

# Mitchell Community School Family Handbook

## 2024/2025 School Policies & Procedures

### DAILY SCHEDULE

#### Instructional Day:

Grades K - 6: 8:15 a.m. - \*2:45 p.m. (\*1:45 Wednesday dismissal)

Recess: TK/Kindergarten 9:35 a.m. - 9:55 a.m.  
Grades 1-3 10:00 a.m.-10:20 a.m.  
Grades 4-6 10:20 a.m. - 10:40 a.m.

Lunch: TK/Kindergarten 11:15 a.m. - 11:55 a.m.  
Grades 1-2 11:55 a.m. - 12:35 p.m.  
Grades 3-4 12:20 p.m.- 1:00 p.m.  
Grades 5-6 12:45 p.m. - 1:25 p.m.

#### Minimum Days

Grades K - 6: 8:15 a.m. - 12:15 p.m.

Brunch: TK/Kindergarten 10:00 a.m. - 10:35 a.m.  
Grades 1-2 10:20 a.m. - 10:55 a.m.  
Grades 3-4 10:40 a.m. - 11:15 a.m.  
Grades 5-6 11:00 a.m. - 11:35 a.m.

#### Office Hours

Monday - Friday 7:30 a.m. - 4:00 p.m.

#### Time of Student Arrival

Mitchell offers student supervision starting at 7:50 a.m. on both the TK/Kindergarten Yard and Main Play Yard. As it is unsafe to leave children unattended, we ask that you do not have your child arrive at school prior to this time. Students are to go directly to the play yard.

Students are expected to get in line and be ready to enter their classrooms when the first bell rings at 8:10 a.m. Instruction begins at 8:15 a.m. Any student arriving after 8:15 will need to enter through the office and will be marked tardy.

Breakfast from the cafeteria is served before school or at recess time if students choose.

# ATTENDANCE PROCEDURES

If you have a note to clear an absence or tardy, please bring it directly to the office. Once the attendance records are checked each morning, parents of any child not accounted for will be contacted to clear the absence.

## Absences

All children not present at school are accounted for daily. We ask that our parents follow this procedure:

- Please notify the school office within 24 hours of your child's absence.
- State the child's name, teacher's name and reason for absence.
  - o You may also email [ddilley@sssd.k12.ca.us](mailto:ddilley@sssd.k12.ca.us) and cc the teacher to notify us

It is important to note that absences will be marked in one of three ways, even when the absence is called into the office. The absences may be marked as follows:

- Unexcused (out of town, slept in, Disneyland, did not call in)
- Excused (i.e. a doctor/dentist appointment, funeral, religious holidays)
- Illness (i.e. fever, strep throat, etc.)

Attendance letters are sent out on a weekly basis. These letters are based on truancy (3 unexcused absences) as well as chronic absences (which is absences for 10% of the school year, regardless of the reason for the absences).

If you wish to pick up work for your child due to an absence, please email the teacher by 9:00 a.m. of the day work is requested so that the teacher may gather the work and have it ready for you by the end of the day.

Attendance counts! Student attendance is a key to success in school. Please make certain that your child is in school and ready to learn. Family vacations should be scheduled to coincide with school vacations. If your child will be absent for **3 or more consecutive days**, for any reason, please notify the teacher and request an **INDEPENDENT STUDY CONTRACT** from the office **AT LEAST 5 DAYS** prior to the absence. Please note, work needs to be turned in throughout the independent study.

## Tardiness

The school day begins promptly at 8:10 a.m. **Being tardy is very disruptive to your child's morning routine as well as those of his/her classmates.** Please assist us by having your child at school by 8:10 a.m. In accordance with the Education Code (48200.48260.5), a series of official district letters are mailed to parents and reported to the state if the number of tardy arrivals becomes excessive. If your child arrives after 8:15, please instruct him/her to go to the office to check in before going to class.

## **Release of Students**

For your child's safety, we cannot release your child to anyone other than the parents or the designee noted on the emergency card. Please notify the office of any changes or special circumstances regarding your child's release. If you have arranged for someone to pick up your child from school, during school hours, the individual must be at least 18 years old with identification (including siblings). Additionally, any student who has not been picked up after the valet line has been cleared will need to be signed out by a parent or designee noted on the emergency card in the office. If someone other than a person on the emergency card will be taking the student, written notice from the parent will be required.

## **Sign Out Procedure**

If you find that you need to pick up your child during the school day, come to the office to pick up your child. Students will not be dismissed from class until the parent has arrived at the school office. A valid ID will be required for anyone signing a student out of school.

## **Medication Policy**

The "Physician's Recommendation for Medication Form" **must be renewed yearly** for any student who needs medication administered at school on a routine or as-needed basis. This form is completed by your physician and requires a parent/guardian signature. Medication cannot be dispensed without this authorization on file. The medication and the form need to be brought to the office by the parent/guardian.

Please note the following:

- Prescriptions or instructions must be in English.
- Medications cannot be dispensed by the classroom teacher.
- Students may not bring medications to school to administer to themselves.
  - o This includes cough drops and other over the counter medications

\*All medication from the current school year must be picked up on/before the last day of school. All medication not picked up will be discarded before the office closes for the summer.

# SAFETY

Your child's safety is our first priority. All schools in the Sulphur Springs Union School District, including Mitchell, are closed campuses. To ensure that we foster a safe environment for students during instruction, we ask that parents adhere the following guidelines:

All gates to school will be locked at all times. **Parents may not gather in the interior hallways or on the playground** before school, during school, or prior to school dismissal. Parents may wait at the gate at the front of the school. Parents and siblings may not be on the campus before, during, or after school has been dismissed.

## Visitor Policy

During instructional hours, all visitors coming onto the campus are to report directly to the office, sign in and obtain a visitor's badge. **Badges must be worn in clear sight at all times. A valid ID will be required.**

Please note that all parents who would like to come on campus for birthday parties, class or grade level celebrations, and field trips must go through the volunteer process each school year. Additionally, siblings under the age of 18 are not permitted to attend these events, even if they are cleared volunteers.

## Volunteer Policy

Mitchell loves our volunteers. If you would like to be a volunteer, you will need to attend a volunteer seminar. Once you have attended a seminar, you will work with your teacher to develop a time to volunteer in the classroom. This will need to be completed each year. It is required to bring a valid photo I.D. each time you come to the school to volunteer.

## Pets

Due to the unpredictability of animals and potential allergic reactions, we ask that you not bring your pet onto campus, including the area outside of the front gate. This also includes pets brought to school for sharing.

## Walking to School

If your child is going to walk to and from school, please discuss the safest and most direct route and the approximate time the trip takes. Insist he/she crosses at crosswalks and obeys signals. Encourage and/or arrange for your child to walk with a partner or a group. Students who walk towards Winterdale will exit the blue gate by the office. Students who walk towards Kenroy will exit at the 400 gate.

## Driving Your Child - Safety Rules For Arrival/Dismissal

The safest way to deliver and pick up your child is by using the Mitchell Valet located at the front of the school. It is safe, efficient and convenient! Just turn onto Goodvale Road and follow the line and a Valet Volunteer will greet you with a smile!

### To use our Valet Program:

- Parents can come early and pull up to the curb on Goodvale to wait for dismissal. Please remain in your car! **There is no parking in front of the school.**
- When the valet service begins, just follow the line to the pick-up area. **Please pull all the way forward, your child will walk to meet your car.**
- **Do not cross through or have your child cross the line of traffic.**
- Please do not park in the red zone, or in or in front of the driveways on Goodvale
- For the safety of all, the bus loop will only be used for school buses and daycare vans
- The main parking lot gates will be closed from 7:50-8:20 AM each morning, as well as from 2:30-3:00 on Mondays, Tuesdays, Thursdays and Fridays and from 1:30-2:00 on Wednesdays. On minimum days, the gates will be closed from 12:00-12:30.

### **PLEASE HELP US KEEP OUR CHILDREN SAFE, DRIVE SLOWLY.**

- Please refrain from using your cell phone in the parking lot, including the valet line
- For your child's safety, children must be supervised at all times by school staff

### Parent Parking on Campus

Parents may park in the main parking lot (please see above for times when the gates close). Please use only the designated spots in the parking lot. **Parking is NEVER permitted in any RED ZONES or in the VALET LINE in front of the school.**

### Bicycle/Skateboard Policy

Students in grades 4th - 6th may ride their bikes to school with a signed bike permit. Bikes must be equipped with a lock and riders must have helmets. Bikes are walked while on campus and are stored at our bike rack, which is located behind the office building. **SKATEBOARDS, SCOOTERS, ROLLER BLADES AND ROLLER SNEAKERS ARE NOT ALLOWED AT ANYTIME ON CAMPUS.**

## **Fire and Disaster Drills**

Fire drills and disaster preparedness drills are conducted monthly to practice the safe and efficient egress from classrooms. Parents can assist us with disaster preparedness by filling out the disaster preparedness card on Aeries. The emergency card is designed to provide up-to-date emergency information in the event of an earthquake or other disaster.

In case of an earthquake, students will be kept at the inside of our track / grass area. Parents, or designees as indicated on the disaster release form (from Aeries), would report to the table near the east side of the campus (near the 400 building and track) to sign the child out of school.

## **After School Policy**

Students are not permitted to play on the playground afterschool. All students should meet their families in valet or at the front of the school. If a child does not know how they will be picked up, they will be sent to the valet line. No children may sit at the front of the school without adult supervision.

# RULES OF CONDUCT

Mitchell's Rules of Conduct were written to establish behavioral expectations to ensure the safety of students.

## Rules of Conduct

Our rules of conduct are comprised of the following elements, and the questions guide choices and decisions:

- **SAFETY**: Are my words & actions safe for myself and others?
- **RESPECT**: Do my words & actions show respect for myself and others?
- **HONESTY**: Do my words and actions represent the truth?
- **RESPONSIBILITY**: Do my words & actions meet with the expectations to take care of myself and be a dependable member of the community?
- **COURTESY**: Do my actions help make this a nice place where people feel welcome, accepted, and where they can do their work?

## CLASSROOM EXPECTANCIES

Each classroom displays our school's Rules of Conduct and creates its own unique class rules or class Social Contract. Teachers will keep parents informed on their child's behavior.

## RECESS/PLAYGROUND EXPECTANCIES

- Keep hands, feet and objects to yourself.
- No fighting, play fighting or karate moves.
- Rock throwing will always result in a serious consequence.
- Snacks at recess can be eaten at the lunch benches.
- Snacks may not be eaten on the yard or walking to and from the snack area.
- **Students are never to leave the playground area without the permission and knowledge of the yard supervisor.** The hallways and between buildings are not considered the playground. During play times, do not enter unoccupied classrooms or common areas.
- Students are not to go room to room asking teachers if they want help.
- If a yard supervisor sends for a student, students should respond to their request.
- Students are expected to be quiet at all times in covered walkways/hallways around classrooms.
- Report all injuries or concerns to an adult on duty.
- Do not climb to the top of anything and jump off.
- Do not play underneath any playground equipment.
- Backpacks are dropped off in the morning at the assigned line up areas before school.

***No gum at school.***

## **LUNCHROOM EXPECTANCIES**

- No cuts or pushing in line. If you leave, you lose your spot.
- Use inside voices.
- Eat at assigned tables and pick up after yourself.
- Do not share food.
- Walk at all times. Running is unsafe.
- Do not leave until dismissed.
- Use the same good manners used at home.

## **STUDENT DRESS CODE EXPECTANCIES**

- Students should come to school properly groomed.
- Clothing shall not depict inappropriate subject matter, language or activities for students. (i.e., controlled substances such as alcohol, drugs, cigarettes; sexual context; gangs or violence).
- Hats, caps, and hoods may not be worn backwards and/or inside buildings.
- Clothing must be properly sized and appropriate for the elementary school setting.
- Crop tops and spaghetti straps are not permitted; shoulder straps should be at least one inch wide.
- Appropriate shoes for running and playing must be worn at all times.
- Sandals, open toed shoes and clogs are not permitted.
- Dangling earrings or large hoop earrings are not permitted.
- Make-up or colored hair gel of any kind is not permitted.
- Mohawks must be kept 2 inches or shorter.

## **Accountability**

Except for severe behavior such as serious fighting and rock throwing, children are given fair warnings by playground supervisors.

However, with repeated violation of rules, consequences might include:

- Warning - an explanation of what rule was broken
- A "Communication/ Misconduct Slip" to the teacher telling what the child did
- Visit to the principal
- Communication to the parent regarding the incident

## **Suspension**

Behaviors such as serious fighting, threatening and/or endangering others, may result in a school suspension. Bringing any kind of weapon to school such as a knife (even a pocket knife) or explosives such as firecrackers will result in suspension and a possible expulsion from school.

# CELEBRATIONS AND ASSEMBLIES

## Rewards / Incentives

Mitchell celebrates good behavior in a variety of ways, both in class and on the yard. Students are also rewarded by their teacher in many ways in the classroom.

- **"Soaring" slips**: Are given when an adult sees a student following the rules. These are collected in the office and are drawn at awards assemblies to be given a reward for good behavior.
- **"Eagle Affirmation" slips**: Are given when someone on campus sees another doing a kind act that "fills another's bucket." These are drawn every Friday and announced on the morning announcements to share a positive affirmation with the person.
- **"Soaring EAGLE" recognition**: Two students are selected each week to receive the "Soaring EAGLE" Principal's Award. Teachers nominate students for this award based on the student's:
  - Exhibiting a positive attitude
  - Always showing respect and responsibility
  - Giving their best effort
  - Leading and
  - Encouraging others

Soaring Eagles receive a certificate, pin and have their name displayed shared in the Monday Message.

- **Celebration Assemblies**: Our Celebration Assembly honors Scholarly Behaviors, Outstanding Effort or positive Character Traits. Parents are invited to attend. Students are given a certificate.

## 100% Accelerated Reading Assemblies

Mitchell celebrates the skill of reading and achieving goals. Three times during the school year, students are given a reading goal. To reach their goal, students take quizzes after reading their book. **Students may not take more than 2 quizzes per day.**

Should they reach their goal, they receive an invitation to a special awards assembly to recognize their hard work. Students reaching 100% of their goal while maintaining 80% accuracy will have a chance to earn a medal and certificate. Parents are invited to the awards assemblies to recognize their children's achievement.

# GENERAL PROCEDURES AND INFORMATION

## **School Notices and Forms**

We consider emergency information a very important priority for each child. Please make sure that you have completed the emergency card and be sure to include at least one local reference contact. If there is an illness or injury, these cards are used to contact the person you have designated to be responsible for your child. Please provide the office with any address, home, work, or cell phone number changes. In case of emergency, phone calls will be made to the contact(s), so it is important to keep the office updated with the most current working numbers. Only one emergency card per student is permitted.

The *Monday Message* is a weekly message that contains important school information and upcoming events. This message is sent out via ParentSquare at 9:00 AM each Monday (unless there is a Monday holiday, in which case it will be sent out at 9:00 AM on Tuesday). Other school information as well as PTA notices will be sent home routinely during the school year. Additionally, our school web site contains a school calendar and is a good resource for information. Lastly, please do not hesitate to call the school at 661-252-9110 with any questions or e-mail the principal directly with any concerns at [glupica@sssd.k12.ca.us](mailto:glupica@sssd.k12.ca.us). We highly value our parents and community ideas and suggestions.

## **Food Services**

A school breakfast and lunch program is provided for pupils. Students may select a cafeteria prepared breakfast and/or lunch or bring a sack lunch from home. All meals are provided free of charge this school year to ALL Mitchell students. Cafeteria menus are provided one month in advance.

## **Lost and Found**

We urge parents to LABEL EVERYTHING with the children's names in coats, sweaters and other personal items. This will facilitate the return of lost garments and articles. If lunch boxes are used, please have them marked also. Please have children check our lost and found closet. Unclaimed items will go to local charities twice a school year.

## **Telephone Use / Cell Phone:**

The office and classroom phones are available for emergency use only. Please be sure your child's plans are settled prior to the beginning of the school day before he/she leaves home. Cell phones, Apple watches, and any other device that can make or receive phone calls or text messages may be brought to school at the student's responsibility, but they must remain "OFF" and in backpacks during instructional hours, as well as while entering and exiting the campus, including while the student waits in the valet line. No cell phones may be used by students on campus at any time.

### **Dropping Off Items:**

If you have an item to drop off to your child after school has begun, please be sure to label the item with the child's first and last name, as well as the teacher's name. School staff will get the items to students. Instructional time will not be interrupted to drop items off.

### **Birthdays/Holidays**

If you wish to provide treats for your child's class, check with your child's teacher first. Any treats will be handed out at recess (unless previously discussed with the teacher). Treats will need to be delivered to the office prior to recess beginning. All items need to be store bought, the same flavor, and single servings for each child. Please check with the teacher regarding any food allergies. Flowers or balloons will not be delivered during the instructional day. Also, any adult wishing to attend the celebration will need to have gone through the volunteer training prior to the celebration. No younger siblings will be permitted.

### **Media and the School**

From time to time for various events, we are covered by the media (newspaper, TV, etc.) at school. If you do not wish your child involved with the media, please leave a note to that effect in the school office.

### **Classroom Assignments and Reorganizations**

Class lists are formed by a committee of teachers and reviewed by the school principal. The goal is to create a well-balanced group of students based on several variables. All placements must remain firm for the first two weeks of school in order to allow the enrollment to stabilize. At that point, it is sometimes necessary to reorganize classrooms. Every effort is made to reorganize as early as possible to cause the least amount of disruption to our children. Parents will be notified in writing when these changes occur. We ask that parents be supportive throughout any reorganization and that they keep in mind that it is not done arbitrarily, but out of necessity. Please note, we are unable to take requests for student placement.

## **Classroom Visitation by Parents**

Parents are welcome and encouraged to observe their children in the classroom. We hope our guidelines will help to make the experience satisfactory for both parents and teachers and beneficial to children.

- 1) All classroom visits are arranged through the classroom teacher and administration in advance of planned visitation.
- 2) You are asked to check in at the office and obtain a visitor's pass.
- 3) Visitations are most effective after the first three weeks of school and will be limited to approximately twenty minutes unless a longer period has been previously arranged with the child's teacher. The administrator will accompany the parent during this observation.

## **Homework**

Homework occupies an important place in the educational program. The program has definite value in assisting children to develop self-direction and self-discipline by promoting study habits and study skills, which will serve as an important link between the home and the school. The desired outcomes of homework include:

- 1) Providing practice in needed skills
- 2) Training pupils in good independent study habits and in the ability to budget time.
- 3) Expanding pupil's understanding through research activities.
- 4) Strengthening the parents' understanding of the school's programs.
- 5) Extending school learning, experience, and interests into the home.
- 6) Strengthening the relationship between home and school.

## **Internet Usage**

All classrooms have internet access. The internet comes through the district server which has a filter and the sites are secure. Students must have a signed permission slip on file to use the internet at school. Teachers are responsible for checking sites before students use them.

## **Library/Lost Books**

Mitchell has a library technician to service the educational and recreational literary needs of the school community. Classes have a regular time to visit the library.

We ask that you practice:

- Keeping books clean
- Do not bend or tear pages
- If you borrow a school library book, return it to school the following week.  
(Books may be renewed)

If a student's textbook, library book, or other school property is lost or damaged, the student is responsible for the replacement.

### **Toys, iPod, Electronic Device Policy**

Students are not allowed to bring toys, iPods, E-Readers, or portable electronic games to school for recess or after school play because it often results in lost or broken toys. This includes trading cards. If an item needs to be transported from one home to another for after school play, please bring the item to the office at the start of the school day for safekeeping. It may then be retrieved by the student at the end of the day.

## **COMMUNITY INVOLVEMENT AND LEADERSHIP**

The following committees and organizations represent several important groups that make up the decision-making, fund raising, and community-support bodies at Mitchell.

### **School Site Council (SSC)**

The SSC is a group of parents, teachers, and a classified employee. This group approves the School Plan, Site Safety Plan and advises on budgetary decisions.

### **English Learner Advisory Council (ELAC)**

This is a group of parents and staff working to promote academic excellence for this group of learners. One of the representatives of this site group attends the District English Learner Advisory Council (DELAC) each month.

### **Parent Teacher Association (PTA) of Mitchell**

The primary purpose of the PTA nationwide is to promote the welfare of children in the home, school and community.

The Mitchell PTA meets monthly to organize and carry out the PTA objectives for the year. These meetings are open and all are welcome to join us as we discuss expenses, student programs and activities. If you have something that you would like to suggest for our school, please email your suggestion to our PTA President at [mitchelleaglespta@gmail.com](mailto:mitchelleaglespta@gmail.com).