

Due to COVID-19 considerations, this handbook may be edited in August and throughout the year.
Parents and students will be notified when changes are made.



Student-Parent Handbook 2022-23

Mabel Paine Elementary School

4444 Plumosa Drive

Yorba Linda, CA 92886-2399

Telephone: (714) 986-7210

FAX: (714) 777-4398

Office Hours: 7:30 A.M. – 4:30 P.M.

www.mabelpaine.org

Placentia-Yorba Linda Unified School District

1301 E. Orangethorpe Avenue, Placentia 92870

(714) 986-7000

www.pylusd.org

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Letter To Parents

Dear Parents,

Welcome to the 2021-22 school year! As the principal of Mabel Paine Elementary School, I welcome you and your child(ren) to this wonderful community. We are proud to share that we have been twice named a California Distinguished school, a California Gold Ribbon School, and a Silver PBIS Award recipient from the California PBIS Coalition. This is due, in part, to the Mabel Paine ohana spirit that guides our work with staff, students, parents, and community members. Ohana is the Hawaiian word for family and we truly believe that you are our family. We look forward to having more opportunities for families and the community to be involved on campus this coming year. Please [reach out](#) if you have ideas on how we can integrate all stakeholders in this venture.

Education is a joint venture with the parents, school district, and community. Working together as an ohana and team, we can make the school year a very successful one for your child. We invite you to become an involved participant in our school. Be active in our PTA, and attend our Back to School Night, Open House, and other programs and activities. Get to know your child's teachers and develop open lines of communication between the school and your home. By reading the Mabel Paine Press and reviewing the notices that are posted on our web site www.mabelpaine.org and sent home in the Thursday mail folder, you will remain informed about the ongoing events in your child's education.

This is the Mabel Paine Student/Parent Handbook. It is designed to answer many questions you may have regarding school rules and procedures. We hope you will find this information helpful. **Please take the time to review the handbook with your child and to keep it for reference throughout this school year.** At Mabel Paine Elementary School, we value positive communication between children, families, staff, and the community. We work together and plan school experiences that enrich the lives of our children, and we value contact between parents and staff as the means to secure the important connection between school and students' lives. Please feel free to call the school office at (714) 986-7210 if you have questions.

We are happy to have you as part of our **ohana**. Best wishes for a very successful school year!

Melanie Carmona, Principal

Mabel Paine's Mission & Vision Statement and Core Values

Vision

We inspire all learners to achieve excellence in an encouraging, caring community.



Mission

We commit to empower each other to reach our highest potential.

Core Values

-  Respect
-  Diversity
-  Compassion
-  Collaboration

Positive Behavior Intervention and Support (PBIS) System



Mindful Mustangs do the right thing in the right place at the right time! Please [see this document](#) for our system of supports at Mabel Paine.

Mabel Paine School Staff

Certificated Staff		Extension	Email
Angelina Avila-Perez	Transitional Kindergarten (TK)	49661	aavila@pylusd.org
Allison Bondus	Psychologist	49016	abondus@pylusd.org
Jackie Caballero	3 rd Grade	49332	jcaballero@pylusd.org
Melanie Carmona	Principal	49001	mcarmona@pylusd.org
Ginny Christy	SDC 3-5	49216	gchristy@pylusd.org
Kate Corwin	SDC 1-3	49226	kcwin@pylusd.org
Cindy Davila	SDC K-1	49215	cdavila@pylusd.org
Katie Do	Kindergarten	49662	kdo@pylusd.org
Rebecca Dominguez	Instrumental Music/Band	N/A	redominguez@pylusd.org
Sharon Edmonson	Vocal Music	N/A	sedmonson@pylusd.org
Jeff Evans	Instrumental Music/Strings	N/A	jevans@pylusd.org
Samantha Garay	SDC Preschool	49214	sgaray@pylusd.org
Jennifer Godown	Physical Therapist	N/A	jgodown@pylusd.org
Katie Gulbranson	Occupational Therapist	49445	kgulbranson@pylusd.org
Lisa Howard	2 nd Grade	49209	lihoward@pylusd.org
Ben Kessler	RSP	49207	bkessler@pylusd.org
Brittany Lamon	Kindergarten	49442	blamon@pylusd.org
Leslie Lewis	1 st Grade	49213	llewis@pylusd.org
Claudia Lyman	2 nd Grade	49210	clyman@pylusd.org

Wendy McGinnis	Adapted PE	N/A	wmcginnis@pylUSD.org
Diane McNall	3 rd Grade	49331	dmcnall@pylUSD.org
Christie Miller	1 st Grade	49211	chrMiller@pylUSD.org
Annie Musser	Occupational Therapist	49445	amusser@pylUSD.org
Danielle Ostrosky	SDC TK	49225	dostrosky@pylUSD.org
Emily Sklencar	ELD	49204	esklencar@pylUSD.org
Natalie Ning Almond	Outreach Concern Counselor	49206	nalmond-oc@pylUSD.org
Sara Priester	Speech & Language Pathologist	49019	spriester@pylUSD.org
Karen Stewart	4 th Grade	49333	ksparks@pylUSD.org
Eric Stoffel	PE	N/A	estoffel@pylUSD.org
Tom Roth	4 th Grade	49446	troth@pylUSD.org
Alyce Rummell	SDC Preschool	49224	arummell@pylUSD.org
Heather Taylor	Speech & Language Pathologist	49019	htaylor@pylUSD.org
Lauren Thurston	5 th Grade	49336	lthurston@pylUSD.org
Sarah Morgigno	Support Teacher	N/A	smorgigno@pylUSD.org
Steve Zietlow	5 th Grade	49335	szietlow@pylUSD.org
Classified Staff		Extension	Email
Carlee Anderson	Clerk	49041	canderson@pylUSD.org
Carol Coates	Secretary	49002	ccoates@pylUSD.org
Laurene Grigory	Clerk	49040	lgrigory@pylUSD.org
Vivian Garcia	Health Clerk	49042	vigarcia@pylUSD.org
Oscar Martinez	Night Custodian	49014	omartinez@pylUSD.org
Armando Moreno	Plant Coordinator	49014	amoreno@pylUSD.org
Stacey Nichols	Computer Lab	49552	snichols@pylUSD.org
Luanne Sofka	Library Clerk	49015	lsofka@pylUSD.org
	Food Service/Kitchen	49008	
Alexandra Villegas	Child Care Lead	49048	avillegas@pylUSD.org

Mabel Paine Elementary School Phone Directory

School Phone #: (714) 986-7210
Attendance Phone #: (714) 986-7210 Option 3
Fax #: (714) 777-4398

Our phone system is an automated system that will allow you to select from a variety of options:

- ❖ To get the “dial-by-name” directory, press ‘2’. You will be prompted to press the first three digits corresponding to the person’s last name.
- ❖ To get the attendance line, press ‘3’.
 - It is important that you call the attendance line early in the morning. Calling in your child’s absence early in the day is appreciated and alleviates unnecessary follow-up calls to your house or place of work.
 - Please leave your name, your child’s name, teacher’s name, reason for absence, and number of days your child will be out.
 - Remember that you still need to call the absence line if your child will be tardy.
 - If you need to order a hot lunch for your child for the day he/she is tardy, be sure to include that in your message. Lunches are ordered at 8:15 A.M. from a central kitchen.
 - If you want to leave a message for your child’s teacher, you may do so on your child’s teacher’s voice mail. Homework can be picked up in the office after school is out.
- ❖ To reach Child Care, press ‘5’.
- ❖ At any time during the greeting, you may press ‘0’ for office assistance.
- ❖ With this system, you may leave a message for a teacher at any time during the day.

Mabel Paine School Policies

The major function of school is to provide for the diverse physical, social, and academic needs of all students. This will best be accomplished when there is a clear understanding of responsibilities and expectations. The following is a list of student responsibilities that should be clearly defined to them and consistently enforced by staff and parents.

Consistency cannot be emphasized enough for it helps to establish an environment in which children function in a positive way. We want students to feel good about themselves, respect their peers and adults, accept differences in others, and demonstrate pride for their school. We want our students to do the RIGHT thing in the RIGHT place at the RIGHT time.

ACADEMIC EXPECTATIONS

Mabel Paine School has high and attainable academic and behavioral standards and expectations. Students are required to make every effort to achieve their potential. Failure to make reasonable effort will result in lower grades. Additionally, students who continue to demonstrate a lack of effort may be denied certain special privileges. As a staff we realize student abilities differ and, at times, mitigating conditions may prevent a child from doing his/her best work during a brief period of time. Our teachers make adjustments to accommodate individual needs. If you have any questions or concerns about your child's progress, please call the school to schedule an appointment with your child's teacher or the principal.

HOMEWORK

Homework is an essential part of the learning process. Homework assignments are designed to reinforce and extend learning initiated in the classroom. Completion of routine homework fosters the development of good work habits. We encourage the collaboration of students, teachers and parents to ensure the successful completion of assigned work. As students mature, they are more able to work independently and parents play a supportive role in promoting student responsibility. To maximize the benefit from home, a parent's role in this process includes:

- ❑ Establishing a time and place to complete homework.
- ❑ Limiting interruptions during homework time.
- ❑ Modeling a positive attitude about school.
- ❑ Regularly communicating with teachers regarding questions or concerns.

We urge you to take an active interest in your child's work and help ensure that assignments are completed and turned in on time. At the beginning of each year, teachers will provide guidelines regarding homework expectation in the classroom. Many teachers share information regarding homework and assignments via email or text using a program called Remind. Your student's teacher will provide information on how to access information for his/her particular class.

What Parents Can Expect

Quality homework relates to the grade level standards and learning objectives and is a direct extension of classroom instruction. Homework includes clear instructions and performance expectations and is reasonable in quantity. Considering individual student needs, homework will develop a sense of student responsibility. On occasion, class assignments that are not completed during the school day may be completed at home. Parents/guardians should contact the teacher if unfinished class work is sent home frequently or if there are questions about an assignment.

Advantages of Homework

- ★ Keeps the parent/guardian informed about the curriculum and how well the student is progressing in mastering grade level standards.
- ★ Develops a feeling of responsibility in the student.
- ★ Helps reinforce and/or enrich the learning experience.
- ★ Provides practice time so more content may be presented in class.

Placentia-Yorba Linda Unified School District Homework Policy

While it is understood that the time it takes to complete homework assignments may vary with each child, the times below are the general guidelines for each grade level. Daily times listed are inclusive of studying for tests, assigned reading and assigned work.

In addition to homework assignments, research supports that nightly recreational reading to and with a child is extremely beneficial. The grade level expectations listed below may not apply to students in Independent Study Programs.

Students in Primary Grades: Homework may be assigned 3-4 times a week; No weekend assignments

- ❖ Kindergarten – Up to 10-15 minutes per night
- ❖ Grade 1 – Up to 10-15 minutes per night
- ❖ Grade 2 – Up to 20 minutes per night

- ❖ Grade 3 – Up to 30 minutes per night

Students in Upper Elementary Grades: Homework times in grades 4 and 5 may also include long-term projects and are inclusive of assigned reading.

- ❖ Grade 4 – Up to 40 minutes per night 3-4 times per week; occasional long-term projects
- ❖ Grade 5 – Up to 50 minutes per night 3-5 times per week; long-term projects may be required

Frequency and quantity of homework is based on grade level. If your child requires considerably more or less time to complete assigned homework, contact the teacher to discuss the level of work for your child. Parents are encouraged to provide a supportive atmosphere and means for carrying out successful homework assignments at home. Family responsibility includes more than just supplying a quiet study center, adequate lighting and seating, reference books and supplies. Be upbeat and positive in your encouragement to complete the assignment once begun, a minimum of interruptions, no distractions caused by television or radio, a regularly scheduled time allocation, and an appreciation of work well done.

MABEL PAINE IS AN AVID SCHOOL

AVID (Advancement Via Individual Determination) helps students overcome obstacles and achieve success. Students in AVID programs graduate and attend college at higher rates, but more importantly, they can think critically, collaborate, and set high expectations to confidently conquer the challenges that await them. Mabel Paine is an AVID elementary site and we commit to using AVID strategies in grades 3-5 to prepare students for the rigors of secondary education. Here are some additional resources you can use to help your child thrive in school, work, and life:

- [Parent Toolkit](#): Parent Toolkit is produced by NBC News Education Nation and includes information about almost every aspect of your child's development, from early education to college and careers.
- [U.S Department of Education](#): The U.S. Department of Education provides resources to help parents in a variety of ways, covering early childhood education all the way through paying for college. Get tips on helping students with homework, reading, and math.
- [National Education Association \(NEA\)](#): NEA offers tips on keeping kids curious, providing emotional support, partnering with teachers, and understanding education policy.

AGENDA PLANNERS ("Reminder Binders")/THURSDAY MAIL BAG

Third through fifth grade students use the Elementary Agenda Planners each year. Per our AVID schoolwide instruction, planners need to be signed by at least one parent once per week as determined by the teacher. This is an excellent opportunity for you to review your student's assignments and work for the week, and look ahead to the following week for any coming events at Mabel Paine.

The teachers will use this book to write notes to parents to keep you informed of student academic progress and behavior. Forgetting to take the book home for parental signature or forgetting to bring it back on a daily basis may result in disciplinary action.

Note: If your child has forgotten his homework and/or books, please don't drive him/her back to school to retrieve it. Many times the teachers are gone and the child will not be allowed into the classroom. Encourage your child to call a friend for help. Please check for communications from the classroom teacher or his/her web page for important information regarding homework.

Another means we use to keep the lines of communication open between home and school is our website, www.mabelpaine.org. We will keep the "Thursday Mail Bag" link updated weekly with letters from the principal or office, PTA flyers, and school/community information, etc. For those students that are unable to

access the Internet, a "Thursday Communication Folder" will come home with your student every Thursday or you may stop by the office where copies are always available.

MONITORING STUDENT PROGRESS

Student progress can be monitored in many ways. In addition to trimester report cards, teachers will send home mid-trimester progress notices showing whether your child is in danger of receiving an unsatisfactory grade or his/her effort/citizenship grades have dropped significantly. Teachers have many other ways to report academic progress and/or social behavior including email messages, phone calls, notes, weekly/biweekly notices, and work folders.

ATTENDANCE

Call our attendance line at: (714) 986-7210 Option 3
OR complete our short and easy [attendance form](#) online!

Punctuality and regularity in attendance play an important part in the development of your child's attitude toward his/her school life. In our experience we have found that there is a direct correlation between a student's attendance habits and his/her academic success. It is vitally important that students attend school on a consistent basis. **Poor attendance is a major cause of low academic performance and may result in retention.** All students are required to attend school, and they are expected to arrive on time. Repeated absences for any portion of the day are as critical as an absence for an entire day. Responsibility for attendance is both the parents' and the student's. **The school reserves the right to determine whether an absence is excused, unexcused, or truant. The school also reserves the right to institute procedures that may lead to prosecution of parents whose children fail to attend school as specified in California Statute.**

- ❖ Please keep your ill child at home. Good health is more important than perfect attendance. **Children are to be kept home for a full 24 hours after a fever returns to normal (below 100).** Keep your child at home if he/she has a runny nose or cold symptoms, if their nasal discharge is yellowish or greenish; they may have a bacterial infection. Please keep your child home if the child is contagious. If antibiotics have been prescribed, do not let your child return to school until 24 hours after the first dose has been administered. Courtesy to other students and the staff, and the California State Health Code, requires that all communicable diseases be reported to the school office immediately.
- ❖ Please do not send your child to school after saying, "If you do not feel good, call home". Invariably, the child will come to the office to call home. If they do not feel well, keep them at home.
- ❖ Absences and tardies are to be reported on the attendance phone line: 986-7210 option 3.
- ❖ Tardiness can be a serious problem at school. When a child is late, the teacher must stop instruction, change his/her attendance and lunch count, and review instruction at the time of that child's arrival. **Students are required to be at school and in their line-up area at 7:47 a.m.** Students MUST get a class admittance slip from the office for excused or unexcused tardies. If a student is tardy due to a doctor or dental appointment, present doctor/dental verification upon arrival at school in order to receive an excused tardy. **Parents are required to accompany their child to the office when their child is late.** The office will keep track of tardies and notify parents if tardiness is a trend. Students will be given a warning letter on the third tardy. The district Child Welfare and Attendance Office will intervene if warranted.
- ❖ If you are requesting your ill child's homework (only recommended if your child is out for more than two days), it will be available at the end of the school day in the school office.

- ❖ If you know your child will be out of town for **five school days** or more please inform your child's teacher so we can have an **Independent Study Contract** completed for your child, and schoolwork can be taken with your child to complete during his/her absence. Please allow two weeks notice so that appropriate paperwork can be started and discussed with the parent. Please request an independent study contract only if you, as the parent, will ensure completion of all work and record keeping required. A detailed work log during the trip showing a minimum of four hours of work per school day is required. The Independent Study Contract, along with the completed schoolwork, is due back the first day the student returns to school.

Please call our attendance line if your child will be absent for the day or late to school. You can call this number 24 hours a day: 714-986-7210 Option 3.

ENTERING AND LEAVING THE PLAYGROUND

- ❖ **Children are not to arrive at school before 7:30 a.m.** Children should proceed to their teacher's line or breakfast area until the 7:50 bell rings and teachers arrive to accompany students to class. **There is no supervision before 7:30 a.m.**
- ❖ On rainy days, students will proceed directly to their teacher's classroom or the MPR for breakfast service.
- ❖ Children are to remain on the school grounds until afternoon dismissal. The exception is those students who are checked out through the office by their parent or guardian. (Upon return to school, the parent/guardian must sign the student back in.)
- ❖ When children are dismissed from school, they are to go directly home or to Child Care. There is no supervision for children to remain on campus. If a parent is detained from picking up a child on time, the parent must notify the school, and the child may remain in the office. Children who walk home are encouraged to walk in a group.

ONLINE DATA CONFIRMATION

The Placentia-Yorba Linda Unified School District (PYLUSD) utilizes the Online Data Confirmation process at the beginning of each school year. Online Data Confirmation will allow for PYLUSD parents/guardians to update student information through the [Aeries Parent Portal](#), rather than having to complete and return student information paperwork. Please be sure to update information for each child in PYLUSD each year using this process.

For more information about Online Data Confirmation, please visit www.pylusd.org/dataconfirmation/.

UPDATING SCHOOL RECORDS

It is very important that the office keep current telephone numbers of parent's place of employment and the name of a friend or relative who can be called in the event of an emergency when parents cannot be reached. **You may change/view this information through the parent portal of the Aeries Student Information System (portal.pylusd.org).** It is imperative that students have at least one other contact other than the parents listed under emergency contacts.

Please also ensure that a **current email** is included in your Aeries profile, as we use this method to inform you about school events.

If you need to update your child's disaster kit emergency card that came in with their disaster kit, please do so through your child's teacher. These cards are kept in the classroom's emergency pack.

MEDICATION ADMINISTRATION

Proper medication forms must be completed before medication can be administered at school. **ALL** medications for your child, **both prescribed and over the counter**, require a special form to be completed and signed by both the parent and physician before authorized staff can administer them. Verbal permission and prescription orders are not acceptable. For further information, contact the school office or refer to the Placentia-Yorba Linda Unified School District's [Parent Information Packet](#). Note that parents are to bring medication to school in prescription bottle only or in original containers, along with clearly written instructions regarding its use. Dose, frequency, duration, and side effects are to be provided on the form by the physician. Students are not to bring the medication to the office; only parents. These regulations are formulated to protect all children. There is no school nurse on campus. Our district nurse spends time at many schools and the district's health center. She helps in providing vision, hearing, and scoliosis screening and in assisting classroom teachers with children with special needs. We do have a Health Clerk who is here four days per week. She can be reached by calling 986-7210 x49042. If you need nursing assistance and health guidance, you may also call our district's Health Services Department at 986-7170.

MEAL SERVICE

School lunches (available for students in grades K-5) cost \$2.75. Breakfast costs \$1.50. Milk may be purchased for \$.50 and juice for \$.75. It is our recommendation that you pre-pay for lunches. Checks should be made payable to PYLUSD Food Services and may be dropped off in the front office (write your child's first and last name on the memo part of the check) or use the convenient [online payment feature](#). You can find updated information regarding lunch menu and prices on the district website at: <http://pylusdnutrition.org/>.

The school does not have funds to loan money to students for lunch. Lost cash cannot be replaced. If cash is used, students are encouraged to bring their lunch money in a Ziploc bag, envelope, or coin purse.

Forgotten Lunches: Lunches or money for lunch that is brought to the office after the start of the school day will be kept in the office to be delivered to the lunch benches prior to lunchtime. To be certain that a lunch supervisor will pick up the lunches, please have child's lunch to office by 11:00 A.M. Your child's name, room number, and teacher's name should be on the lunch sack/lunch pail/envelope. **Classrooms will NOT be disrupted to inform the student that his/her lunch is in the office;** therefore, please remind your child to check the office on days when a lunch or lunch money is forgotten.

Fast Food: We ask that you **do not bring your students soft drinks or fast food** (i.e. Carl's Jr., Taco Bell, Panda Express, McDonald's, Subway, etc.) as a special treat for lunch. These items are prohibited from being eaten at the lunch area on campus. However, parents are more than welcome to take their students out to lunch to enjoy a special treat together. The District's [Health and Wellness Policy](#) prohibits students from drinking soda during the school lunchtime, so please make sure you substitute juice, milk, or water if bringing lunches to school. Additionally, we have a hydration station with filtered water, a water fountain spout, and a bottle filler.

Glass Containers: For safety reasons, these are **NOT** allowed at school. Please ensure that water containers are made from another, more durable material, such as stainless steel or plastic.

BIRTHDAYS

Student birthdays are celebrated in a variety of ways at the discretion of the teacher; however, we **DO NOT** permit food items, either homemade or store bought, to be brought to school. If you would like to provide non-edible treats, this process is at the discretion of your student's teacher. Please contact him/her for information. Food items, balloon bouquets, flower bouquets, or similar items are not allowed at school. Please reserve these treats for your home celebration.

REPORTING TO OFFICE

Children are not to come to the office without permission and a pass from either the classroom teacher or the duty supervisor except in emergencies. Telephone calls are not allowed unless authorized by the Mabel Paine staff. The office telephone is to be used by students only in an emergency, not to request homework, musical instruments, sweaters or jackets, or to make after-school arrangements with friends. Cell phones and smart watches must be turned off and put away during school hours and may not be used to contact parents/friends during school hours.

CLASSROOM INTERRUPTIONS – PIT – Protected Instructional Time

In an effort to cut down on classroom interruptions and increase student learning time, we have designated PIT – Protected Instructional Time. Every day from 7:50 to 2:15 is designated Prime Instructional Time. During this time we will not be able to make calls into the classroom except in the event of an emergency. Every time a request is made for a message to be relayed to a student or teacher in a classroom, the secretary in the office must relay the message by calling the classroom and interrupting instruction. Since our primary goal is to provide a strong instructional program for our students we want to do everything possible to make the classroom instruction our top priority.

Please do not call the office to relay messages to your child unless it is an emergency. Inform your child before they leave for school in the morning of any after school plans they should be aware of such as:

- ☐ Who is picking them up after school?
- ☐ Do they need to ride the bus or walk?
- ☐ Do they need to go to childcare?
- ☐ What should they do if it rains?
- ☐ Do they have their homework or special projects?
- ☐ Do they have their lunch?

RELEASING CHILDREN DURING SCHOOL HOURS

We request that you make every effort to arrange medical and other appointments outside of the school day. If this is not possible and you are going to pick your child up before his/her regular dismissal time or during the day, please send your child with a note to the teacher with the specific time of the appointment and who will be picking them up if it is someone other than the parent. Parents are required to come to the office, not to the classroom, at the designated time and sign out your child. Please allow 5 minutes to call your child up to the office. This will help give time to the teacher to gather work and other information to go home with your child. Children will be released only to those adults listed on the emergency card. Proper identification will be required. These safety procedures are for the protection of your child.

HEALTH AND EMERGENCY PROCEDURES

Other than minor scratches, bumps, etc., you will be notified promptly if your child becomes ill (with a temperature at or exceeding 100 degrees) or is injured at school. Please keep your emergency information up-to-date on your Aeries Parent Portal. It is the parent's responsibility to keep this information current.

If your child is sent home with a fever, he/she must stay home until their temperature remains below 100 degrees, without the use of fever reducing medications. He/She may return to school when they are fever free for 24 hours.

Lice: If a student is found to have lice, he/she must go home, be treated, and be lice-free before returning to school. Upon returning to school, the child is to be rechecked by office staff before he/she can return to the classroom. If you have any questions regarding district policy and/or treatment you may contact PYLUSD Health services at (714) 986-7170.

DISASTER PREPAREDNESS

Refer to the memo contained in the first Thursday folder. It is important that you keep the memo for future reference and keep the emergency cards up to date. Our district does have additional information on their website: www.pylusd.org

To reiterate our emergency release procedures:

- ☐ Stay calm
- ☐ Form an orderly line at the check-in gate (main parking lot) and once checked-in, line up outside the reunion gate (horseshoe lot near kindergarten) to meet your child(ren).
- ☐ Present driver's license or identification card to confirm identity

LOST AND FOUND

Every year the school lost and found contains many personal items of clothing that are never claimed. These items are donated to local charities a few times each year. **To avoid losing your valuable clothing, parents are asked to clearly label all personal belongings with the child's name so that lost items may be returned promptly.** Please do not allow your child to bring valuable items such as jewelry, watches, electronic games, etc. to school.

Each day, the custodian takes articles of clothing and lunch pails that remain unclaimed on the playground to the "Lost and Found" area. Money and small objects may be taken to the office with the teacher's permission (office pass). These items remain in the office until claimed.

If your child is missing a sweater, jacket, etc., please check our "Lost and Found" periodically.

STUDENT PROPERTY

NO TOYS are to be brought from home with the exception of items brought for sharing on a child's "share day" or something appropriate for that day's class curriculum with prior teacher approval. Any item, which is brought from home, is the responsibility of the child and will not be replaced at district expense.

If a student brings toys or non-permitted items to school, those items will be collected by the teacher and sent to the office where they will remain until picked up by a parent. Any item not claimed by the end of the month will be given to a charity. "Wheelie" shoes are not allowed at school for safety reasons and students will be required to remove the wheels from such shoes or call home for appropriate footwear. Cell phones and smart watches must be turned off and put away during school hours and may not be used to contact parents/friends during school hours.

SCHOOL/CLASSROOM VISITATION

Your child benefits when his/her parents/guardians and school staff work together. Should you request to visit during instructional time, please review the District policies for visitations:

- ❖ Requests to visit/observe a classroom shall be made to the school principal or psychologist at least one week prior to the visits.
- ❖ The request to visit/observe a classroom shall be reviewed by the principal or psychologist with the teacher prior to the decision to authorize or deny the visit. Visitations shall be scheduled to minimize disruption to classroom activities taking into consideration the needs of the school, the teacher, the parent and the student. In addition, visitations shall be limited to a specific area(s) of the campus and for specific times (no more than 20 minutes) as determined by administration.
- ❖ All visitors must be accompanied by an administrator (the principal or psychologist). Visitors are required to sign in at the school office and receive a temporary identification badge prior to going to the classroom. Visitors must also check out through the office before leaving.
- ❖ Please keep in mind, the teacher will be unable to confer with you during class hours. However, the teacher will be happy to schedule an appointment to speak with you at another time.
- ❖ **Siblings are not allowed to attend visitations.**

VOLUNTEERS

Mabel Paine welcomes and values our volunteers. Without volunteers, many programs and activities offered at our school would not be possible. You will be given opportunities to sign up for various events, responsibilities, and/or room parent opportunities at the beginning of the year and at Back to School Night. Please remember that classroom volunteers will be utilized at the teacher's discretion.

In order to volunteer, please indicate your interest to your child's teacher at Back to School Night via their sign-up form. All volunteers will need to attend our Volunteer Orientation. For your convenience, a Volunteer Orientation meeting will be held at the beginning of the year. More information will be sent regarding this presentation. All volunteers are required to sign in and out at the Volunteer Desk with a valid ID. Identification badges/stickers are available and required for all volunteers/visitors in the office and must be worn before entering the campus. **For safety reasons, no additional children or siblings are permitted inside the classrooms while the parent is volunteering. Due to COVID-19 restrictions, we may not be able to have volunteers at the beginning of the year.**

ALL volunteers must complete a [Placentia Yorba Linda Unified School District Volunteer Application Form](#) before working in the classroom. Volunteering is a privilege, not a right, and anyone not following the volunteer guidelines may be asked to leave by the teacher or any staff member. In addition to being linked above, forms are also available at the front office.

MABEL PAINE ELEMENTARY SCHOOL CONDUCT CODE

Mabel Paine sets high standards for student behavior in order to maintain a safe, orderly, and positive school climate. This climate is conducive to teaching and learning, both academically and socially. The safety and well being of your child is the utmost priority of the Mabel Paine Elementary School staff. We, therefore, ask your cooperation in helping your child understand and follow school rules.

The following are general guidelines for daily behavior. More specific guidelines can be found in our [Mabel Paine Behavior Expectations Matrix](#) (next page). **All school rules apply on the way to and from school, as well as on school grounds.**

- ☐ Attend regularly and be on time.
- ☐ Behave in a manner that allows you and others to learn.
- ☐ Listen carefully and follow directions the first time they are given.
- ☐ Respect other people, their belongings, your school, and its property.
- ☐ Complete assigned work on time.
- ☐ Use acceptable methods of problem solving.
- ☐ Use appropriate, positive language (avoid profanity).
- ☐ Obscene or inappropriate language/gestures is/are not to be used on school grounds.
- ☐ Fighting, kicking, or other physical aggression is prohibited.
- ☐ Children are expected to follow instructions given by those in authority, including teachers, instructional assistants, parent volunteers, lunch supervisors and all other personnel.
- ☐ Nutritious snacks (fruits, nuts, vegetables, etc.) may be brought to school and eaten during snack recess. Since **junk foods and snacks with high sugar content** conflict with our Wellness Policy and tend to impede learning, we request they not be brought to school.
- ☐ The possession or use of electronic devices, including smart phones, iPads, and hand-held games, are prohibited on campus unless requested by the teacher and used in the classroom for educational purposes. If your child does bring a phone or a smart watch to school, it should be turned off and secured at all times when not in use. They may not take it out at recess or lunch for any reason.
- ☐ Students are to respect the rights of residents at all times. They may not throw objects over the fence or disturb neighboring residents and/or their pets.
- ☐ Animals may not be brought from home unless the teacher has granted permission.



	Right Thing	Right Place	Right Time
Everywhere	- Be polite - Listen to teachers and staff - Speak kind words only - Tell the truth - Act safely at all times	- Walk to and from all places on campus - Keep hands and feet to yourself	Tell an adult when you see something dangerous
Lunch tables	- Use table manners - Know your lunch number - Use quiet voices - Eat your food only - Turn lunch money into office	- Clean up your area - Put all trash in the trash can - Stand in line quietly - Remain seated at your assigned table	- Have money or ID# ready - Listen and respond to signals - Wait to be dismissed for recess
Restrooms	- Wash hands w/ soap - Flush toilets - Respect privacy of others	- Put all trash in trash cans - Refrain from playing in or around restrooms	- Report problems - Limit use during class time - Use during recess and lunch
Playground	- Treat others the way you want to be treated - Tell the truth - Include everyone - Play fair, follow rules - Use equipment properly	- Return all belongings and equipment to designated areas - Stay in supervised areas - Collect warm clothing - Put all trash in trash cans	- Wait patiently for your turn - When bell rings, freeze and take a knee - Walk to your line when whistle blows and stand quietly
Walkways	- Use quiet voices - Respect learners in other classrooms	- Hang backpacks on hooks - Go directly to your destination	Always wait for teachers before entering classrooms
Office	- Use quiet voices - Bring an office slip/pass	- Know why you're in the office - Enter and exit quietly	- Sit quietly and correctly in waiting area - Wait patiently for your turn
Entrance to & Exit from School	- Bring all materials to and from school - Come with a positive attitude	- Line up in MPR or on grass for pick up - Enter and exit from the right side of your car only - Cross at crosswalk	- Arrive and depart on time - Go directly to your destination
Library	- Take care of books - Use quiet voices - Listen to adults - Read quietly - Pay for lost books	- Push in chairs - Return unwanted books to their proper location	- Bring books on library day - Wait for library clerk to enter or exit the library - Return books in good condition and on time
Computer Lab	- Work on assigned programs - Bring all materials necessary - Work independently - Use quiet voices - Know your ID# and password	- Push in chairs - Log out when finished - Leave the lab ready for next class - Treat equipment with care	Wait for directions from teacher

In an effort to support the positive actions of the vast majority of students, disciplinary action and consequences for inappropriate behavior will be enforced fairly and consistently. We need your support and cooperation to ensure that each school campus is a safe and secure environment in which to learn.

SUSPENDABLE OFFENSES

Students may be suspended for the following offenses listed in the Educational Code: (E.C. 48900) (48900.2) (please see [PYLUSD's Non-Discrimination Statement](#) for more details)

- Caused/attempted/threatened physical injury.
- Possessed/sold/furnished a dangerous device.

- c. Possessed/used/furnished drugs or alcohol.
- d. Sold/furnished alleged drugs or alcohol.
- e. Robbery/extortion.
- f. Vandalism to school/private property/graffiti.
- g. Theft of school/private property (or attempt).
- h. Possessed or used tobacco.
- i. Obscene act/habitual profanity/vulgarity.
- j. Sold/offered to sell drug paraphernalia.
- k. Disruption/defiance of school authority.
- l. Receipt of stolen property (school or private).
- m. Sexual harassment of another student (E.C. 48900.2).
- n. Bullying (E.C. 234.1(a))

The Placentia-Yorba Linda Unified School District Board of Education is committed to providing a safe and secure environment in which students can effectively learn. As such, the Board of Trustees will enforce the following penalties for student involvement with illegal drugs or alcohol and/or dangerous objects or weapons.

CONTROLLED SUBSTANCES (Drugs/Alcohol)

Students found to be selling or furnishing a controlled substance will be expelled from the schools of the Placentia-Yorba Linda Unified School District upon their first offense.

DANGEROUS OBJECTS OR WEAPONS (Knives, Firearms, Explosives)

Students found to be in the possession of, selling, or otherwise furnishing any firearm, knife, explosive, or other dangerous object on any campus may be expelled from the schools of the Placentia-Yorba Linda Unified School District upon their first offense.

Any of the above offenses involving drugs, and/or dangerous objects will be reported to the proper legal authorities as appropriate.

SCHOOL-INITIATED TRANSFERS

It is the belief of the Board of Education that in order to maintain a school environment conducive to the highest quality of learning and, at the same time, foster positive behavior changes in students, intradistrict transfers of students initiated by the school of attendance may be necessary.

Transfers initiated by the school administration are deemed to be in the best interest of the school and student when the student is unresponsive to disciplinary practices and efforts to develop consistent attendance and appropriate school behavior, or when the student is in need of a change in peer group.

Specific criteria for the initiation of an intradistrict transfer shall be specified in the discipline plans of each school site. Additionally, it shall be the responsibility of the school initiating the transfer to assure that the student and parent/guardian are afforded due process including, but not limited to, notification of possible transfer prior to the initiation of the transfer, conferences with the student and parent/guardian, and specification of the conditions for return to the school of residence. All transfers shall be reviewed annually.

PROCEDURE FOR PARENTS REGARDING CHILD'S SUSPENSION - IN LIEU OF SUSPENSION

The Board of Education encourages the use of all available resources in the handling of disciplinary problems including the involvement of parents and guardians in the classroom behavior problems of their children. Teachers are, therefore, authorized, pursuant to Education Code 48900.1, to require that the parent or guardian of a pupil who had been suspended from the teacher's class for committing an obscene act or engaging in habitual profanity or for disrupting school activities or otherwise willfully defying the authority of a school employee, attend a portion of a school day in his or her child's classroom. Teachers who elect to impose this procedure shall do so in accordance with State law and administrative regulations.

DEFINITIONS

Suspension: "Suspension" (E.C. 48900-48900.5) means removal of a pupil from ongoing instruction for adjustment purposes. Suspension does not mean any of the following:

- Reassignment to another education program or class at the same school where the pupil will receive continuing instruction for the length of the day prescribed by the governing board for pupils of the same grade level. (E.C. 48925)
- Referral to a certificated employee designated by the principal to advise pupils. (E.C. 48925)
- Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the pupil to the principal/designee as provided in the Section 48910. Removal from a particular class shall not occur more than once every five days. (E.C. 48925)

Expulsion: "Expulsion" means removal of a pupil from the immediate supervision and control or the general supervision of school personnel. (E.C. 48925)

Weapons and Dangerous Instruments, Devices and Materials: Prohibited weapons and dangerous instruments, devices and material shall include, but not be limited to the following:

Firearms: Pistols, revolvers, shotguns, rifles, "zip guns", or any other instrument or device capable of propelling a projectile by explosive or chemical means.

Gas/Air Devices: Air pistols, air rifles, gas pistols, gas rifles, paint pistols, paint rifles, or any other instrument or device capable of propelling a projectile by means of compressed air or gas.

Mechanical Devices: Bow, crossbows, slingshots, blowguns, or any other instrument or device capable of propelling a projectile by mechanical means.

Cutting and Puncturing Devices: Knives (regardless of size or type), dirks, daggers, swords, machetes, straight razors, razor blades, skewers, or any other instrument or device that can be used for cutting or puncturing.

Explosives and Incendiary Materials: Bombs, live munitions, commercial explosives, blasting caps, firecrackers of all types (including "sparklers"), "caps", or any other explosive or incendiary device or material that is capable of causing injury or harm to others, or that is capable of threatening the safety or structural integrity of facilities used by students, staff, or visitors.

Chemicals: Tear gas, pepper spray, mace, poisons, hazardous or noxious gases, acids, or any other device or material which is capable of causing injury or harm to others by chemical means.

Martial Arts Devices: Nunchucks, throwing stars, or any other instrument or device used in the practice of the martial arts.

Electronic Devices: Stun guns, tasers, or any other instrument or device capable of causing injury or harm to others by electronic means.

Other Dangerous Instruments, Devices and Materials: Other instruments that are capable of causing injury or harm to others or appears reasonable to the superintendent, principal, or their designees that the presence of the instrument, device or material constitutes a threat to the safety of students, staff, or property.

STUDENT DRESS CODE

The school needs your cooperation in building standards of dress and grooming among pupils. There is usually a distinct correlation between a well-groomed and carefully dressed student and academic and social success. Children are to be dressed in clothing and footwear that allows them to participate in the games and activities that are part of our dynamic elementary school program.

Students shall wear appropriate clothing and footwear and groom themselves for school in a manner that does not offend the rules of decency, reflect negatively on or detract from any phase of the educational program, or present a hazard to health or safety. Students in violation of dress code guidelines **MAY NOT ATTEND CLASS.**

The guidelines listed below are considered minimum standards, and parents may set standards for their own children which may be more restrictive than those indicated in this code. The following articles of clothing are not appropriate for students:

- Strapless tops or dresses of any kind and bare midriff tops
- Any apparel with inappropriate logos or slogans
 - Beer or alcohol, tobacco, drug advertisements
 - Sexual/profane language implication
 - Cult implications
 - Violence/weapons
- Clothes that expose undergarments
- Shoes with any type of wheels
- Strapless sandals, flip-flops, etc. which are not securely fastened to the foot.
- High heels
- Extremes in dress/hair/appearance which detract from the learning environment or which are unsafe
- Hats/caps
 - Sun-protective clothing is allowed for outdoor use
 - **Hats, caps, and hoods are not to be worn inside classrooms or other school buildings**

Note: If students are not dressed in an appropriate manner for school and if their dress disrupts the education of other students, they will be asked to call home for a change of clothing.

ARRIVAL AND DISMISSAL PROCEDURES

Mindful Mustang students and parents agree to be **SAFE and COURTEOUS** in the parking lot. Follow the signs, painted curbs, and directions of parent volunteers and school personnel to ensure the safety of our students.

Beginning the first day of school, the horseshoe lot at the north end of campus will **ONLY** be used by **school buses and Preppy K and SDC parents** at arrival and dismissal times. In this lot, only use the valet lane closest to the school (NOT the interior part of the horseshoe). ALL other students should be dropped off AND picked up using the yellow-lined valet lane in the main parking lot. Parents must give buses the right of way in this lot.

No parking is allowed along red curbs at any time and parents may not leave their vehicles in either valet line. There is no parking or leaving cars unattended in the valet lanes at any time. Please stay in your car, pull all the way forward to the front of the yellow-lined valet lane as space becomes available, and load or unload your students safely. In addition, all students are required to exit automobiles from the passenger side only. **Park in the surrounding neighborhoods to walk your child onto or off of campus at the Kiss & Go areas.** Parents who walk to pick up their children may do so at the steps of the MPR at the front of campus. [Here is a helpful map of our arrival/dismissal procedure.](#)

For safety reasons, the OC Sheriff's Department recommends that walking students and families **use crosswalks ONLY**. See the map linked above for the locations of our crosswalks. When crossing Plumosa Drive, students must use the crosswalk with the crossing guard. Parents and staff are asked to set a good example by not crossing the parking lot except at designated crosswalk points.

Due to traffic stoppages on Plumosa Drive during school arrival and dismissal times, the [City of Yorba Linda](#) has added **No Stopping 7:00-8:00 A.M. and 2:00-3:00 P.M.** signs on both sides of Plumosa. Parents are also asked to **turn right only** when exiting the main lot. The OC Sheriff's Department will issue tickets for all school and community parking violations.



BICYCLES/SCOOTERS/SKATEBOARDS RULES

- ❖ Students may ride their bicycle/scooter/skateboard to school with parent permission.
- ❖ Students must follow all bicycle/scooter/skateboard safety laws (helmets required, only one person per vehicle, etc.). [This website is a great resource!](#)
- ❖ Students must walk their bicycle/scooter/skateboard upon entering and leaving school grounds. For safety reasons, no bicycle/scooter/skateboard may be ridden on school grounds, sidewalks, walkways, parking lots, playgrounds, etc. It is strongly recommended that students lock their bicycle/scooter/skateboard to prevent theft. The school is not responsible for missing bicycles/scooters/skateboards.
- ❖ Only those students who ride bicycles/scooters/skateboards may be in the bike rack area (adjacent to Child Care).
- ❖ Since there are no bike lanes, students are to ride single-file as close to the sidewalks as possible.
- ❖ Students must obey all duty supervisor (including our crossing guard) instructions.
- ❖ The school is not responsible for damaged or stolen bicycles/scooters/skateboards.
- ❖ Rollerblades and other vehicles are not allowed at school.

Violation of these rules will result in loss of bicycle/scooter/skateboard-riding privileges.

PEDESTRIAN RULES

- ❖ Students are expected to walk to and from school in a safe manner.
- ❖ **Students must only cross at crosswalks and obey duty supervisors.**
- ❖ Students should never throw anything on their way to or from school (rocks, dirt clods, food, etc.)
- ❖ Our students are expected to be polite and courteous to their classmates, homeowners, and all other residents every day. Do not walk across homeowners' lawns or property.

BUS TRANSPORTATION RULES while on a school sponsored field trip:

Student safety is of utmost importance at all times. All students should:

- **Obey the bus driver and adult supervisors at all times.**
- Turn in a signed field trip form prior to riding.
- Remain seated during the entire trip.
- Speak quietly.
- Keep head, arms, and personal belongings inside the bus.

Eating, drinking, shouting, and aggressive behavior on the bus is prohibited.

CHOICE OF TEACHERS

In order to provide the best learning environment for all students, many factors must be considered. A qualified team will make the proper recommendation for the placement of your child. If you feel you have compelling or extenuating circumstances in this regard, please complete a situational request form which can be requested in the Mabel Paine office or via email with our secretary, Carol Coates, at ccoates@pylUSD.org.

STUDENT DRAG BAGS AND BACKPACKS

It is recommended by the American Chiropractic Association, the American Physical Therapy Association, the American Academy of Orthopedic Surgeons, and district administration that in order for students to carry books to and from school, they utilize either a drag bag on wheels that is not overfilled or a backpack with wide straps that is carried on both shoulders and weighs no more than 10 – 15% of the student's weight. It is also recommended that parents frequently check the drag bag or backpack to ensure that only necessary materials are carried and that they are within the suggested weight limits.

The district recommends a drag bag as a first choice. They should have sturdy wheels and feet, with a strong handle. Purchase the lightest weight drag bag or backpack available without sacrificing sturdiness. Set up a time at least once a week to weigh your child's drag bag/backpack to prevent overloading.

PYLUSD Board of Trustees

Our [PYLUSD School Board](#) generally meets the 2nd and 4th Tuesday of each month at 7:00 P.M. in the Board Room at the Placentia Yorba Linda Unified School District Office, 1301 E. Orangethorpe Avenue, Placentia. See [this link](#) for exact dates.

School Services

STUDENT WELLNESS SERVICES

We support students' specific social-emotional needs through various specialized staff:

- Part-time Outreach Concern counselor
- Full-time Registered Behavior Technician (RBT)
- District Board Certified Behavior Analyst (BCBA)
- District behavior specialist
- Full-time school psychologist

In addition, the school has an established Student Study Team (SST). Any time a teacher or parent has a concern regarding academic, social, emotional, or physical development, the concern should first be referred to and addressed by the classroom teacher. The teacher will implement interventions as needed to assist the student. After interventions have been implemented, a student may then be referred to Mabel Paine's Student Study Team for further consideration. The administrator, referring teacher, parent, and, as appropriate, others working with the student are part of the team effort in meeting a student's unique needs.

SPECIAL EDUCATION SERVICES

The special education services provided for identified students are: Resource Specialist Program (RSP), special day classes (SDC), SDC Preschool, speech and language services, occupational therapy (OT), adapted physical education (APE), and hearing impaired and vision impaired therapy programs.

INSTRUCTIONAL SUPPORT SERVICES

These services are offered district-wide and include literacy support through the following programs and approaches to learning: Response to Intervention (RtI), integrated and designated English Language Development (ELD), Gifted and Talented Education (GATE), summer enrichment, and accommodations within the classroom based on identified student needs.

MABEL PAINE CHILD CARE

An on-site district Child Care is located at our school on the south end of the campus. Their hours are from 6:30 A.M. to 6:00 P.M. This service is available for students in grades PK-5. For more information on registration and fees, contact the Child Care office @ 714-779-2350.

Please see our district's [Expanded Learning \(Child Care\) page](#) for more information.

Parent Involvement

The Mabel Paine PTA is composed of volunteer parents who devote their time and talents to our students. Your membership and participation in this outstanding organization benefits your child's education and the school as a whole. The fundraising efforts of our PTA enable us to equip our classrooms with Chromebooks, provide supplementary online instruction in language arts and math, and attain important educational supplies that the general budget just does not cover.

PTA association meetings are held four times per year. Look for flyers in the first day packets, as well as those that are sent home monthly, and check the school website and [Mabel Paine PTA's Facebook page](#) for up to date information regarding the PTA. **Please consider joining this wonderful group as the work they do benefits all children in our school community.**

A classroom schedule for times will be offered at Back to School Night in the fall. At this special event, your child's teacher discusses instructional goals and explains the classroom program for the year. This night is for **adults only**. Open House is scheduled in March. All members of the family are invited to attend and share in the activities and experiences your child has had during the school year. Neither of these events are times to conduct one-on-one parent conferences with the teachers. Parent conferences are scheduled after the first trimester has ended. Your child's teacher will share their sign-up process for these at Back to School Night. Of course, you are a valued member of your child's educational career and can request to meet with a teacher at any time throughout the year.

Report Cards

Standards-based report cards are sent at the end of each trimester and are also available on your Aeries Parent Portal. If you have questions about your child's report card, please email or call your child's teacher.

[Mabel Paine School Hours](#) and [PYLUSD Student Calendar for 2021-22](#)

Please click the links above to view our school bell schedule and/or the PYLUSD student calendar for this year.