

Student/Parent Handbook
2010/2011

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.pylusd.k12.ca.us



Placentia-Yorba Linda Unified School District
1301 E. Orangethorpe Avenue, Placentia 92870
714 986-7000

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to
School



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Mabel Paine Elementary School

L.E.A.P into the End Zone

with... Love Energy Audacity and Proof

September 2010

Dear Parents,

Welcome to the 2010-2011 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 have been named a 2010 California Distinguished School, and we are looking forward to a meaningful and rewarding year at Mabel Paine Elementary School.

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. Then sign and return the "Student-Parent Handbook Signature Page" that is in your child's first day packet. Please return to your child's teacher by September 17th.

Education is a joint venture with the parents, school district, and community. All of us working together as a **TEAM** 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, attend our Back-to-School Night, Open House, and share in school 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 school newsletters and notices that are posted on our web site www.mabelpaine.com on a weekly basis, you will remain informed about the ongoing events in your child's education. Your participation determines a commitment to your child's education in a visible way that is valued for a lifetime.

At Mabel Paine Elementary School, we value positive communication between children, families, staff, and the community. We enjoy the mutual sense of appreciation about the Mabel Paine 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 986-7210 if you have questions. We are happy to have you with us and hope to see you at our Back-to-School Night, Thursday, September 23rd, at 6:00 P.M.

Best wishes for a very successful school year,

Tamara A. Beeuwsaert

Tamara A. Beeuwsaert
Principal

MABEL PAINE MISSION STATEMENT

The staff of Mabel Paine Elementary School, in cooperation with the parents, is dedicated to providing each child the opportunity for a quality education. It is our mission that all students will be

Motivating

Achieving

Believing

Encouraging

Learning

Persevering

Adapting

Imagining

Nurturing

Excelling

MABEL PAINE SCHOOL STAFF

2010-2011

Mrs. Tamara Beeuwsaert
Principal

Certificated Staff

Mrs. Kandice Ames
Mrs. Angelina Avila-Perez
Mrs. Jackie Bartak
Ms. Patty DiTolla
Mrs. Katie Fattal
Mrs. Shelly Frost
Mrs. Leslie Lewis
Mrs. Jennifer Luchesi Long

Mrs. Claudia Lyman
Mr. Steve Martinez
Mrs. Diane McNall
Mrs. Jodi Nakamoto
Mrs. Karen Platow
Ms. Gina Ramshaw
Miss Lisa Rosenthal
Mr. Tom Roth
Miss Karen Sparks
Mr. Ryan Sullivan
Mrs. Lauren Thurston
Mr. Steve Zietlow

Support Staff

Mrs. Diana Lindwall
Mrs. Diane Lund
Mrs. Laurie McKinnell
Ms. Jaymie Shill
Mrs. Jacquie Nolan
Mr. Robbie Fattal
Ms. Angel Browning

Psychologist
Instrumental Music/Strings
Instrumental Music/Band
Psychologist
RSP Teacher

Classified Staff

Mrs. Patricia Cisneros
Mrs. Carol Coates
Mrs. Laurene Grigory
Mrs. Gail Knisley
Mr. Steven Long
Mrs. Teri McLaughlin
Mr. Oscar Martinez
Mr. Armando Moreno

Mrs. Linda Orr
Mrs. Toni Ries
Mrs. Luanne Sofka
Mrs. Pam Waltman

ELD Aide
Secretary
Clerk
P.E. Aide
Child Care Lead
Health Clerk
Night Custodian
Plant Coordinator

Food Service/Kitchen
RSP/SDC aide
Librarian
Computer Aide

District Administration

Dr. Dennis Smith
Mrs. Jeanie Cash
Mr. Doug Domene

Superintendent
Asst. Sup – Ed Services
Asst. Sup–Exec Services

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 to 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. If you then want to leave a message for your child’s teacher, you may do so on your child’s teacher’s voice mail. Homework can then be picked up in the office **after** school is out. It is also important that you call the attendance line early in the morning. Lunches are ordered at **8:15** a.m. from a central kitchen. 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.
- ◆ To speak with someone in 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.

Listed on the next page is staff contact information.



Name	Department	Extension	E-mail address
Mrs. Kandice Ames	Kindergarten teacher	49662	kames@pylUSD.org
Mrs. Angelia Avila-Perez	Kindergarten teacher	49661	aavila@pylUSD.org
Mrs. Jackie Bartak	4th grade teacher	49336	jbartak@pylUSD.org
Mrs. Tamara Beeuwsaert	Office - Principal	49001	tbeeuwsaert@pylUSD.org
Mrs. Patricia Cisneros	ELD aide	49215	pcisneros@pylUSD.org
Mrs. Carol Coates	Office - Secretary	49002	ccoates@pylUSD.org
Ms. Patty DiTolla	1 st /2 nd grade teacher	49206	pditolla@pylUSD.org
Mrs. Katie Fattal	SDC teacher	49214	kfattal@pylUSD.org
Mrs. Shelley Frost	SDC Teacher	49224	mfrost@pylUSD.org
Mrs. Laurene Grigory	Office – Clerk	49040	lgrigory@pylUSD.org
Mrs. Leslie Lewis	1 st grade teacher	49213	llewis@pylUSD.org
Mr. Steven Long	Child Care	49048	slong@pylUSD.org
Mrs. Jennifer Luchesi Long	5 th grade teacher	49335	jluchesi@pylUSD.org
Mrs. Claudia Lyman	2 nd grade teacher	49210	clyman@pylUSD.org
Mr. Steve Martinez	3rd grade teacher	49332	mmartinez@pylUSD.org
Mrs. Terri McLaughlin	Health Office	49042	tmclaughlin@pylUSD.org
Mrs. Diane McNall	2 nd grade teacher	49209	dmcnall@pylUSD.org
Mr. Armando Moreno	Custodian	49014	amoreno@pylUSD.org
Ms. Jodi Nakamoto	SDC Teacher	49225	jnakamoto@pylUSD.org
Mrs. Jacquie Nolan	Resource Teacher	49018	jnolan@pylUSD.org
Mrs. Linda Orr	Kitchen	49008	lorr@pylUSD.org
Ms. Karen Platow	SDC teacher	49226	kplatow@pylUSD.org
Ms. Gina Ramshaw	SDC teacher	49208	gramshaw@pylUSD.org
Ms. Lisa Rosenthal	1 st grade teacher	49211	lrosenthal@pylUSD.org
Mr. Tom Roth	3/4/5 multiage teacher	49447	troth@pylUSD.org
Ms. Jaymie Shill	Psychologist	49016	jshill@pylUSD.org
Mrs. Luanne Sofka	Librarian	49015	lsofka@pylUSD.org
Ms. Karen Sparks	3 rd grade teacher	49333	ksparks@pylUSD.org
Mr. Ryan Sullivan	4-6 SDC teacher	49216	rsullivan@pylUSD.org
Mrs. Lauren Thurston	4 th grade teacher	49336	lthurston@pylUSD.org
Mrs. Pam Waltmann	Computer Lab	49552	pwaltmann@pylUSD.org
Mr. Steve Zietlow	3/4/5 multiage teacher	49446	szietlow@pylUSD.org

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 in their school. By following school guidelines, this goal can be achieved.

ACADEMIC EXPECTATIONS

Mabel Paine School has high and attainable academic and behavioral standards and expectations. As a school community our goal is that

“95% or more of the students at every grade level and in every subject area will demonstrate mastery of the intended curriculum, regardless of race, sex, socio-economic status, or national origin, over a period of three or more years”.

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

It is a District Policy for students to have homework as an extension of classroom instruction for the purposes of

- Strengthening specific skill areas
- Completing classroom assignments
- Enrichment and research activities

The advantages of homework:

- Keeps the parent in touch with the school program, serving as a window through which parents can gain a better understanding of the school's program
- Develops responsibility and self-discipline in the student
- Promotes the child's ability to work independently
- Encourages good study habits
- Helps broaden or reinforce the learning experience
- Makes school work a part of the out-of-school situation

You can assist your child to develop good study habits by providing him/her with a quiet, well-lit study area, preferably at a desk or table, free from television and other distractions. Students like to be praised and encouraged for their efforts. Most children should be able to do the work independently, but you can assist them with (not do) their homework, if necessary.

Placentia-Yorba Linda Unified School District HOMEWORK POLICY

Kindergarten:

Homework assignments are given 2-3 times each week. These assignments may be on the average of 10-15 minutes per night, with a 30-minute maximum. There should be no weekend assignments.

In addition, parents are urged to read to their children at least 15 - 30 minutes a night.

Grades 1 - 2:

Homework assignments are given 3-4 times each week. Assignments may be on the average of 15 – 30 minutes per night. There should be no weekend assignments.

In addition, students should read for 15 minutes each day or parents are

encouraged to read to their students at least 15 - 30 minutes a night.

Grades 3 - 4:

Homework is given 3-4 times each week. Assignments may be on the average of 40-60 minutes per night, and long-range assignments may be given that necessitate occasional weekend work.

Students should also read at least 20 minutes a night.

Grade 5:

Homework is assigned 4-5 times per week. Assignments may be an average of 45-60 minutes per night, and may include long-range assignments that will require occasional weekend work.

Students should read at least 30 minutes a night.

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.

AGENDA (Reminder) BOOKS /THURSDAY MAIL BAG

Third through fifth grade students will be using the Elementary Reminder Books again this year. These books need to be signed by at least one parent each Thursday evening and returned to school on Friday. This is an excellent opportunity for you to review your student's work for the week, note their assignments, 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, don't drive him 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 the classroom teacher's web page for important information regarding homework. Our goal is for each teacher to update his or her web page on a weekly, if not, daily basis.

Another means we use to keep the lines of communication open between home and school is our website, www.mabelpaine.com, and check the "Thursday Mail Bag". It will be 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 and copies will be available.

MONITORING PUPIL PROGRESS

Pupil progress can be monitored in many ways. In addition to quarterly report cards, teachers will send home mid-quarter 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

PHONE: 986-7210 option 3

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

vitaly 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 Stage Health Code, requires that all communicable diseases be reported to the school office immediately.
- ▶ Please do not send your child to school, saying to them, "If you do not feel good, call home". Invariably, the child will come to the office to call home. If they do not feel that 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. Students with repeated tardies will be required to serve after school detentions. The district Child Welfare and Attendance Office will intervene if warranted.
- ▶ If your child is going to be tardy, please call the school attendance line before 8:15 a.m. Be sure to state whether or not you want a hot lunch ordered; otherwise, there will be no lunch available at lunchtime and you will need to send a prepared lunch with your child.
- ▶ 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.

Note: The focus at Mabel Paine is on academic excellence for all. While regular and responsible attendance plays an important role in academic achievement, it is not to be considered a goal in itself.

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: 986-7210 Option 3.

ENTERING AND LEAVING THE PLAYGROUND

- ✱ ***Children are not to arrive at school before 7:30 a.m.*** Children should line up in the area designated on the playground until the 7:50 bell rings and teachers arrive to accompany students to class. Children arriving prior to 7:30 will be asked to call home; THERE IS NO SUPERVISION BEFORE THIS TIME.
- ✱ Students are to remain on the playground and out of the classroom, office, corridors, or patio areas prior to the time school begins, except on rainy days.
- ✱ Children are to remain on the school grounds until time for the 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 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. If walking home, children should be encouraged to walk in a group.
- ✱ We ask that parents NOT ask their child(ren) to meet them down the street from the school. The few minutes that may be saved by not waiting in the valet drive-through lane is not worth jeopardizing the safety of our students.

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. **Please let us know as information changes.** It is imperative that at least one other name be listed under emergency contacts on the emergency cards. Also, in regards to this information, you may not call the school to release your child to a name not already on the emergency card. We need changes/additions to the card to be made in person at the school.

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 Back-to-School 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 generally here on Thursday mornings. 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,

LUNCH

Lunches (or lunch money) that are brought to the office will be kept in the office to be delivered to the lunch benches prior to lunchtime. To be certain a Noon Aide 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 are to be on the lunch sack/lunch pail. **Classrooms will NOT be disrupted to inform the student that his/her lunch is in the office;** therefore, remind your child that he/she should check at the lunch benches if he/she is expecting you to bring in a lunch.

It is recommended that commercial lunch (Carl's Jr., Taco Bell, McDonald's, etc.) NOT be brought to school to be eaten on campus at lunchtime. 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 commercial lunches to school.

Anything in a glass container is NOT allowed at school. For those who bring their lunch, milk or orange juice may be purchased.

A hot lunch (which includes milk) is available for those who wish to buy. Lunch may be purchased daily or money may be put on an account in advance. We do not have change in the office. If writing a check, make the check payable to **PYLUUSD Food Services and list your child's first & last name.** We strongly suggest purchasing lunches on account as it avoids the need for students to bring cash that can easily be lost or misplaced to school. Please see the back of the September menu for current prices and further instructions.

***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.

Reminder: If your child will be late for whatever reason, it is important that you call in to our attendance line and note whether your child will be ordering a hot lunch. Otherwise, a hot lunch will be unavailable for purchase due to ordering from a central kitchen.

BIRTHDAYS

Student birthdays are celebrated in a variety of ways at the discretion of the teacher. If you are bringing treats please check with your student's teacher to see what time of day would be best. Please be sure to check with the office or your student's teacher in regards to any classroom allergies. PTA has established a Birthday Book Club. Children are invited to donate a new book to the Mustang Library to honor their special day. A special announcement will be made to honor their donation and birthday. **Balloon bouquets, flower bouquets, or similar items are not allowed at school.** Please reserve these treats for 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 yard-duty supervisor except in emergencies. Telephone calls are not allowed unless authorized by the classroom teacher or the principal. The office telephone is to be used by students only in an emergency, not to request homework, musical instruments, sweaters or jackets, and not to make after school arrangements with friends.

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 unless in 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 the class. 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 plans for after school they may need to know such as the following:

- Who is picking them up after school?
- Do they need to ride the bus or walk?
- Do they need to go to childcare?
- What if it rains?!!
- Do they have their homework or special projects?
- Make sure their lunch is taken care of by seeing that they take their lunch with them to school or that they have enough lunch money for that day.

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. 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. The teacher will not release children to adults, and 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 temperatures at or exceeding 100 degrees) or is injured at school. The school will follow the directions you give on the Emergency Card if you are unavailable. Please keep the Emergency Card up-to-date by notifying the office and child's teacher immediately of any change. 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 for another 24 hours after the fever has broken.

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 first day packet. 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 emergency release procedures:

- Stay calm
- Form an orderly line at the check-out gate, located in the Kindergarten area
- 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 twice a 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 talk to your child to not bring valuable items such as jewelry, watches, electronic games, etc. to school. These items are easily mislaid and easily picked up.

Leave all articles of clothing where they are found. Do not take them to the office. The owners will return for them if they are left where they are found. 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 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. Many items remain unclaimed. Remaining items will be donated twice a year to a local charity.





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 disallowed 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. "Wheellie" shoes are not allowed at school and students will be required to remove the wheels from such shoes or call home for appropriate footwear.

SCHOOL VISITATION

You are cordially invited to visit your child's class. Your child benefits when the home and the teacher work together. These suggestions will make your visit more valuable:











-  Call or send a note to arrange for a time to visit at least 24 hours prior to your planned visit. This is a courtesy to the teacher.
-  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, returning the badge, before leaving.
-  The teacher will be unable to confer with you during class hours. A teacher may have yard duty and be unable to visit with you during a recess. The teacher will be happy to schedule an appointment if desired.
-  Please leave small children at home.

VOLUNTEERS

We encourage volunteers to be active at our school and are very appreciative of the many services they perform for us. We do require, however, that all volunteers (or visitors) sign in and out at the office upon entering and leaving campus and that you have filled out the proper volunteer form. Identification badges are available for all our volunteers and visitors in the office. Any adult on the school grounds, other than regular staff members, must wear an identification badge. In addition, to ensure a safe campus, we lock all gates during school hours. District guidelines require that all children on campus during the school day MUST be registered students at Mabel Paine.

ALL volunteers must complete a Placentia Yorba Linda Unified School District Volunteer Application Form before working in the classroom. These can be obtained from the office or from your child's teacher.

CONDUCT RULES/GENERAL RULES

-  Attend regularly and be on time.
-  Expect to succeed and behave in a manner that allows you and others to learn.
-  Listen carefully, and follow directions the first time given.
-  Respect other people and their belongings and your school and its property.
-  Complete assigned work on time.
-  Use acceptable methods of problem solving.
-  Use appropriate, positive language (avoid profanity). Students are to behave properly on the way to and from school, as well as while they are on school grounds. All school rules apply to and from school, as well as on school grounds.
-  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 tend to over stimulate children, we request they not be brought to school.
- ☞ Skateboards, bicycles, roller blades, shoes with wheels, and roller skates are not permitted on school grounds at any time.
- ☞ The possession or use of electronic devices, including cell phones, walkmans, cd/mp3 players, I-Pods, and hand-held games, are prohibited on campus.
- ☞ Students may not throw objects over the fence or disturb neighboring residents and/or their pets.
- ☞ Students are to respect the rights of residents at all times.
- ☞ Animals may not be brought from home unless the teacher has granted permission.

STUDENT DRESS RULES

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 the active 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 are encouraged to set standards for their own students which may be more restrictive than those indicated in this code. The following articles of clothing are not appropriate for school:

- ⊙ Spaghetti strap tank tops (layered effect is acceptable with an undershirt that is within the guidelines) - The top must come to the edge of the shoulder (dresses included).
- ⊙ Strapless tube tops/bare midriff tops
- ⊙ Short shorts – should be mid-thigh or longer
- ⊙ Any apparel with inappropriate logos or slogans
 - Beer or alcohol, tobacco, drug advertisements
 - Sexual/profane language implication
 - Cult implications
 - Violence
- ⊙ Torn or frayed clothing
- ⊙ Tight or very baggy or sagging bottomwear - All pants, shorts, skirts, and skorts must fit properly at the waist. Bottomwear should be appropriately belted and secure at the waist so it does not fall below the top of the hip.
- ⊙ Shoes with any type of wheels
- ⊙ Strapless sandals, flip-flops, go-aheads, etc. which are not securely fastened to the foot. Strapless shoes can pose a real safety hazard at school. High heels are also not allowed.
- ⊙ Haircut (e.g. Mohawks), hair coloring, clothing, jewelry, fads, etc. which bring undue attention to the wearer and/or is a distraction in the class or on the playground; extremes in dress which detract from the learning environment or which are unsafe
- ⊙ Hats/caps (note that sun-protective clothing is allowed for outdoor use)

Hats/Caps are not to be worn inside the 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.

LUNCH RULES

- Students shall be seated while eating and use quiet voices for conversation.
- Students are not to leave their seat without permission until dismissed.
- Students should use good table manners at all times.
- Due to medical restrictions/food allergies, etc., students are not allowed to exchange foods.
- Food not eaten is to remain at the student's lunch place until dismissal or returned to his/her lunch pail or sack.
- Students are responsible for cleaning up their paper and trash and table area. Students will be excused when their area is clean.

PLAYGROUND GAMES AND RULES

- ☞ All students are encouraged to participate in activities.
- ☞ Tackle/flag football or any game involving bodily contact other than school accepted tag-type games will not be permitted. Basketball must be played according to school rules.
- ☞ Use the swings and climbing apparatus correctly and safely. No standing or jumping from this equipment is permitted. If there are people waiting to use the swings, the person on the swing will be limited to 50 swings (back/forth equals one swing).
- ☞ Students may not be "frozen out" or excluded from games by other students.
- ☞ Only official school rules are to be used when playing blacktop and playground games.
- ☞ Upper grade students are not allowed to use the primary swings or equipment unless given permission by a staff member.
- ☞ Horizontal bars are to be used only when there is an adult supervising at the bars. Hands must be around the bars at all times and students are only permitted to hang from them.
- ☞ Shoes are to be worn at all times.
- ☞ School equipment should be used on the playground. **Equipment may not be brought from home.**
- ☞ In general, habits of safety, good manners, and good sportsmanship are to be used at all times.
- ☞ All games must stop when the bell rings.
- ☞ At the end of recess or P.E., students are to WALK to their line up areas.

CORRIDORS

- ✱ Children may not bounce balls or use other play equipment in the corridors.
- ✱ Children are expected to walk in the corridors.
- ✱ Children are expected to stay on the sidewalks.
- ✱ Children are not to play around drinking fountains or restrooms.

PLAY AREAS

- ✖ Children should not play on sidewalks. The majority of accidents that occur in hallways are a result of running. Children are asked to walk in the hallways.
- ✖ Play equipment is not to be used on the sidewalks.
- ✖ Children are requested to play in the assigned areas only and to keep off the fences and backstops.
- ✖ Children are reminded to remain at least 25 feet from the fences.
- ✖ Children are expected to follow school rules when playing games.
- ✖ Balls should not to be kicked or thrown against the buildings.
- ✖ Children are not to throw or kick balls over the fences.
- ✖ Children should never climb over the campus fences to retrieve equipment.

BIKE RULES

- 🚲 Students in grades 3-5 may ride their bicycles to school.
- 🚲 Students must follow all bicycle safety laws. All bike riders must wear a helmet to and from school.
- 🚲 Students must walk their bikes upon entering and leaving school grounds. For safety reasons, no bikes may be ridden on school grounds, sidewalks, walkways, parking lots, playgrounds, etc. It is strongly recommended that students lock their bikes.
- 🚲 Only those students who ride bikes may be in the bike area.
- 🚲 Students may not ride double.
- 🚲 Since there are no bike lanes, students are to ride as close to the sidewalks as possible.
- 🚲 Students may not ride two abreast along the streets.
- 🚲 Students must obey the Crossing Guard's instructions.
- 🚲 The school is not responsible for damaged or stolen bicycles.
- 🚲 **Roller blades, skateboards, scooters, etc. are not allowed at school.**

Violations will result in a loss of bicycle-riding privileges

PEDESTRIAN RULES

- 🚶 Students are expected to walk to and from school in a safe manner.
- 🚶 Students should not cut across homeowner's lawns.
- 🚶 Students must only cross at crosswalks and obey Crossing Guard, where applicable.
- 🚶 Students should never throw rocks, dirt clods, fruit, etc.
- 🚶 Students are expected to respect our neighbor's property.
- 🚶 Fighting on the way to or from school may result in a suspension.
- 🚶 Our students are expected to be polite and courteous to their classmates, homeowners, and all other residents everyday.

BUS TRANSPORTATION RULES

Student safety is of utmost importance!

- 🚌 **All children are expected to obey the bus driver at all times.**
- 🚌 All children must have a district issued bus pass in order to ride the bus.
- 🚌 All children are to remain seated during the entire trip.
- 🚌 All children shall speak quietly.

- 🚫 All children shall keep head and arms inside the bus.
- 🚫 Children must get on and off at their regular stop only.
- 🚫 Only routine supplies (books, lunch pails, etc.) are to be carried on the bus.
- 🚫 Objects may never be thrown inside the bus or out of the windows.
- 🚫 Eating or drinking food on the bus is prohibited.
- 🚫 Scuffling, pushing, etc. is prohibited.

Bus passes are required for daily bus transportation to or from school. These passes are obtained from our transportation department, located at the District Office on Orangethorpe Ave.. Their phone number is 985-8418.

Any person who receives a report of misconduct may be denied permission to ride the bus. The bus driver and/or the Supervisor of Transportation shall make the decision in this matter.

Only students living in designated bus zone areas can ride the bus. Do not anticipate that your child may ride the bus home with a friend because you sent a note stating he/she may ride the bus. Your child will not be allowed to ride the bus unless he is a regular bus rider. The bus driver will not allow any exceptions.

PARKING LOT RULES

There is no meeting or deadline that is worth jeopardizing the safety of our children. Drop-off and pick-up times at Mabel Paine can become congested. Please observe the legal rules of the road and the Mabel Paine traffic policy. **Do not leave your car unattended along the red or yellow zones or in the drive-through lanes.** If you need to get out of your car, please park in a designated spot in the parking lot or on the street. Children should wait on school property (not on the sidewalk) to be picked up. Be considerate to other drivers and pedestrians and set a good example for the students.

For safety reasons, the Brea Police Department recommends that students are to use the crosswalk at parking lot exit ONLY. When crossing Plumosa Drive, students must use the crosswalk. Students are instructed not to cross if the crossing guard or other authorized personnel are not present. Parents are asked to set a good example by not crossing the parking lot except at designated cross-walk points.

For your information, the Brea Police Department will be issuing tickets for all school parking lot violations.

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 provide a written note to the school office.

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. Second choice is a backpack with wide straps and a waist belt. 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. Flex-a-folders are suggested in place of notebooks for class work.

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.

PSYCHOLOGICAL SERVICES

The services of the school psychologist at Mabel Paine focus upon the unique needs or concerns of students, staff, and parents. Delivery of services may include individual psycho-educational assessment for those students referred for possible learning disabilities, monitoring of students in Special Education, and consulting to staff and parents regarding learning style, material modification, behavior management, and self-esteem of students.

The school has an established Student Study Team. 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 the school student study team for further consideration. The psychologist, speech/language specialist, resource specialist, administrator, referring teacher, and, as appropriate, the parent and/or 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 the Resource Specialist Program (RSP), Speech and Language, Occupational Therapy (OT), Adaptive Physical Education (APE), and Itinerant Hearing Impaired and Vision Impaired Therapy Programs.

INSTRUCTIONAL SUPPORT SERVICES

These services include Literacy Support through Response to Intervention (RtI), English Language Development (ELD) Programs, Gifted and Talented Education (GATE) Programs, some after school tutoring, Summer School, and accommodations within the regular classroom based on identified student needs.

MABEL PAINE CHILD CARE CENTER

An on-site District Child Care Center 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. and it is available for Kindergarten through fifth grade students. For more information on registration and fees, contact the Child Care office @ 986-7210 x 49048 or you may call direct to 714-779-2350.

PTA

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. Meetings are held monthly. Look for flyers going home in the first day packets and flyers that are sent home monthly. Please consider joining this wonderful group as the work they do benefits all children in the school community.

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 classrooms at the beginning of the year and at Back-to-School Night. There is a form that is required for you to complete that your child's teacher should give to you. One copy is kept with your child's teacher and the other copy is kept in the office.

REPORT CARDS/PARENT CONFERENCES

Standards-based report cards are given at the end of each trimester. Parent conferences are scheduled in December. During the month of September, you are invited to attend our Back-to-School Night. 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 spring. All members of the family are invited to attend and share in the activities and experiences your child has had during the school year.

<p>MABEL PAINE ELEMENTARY SCHOOL</p>

<p>CONDUCT CODE</p>

**Mabel Paine's Conduct Code 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. Listed throughout this book and below are the general rules and related behaviors of particular concern:

- **BE IN THE RIGHT PLACE, AT THE RIGHT TIME, DOING THE RIGHT THING**
- **BE KIND TO EACH OTHER IN WHAT YOU SAY AND DO**
- **ACCEPT RESPONSIBILITY FOR YOUR OWN ACTIONS**
- **TAKE PRIDE IN YOUR SCHOOL BY KEEPING IT NEAT AND CLEAN**
- **KEEP HANDS, FEET, AND OBJECTS TO YOURSELF**
- **BRING ONLY APPROPRIATE ITEMS TO SCHOOL**

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.

SUSPENSION OFFENSES

Students may be suspended for the following offenses listed in the Educational Code: (E.C. 48900) (48900.2)

- a. Caused/attempted/threatened physical injury.
- b. 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).

W A R N I N G

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 SUBSTANCE (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.

We need your support and cooperation to ensure that each school campus is a safe and secure environment in which to learn.

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: Nunchukus, 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 it 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.

Our goal at Mabel Paine is to work together with you to provide the best educational program possible for your children. Show your children you are interested and concerned about their school life. Take the time each day to talk to them about their experiences in school. Ask about homework assignments. Your consistent interest in their progress and personal development in school will motivate them to want to learn. Get involved at school by maintaining contact with your children's teachers. Feel free to ask questions. Attend parent conferences. Be supportive of the exciting school-wide activities held each year. Let your child know you are working together with the teacher and the school to help make your child's education beneficial in every way. Home and school working together as a team can make the school year a very successful one for your child!

Please sign the Student-Parent Handbook Signature Page that is enclosed in your child/child's first day packet and return to their teacher by September 17, 2010.

***These will be filed in the office to verify that the school rules have been read and understood by all students and parents.**

SCHOOL HOURS – Regular Day Schedule

Grades 1 – 5	7:50 A.M. – 2:15 P.M.
Early Bear Kindergarten	7:50 A.M. – 11:10 A.M.
Late Bear Kindergarten	9:30 A.M. – 12:50 P.M.
SDC Pre-K & SDC Kindergarten (early bear)	7:50 A.M. – 11:50 A.M.
SDC Pre-K & SDC Kindergarten (late bear)	9:30 A.M. - 1:32 P.M.

RECESS

9:40 A.M. – 10:00 A.M.

LUNCH HOURS

❖ Grades 1 – 2	11:30 – 12:15
❖ Grades 3 – 5	12:15 – 1:00
❖ SDC Pre-K & SDC Kindergarten	11:10 - 11:50

Early Release Days – Every Wednesday

Grades 1 – 5: Dismissal @ 1:15 P.M.
Kindergarten Early Bear & Late Bear remain on regular schedule
SDC Pre-K, & SDC Kindergarten:
Early Bears: Remain on regular day schedule
Late Bears: Dismissal @ 1:15 P.M.

Minimum Days (6 per year)

Grades 1-5: Dismissal @ 12:37 P.M.

Kindergarten, SDC Pre-K & SDC Kindergarten
Early Bears: Remain on regular schedule
Late Bears: Dismissal @ 12:37 p.m.