

2023-2024

Mary Fay Pendleton School Student/Parent Handbook



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HANDBOOK OVERVIEW

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

Mary Fay Pendleton School

Together turning today's learners into tomorrow's leaders



Mission Statement

To provide high academic rigor and opportunities for personal growth to all students in a safe and enriching environment.

Vision Statement

Mary Fay Pendleton School will develop each student's academic, social, emotional, and physical well-being through providing a safe, engaging, rigorous, standards-based learning environment infused with leadership opportunities.



Mary Fay Pendleton is a *Lighthouse* school. *The Leader in Me* program is implemented as a way to teach our students traits of personal leadership. All students have the capacity to lead in their own lives and positively affect those around them by making good choices. *The Leader in Me* program teaches students the 7 Habits and equips students with the self-confidence and skills they need to thrive in the 21st-century economy.

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



Instructional School Calendar 2023-2024

Board Approved 1/17/2023

MONTH	M	T	W	TH	F	Instruction Days
August	7 14 21 28	1 8 15 22 29	2 9 16 23 30	3 10 17 24 31	4 11 18 25	Aug. 9-11 – Teacher In-Service Days Aug. 14 – First Day of Instruction 14
September	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	1 8 15 22 29	Sept. 4 – Labor Day 20 (34)
October	2 9 16 23 30	3 10 17 24 31	4 11 18 25	5 12 19 26	6 13 20 27	22 (56)
November	6 13 20 27	7 14 21 28	1 8 15 22 29	2 9 16 23 30	3 10 17 24	Nov 10 – Veterans Day - Observed Nov. 20 – 24 – Thanksgiving Break 16 (72)
December	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	1 8 15 22 29	Dec. 18 – Dec. 29 – Winter Break 11 (83)
January	1 8 15 22 29	2 9 16 23 30	3 10 17 24 31	4 11 18 25	5 12 19 26	Jan. 1 - New Year's Day Jan. 15 – Martin Luther King Day 21 (104)
February	5 12 19 26	6 13 20 27	7 14 21 28	1 8 15 22 29	2 9 16 23	Feb. 19 – 23 Presidents' Day Break 16 (120)
March	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	1 8 15 22 29	Mar. 25 - 29 Spring Break 16 (136)
April	1 8 15 22 29	2 9 16 23 30	3 10 17 24	4 11 18 25	5 12 19 26	22 (158)
May	6 13 20 27	7 14 21 28	1 8 15 22 29	2 9 16 23 30	3 10 17 24 31	May 27 – Memorial Day May 31 – Last Day of Instruction 22 (180)

DAY-TO-DAY at MARY FAY

ADMISSIONS

Mary Fay Pendleton offers three different types of kindergarten:

Kindergarten – for children who were born on or before September 1st

Preppy Kindergarten – May be made available for children who were born between July 1st and September 1st upon request and assessment. (These students also have the option to attend regular kindergarten)

Transitional Kindergarten – for children who were born between September 2nd and December 2nd

All new students entering Mary Fay Pendleton School may register online at FUESD.org or in person at Mary Fay Pendleton School. Registration hours are from 8:30 A.M. to 3:00 P.M. A copy of the following information is required for registration:

- Proof of residency (Property Tax Payments, Rent Payment Receipts, Utility Service Receipts, or Declaration of Residency)
- Birth Certificate
- Immunization Record

Inter-district and Intra-district transfers may be declined or revoked at any time due to student related issues.

WITHDRAWALS

The school office should be notified in advance of any students who are moving. This allows teachers and staff to summarize the student's progress and prepare the student's file to be forwarded to his/her next school of enrollment.

PARENT REQUESTS FOR CLASSROOM TEACHERS

Students will be assigned to heterogeneous classroom groups by the administrator and school staff that is in the best position to make these assignments.

School staff considers many factors when making classroom assignments. For example, they consider range of academic abilities, social mixture, gender balance, individual learning styles, students' personalities and interactions, students that benefit from being together or separated, overall student behavior, student/teacher considerations, class size, etc.

The objective of this process is to produce a well-balanced "workable" classroom. These decisions for classroom placement contribute significantly to the creation of a positive classroom environment, which enables students to function to the fullest of their abilities. Please rely on our professional judgment, and trust that we will group and provide children with the best possible learning environment.

Parents and students will be informed of class assignments in August, before school begins.

TRAFFIC

- For everyone's safety, please ***do not leave your car unattended at any time*** in the traffic circle. If you need to park your car to pick up your child, ***please park in the parking lot.***
- Students who cross the street must always use the crosswalk.
- Once on campus, drop off only in designated areas.

MFP - BELL SCHEDULE 2023-2024

Regular Day Bell Schedule (M/T/TH/F)

Grade	Start Time	Recess	Lunch (eat/play)	End Time
TK	7:50 AM	9:40-10:00	11:10-11:30/11:30-11:50	2:00 PM
K	7:50 AM	10:00-10:20	11:30-11:50/11:50-12:10	2:00 PM
1	7:50 AM	10:15-10:35	11:55-12:15/12:15-12:35	2:05 PM
2	7:50 AM	10:15-10:35	11:55-12:15/12:15-12:35	2:05 PM
3	8:15 AM	10:35-10:50	12:20-12:40/12:40-1:00	2:30 PM
4	8:15 AM	10:35-10:50	12:20-12:40/12:40-1:00	2:30 PM
5	8:15 AM	10:50-11:05	12:40-1:00/1:00-1:20	2:30 PM
6	8:15 AM	10:50-11:05	12:40-1:00/1:00-1:20	2:30 PM
7	8:00 AM	10:00-10:15	1:00-1:20/1:20-1:40	3:00 PM
8	8:00 AM	10:00-10:15	1:00-1:20/1:20-1:40	3:00 PM

*Tk afternoon recess 1:05 - 1:20 and K afternoon recess 1:20-1:35

Wednesday Staff Development Day Bell Schedule (BTSN & OPEN HOUSE)

Grade	Start Time	Recess	Lunch (eat/play)	End Time
TK	7:50 AM	9:40-10:00	11:10-11:30/11:30-11:50	1:00 PM
K	7:50 AM	10:00-10:20	11:30-11:50/11:50-12:10	1:00 PM
1	7:50 AM	10:15-10:35	11:55-12:15/12:15-12:35	1:05 PM
2	7:50 AM	10:15-10:35	11:55-12:15/12:15-12:35	1:05 PM
3	8:15 AM	10:35-10:50	12:20-12:40/12:40-1:00	1:30 PM
4	8:15 AM	10:35-10:50	12:20-12:40/12:40-1:00	1:30 PM
5	8:15 AM	10:50-11:05	12:40-1:00/1:00-1:20	1:30 PM
6	8:15 AM	10:50-11:05	12:40-1:00/1:00-1:20	1:30 PM
7	8:00 AM	10:00-10:15	1:00-1:20/1:20-1:40	2:00 PM
8	8:00 AM	10:00-10:15	1:00-1:20/1:20-1:40	2:00 PM

Minimum Day Schedule (Parent Teacher Conferences, Last day of School)

Grade	Start Time	Recess	Lunch (eat/play)	End Time
TK	7:50 AM	8:40-9:00	10:10-10:30/10:30-10:50	12:00 PM
K	7:50 AM	9:00-9:20	10:30-10:50/10:50-11:10	12:00 PM
1	7:50 AM	9:15-9:35	10:55-11:15/11:15-11:35	12:05 PM
2	7:50 AM	9:15-9:35	10:55-11:15/11:15-11:35	12:05 PM
3	8:15 AM	9:35-9:50	11:20-11:40/11:40-12:00	12:30 PM
4	8:15 AM	9:35-9:50	11:20-11:40/11:40-12:00	12:30 PM
5	8:15 AM	9:50-10:05	11:40-12:00/12:00-12:20	12:30 PM
6	8:15 AM	9:50-10:05	11:40-12:00/12:00-12:20	12:30 PM
7	8:00 AM	9:00-9:15	12:00-12:20/12:20-12:40	1:00 PM
8	8:00 AM	9:00-9:15	12:00-12:20/12:20-12:40	1:00 PM

Pre-School Session 1 - 7:50-10:50 Parents will drop-off and pick-up students at the gate by the front office.

Pre-School Session 2 - 10:50-1:50 A staff member will be present to receive and return students.

PUBLIC RELATIONS

At times, requests are received from the local newspapers, school district newsletters and TV stations to photograph school children engaged in various school-related activities. For the most part, these public relations efforts deal with POSITIVE school news features. Newspapers attempt to identify the students and print their names in a captioned format. Television stations do not usually identify students by name.

Each year Mary Fay Pendleton distributes a Student/Minor Release form. Please be sure to completely fill out this form and submit your preference.

QUESTIONS AND ANSWERS

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

Problems are best solved at the level where they initially occur. To provide parents with the proper information, it is recommended that discussion take place with the person directly involved. To facilitate communications between the school community and home, there must be mutual support, trust, understanding, and openness. The following guidelines are suggested for students and parents when questions and problems need to be addressed within Mary Fay Pendleton School.

1. **Contact the teacher first** and schedule a meeting or a telephone conference.
2. Problems not resolved at the teacher level should be taken to the Mary Fay office, where you will be able to set up a meeting with an administrator.
3. Concerns not resolved through the above channels should be referred to the appropriate central office administrator.

WEBSITE

You can access events and news through our District website. We also have all of our “Contact” information including teacher e-mail address listed. Please visit our site regularly at <http://www.mfp.fuesd.org>

EMERGENCY CONTACTS/INFORMATION

IMPORTANT: Please keep the school informed of changes or additions to the Census Verification Form. Personnel who may need to find a parent in case of an emergency keep this information in the school office for ready access. Please realize that your child will only be released to those persons identified as an Emergency Contact. If someone else is to pick up your child, written or verbal notification must be submitted to the main

office in advance. Those who are picking up children should have proper picture identification (driver's license, etc.).

Telephone numbers at home and work should be kept current. Change of address, new health problems, allergies, etc. should be called in during the school year.

Census Verification Forms are sent home throughout the school year and should be returned promptly to the school if any changes have been made. This facilitates proper care for your child.

STUDENT RELEASE PROCEDURES

Fallbrook Union Elementary School District requires parents/guardians to list those who are able to pick up children for each student enrolled. The following procedures must be followed:

1. If the parent/guardian cannot be reached, the authorized persons listed as an emergency contact will be called to pick up the student.
2. Anyone picking up a student who is not on the emergency card will need to be approved through direct phone call or written authorization from the parent/guardian.
3. The person's identity must be verified before the child may leave school grounds. The person picking up the student should be prepared to show identification.

MESSAGES FOR STUDENTS

Prior arrangements with your child regarding appointments, and changes in time or place for after school pick up are greatly appreciated. It is also recommended that such changes be relayed to the child's teacher. The office will take messages for students, regarding such changes, but cannot be guaranteed if the message is taken too close to the end of the school day.

ATTENDANCE

A strong relationship exists between good school attendance and academic achievement. The classroom environment is considered to be the most meaningful and essential component of the instructional process. Absences limit opportunities for classroom interaction and direct participation with teacher and student. Therefore, regular class attendance is considered to be an integral part of the student's program if he/she is to accomplish his/her educational goals. Although provisions for absence are established in the district, minimum standards for attendance must be met for course credit regardless of grades earned. All students must submit a written excuse signed by their parent/guardian within three days of each absence, or a phone call each day of absence.

- **Please note that exceptions and changes have been made due to the COVID-19 Pandemic.**

CHRONIC ABSENCES

If a student is identified as a chronic absentee, communication shall be made with the student and his/her parent/guardian to determine the reason(s) for the excessive absences, to ensure the student and parent/guardian are aware of the adverse consequences of poor attendance, and to jointly develop a plan for improving the student's school attendance.

The student may be referred to a student success team or school-site attendance review team (SART) to assist in evaluating the student's needs and identifying strategies and programs that may assist him or her. Students identified as truant may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator or attendance supervisor, or his/her designee if found away from home and absent from school without a valid excuse.

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

Whenever chronic absenteeism is linked to a non-school condition, community resources and/or collaborate may be recommended to address the needs of the student and his/her family.

TARDY/SIGN-IN POLICY

Students will be considered officially late to school if they are not in their homerooms **by the time the bell rings**. Late students must report directly to the office and should be accompanied by a parent or guardian. Excused reasons for tardiness include: illness, severe weather conditions, and documented medical appointments.

ATTENDANCE VERIFICATION

Parents are requested to call the school office at (760) 731-4051 if their child will be absent from school. Not all verified absences are excused. *All unverified absences are automatically recorded as **unexcused**.*

Excused Absences - A student's absence shall be excused for the following reasons:

1. Personal illness
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometric, or chiropractic appointment
4. Students who are absent due to military deployment/return are excused up to five days. Approval beyond five days is at the discretion of the administration.
5. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household.
6. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons include (but are not limited to):
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his or her religion
 - d. Attendance at religious retreats not to exceed four hours per semester
 - e. Attendance at an employment conference
7. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy
 - a. In such instances, the student shall attend at least the minimum school day.
 - b. The student shall be excused for this purpose on no more than four days per school month.

Method of Verification

When a student who has been absent returns to school, he or she shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, a person having control of the minor (parent representative), or the student if age 18 or older.

The following methods may be used to verify student absences:

1. Written note, fax, or email from parent/guardian or parent representative
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence

3. Visit to the student's home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2.
4. Physician's verification
 - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
 - b. When a student exceeds ten absences in the school year for illness (verified by methods listed in #1-3), a physician must verify any additional absences related to illness.

EARLY DISMISSAL/SIGN-OUT POLICY

1. Please try and make all appointments outside of the school day if possible.
2. Students are not permitted to leave the school grounds at any time during the school day without permission from the school office. We understand that there may be a time when you need to get a message to your student during the school day. We ask that you do your best in communicating any change to your student's schedule with your student and his or her teacher before the school day, when possible, to avoid interruptions into the classroom. Please note that each phone call into the classroom is disruptive to the learning environment. Therefore, we ask that you limit any and all early release time for your child. If after school plans change, ***please call the office before 12:00 P.M.*** so we can ensure the message can be delivered.
3. Parents requesting an early dismissal should be prepared to give the following information to the school office:
 - a. Full name of student and teacher
 - b. Reason for early dismissal
 - c. Personal Identification
4. Please keep your student's Emergency Card up to date.

INDEPENDENT STUDY APPROVAL

Parents may request an independent study contract to take the child out of school for ***five or more consecutive day, but not to exceed ten days***. In order to do so, parents must complete an independent study request ***at least two weeks prior to the trip. Not providing the two-week notice may result in the independent study not being approved.*** The student's teacher and administration must grant approval. If prior approval is not granted, the absences will be considered unexcused and further disciplinary action will follow in accordance with SARB (Student Attendance Review Board) rules.

HEALTH SERVICES

California State Requirements

A **physical examination** is required for students entering first grade.

A **dental examination** is required for students entering school for the first time in kindergarten.

Medications and Medicines

Any medications that a student must use at school, including over-the-counter products, should be taken directly to the Health Tech's office as soon as the student arrives at school. A written order from the physician and written parent permission must accompany the medication giving permission for the student to take the medication at school. The medication must be labeled from a pharmacy whether it is a prescription medication or over the counter medication.

Immunization Requirements

California Immunization Laws require all students to have proof of immunizations as a condition of attendance at school.

Under new law known as SB 277, exemptions based on personal beliefs will no longer be an option for the vaccines that are currently required for entry into child care or school in the state of California. Only medical exemptions will be allowed for those entering day care and Kindergarten. Children with physician-certified allergies and immune-system deficiencies, for example, will be exempt. Parents can still decline to vaccinate children who attend private home-based schools or independent studies off campus. This new law may not affect you because your child/children have received all required vaccinations.








Personal beliefs exemptions for a child already attending school will remain valid until the child reaches the next immunization check point at kindergarten (including TK) or 7th grade.

Please remember that if your child is moving on to 7th grade for the 2018-2019 school year, he or she must present documentation to support having received a T-Dap vaccination.

COMMUNICABLE/CONTAGIOUS DISEASES

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

I NEED TO STAY HOME IF...

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100.4 or higher	Within the past 24 hours	Within the past 24 hours.	Body rash with itching or fever.	Itchy head, active head lice.	Redness, itching, and/or "crusty" drainage from eye.	Hospital stay and/or ER Visit

I AM READY TO GO BACK TO SCHOOL WHEN I AM....

Fever free for 24 hours without the use of fever reducing medication i.e. Tylenol, Motrin	Free from vomiting for at least 2 solid meals	Free from diarrhea for at least 24 hours	Free from rash itching, or or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home and proof is provided to nurse.	Evaluated by my doctor and have note to return to school	Released by my medical provider to return to school.
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COVID-19 PROTOCOLS: For our most up to date COVID-19 protocols please visit [fuesd.org](https://www.fuesd.org)

SCHOOL HEALTH RECORD

A California health record is kept on file for each student. The student's parents/guardians or family physician shall provide the Health Office with information concerning that student's physical condition. Health records are **confidential** and information is shared with professional staff on a need-to-know basis.

FIRST AID

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

HEAD LICE

According to Board Policy 5141.33, school employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible. The nurse or designee shall examine the student and other students who are siblings of the affected student or members of the same household. If a student is found with active, adult head lice, he/she shall be excluded from attendance. The parent/guardian of an excluded student shall receive information about recommended treatment procedures and sources of further information. The student shall be

allowed to return to school the next day and shall be checked by the nurse or designee before returning to class. Once he/she is determined to be free of lice, the student shall be rechecked weekly for up to six weeks.

Please keep the School Nurse informed if your child develops medical problems or conditions that require special attention. The physician should provide written information and directions for the School Nurse so that the School Nurse and staff can develop an individual care plan.

GENERAL SCHOOL INFORMATION

ASSEMBLIES

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

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

Booing and whistling are considered inappropriate and will result in the loss of the right to attend the next assembly.

FIELD TRIPS

Throughout the year classroom teachers may schedule field trips to educational locations. These trips are designed to supplement different aspects of the classroom curriculum. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign and return a Field Trip Permission Form.

EMERGENCY DRILLS

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

VALUABLES

School personnel cannot be responsible for valuables that students bring to school. Students should leave all valuables at home. If circumstances make it necessary for a student to bring money or other important possessions to school, students are responsible for these items (i.e., cell phones, cash, jewelry, iPads/iPods or other electronic devices).

LOST AND FOUND

All lost articles of clothing found on school property are placed on the stage in lunch pavilion. Money, jewelry, and other small articles of value are turned in to the office. Students may claim them after proper identification.

SCHOOL PICTURES

Individual student pictures will be taken near the beginning of the school year. Make-up day for absentees occurs at a later date. The purchase of student pictures is optional.

VISITORS

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

VOLUNTEERS

Please visit <https://www.fuesd.org/volunteer/> for more information on what documents needed to be completed in order to volunteer at Mary Fay Pendleton School.

PTSA

All parents, guardians, and teachers are encouraged to get involved in leadership and join the Mary Fay Pendleton chapter of the PTSA. PTSA membership is only \$13.00. PTSA members receive discounts for events throughout the year! Sign up and receive emails to keep you informed of special events at MFP.

If you have ideas or questions contact **Mary Fay PTSA at** mfpptsa@gmail.com

SUBSTITUTE TEACHERS

Periodically, substitute teachers will provide instruction. The most common reason for using a substitute is when the classroom teacher is ill or engaged in professional training. Students are expected to be courteous and respectful to substitute teachers. All substitute teachers must be certified teachers.

HOLIDAY ACTIVITIES

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

MONTHLY REWARD ACTIVITIES

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

BIRTHDAY PARTIES

There will be no birthday parties allowed on campus. Students celebrating a birthday will be recognized in other ways such as singing happy birthday, receiving a certificate, wearing a crown, etc. Parents are allowed to bring something educational to pass out if they so choose. **However, no food or drink is allowed.**

ACADEMICS AT MARY FAY PENDLETON

GRADING/EVALUATION OF STUDENT ACHIEVEMENT

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

K-6 Students' Grades for Achievement

- 4 – Exceeds:** Student exceeds standards. Student consistently grasps, applies, and extends key concepts, processes, and skills to a greater depth than presented.
- 3 – Proficient:** Student is proficient in standards. Student grasps and applies key concepts, processes, and skills independently.
- 2 - Developing:** Student is developing security in some standards. Student grasps and applies key concepts, processes, and skills with support.
- 1 - Below:** Student is consistently performing below grade level in standards. Student needs full support to understand key concepts, processes, and important skills.
- * - Area Needs Improvement:** An empty box indicates student is at or above grade level in this area
- NA = Not Assessed:** Not Assessed this reporting period (shaded areas indicate not assessed).

Whenever it becomes evident to a teacher that a student is demonstrating a decline in performance, parent contact will be initiated. If a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian and/or send the parent/guardian a written notice.

Criteria for determining grades for achievement may include but are not limited to:

- Demonstrated understanding of concepts on (teacher created) standards-based assessments and other multiple measures
- Performance based assessments
- Preparation of assignments, including accuracy and promptness
- Engagement with class activities and discussions
- Application of skills and principles
- Organization and presentation of written and oral reports
- Reasoning ability when working through problem solving situations

Grades for Physical Education

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

Absences from School

If a student receives a failing grade because of unexcused absences, the student's record shall specify that the grade was assigned because of excessive unexcused absences. (Ed.Code 49067)

INTERVENTION PROGRAMS:

Curriculum Associates

U.A. Time

Sunday Learning

Learning Dynamics

Intervention Time

Treasures

PROMOTION/RETENTION

According *to AR 5123*, Mary Fay Pendleton School shall provide age-appropriate promotion exercises to recognize students who have completed the school's course of study. Recommendations for retention shall be based upon grades and other multiple measures of academic achievement. The indicators to be used shall include performance on state standards testing, academic course grades, district proficiency assessments, mastery of critical learning's, teacher recommendation, and other measures of student performance.

Prior to the retention of any student, grades K - 6, the following conditions will be met:

- Students will be provided remediation in the basic skills where there is evidence that progress toward mastery has not been sufficient
- The student's parent/guardian will be involved to the fullest extent possible in the process leading to the final decision of retention and will be notified and informed of the reasons
- A Light's Retention Scale of "good-excellent" candidate score.

<p>Retention: Grades K – 6 Students who are to be considered in danger of retention are: students who do not show mastery of critical standards at their grade level or students scoring below basic or far below basic (as defined by the State Board of Education) in Total Reading on state standards test.</p>

HOMEWORK GUIDELINES

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

Purpose: Mary Fay Pendleton School uses homework as a part of the educational process. This may include the assignment of homework to extend knowledge, aid in mastery of skills, and to develop creativity and independence in learning.

Types of Homework

- **Practice** – Homework study that is assigned to reinforce newly acquired skills or to apply recent learning.
- **Preparation** – Homework that is assigned to provide students with background information on a subject prior to the class meeting.
- **Extension** – Homework that takes the student beyond the work begun in the classroom and encourages that student to be both creative and imaginative.

Teacher Responsibility

- Give assignments that require minimal parental assistance
- Consider student needs, maturity, and ability when assigning work
- Prepare and motivate the student prior to assigning work
- Report progress to both student and parent
- Contact the parent when an assignment was not complete or turned in

Student Responsibility

Homework teaches time constraints on the curriculum and teaches students to budget their time at home to reinforce and supplement learning experiences. If the student is to succeed and profit from homework, he/she must:

- Be familiar with the expectations and guidelines of assigned homework
- Develop a personal system for remembering and/or recording assignments
- Budget time to complete assignments
- Initiate a request for help when needed
- Do his/her best on each assignment
- Complete the assignment and hand it in when due
- Arrange to make-up missed assignments as required by the teacher

Parent/Guardian Responsibility

Homework provides a bond of common work between parent, child, and teacher that can be critical to a student's success in school. Homework has the ability to bring home and school closer together by allowing parents to participate in their child's lifelong learning by encouraging good study habits and providing a

learning environment in the home. Recognizing that parents/guardians and teachers will have an active part in making homework policy effective, the following suggestions are included:

Parent(s)/Guardian(s) should:

- Consult with the teacher to understand the purpose of the homework, the methods used by the school, and the type of help that will meet their child's needs
- Check the student's notebook and folders on a regular basis to ensure that assignment sheets, homework assignments, and class notes are kept for each subject
- Provide a quiet, comfortable, well-lit place for study with proper furniture and study tools
- Help the child budget time for study, hobbies, special lessons, home responsibilities, and recreation
- Give help when needed, but without actually doing the work
- Encourage the child to complete the assignment and give praise when work is done well
- Provide feedback to the teacher regarding problems such as time, difficulty, and progress
- Make constructive suggestions but avoid severe criticism and undo pressure
- Encourage your child to seek additional help from the teacher at school

OTHER PROGRAMS

AWARDS AND RECOGNITION

Mary Fay Pendleton recognizes and honors student achievement in many different ways. Students will have opportunities to earn awards within their classroom as well as school-wide awards. Students in grades K-8 will be recognized and receive awards for academic and behavioral achievements. Prior to any recognition ceremony, the school will notify the parents of students earning such recognition.

SAFE SCHOOLS: Supervision, Rules, and Discipline Policy

The primary responsibility of Mary Fay Pendleton School is the education of its students in a safe school environment. Collaboration between members of the entire school, parents, and the community is critical to this safe school effort. Parents are encouraged to check their child's backpack on a daily basis – not only for school communication but to ensure that inappropriate items are not carried to or from school. Students are urged to report concerns about safety to their parents and teacher. If your child is being bullied, teased, threatened, or feels left out, please contact the teacher and the principal. Every effort will be made to address these issues.

DRESS AND GROOMING

Mary Fay Pendleton recognizes that an individual's dress, personal appearance and cleanliness, like his or her behavior, should reflect modesty and good sense, as well as sensitivity to and respect for others. This is a decision that the student must make in conjunction with his or her parent or guardian, always keeping in mind that his or her appearance and hygiene must not present a danger to any students' health and safety, cause an interference with work, or create classroom distractions or school disorder. It is the responsibility of the administration, staff, parents, and students to ensure that the dress code is upheld at school and school activities. It is not our intention to infringe upon an individual's right to freedom of expression, but rather to encourage students to "dress for success" and come to school properly attired to participate in the learning process. Students who violate the school dress code will be asked to wear an alternative clothing to cover or replace inappropriate clothing or the school will contact parents to bring appropriate clothing. *Repeated violations will result in discipline consequences and "non-participation" status. As school dress trends often change among students, the school administration reserves the right to deem certain articles of clothing inappropriate even if not outlined in the student handbook.*

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

- All clothing should be clean and free of revealing or significant tears or holes (i.e., shredded pants, skirts, and shirts). *Torn clothing is not excused simply if there are leggings or tights underneath.*
- Footwear must be worn at all times. Flip-flops are **not** allowed *and any open toed shoes need to be safe by having a back strap for support.* Closed-toed shoes are required for PE for safety reasons. Heel height should be appropriate for school safety.
- Outfits that show underwear/undergarments or are unduly revealing are prohibited, including but not limited to: halter tops, tube tops, bandeaus, low rise/loose pants, spaghetti-strap tanks, off the shoulder or low-cut tops, and garments that are sheer or with bare midriffs.
- Students are not to reveal bra straps; tank tops should be **at least 3 fingers wide at the shoulder.**
- Pants/shorts should be worn at the waist and should be able to stay up without a belt or other support. *Underwear should not be exposed.*
- Skirts/shorts should be **at least as long as the student's hands**, in an open position, stretched down to their thighs when standing with upright posture. *Revealing tights, leggings, or pajama bottoms are also a dress code violation.*
- Clothing and personal items that depict offensive or vulgar language, inappropriate or suggestive pictures or graphics or advertisements for alcohol, cigarettes or other controlled substances are not allowed.
- Attire, including clothing, jewelry, pierced jewelry and other accessories must not create a safety issue (i.e., gauges or spiked earrings, wallet chains, spiked rings, safety pins, or other body piercings beyond earrings.) *Lip rings or eyebrow rings are not permitted on campus and students need to remove lip and/or eyebrow ring(s) immediately upon request*
- Appropriate hats or headwear may be worn for sun protection or warmth on cold weather days. Hats with brims must be worn facing directly forward. Beanies, sweatshirt hoods, gloves or other types of headgear for warmth

must not cause a distraction or be worn to harass, intimidate, or deceive. These items should only be worn outside and must be taken off when entering a room. They can only be worn outside during rain or very cold weather.

GANG-RELATED APPAREL

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each trimester and updated whenever related information is received.

Attire designating gang affiliation (as identified by the Fallbrook Sheriff's Department) will not be allowed including:

- Local gang symbols (such as VFL, SD, 13, and the "F" logo from Famous Stars and Straps)
- Long belts with the end hanging down in front or belt buckles with initials
- Dress in only solid colors of white, dark blue, khaki, or black in a gang style
- Bandanas/hair nets/doo-rags
- Shirts/jackets/sweatshirts with "Old English" writing or oversized pants
- High socks that meet the length of the shorts
- Extra shirt draped over shoulder

DISCIPLINE CODE

Mary Fay Pendleton's Discipline Code organizes student misbehavior into categories from minor to major and relates these misbehaviors and infractions to appropriate disciplinary options/responses. By pairing these misbehaviors with sound disciplinary responses, Mary Fay Pendleton ensures that its disciplinary procedures are fair, firm, reasonable, and consistent. Students will be made aware of their responsibility to district rules and regulations of behavior.

Student Responsibility

Discipline is the responsibility of the total school community. Everyone in the school community has the right to expect that the school environment shall be safe, well organized, and conducive to teaching, learning, and living. Students attend school so they may develop to their fullest potential. Therefore, each student should:

1. Know all rules and regulations for student behavior made by school authorities and seek interpretations of all items not understood
2. Accept responsibility for his or her actions
3. Recognize that by law the teacher serves in place of the parent/guardian, while he or she is in school
4. Recognize that teacher and administrative authority extends beyond the classroom and to all school-related activities
5. Recognize that by law, minors are compelled to attend school until the age of 17 and that regular punctual school attendance and conscientious effort in the classroom are essential to learning
6. Maintain standards of cleanliness and dress that meet reasonable standards of health, safety, and welfare of the school community and protection of school property

7. Contribute information in matters relating to health, safety, and welfare of the school community and protection of school property
8. Respect and protect school property and property of others
9. See that all school communications are taken home to the parent/guardian

STUDENT CONDUCT WHILE IN SCHOOL

Solve Problems, Show Respect, Make Good Decisions!

Our goal is to maintain an environment where students can learn and teachers can teach. Therefore, we ask all students to abide by the following school rules:

- Keep hands, feet, and other objects to yourselves
- Follow directions the first time
- Be polite and use acceptable language
- Talk using appropriate volume
- Show respect for others and their possessions

Definitions:

Conduct – Conduct is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful toward their teachers, other staff, students, and volunteers.

Conference – A school administrator will meet with the student attempting to determine how best to eliminate the student's behavior problems and provide assistance in the student making better choices.

Meeting – A school administrator will meet with the student and parent/guardian to discuss how to best eliminate the student's behavior problems.

Teacher Classroom Detention – Teachers may hold detentions in their rooms for minor behavior problems. The teacher will determine the length of the detention.

Break Detention – A student is detained during the 15-minute break in the morning.

Lunch Detention – Students will bring their lunch to the detention lunch room/table and remain there during the lunch period.

Class Suspension – Student will be suspended from the classroom and activities.

In-school Suspension – Student will spend the school day in an on-campus suspension room. His or her regular teachers will send their day’s assignments to the suspension room for the student to complete.

Suspension – The student's privilege of attending school is suspended, and the student must remain at home. California Education Code 48900 details specific reasons for home suspension.

Search – School property (i.e., desk, lockers, etc.) may be subject to search at any time by school officials. Personal property (i.e., backpacks, purses, clothes, cell phones etc.) may be searched when reasonable suspicion exists.

Confiscated items – Items that have been confiscated from a student by a school employee shall be held in the office.

DISCIPLINE POLICY

Students may face consequences if the act/violation is related to a school activity or school attendance, including but not limited to the following: (a) while on school grounds; (b) while going to or coming from school; (c) during a school lunch period whether on or off campus; or (d) during or while going to/coming from school sponsored activity. Education Code 49079 requires that teachers be informed of a pupil’s suspension and the infraction specific to the case as described in Education Code 48900. Consequences are applied based on the following guidelines and may be adjusted based on individual circumstances and student behavior record at the discretion of the school administration where other means of correction may be applied.

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

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

Definitions:

1. “Controlled substance” means any drug or alcoholic substance listed in the Health and Safety Code.
2. “Day” means calendar days except for suspensions. Days for suspensions are weekdays that students would normally be expected to attend if they had not received a suspension.
3. “Expulsion” means removal from school of attendance and placement in an alternative setting possibly outside of Fallbrook Union Elementary School District. The severity of the violation determines the duration of the expulsion.
4. “Harassment” means to torment, annoy, or intimidate another person that causes physical or mental anxiety or creates a hostile environment.

5. “Imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm. Education Code 48900 (m).
6. “Knife” means a dirk, dagger, or other fixed, sharpened blade fitted primarily for stabbing, a folding blade that locks into place, a razor with an unguarded blade or a weapon with a blade longer than 3.5 inches. Education Code 48915 (g).
7. “Serious physical injury” means serious impairment of physical condition including loss of consciousness, bone fracture, loss or impairment of any body part, a wound requiring stitches, or serious disfigurement. Penal Code 2473 (s).
8. “Suspension” means temporary removal from school for a maximum of five days per incident/twenty days per school year except in cases of expulsion of special education students.

Restorative Practice and Retribution Guidelines for Grades TK-8

At Mary Fay Pendleton School we understand that young people make mistakes, and it is the school’s role to support their socio-emotional growth as well as their academic growth. When our young people make mistakes, our goal is to create opportunities for them to take accountability for their actions and correct their mistakes. We are committed to engaging in the kind of restorative justice that is rooted in learning and teaches appropriate conduct consistent with school values.

When disruptive behaviors occur, we will attempt to address them in a restorative manner focused on needs, accountability, and identification of root causes. Our staff will work to connect every student to services and caring adults in order to ensure that such students are supported in every way possible. Consequences are applied based on the following guidelines and may be adjusted based on individual circumstances and student behavior record at the discretion of the school administration where other means of correction may be applied.

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

This document is a framework for restorative justice and retribution process within our school. The recommendations are not intended to substitute for professional judgment based upon knowledge of the student’s behavior record and statutory requirements.

AB 1729 (Ed Code 48900.5)

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

Students with disabilities:

Students with disabilities will be disciplined in accordance with all relevant federal and state laws and regulations, including the Individuals with Disabilities Act and California Education Code. The procedures for discipline of students with disabilities are set forth in the District's Notice of Procedural Safeguards. Copies of the Notice of Procedural Safeguards are available at the District Office and online.

Tier 1 Referral: May Recommend Expulsion (Discretionary)

Acts committed at school or school activity <i>or</i> on the way to and from school or school activity.	Possible Restorative Justice	Possible Retribution
<p>a. Inflicted physical injury[†]</p> <p>b. Possessed dangerous objects</p> <p>c. Possessed drugs or alcohol (policy determines which offense)</p> <p>d. Sold look alike substance representing drugs or alcohol</p> <p>e. Committed robbery/extortion</p> <p>f. Caused damage to property[‡]</p> <p>g. Committed theft</p> <p>h. Used tobacco (policy determines which offense)</p> <p>i. Committed obscenity/profanity/vulgarity</p> <p>j. Possessed or sold drug paraphernalia</p> <p>k. Repeated disruption (including but not limited to electronic devices) and/or defiance towards school staff (including but not limited to cheating, gambling, and dress code violation)</p> <p>l. Received stolen property</p> <p>m. Possessed imitation firearm</p> <p>n. Committed sexual harassment (grades 4-8)</p> <p>o. Harassed, threatened, or intimidated a student witness</p> <p>p. Sold prescription drug Soma</p> <p>q. Committed hazing</p> <p>r. Provoked a fight</p> <p>s. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward pupil or school personnel.</p> <p>The recommendation for expulsion shall be based on one or both of the following:</p> <ol style="list-style-type: none"> Other means of correction are not feasible or have repeatedly failed to bring about proper conduct. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others [see Section 48915 (b)]. <p>[†] Section 48900 (s) (Statutes of 2001) states a pupil who aids or abets in infliction of physical injury to another, as defined in <i>Penal Code</i> 31, may suffer suspension, but not expulsion. However, if a student is adjudged by a court to have caused, attempted to cause, or threatened personal injury, the student may be expelled.</p> <p>[‡] Section 48900 (t) "school property" includes, but is not limited to, electronic files and databases.</p>	<ul style="list-style-type: none"> • <i>Contact parent</i> • <i>Reflection Form</i> • <i>Classroom apology</i> • <i>Community Service</i> • <i>Campus Beautification</i> • <i>Restitution</i> • <i>Peer mediation</i> • <i>School counseling</i> • <i>Formal written apology</i> • <i>Behavioral contract</i> • <i>Loss of school or extracurricular privileges/activities</i> • <i>Conference with parent, student, and school personnel</i> • <i>SST (Student Success Team) meeting</i> • <i>Referral for psych educational assessment</i> • <i>Social Skills Group</i> • <i>After school programs to address specific behaviors</i> • <i>Mentoring younger student</i> • <i>After school tutoring of another student</i> • <i>Restorative conversations</i> • <i>Student connected to services as needed</i> • <i>Restoration Circles</i> • <i>Counseling</i> • <i>Family Group Conferencing</i> 	<ul style="list-style-type: none"> • More restrictive supervision • Transportation suspension or restriction • Alternative learning environment or placement • Lunch and/or after school detention • Possible in-school suspension • Possible suspension determined by severity and frequency

Tier 2 Referral, Shall Recommend Expulsion Unless Particular Circumstances Render Inappropriate (Expulsion Expected)

Act must be committed at school or school activity.	Possible Restorative Justice	Possible Retributions
<p><i>EC</i> Section 48915 (a) states that an administrator shall recommend expulsion for the following violations [except for subsections (c) and (e)] unless the administrator finds that expulsion is inappropriate due to a particular circumstance.</p> <ol style="list-style-type: none"> Causing serious physical injury to another person except in self-defense. <i>EC</i> Section 48915 (a)(1). Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil. <i>EC</i> Section 48915 (a)(2). Possession and/or use of any substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the <i>Health and Safety Code</i>, except for the first offense for possession of not more than one avoirdupois ounce of marijuana other than concentrated cannabis. Robbery or extortion. <i>EC</i> Section 48915 (a)(4). Assault or battery, or threat of, on a school employee. <p>The recommendation for expulsion shall be based on one or both of the following:</p> <ol style="list-style-type: none"> Other means of correction are not feasible or have repeatedly failed to bring about proper conduct. <p>Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others [see Section 48915 (b)].</p>	<ul style="list-style-type: none"> • <i>Contact parent</i> • <i>Mandatory parent/guardian school day attendance</i> • <i>Reflection Form</i> • <i>Classroom apology</i> • <i>Community Service</i> • <i>Campus Beautification</i> • <i>Restitution</i> • <i>Peer mediation</i> • <i>School counseling/outside referrals</i> • <i>Formal written apology</i> • <i>Academic/Behavioral contract</i> • <i>Loss of school or extracurricular privileges/activities</i> • <i>Conference with parent, student, and school personnel</i> • <i>SST (Student Success Team) meeting</i> • <i>Referral for psych educational assessment</i> • <i>Social Skills Group</i> • <i>After school programs to address specific behaviors</i> • <i>Mentoring younger student</i> • <i>After school tutoring another student</i> • <i>Restorative conversations</i> • <i>Student connected to services as needed</i> • <i>Restoration Circles</i> • <i>Counseling</i> • <i>Family Group Conferencing</i> 	<ul style="list-style-type: none"> • More restrictive supervision • Alternate learning environment • Non-participation in school activity • Detentions • Transportation suspension or restriction • Possible police contact • Possible in-school suspensions • Possible suspension determined by severity and frequency • Possible expulsion <p>If a student is suspended parent and student will be asked to engage in restoration circle conference with admin.</p>

Tier 3 Referral, Must Recommend Expulsion (Mandatory)

<i>Education Code (EC) 48915(c)</i> Act must be committed at school or school activity.	Restorative	Retribution
<ol style="list-style-type: none"> Firearm Possessing firearm when a district employee verified firearm possession and when student did not have prior written permission from a certificated employee, which is concurred with, by the principal or designee. Selling or otherwise furnishing a firearm. Brandishing a knife at another person. Unlawfully selling a controlled substance listed in <i>Health and Safety Code</i> Section 11053 et. seq. Committing or attempting to commit a sexual assault as defined in subdivision (n) of <i>EC</i> 48900 or committing sexual battery as defined in subdivision (n) of 48900. Possession of an explosive. 	<p><i>Although it is our goal to keep every student in school, it is our responsibility to keep our school campus safe for our entire school community. If a student engages in any of the behaviors listed to the left by law they must be recommended for expulsion.</i></p>	<p>Administrator is required to immediately suspend and recommend for expulsion per Ed Code 49915 (c).</p>

STUDENT SUSPENSION AND EXPULSION

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

ALTERNATIVE CLASSROOM PLACEMENT (ACP)/NON-PARTICIPATION LIST (Non-Par)

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

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

CELL PHONE and OTHER ELECTRONIC DEVICES

Students may bring a cell phone or other personal electronic device to school, but cellular phones and other electronic devices *are never to be used from the beginning to the end of the instructional day while on campus.* **The electronic devices or cellular phones must remain in student backpacks at all times during the instructional day. They must be turned off completely (not even on vibrate mode) while on campus and during school hours. This includes any watch-like mobile device that can make phone calls (i.e., Apple Watches, Samsung, etc.).** The school assumes no liability for the loss, damage or misuse of the device. The office phone is to be used for school business or in case of an emergency. Students needing to use cell phones to make a call must go to the office and request permission.

If a disruption occurs, the cell phone is taken out of the backpack, or a student uses any cell phone or electronic device during the instructional day, the device shall be confiscated by a school employee and shall be held in the office with the following consequences:

1st offense: Warning, device confiscated by school staff and returned to the student at the end of the school day

2nd offense: Detention, device confiscated by school staff and a parent/guardian must pick up the device.

3rd offense: Detention, parent/guardian must pick up from office, and parent/administrator meeting.

4th offense: Progressive discipline, parent/guardian must pick up from office.

WEAPON POLICY

It is a misdemeanor of the first degree for any person to possess a weapon in the building or on the grounds of a public school. Therefore, students are prohibited from possessing a weapon at Mary Fay Pendleton School.

SEXUAL HARRASSMENT

It is the policy of Mary Fay Pendleton School to maintain a learning environment that is free from sexual harassment. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and any other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student and could result in disciplinary action (Board Policy 5145.7).

BULLYING

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

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

Bullying includes:

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

Bullying is hurtful behavior directed by more powerful individuals or groups against those who are less powerful. It is not the same as fighting or quarreling between people of the same strength and is never justified. Bullying may take many forms (both psychological and physical). Some examples are, but not limited to: name calling, tripping, unwanted teasing, insulting, pinching, dehumanizing gestures, exclusion, and rumor spreading. Bullying has the potential to create an intimidating, hostile or offensive educational environment or cause long-term damage; cause discomfort or humiliation; or unreasonable interference with the individual's school

performance or participation. Bullying occurs when there is a power imbalance and the actions of perpetrator(s) are unjustified; it is experienced as oppression.

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

Should the bullying continue, please report the incident immediately to a staff member. For more information, please refer to Mary Fay Pendleton's comprehensive Anti-Bullying Policy on the final page of this handbook. *This document must be signed and returned to your child's teacher.*

CYBER-BULLYING

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

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

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

HATE-MOTIVATED BEHAVIOR

In order to create a safe learning environment free from hate-motivated behavior the district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he or she is a victim of hate-motivated behavior shall immediately contact the principal. Upon receiving such a complaint, the principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation.

SOLICITING

Students are not permitted to bring items to school for selling, trading, or ordering purposes unless it is a fund-raising activity sponsored by the school.

FIGHTING

Fighting is strictly forbidden on school property. Breaking this rule will result in disciplinary action by school personnel. Repeated occurrences or a severe infraction usually results in school suspension. A conference with parents will be necessary before a child is reinstated in school. **Any student causing, attempting to cause, or threatening to cause physical injury to another student will be suspended.**

FOOD/GUM/CANDY

Students are not permitted to chew gum while in school for health and custodial reasons. Treats are to be eaten during lunch or at approved parties. Nutritional treats are strongly recommended.

VANDALISM

Our school and school equipment are public property. Willfully damaging or destroying this property is cause for immediate disciplinary action. The school requires that the student pay for the vandal damage incurred to property and/or equipment.

If a student accidentally causes damage, he or she should report it to the classroom teacher or principal, so the damage is not misconstrued as vandalism.

RECESS/BREAK POLICIES

Weather permitting, students usually have a short recess/break period each day. Decisions to have outside recess/break during cold/hot weather depend upon temperature. Shorter outside times are scheduled on very cold/hot days. Always dress your child for outside recess/break.

Students will have supervised free time in the classroom on days when inclement weather prevents outside recess. Quiet games and talking with friends, etc. are usually permitted.

CARE OF SCHOOL PROPERTY BY STUDENTS

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

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

STUDENT CONDUCT ON SCHOOL BUSES

The safety of students during their transportation to and from school is a responsibility that the students and their parents share with bus drivers and school officials. Mary Fay Pendleton's buses are equipped with video cameras. The purpose is to monitor student behavior. The following is Mary Fay Pendleton's Transportation Code:

STUDENT BUS RIDING RESPONSIBILITIES

The student is:

- To understand it is a privilege extended by the district and this privilege can be revoked at any time
- To recognize that the bus driver is the exclusive authority on the bus when no other school employee is on the bus. The student is to obey the directives of the bus driver.
- To know all the rules and regulations for student conduct and behavior as outlined in the transportation code
- Not to jeopardize the safety of other students
- To stand in an orderly manner in a single file line without pushing to board the bus
- To board the bus safely, be seated promptly, remain seated, and depart in a safe and orderly manner at his or her assigned stop
- Not to distract the bus driver's attention from his or her duties
- Only permitted to ride the bus on which he or she is assigned
- Not permitted to bring animals on the bus
- Not permitted to use or possess alcoholic beverages and/or drugs on the bus. This is a serious violation of the Mary Fay Pendleton Drug and Alcohol Policy, which carries strict penalties.
- Not permitted to possess any firearms or weapons, which carries an automatic suspension and possible expulsion
- Not to put any body part out of the bus window
- Not to throw any item/article inside the bus or out of the bus window
- Not to get involved in fighting and/or disorderly conduct. A student who participates in such conduct may be faced with police involvement and charges.
- Not permitted to stand and/or move freely from seat to seat while the bus/van is moving
- Required to identify himself or herself when asked by an authorized school official to do so (including the driver)
- Not permitted to eat or drink while on the bus
- Reminded that any violation of the Discipline Code of Mary Fay Pendleton School and the rules established by the Transportation Policy may result in the student's loss of his or her riding privileges

Excessively dangerous behavior will result in immediate disciplinary action by the administration. If you have any questions, please contact the Transportation Office at (760) 723-7075.

FAMILY HOUSING REGULATIONS CHAPTER 3

POLICE, FIRE, SAFETY, DISASTER INFORMATION, AND PERSONAL SECURITY MEASURES

3000. INTRODUCTION. Unfortunately, crime is a common occurrence in all urban areas, and occurs regardless of location. Family housing aboard Camp Pendleton is subject to the same problems as the surrounding civilian community. Accordingly, it is important for residents, as members of the community, to take appropriate measures to protect themselves and their belongings.

3001. PERSONAL SECURITY MEASURES. Residing in family housing does not guarantee any extra measure of safety or security. Families assigned to the base are as susceptible to crimes that run the spectrum from capital crimes to juvenile vandalism. Literature is available on personal, protective, measures from the Provost Marshal's Office (PMO) and your community housing office.

1. Special Care of Children

a. Supervision: All children, six-years old or younger, must be directly supervised by a responsible person when playing outdoors. Children ten-years or older may walk to and from functions, schools, bus stops, etc., within the housing area with written consent from their parent or legal guardian. Townhouses or upstairs residents with small children may want to consider a safety gate at the top of the stairs, and/or window locks. Window security devices, such as thumbscrew locks, are available from self-help, and can be attached to upstairs windows to prevent children from opening too wide.

b. Home Alone. Children under the age of twelve may not be left alone in any house. Children over the age of twelve may be left alone in the house or may care for younger children provided they are able to assume responsibility. This does not relieve parents of basic childcare responsibility. No child under the age of eighteen may be left overnight, and discretion should be used, in any case, regarding the level of maturity and trustworthiness.

c. "Child Find" Program. The Crimes Prevention Office of the PMO does "Child Find" fingerprinting. A set of the child's fingerprints is given to the parents to give to law enforcement agencies should their child disappear.

2. Physical Security. While PMO patrols the housing areas, prudent physical, security measures can enhance the family's safety and peace of mind. These include locking doors, windows, cars, and taking appropriate actions prior to being absent from the quarters. Residents are responsible to ensure that any desired safety devices are installed and are working properly. Check with the community housing office with any questions concerning the installation of safety devices. See paragraph 4002.3 for certain limitations and other considerations.

3002 FAMILY HOUSING REGULATIONS

3. Curfew. Base curfew hours are between 10:00 P.M. and 6:00 A.M. Sunday through Thursday and 11:00 P.M. and 6:00 A.M. Friday and Saturday. It is a violation for any minor under eighteen to be, or remain in, or upon the streets, or other public places in the family housing areas during these hours unless accompanied by a parent, guardian or other person having legal care, or custody of the minor. Minors who are found in

violation of curfew by military police will be delivered to their parent's residence on base. If they live off base, the parents will be contacted to pick up their dependent at PMO. Parents will be held responsible for violation of this Order by their dependent. The following are exceptions to the above policy:

- a. On an emergency errand
- b. While at, or traveling to or from any church, or religious function
- c. While at, or traveling to or from a theater, or similar social recreation or entertainment
- d. While at, or traveling to or from night classes, library study, dances, or other school sponsored activities
- e. Unavoidably detained away from their base quarters after curfew.

3002. GENERAL SAFETY GUIDELINES. A common-sense approach will do much to promote safety and well-being while living in family housing. In addition, the following guidelines will help ensure the safety of all residents: 3-4

Fallbrook Union Elementary School District

RELEASE OF STUDENT FROM SCHOOL

Emergency and Non-Emergency Procedures

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

Unauthorized Student Release Request

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

Student Release in Emergency Situations

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

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

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

Student Release in Non-Emergency Situations

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

Non-Emergency Parent Request for Student Release

1. A student may never be released early from the school day without the consent of the custodial parent/guardian unless the student is in the 7th or 8th grade and needs to attend a confidential medical appointment or students needing to be released from school for protective/safety purposes by child welfare services or law enforcement with appropriate documentation.
2. The parent must request a student's release by phone, in writing, or in person.
3. If the parent requests the student be picked up by an individual other than the parent/guardian, then the parent/guardian must notify school officials either by phone, in writing, or in person.
4. School personnel must be able to identify/verify the custodial parent /guardian with whom they are speaking, using the attached guidelines (Authorization to Release Student from School during School Hours). Required information to be noted includes the date, pick –up time, and relationship to the person to student/family (i.e., uncle, cousin, neighbor, significant other, etc.), and purpose for the pick-up.
5. At time of pick-up, the person must show identification, which will be copied and placed with the sign-out log for future reference. In all cases, the person should sign a log indicating that they have picked up the child, noting the time, relationship, and purpose of the pick-up.
6. The releasing school employee must verify the person's identification to ensure this person is whom the parent requested and then sign, date, and file Authorization to Release Student from School during School Hours form.

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

Non-Emergency School Request for Student Release

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

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

After School Student Release Late Pick-Up

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

Mary Fay Pendleton School Anti-Bullying Policy

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

Definition: Bullying is unfair and one-sided. It happens when someone **keeps** hurting, frightening, threatening, or leaving someone out on purpose. Bullying includes:

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

Students at Mary Fay Pendleton School will do the following to prevent bullying:

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

Teachers and staff at Mary Fay Pendleton School will do the following to prevent bullying and help children feel safe at school:

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

Consequences for Violating the Anti-Bullying Policy

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

- **Intervention, Warning, and Redirection**

A teacher, administrator, or staff member will ensure that the immediate behavior stops and reinforce to the student who is doing the bullying that bullying will not be tolerated. During this meeting with the student, the staff member will redirect the student and develop a plan for appropriate behavior.

- **Notification of Parents**

School staff will communicate with parents of involved students. The parents may be asked to meet with the assistant principal, principal, or other members of the school staff, including the student's teacher and/or the school guidance counselor.

- **Resolution with the Target of the Bullying**

The student who is bullying may be required to write a letter of apology to the student who he or she bullied. Depending upon the nature of the incident, the students involved may meet to help resolve the problem and ensure it does not happen again.

- **Referral to School Support Staff**

The student who is bullying may meet with the school guidance counselor or other school personnel to help prevent future violations.

- **Consequences**

The student who is bullying may be assigned detention, lose school privileges (i.e., serving on leadership council), and/or be suspended. If serious circumstances warrant, steps towards expulsion may be taken and/or law enforcement may also be contacted.

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Mary Fay Pendleton Anti-Bullying Parent/Student Contract

I, _____, promise that I will do my best to keep our school a safe and caring place. This means that I will:

1. Treat *everyone* with kindness and respect
2. Refuse to bully others
3. Refuse to let others be bullied
4. Refuse to watch, laugh, or join in when someone is being bullied
5. Try to include everyone in play, especially those who are often left out
6. Report bullying to an adult

Student Signature

Parent Signature

Date