual review of the Single Plan for Student Achievement.

**The policy must be updated periodically to meet changing needs of parents and the school. If the school has a process in place for involving parents in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents of Title I children. [20 USC 6318 Section 1118(c)(3)].

4 Way Pledge - Home-School Compact

Machado School distributes to parents of Title I students a Home-School compact (aka "4 Way Pledge"). The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students:

- The school's responsibility to provide high-quality curriculum and instruction
- The ways parents will be responsible for supporting their children's learning
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities

Machado Elementary reviews the Parent Involvement Policy and the Home-School Compact (4 Way Pledge) with the parents at the annual Title I meetings. The compact is discussed and sent home for students and parents to sign and return to the school. In some cases, teachers choose to discuss this compact at parent-teacher conferences.

Building Capacity for Involvement

Machado Elementary School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- The school provides Title I parents with assistance in understanding the State’s academic content standards, assessments, and how to monitor and improve the achievement of their children. Parent meetings are held throughout the year to discuss ways that parents can monitor student progress and support students in their education. During meetings, the State’s academic content standards are reviewed and shared. These are also available on the district web site.
- The school provides Title I parents with materials and training to help them work with their children to improve their children’s achievement. During parent meetings, teachers and administrators share strategies to use in improving student achievement. Apps are discussed and parents are shown how to download them onto tech devices to be used at home. Home application of programs used at the school are shared with parents so that students can access them from home.
- With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and how to work with parents as equal partners.
- Parent surveys are given each year to gather parent input to help staff members work better with parents as partners. EES has increased the number of parent volunteers through our Community Liaison.
- The school coordinates and integrates the Title I Parental Involvement Program with other programs, and conducts other activities, such as parent workshops and/or resource centers, to encourage and support parents in more fully participating in the education of their children.
- Machado Elementary School has a Community Liaison that works closely with staff members to coordinate and integrate the parent involvement on site. Parent meetings are held to support and encourage them in becoming more involved in their students’ education.
- The school distributes information related to school and parent programs, meetings and other activities to Title I parents in a format and language that the parents understand. Machado Elementary School relays information in a variety of ways. All information that goes home, whether by Parent Square/email (digital communication platform), phone, flyer or letter is sent in both English and Spanish.
- The school provides support for parental involvement activities requested by Title I parents. Machado Elementary School encourages parental involvement in all activities. Personal calls, letters, thank you notes, etc. are helpful in the encouragement of parent involvement at school.
-

Accessibility

Machado Elementary School provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand. Incentives are often used to encourage parental involvement. Machado Elementary School relays information in a variety of ways. All information that goes home, whether by Parent Square/email, phone, flyer or letter is sent in both English and Spanish.

Some Examples of Title I Parent Involvement at Machado Elementary School

(Please see Machado Family Involvement Calendar for events and more information.)

- Parents are partners for student success! Parent and family involvement is essential! There are many ways to be involved.
- Our yearly Family Involvement Calendar is organized by month and lets you know what to expect with a year at a glance.
- Volunteer: A Badge or B Badge (applications in the front office)
- Classroom support
- Room 18
- Field Trips
- Parent Meetings:
 - English Language Advisory Committee
 - School Site Council
 - Pastries with the Principal and Dean
 - Title 1 Information Meeting
- Family University (Free pizza dinner and fun STEAM activity for families to do together)
- Join PTA! (As an association member or executive board member)
- PTA & School Events:
 - For example: Neon Dance, Penny Carnival, Harvest Festival, Bike Night, Book Fairs, Holiday Boutique/Photos with Santa, Beautification Day, Valentine Dance, and more!
- STEAM Clubs
 - For example: Competitive Robotics, Dance, Jr. BSU, Baile Folklórico, Musical Theater, Choir, Running Club, Art, Yoga, Storytime STEAM, Guitar, Piano, Coding, and more!
- Parent Classes: Parent Institute of Quality Education, English as Second Language +
- Parent Workshops: Cyber Safety, Tariq Khamisa Foundation for Restorative Practices



Machado Family Involvement Calendar 2024-2025

*Remember to wear purple on Fridays!

Events subject to change! Stay Informed with Parent Square (email/text/phone calls), Newsletters, Marquee!

Month	Date/Event	
August  Character Trait: HARD WORK	2-Classes posted at 3:30pm 6-Kinder Orientation Video sent out to families on Parent Square 7-First Day of School 7-Welcome Back Parent Orientation, 8:15am in the MPR 7-September 30-PTA Membership Drive 14-Back to School Night *Backpack Give Away (while supplies last), 5-5:30pm *Introductions and PTA, 5:30pm *Session 1-5:45pm to 6:15pm *Session 2-6:20pm to 6:50pm 15-PTA Zoom Association Meeting, 3pm	16-PBIS Expectations Assemblies 23-FYI....Safety Drill (Earthquake and Fire) 23-ELAC, 8:30 am in Norma's Nest 19-Machado Spirit Wear Sale Begins! 23-Neon Dance, 5pm to 7pm 26-30 5 th Grade Leadership Conference 30-Character Awards Friday Flag TBD: *5th Grade Band Assembly *5th Grade Band Rental Night
September  Character Trait: FRIENDSHIP/LOYALTY	1 to 30-PTA Membership Drive (Goal: 265) 2-No school, Labor Day 5-Machado Spirit Wear Sale Ends-All forms due! 6-Fall Fundraiser Kick Off, 1:15pm on Zoom Webinar 11-Super Hero Dress Up Day 13-"Celebrating Heroes" Flag Assembly, 8am *Wear Red/White/Blue *Families welcome! Welcome retired/active service men and women, fire fighters, police officers, and other local heroes! 17-Fall Picture Day 18-Family University STEAM "Art", in MPR, 5pm to 7pm	19-School Site Council, 2pm 20- FYI....Safety Drill (Fire and Lockdown) 19/20-(Tentative)-Eagle Scholar Dollar Store (classes scheduled a time to visit) 20-ELAC, 8:30am in Norma's Nest 27-Meet the Masters Assemblies "Gustav Klimt" (Austrian).... ***Parent Volunteer Art Teachers needed @12:30pm! 27-Penny Carnival, 5pm to 7pm 27-6 Week At Risk Notice Reports <u>On</u> Parent Square (only student unsatisfactory progress) TBD: *First day of 5th Grade Band *Eagle Store visits Friday Parent Volunteers Needed!
October  Bullying Prevention Month  Arts and Humanities Month Character Trait: SELF-CONTROL	1-Make Up Fall Picture Day 4-Character Awards Friday Flag (September) Families welcome! Please sign in! 11-Pastries with Principal/Dean 8:30am <u>Title 1 Parent Information Meeting</u> 11- <u>Title 1 Parent Information Meeting</u> , 3pm, Zoom 7-11-Book Fair in Room 26 9-Family Book Fair Night/Ice Cream Social in Room 26, 5pm-7pm 18-Canned Food Drive Begins (October 18bthrough November 13) 16-School Site Council, 2:15pm 17-FYI-California Great Shake Out Safety Drill at 10:17am	17-PTA Zoom Association Meeting, 3pm 18-ELAC, 8:30am in Norma's Nest 19-Fall Swap Meet and Car Show (Entry forms sent home and available in office), 8am-12pm 21-Semester 1 Progress Reports on Parent Square (all student 23-All Things on Wheels Family Bike Night! Playground, 5pm to 7pm 21-25 Red Ribbon Week 26-(Tentative) Robotics Competition, 8am to 3pm 29-Read and Draw with Dr. V-M and Mrs. Torres, 1:45-3pm (Permission Slips Required) 31-Costume Parade, Playground, 8:15am (Families welcome!)
November  Character Trait: ALERTNESS	1-Non-Student Day, Staff Professional Development 8-Character Awards Friday Flag (October) Families welcome! Please sign in! 8-Western Day 8-Harvest Festival, 4:30pm to 7:30pm 15-Canned Food Drive Ends 11-Veterans Day- No School 20-Family University (STEAM) "Science" or "Math"	21-21 (Tentative)Eagle Scholar Dollar Store (Classes scheduled a time to visit on one of these days.) ***Parent volunteers <u>needed!</u> *** 15-Meet the Masters Assemblies "Frederic Remington" (American).... ***Parent volunteers needed to teach art! Class @ 12:30pm* 22- FYI....Safety <u>Drill</u> (Lockdown and Fire) 23-(Tentative) Robotics Competition, 8am-3pm 25-29 Thanksgiving Break
December  Character Trait: ALERTNESS	6-Pastries with the Principal and Dean, 8:30am in Norma's Nest 7-Robotics Competition, 8am to 3pm 9-13-Holiday Boutique in Library 11-Photos with Santa, 5pm to 7pm 13- FYI....Safety Drill (Fire)	13-ELAC Meeting and <u>Potluck</u> , 8:30am in Norma's Nest 20-November/December Character Award Friday Flag 16-20-Holiday Spirit Week 20-Pajama Day 23 to January 5- Winter Break (students return January 15 unless attending Intercession)
January	1-10-Winter Break 6-8-Winter Intercession Classes (optional) 13-Teacher Workday (No Students) 14- <u>Non Student</u> Day....Staff Professional Development	21-24- Yellow Ribbon Week " <u>D.R.E.A.M.</u> ".... • Do Right by Everyone. We <u>ALL</u> Matter! • Treat others like they are important, like they matter! 24-Yellow Ribbon Week Flag Assembly 24-Twin Day 29-Family University, "Math", 5pm-7pm



Character Trait:
ACTION/DETERMINATION

15-Students Return from Winter Break
12- FYI....Safety Drill (Fire and Lockdown)
15-1st Semester Report Cards on Parent Square
18-(Tentative) Robotics Competition, 8am to 3pm
20-MLK Day- No School
23-PTA Association Meeting, 3pm

31-Semester Awards as Scheduled

TBD:

***Eagle Scholar Dollar Store (classes scheduled a time to visit)**

Semester Award Assembly Times	
8:05am-8:50am	TK/Kinder/Adamson
9am-9:45am	2 nd Grade
10am-10:45am	5 th Grade
11am-11:45am	3 rd Grade
12pm-12:45pm	1 st Grade/Almodovar
1pm-1:45pm	4 th Grade

Subject to Change

February



Character Trait:
FITNESS/SKILL

7- PBIS Assemblies
13-Family Valentine Dance (Wear red or pink, 5pm – 7:30pm)
14-17 Holiday- No School "Presidents Weekend"
21- FYI....Safety Drill
21-ELAC, 8:30am, Norma's Nest
24-28 Book Fair in Room 26
24- 6 Week At Risk Notice Reports On Parent Square (only students with unsatisfactory progress)
26-Family Book Fair
Night in Room 26, 5pm-7pm

25-Spring Pictures

28-Meet the Masters "Alexander Calder" (American)

*****Parent volunteers needed to teach art! Class @ 12:30pm*****

28-Character Awards Friday Flag (February)

TBD:

*** Black History Month Celebration, 5:30pm to 7:30pm (February 21st or 28th)**

March



Character Trait:
TEAM SPIRIT AND ENTHUSIASM

1-Dr. Seuss' Birthday!
3-7-Literacy Week: Celebrating Reading Spirit Week
7- Pajama Day and Camp Reading in MPR
7-Family University "Camp Reading" in MPR, 5pm-6:30pm
8-Beautification Day, 9am-11am
11-Progress Reports (all students) on Parent Square

14-ELAC, 8:30am in Norma's Nest

14- FYI....Safety Drill

20-PTA Association Meeting on Zoom, 3pm

21-Friday Flag and Spring Fun Run Fundraiser Kick Off

(March 21-April 22)

24-April 4-Spring Break

31-April 3- Spring Intercession (optional registration required)

April



Character Trait:
TEAM SPIRIT AND ENTHUSIASM

31-April 3- Spring Intercession (optional registration required)
11- FYI....Safety Drill (Fire)
11-2nd Semester Progress Reports on Parent Square (all students)
16-Family University, "Career Night", MPR (Parents, let us know if you'd like to share your career!)
11-ELAC, 8:30am, Norma's Nest
11- FYI....Safety Drill (Lockdown)
15-Kinder and 5th Grade Promotional Photos
18-Meet the Masters Art Assemblies "Georges Seurat" (French)

****Parent Art Teacher Volunteers Needed, 12:30pm)**

21-No School (Easter, 4/20)

22-Spring Fundraiser "Fun Run" donations due!

25-Character Awards Friday Flag,

8am-8:30am

25-"Fun Run" by Grade Level

(Families welcome!)

29-Read and Draw with Dr. V-M

and Mrs. Torres, 2:30pm/Zoom

TBD:

*****Eagle Scholar Dollar Store (classes assigned times and parent volunteers needed)*****

Fun Run Times

8:30am-8:55am (after Friday Flag)...	TK/Kinder/Adamson
9am-9:45am.....2 nd Grade and Almodovar	
10am-10:45am.....5 th Grade	
11am-11:45am.....3 rd Grade and Bentley	
12pm-12:45pm.....1 st Grade	
1pm-1:45pm.....4 th Grade	

May



Character Trait:
POISE/CONFIDENCE

2-Imagination Machine
5-9 Teacher & Staff Appreciation Week
14-Open House and Art Show 5:30pm – 7:00pm
16-Pastries with the Principal and Dean: Parent Input & Survey 8:30am-9:30am
23-Volunteer Celebration, 9am to 11am
24-FYI....Safety Drill (Earthquake & Fire)
26-Memorial Day- No School
29-PTA Association Meeting, 3pm
30- Semester Awards, TK/Adamson/Grades 1-4
TBD:
**** TENTATIVE Eagle Scholar Dollar Store (classes assigned times)****

Staff Appreciation Days!

MONDAY...
Office/Health/Library
TUESDAY...Teachers and Support Faculty
WEDNESDAY...Campus Supervisors and Custodians
THURSDAY...Paraeducators
FRIDAY...Kitchen Staff

2nd Semester Award Assembly Times

8:05am-8:50am	TK/Adamson
9am-9:45am	2 nd Grade
11am-11:45am	3 rd Grade and Bentley
12pm-12:45pm	1 st Grade/Almodovar
1pm-1:45pm	4 th Grade

June



6-5th Grade vs. Staff Game (ex. Hoop Shoot etc.), 8:15am-9:30am
7-2nd Semester Report Cards on Parent Square (all students)
9-Fifth Grade Promotion, 8:15am
10-Last Day of School
10-Kinder Promotion, 8:15 -9:15am(Blakeley/Calvillo/Almodovar) and 9:30-10:30am (Castañeda/Gutierrez)
10-5th Grade BBQ/Games, 8:30am to 12:30pm,
10-5th Grade Clap Out-Schoolwide at 1:30pm

Uniform Complaint Procedure

UCP Annual Notice

For students, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties

The Lake Elsinore Unified School District has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP). *The 2022 -23 Uniform Complaint Notice and UCP forms in English and Spanish are available in print-friendly PDF format at right.*

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Accommodations for parenting and pregnant pupils
- Adult Education
- After School Education and Safety
- Agricultural Education
- Career Technical and Technical Education and Career Technical and Technical Training
- Career Technical Education
- Child Care and Development
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content
- Deficiencies related to preschool health and safety issues for a California State preschool program exempt from licensing per public notices posted for applicable classrooms.
- Education of Pupils in Foster Care and Pupils who are Homeless
- Every Student Succeeds Act
- Local Control Accountability Plans (including Charter Schools as described in EC §§ 47606.5 and 47607.3)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education
- State Preschool
- School Plans for Student Achievement
- School Site Councils
- Any other State or Federal educational program the State Superintendent of Public Instruction or designee deems appropriate
- And/or to appeal District decisions regarding such complaints

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

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

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of foster and homeless youth, as specified in Education Code Sections 48853, 48853.5, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

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

Name or title: **Dr. Alain Guevara, Assistant Superintendent**

Unit or office: **Administrative and Instructional Technology Support Services**

Address: **545 Chaney Street Lake Elsinore, CA 92530**

Phone: (951) 253-7000 Ext. 7115

E-mail address: alain.guevara@leusd.k12.ca.us

A pupil fees complaint is filed with the Lake Elsinore Unified School District and/or the principal of a school.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal our Decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

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

A copy of our UCP compliant policies and procedures is available free of charge.

For a complete explanation of uniform complaint procedures, you may also contact the school principal or the Superintendent's Office at (951) 253-7005.

Williams Act



Lake Elsinore Unified School District

Notice to Parents, Guardians, Pupils, and Teachers Complaint Rights

**Pursuant to Williams Act, California Education Code Section 35186,
you are hereby notified that:**

NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS: COMPLAINT RIGHTS

Parents/Guardians, Pupils, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. A complaint form can be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>.

Please file this complaint at the following location:
(Principal or Assistant Superintendent, Admin. and Instructional Technology Support Services)
545 Chaney Street, Lake Elsinore, CA 92530

A complaint form may be obtained at the school or district office. You may also download a copy of the California Department of Education complaint form from the following Web site:
<http://www.cde.ca.gov/re/cp/uc/>.

Rev. 8-16

Title IX

Educational Equity

Description of Responsibilities

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex within federally funded education institutions. Thus, all educational programs and activities must be operated free from discrimination. Key areas addressed by Title IX include: athletics; sexual misconduct, including sexual harassment and sexual violence; pregnant and parenting students; off-campus activities; recruitment and admission; and employment. Education institutions must protect against discrimination in these areas and prevent retaliation against any person for participating in any complaint action under Title IX.

Nondiscrimination Statement

The Lake Elsinore Unified School District (LEUSD) is committed to ensuring equal, fair, and meaningful access to employment and educational services. The District does not discriminate in any employment practice, educational program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, immigration status, marital status, medical condition, national origin, political affiliation, pregnancy, and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans' status, or any other basis prohibited by California state and federal nondiscrimination laws respectively. Not all bases of discrimination shall apply to both educational services and employment. Inquiries regarding nondiscrimination and civil rights should be directed to Title IX Coordinators of the Lake Elsinore Unified School District.

Notice of Student Nondiscrimination/Notice of Nondiscrimination

Lake Elsinore Unified is committed to making schools free from unlawful discrimination and providing equal opportunities for all individuals in education. The district prohibits discriminatory practices whose purpose or effect has a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment. The district promotes programs that ensure that discriminatory practices are eliminated in all district activities. Any student who engages in discrimination of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal. Any student or parent/guardian who believes that discrimination has occurred should immediately contact the principal for resolution at the site.

Definition of Sex Discrimination can be found [here under Education Code 230](#)

Sex Equity In Education Act can be found [here under Education Code 221.8](#)

For information regarding pupil rights under Title IX, contact:

[California Office of Equal Opportunity](#)

[United States Department of Education Office of Civil Rights](#)

Student Sexual Harassment Policy

Lake Elsinore Unified is committed to making the schools free from sexual harassment. This means that the district prohibits harassment made by someone from or in the educational setting. Sexual harassment can be such actions as unwelcome sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting. The district prohibits conduct that has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment. The district further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct.

How to File a Discrimination, Bullying or Harassment Complaint

The district believes discrimination, harassment, and bullying issues may be resolved at the school site. As such, students, parents/guardians should report any act of discrimination, harassment, or bullying by a student, staff member or third party to the site principal. Once a complaint is made to the site principal, the following actions will occur:

- A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. If a complaint is outside of the timeline, please contact the District Title IX coordinator.
- The responsible school official will conduct a prompt, thorough and impartial investigation into the complaint, and acknowledge receipt of the complaint within 10 working days and attempt to resolve the matter informally with the complainant.
- When sexual harassment is reported, interim steps will be taken to stop harassment and protect the victim from further harassment pending outcome of the complaint.
- At any time during the complaint process students, parent/guardian, and/or staff member may contact the Title IX Coordinator to file a complaint directly with the district. A student, parent, or staff member is not required to attempt resolution through the school site before contacting the District Title IX Coordinator.

Filing a Uniform Complaint. At any time during the informal resolution process, students or parent/guardians may file a Uniform Complaint Form that can be obtained from the school site and/or District Office divisions – Instructional Support Services or Personnel Support Services. The Uniform Complaint should be filed with the school site principal and/or District division depending on the nature of the complaint:

- [List of all LEUSD Schools & Addresses](#)

OCR Complaint

Contact Information for OCR [OCR Online Complaint Filing System](#)

OCR can also be contacted through its California regional office at:

Office for Civil Rights

U.S. Department of Education
50 United Nations Plaza
San Francisco, CA 94102
Telephone: 415-486-5555
Facsimile: 415-486-5570
Email: sanfrancisco@ed.gov

Investigations

Lake Elsinore Unified School District will immediately undertake an effective, thorough, and objective investigation of the allegations and provide a written summary that shall serve as a closeout letter to the original complaint. The report will include a summary of the facts, a decision on the complaint, reason for the decision and corrective actions that have or will be taken, including remedies for the victim. The complainant has the right to present witnesses and evidence as well throughout this process.

Action. If the district determines that its policies prohibiting discrimination, harassment, or bullying has been violated, disciplinary action, up to and including expulsion and/or dismissal will be taken. Remedies will also be provided to the victim and remedial action(s) will be required of the school site.

Remedial actions will be taken that are designed to end the harassment, prevent its recurrence, and address its effects on the harassed student.

Follow up with the student and/or staff member will occur to ensure the harassment has stopped and that there is no retaliation.

The district prohibits retaliation against any participant in the complaint process including witnesses. A separate Uniform Complaint may be filed if retaliation occurs against any individual involved in the processing of discrimination, harassment, or bullying complaint. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

Student/Parent Complaints & Inquiries Contact

A student and/or parent who has a complaint of discrimination and/or sexual harassment should first contact the principal for resolution at the school site. If the complaint cannot be resolved, the designated individual at the Lake Elsinore Unified School District for student/parent complaints and inquiries regarding Title IX is:

Dr. Steve Behar

steve.behar@leusd.k12.ca.us
Title IX Coordinator
Lake Elsinore Unified School District
545 Chaney Street
Lake Elsinore, CA 92530
(951) 253-7119

Staff Complaints & Inquiries Contact

A school staff member who has a complaint of discrimination and/or sexual harassment should first contact the principal for resolution at the school site. If the complaint cannot be resolved, the designated individual at the Lake Elsinore Unified School District for complaints and inquiries regarding Title IX is:

Nick Powers

nick.powers@leusd.k12.ca.us

Title IX Coordinator

Lake Elsinore Unified School District

545 Chaney Street

Lake Elsinore, CA 92530

(951) 253–7036

Section 504 Coordinator

For any questions or concerns for students with a section 504 plan, contact:

Dr. Steve Behar

steve.behar@leusd.k12.ca.us

504 Coordinator

Lake Elsinore Unified School District

545 Chaney Street

Lake Elsinore, CA 92530

(951) 253–7119

SPECIALIZED SERVICES AND RESOURCE GUIDE

AA (Alcoholics Anonymous)	1-800-454-8966
Animal Control	674-0618
HIV/Aids Inland Aids Project	951-346-1910

Child Abuse

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| ▪ Child Protective Service | 1-800-543-5265 |
| ▪ Child Abuse Hotline (24 hrs) | 1-800-442-4918 |

Domestic Violence

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| ▪ Outreach for Domestic Violence (24 hrs) | 506-2552 |
| ▪ Alternative to Domestic Violence (crisis) | 683-0829 |
| ▪ Adult Abuse Hotline | 1-800-491-7123 |

Family Counseling

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| ▪ Family Service Association of Riverside | 686-3706 |
| ▪ S.A.F.E.R. | 253-7000 |
| ▪ Victor Community Services | 674-9243 |

Health Department	471-4200
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H.O.P.E. (food assistance)	245-7510
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Inland Valley Medical Center	677-1111
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Youth Crisis Hotline

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| ▪ California (24 hrs) | 1-800-843-5200 |
| ▪ Teen Rescue | 1-800-494-2200 |

Regional Poison Control Center	1-800-876-4766
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Pregnancy Testing (Elsinore Health Center)	471-4200
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Teen Mother Program/Cal Safe	674-9612
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Rape Crisis Center (24 hrs)	686-7273
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Crisis Interventions & Suicide	686-4357 (HELP)
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We TIP (24 hr. hotline)	1-800-472-7766
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