



# Student and Parent Handbook 2023-2024

## **SCHOOL OFFICE INFORMATION**

School Address:	244 E. Valencia Drive, Fullerton, CA 92832
School Telephone:	(714) 447-7590
Fax:	(714) 447-7546
Principal:	Anthony Abney <a href="mailto:anthony_abney@myfsd.org">anthony_abney@myfsd.org</a>
Office Manager:	Sandra Seibert <a href="mailto:sandra_seibert@myfsd.org">sandra_seibert@myfsd.org</a>
Office Clerk:	Karina Tovar <a href="mailto:karina_tovar@myfsd.org">karina_tovar@myfsd.org</a>
Health Assistant:	Maggie Sanchez <a href="mailto:magdalena_sanchez@myfsd.org">magdalena_sanchez@myfsd.org</a>
Social Services Asst.:	Sarahi Guerrero Rosales <a href="mailto:sarahi_guerrero_rosales@myfsd.org">sarahi_guerrero_rosales@myfsd.org</a>
School Office Hours:	7:30 to 4:00 Monday-Friday
Teacher Hours:	7:30 to 3:00 Monday-Friday
School Mascot:	Mustang
School Colors:	Light Blue, Navy Blue, and Red

## **SCHOOL POLICIES AND PROCEDURES**

### **ARRIVAL & DISMISSAL**

Maple School will open for the Morning Mustang Sports Program each school day at 6:45 AM. Students need a permission slip to attend the program. Students not in Morning Mustangs may arrive at 7:30 AM.

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

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

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

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

As to not disrupt the end of day procedures for the classrooms and the office, parents will not be permitted to sign out their children 15 minutes before the dismissal bell, unless there are extenuating circumstances.

**IMPORTANT: Please cross Valencia ONLY AT DESIGNATED CROSSWALKS!!**

### **MORNING PROCEDURES**

On the first day of school, parents are welcome to walk their students to their classrooms but must promptly exit at 8:00 AM when the tardy bell rings. After the first day, parents will drop their students off at the entrance gates at the front of the school or the MPR gate in the parking lot. Students need to be in their classroom line when the readiness bell rings at 7:55 AM. Teachers will come pick up their class at this time, so instruction can begin at 8:00 AM.

### **DISMISSAL PROCEDURES**

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

Parents picking up students may wait outside your classroom’s assigned dismissal gate at 2:15 PM. Parents MAY NOT double park in the parking lot to pick up their child. Parents who wish to enter campus must come through the front office after the dismissal bell rings.

### **MORNING MUSTANGS SPORTS PROGRAM**

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

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

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

Students need a permission slip to participate between 6:45–7:30 AM. Please remember that students **MUST** demonstrate good behavior and **stay active** through the morning in order to remain in the program. Students are not allowed to do homework or play on their iPads during Morning Mustangs.

### **RELEASE OF STUDENTS DURING THE SCHOOL DAY**

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

### **EMERGENCY CARD INFORMATION**

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

### **USE OF SCHOOL TELEPHONE**

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

### **CELL PHONES**

Students are allowed to bring cell phones to campus, and they are allowed to use them to communicate with parents/guardians **AFTER** the bell rings (2:15 PM or 1:00 PM Wednesdays) if they are not part of an after-school program. Students are not allowed to use their cell phones once they walk through the entrance in the morning until the end of the school day. Students should turn off their cell phones before entering campus. If students do not adhere to this policy, their phone may be confiscated temporarily until parents/guardians can pick up.

Students are **NOT ALLOWED** to use the internet on their cell phones for any reason until they are under parental supervision.

### **VISITING SCHOOL**

Parents are encouraged to visit their child's classroom throughout the year. However, to avoid any disruptions to the learning environment, please coordinate visits in advance with the teacher. The safety of our students is our top priority; ***we do not want strangers on campus with your children.*** To help us identify who is on campus during school hours, visitors must sign in at the Main Office through our Raptor system to receive a visitor's badge before proceeding onto the campus. Visitors must comply with all current FSD rules and regulations, including those for COVID-19.

### **DOGS ON CAMPUS**

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

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

### **SCHOOL BREAKFAST/LUNCH PROGRAM**

Menus can also be downloaded and printed from [Nutrition Services](#).

Breakfast, lunch, and supper are served daily. Breakfast is served before school from 7:30 to 7:50.

ALL Maple students qualify for free breakfast and lunch. **Please fill out your AIR registration completely every year during the first month of the school year.**

### **GUM AND CANDY**

Chewing gum is not allowed on campus. Candy is also not allowed on campus (unless given to the student by a teacher to be consumed in the teacher's presence).

### **HATS AND HOODS**

Students are allowed to wear hats and hoods when OUTSIDE at Maple for sun protection. All students must wear the hats studiously (forward-facing) while outside and must promptly remove the hats when entering any school building. The same policy applies to hoods. Students are not allowed to share head coverings due to health concerns.

### **SHARING FOOD**

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

### **SNACKS and DRINKS**

Maple Elementary School follows the Fullerton School District Wellness Policy. Please do not send candy, sodas, or excessive amounts of unhealthy chips with your students to school. Please provide healthy food in reasonable SINGLE portions. Students who bring candy or large bags of chips may have the food confiscated for parents to pick up later. *Parents should only send water as a beverage to drink in class (no sports drinks, tea, flavored water, soda, Gatorade, juice, PRIME, etc).*

### **LOST AND FOUND**

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

### **REPORT CARDS AND CONFERENCES**

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

### **BEFORE & AFTER SCHOOL CLASSROOM ACCESS**

Classrooms will not be accessible to students prior to the 7:55 AM bell NOR after 3:00 PM without prior teacher permission.

### **SCHOOL SERVICES**

#### **BOOKS AND SUPPLIES**

Students are expected to take good care of all school supplies, including district-issued technology, textbooks, and library books. Parents will be requested to reimburse the district for lost and/or damaged books and materials. ALL Maple students are issued a working iPad, iPad charging block, and iPad charging cord at the beginning of each school year. Students (and Parents) are financially responsible for returning these items in working condition at the end of the school year.

#### **BUS CONDUCT**

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

#### **HEALTH SERVICES**

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

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

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

#### **PHYSICAL SCREENING**

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

#### **DENTAL ASSESSMENT**

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

#### **IMMUNIZATIONS**

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

*Documentation must include the following minimal information:*

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

### **ILLNESS**

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

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

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

### **PUPIL MEDICATION**

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

### **INSURANCE**

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

### **MEDIA CENTER/LIBRARY**

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

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



## **SCHOOL PROGRAMS**

### **MAPLE EXPERIENCES:**

Maple believes that immersive learning experiences inspire students to make and meet academic goals that will set them up for success in high school, college, and beyond! All Maple 4th-, 5th-, and 6th-grade students attend 3-day, overnight, immersive field trips to Astrocamp and Catalina Island Marine Institute for FREE. These trips would normally cost about \$350 per student; however, organizations that believe in our mission to provide a world-class education to all of our students generously donate funds each year. In addition, we prioritize these trips that create lifetime inspiration and memories in our school budget. This program is UNIQUE in Southern California.

### **ENGLISH LANGUAGE ADVISORY COMMITTEE (ELAC)**

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

### **TK-6 MUSIC PROGRAM**

All Maple students in grades TK-6 are given weekly instruction in Music. In addition to learning the music standards for each grade level, students are taught marimba, piano, and other percussion instruments, and they have the opportunity to create digital music through Garageband and our state-of-the-art sound booth.

### **INSTRUMENTAL MUSIC PROGRAM**

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

### **PHYSICAL EDUCATION**

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

### **MUSTANG LEADING LADIES**

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

### **NATIONAL ELEMENTARY HONOR SOCIETY (NEHS)**

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

### **MAPLE SPEECH AND DEBATE TEAM**

Maple School has a Speech and Debate Team for interested students in Grade 4-6. The team meets during and after school to practice various styles and genres of speech and debate, and prepare for local competitions, state, and national competitions.

### **PARENT-TEACHER ASSOCIATION (PTA)**



The Maple Parent-Teacher Association (PTA) is made up of parents, teachers/staff members, and community members, and is a very active organization at our school. The main objective of the PTA is to promote the welfare of children and youth in the home, school, and community. The Maple PTA sponsors several fundraisers throughout the year. Profits help to fund field trips, assemblies and incentives for our students. We encourage everyone to join the PTA and be a part of the strong partnership that exists between the children, teachers/staff, and parents of Maple School. The cost to join PTA is \$10.00.

### **SCHOOL SITE COUNCIL**

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

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

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

### **STUDENT COUNCIL**

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

### **VIP PLUS 1:1 PROGRAM AT MAPLE SCHOOL**

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

All Maple students receive an iPad (including iPad case, charging cable, and charging block) for instructional purposes to use at school and at home. Students are required to keep the iPad and ALL ACCESSORIES in good working condition. Parents will be charged for lost/damaged iPads/accessories. Nonpayment for lost or damaged iPads/accessories will result in loss of iPad privileges until payment is made.

### **DRESS AND GROOMING GUIDELINES**

Maple School requires students to dress appropriately (studiously) for school. The daily clothing/attire should be conducive to an educational environment and should not be disruptive of school operations. **In cases of questionable clothing choices, Maple's administration reserves the right to determine the appropriateness of the student's attire.** The following serves as a reference to appropriate clothing while at school:

- ★ Students must come to school dressed appropriately for all activities that will occur during the school day including P.E.
- ★ An article of clothing is prohibited if it contains wording or images that are obscene, libelous, or incites substantial disruption at school.
- ★ ONLY plain shirts, hoodies, sweatshirts, etc... with no writing or images (besides Spirit Wear/CIMI/Astrocamp) are allowed.
- ★ Clothing promoting drugs, alcohol, or tobacco products or that includes sexual images, violence, or innuendo is not permitted.

- ★ Clothing should be clean and in good repair.
- ★ Pants must be worn at the waist and must fit the waist without a belt. Visible undergarments are not acceptable. Belts must be appropriate to a student's waist size with plain belt buckles. No excessively long belts are allowed. Jeans with tears/rips can only be from the knee down.
- ★ Clothing must entirely cover the front and back of the student. No bare-midriff, halter, off-the-shoulder or spaghetti straps.
- ★ Clothing that is too revealing (i.e. low-cut tops, short shorts, or clothing which allows undergarments to show) is not allowed.
- ★ Students are only allowed to wear hoods and hats while outside for sun protection. They must remove hoods and hats anytime they are indoors.
- ★ Closed-toe shoes must be worn at all times on campus. Soft-soled shoes, slippers, slides, flip-flops, Crocs, or any open toe shoes are not permitted.
- ★ Pocket chains (such as those that might be used to hold a wallet or keys) are not allowed.
- ★ Styles of clothing (jackets, shirts, hats, lettered belt or belt buckles, “sagging,” make-up, hair, etc.) which symbolize affiliation (as identified by the Fullerton Police Department) with negative youth groups are not allowed.
- ★ Pajamas bottoms are not permitted (Except on designated spirit days).
- ★ Shorts and skirts must pass the “hand-rule,” meaning they must be longer than the student's hands when resting at their sides. Additionally, holes and/or rips in pants must also pass the “hand-rule.”
- ★ Students may not display writing or drawing on their bodies.
- ★ For safety reasons, long and/or acrylic nails are not allowed.
- ★ All students must come to school with proper attention to personal hygiene.

Maple Spirit Wear will be on sale throughout the school year for your convenience. For more information or to resolve a concern, please contact the principal at Maple School. The school number is (714) 447-7590.

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

### **EXPECTATIONS FOR STUDENT CONDUCT**

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



## School-wide Expectations



**M**ake positive choices



**A**ct and think safe



**P**ractice respect



**L**ead by example



**E**xperience and take action

## **WEAPONS**

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

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

## **TERRORISTIC THREATS**

**California State Law requires schools to report to their local police departments when students make terroristic threats, such as “I’m going to kill you.” If the student is in 6th-grade or higher, officers are also required to perform a safety check at the student’s home. Please talk to your child about the danger and consequences of making this type of threat.**