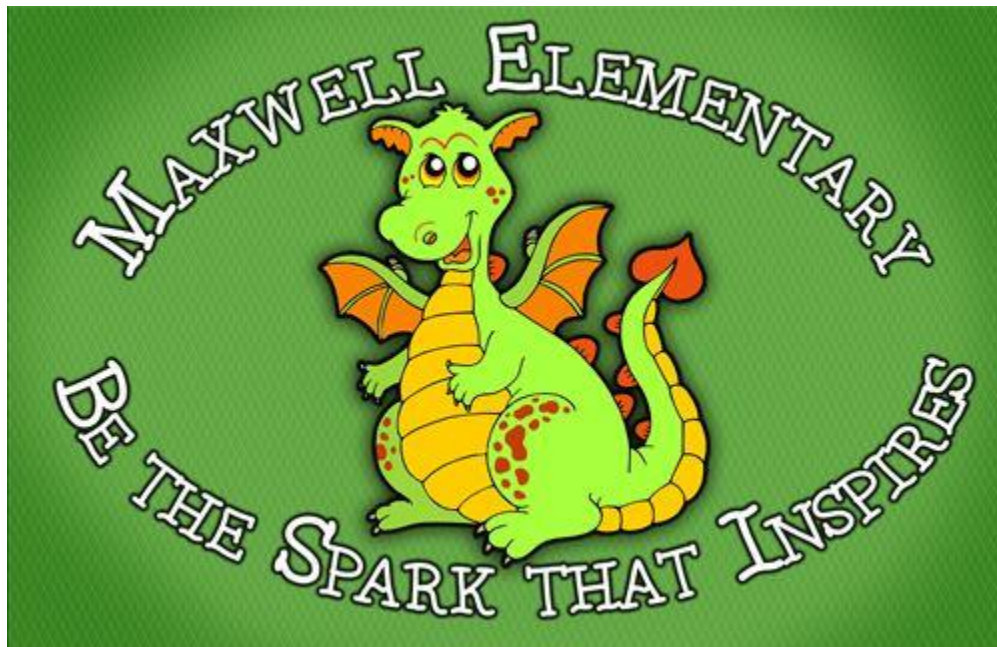


**Rhoda Maxwell Elementary School**  
**Student/Parent Handbook**  
**2022-'23**



**50 Ashley Ave.**  
**Woodland, CA 95695**  
**530-662-1784**  
**Office Hours 7:30 a.m.- 4 p.m.**

## **Parents of Maxwell School Students**

Welcome to Maxwell School! We look forward to an exciting, productive and fun school year filled with rich learning experiences for your child.

Please review this handbook with your child and note the section entitled "What Every Student and Parent Should Know". It contains important information on safety procedures and the district adopted dress code. Please talk with your child about the proper use of crosswalks, staying on sidewalks and never walking between cars unless accompanied by an adult. In addition, as your child's safety is of utmost importance: The front parking lot will continue to be closed to student drop off and pick up.

Parents are a valuable asset to our school and an important part of our educational team here at Maxwell School. We encourage all parents to become involved in one of our site based organizations. Information on School Site Council, English Learner Advisory Committee, PTA and volunteering is included in this handbook. When families participate in their children's education their children and the school are more successful!

Please keep this handbook in a convenient location for reference throughout the year and don't hesitate to contact us at the school office if we can be of further assistance. We look forward to working with all of our families to ensure the best learning opportunities for all of our students.

### **Mission Statement**

Our mission is to inspire all students to become respectful individuals and creative thinkers.

### **Vision Statement**

Our school environment is one in which all learners grow and succeed. We value and accommodate diversity. We support our learners because they are capable, and we believe in them. Our teaching practices are both reflective of and responsive to the needs of our students. Families are partners in the learning process. We embrace communication between staff and the community as we work to create the best learning opportunities for all our students.

### **SCHOOL SPIRIT**

School Colors: Green, Gold and White School

Mascot: Dragon

Students are encouraged to wear their Maxwell t-shirts or sweatshirts on Fridays. All students were gifted a t-shirt at the beginning of the year but if you are interested in purchasing a school shirt, please stop by or contact the office at 662-1785.

## **Maxwell Elementary Staff**

Adam McLearn, Principal  
Lesley Estrella, Office Manager  
Laura Iniguez, Clerk

### **TEACHERS**

Mariluiza Sanchez	Transition Kindergarten
Gloria Luna	Kindergarten
Estella Medina	Kindergarten
Maria Aguirre Robledo	1st Grade
Jamie Wilson	1st Grade
Kristin Babcock	2nd Grade
Teresa Ramirez	2nd Grade
Phyllis Avalos	3rd Grade
Alec Craig	3rd Grade
Jackie Taylor	4th Grade
Heather Koczian	4th Grade
Celena Rodriguez	5th Grade
David Zendejas	5th/6th Grade
Traci Burnham	6th Grade

### **SPECIALIZED TEACHERS & STAFF**

Marisol Arriaga	State Preschool Site Supervisor
Alexandra Diaz	ELOP Coordinator
Kit Hoang	Resource Teacher Special Ed
Michael Carillo	Resource Teacher Special Ed
Mollie Camacho	Physical Education
Melinda Bauer	EL Specialist
Emma Burke	School Counselor
Lucelly Rodriguez	Librarian
Michele Mann	School Psychologist
Trisha Wilder	School Nurse
TBD	Speech Therapist
David Johnson	Band Teacher
Randy Veirs	Strings Teacher
Hope Gothard	Preschool SDC Teacher
Sarah Pleski	Preschool SDC Teacher
Rebecca Wiley	Preschool SDC Teacher

Joel Cribb	PARAPRO II
Lourdes Valenzuela	PARAPRO II
Shannon Dahler	PARAPRO II
Rachelle Howard	PARAPRO II
Maria Huerta	PARAPRO II
Lucia Chavez	PARAPRO II

#### CLASSIFIED STAFF

Saidie Montoya	CAFÉ Specialist
Alicia Garcia	Lead Custodian
Blanca Moran	Night Custodian
Manuela Palacios	Noon Duty / Crossing Guard
Liliana Ruiz	Noon Duty / Crossing Guard
Ladonna Calderas	Noon Duty
Rosa Hernandez	Noon Duty
Garla Highfill	Noon Duty

#### IPAT TEAM STAFF

Trisha Wilder Nurse  
Keri Johnson School Psychologist  
Farrah Fisher Teacher  
Rondi Drefs Speech Therapist

Maxwell Elementary School  
Bell Schedule 2022-2023

TK and Kindergarten								
Wednesday			Mon-Tues-Thurs-Fri			Minimum Days		
8:15 AM	9:55 AM	Class	8:15 AM	9:55 AM	Class	8:15 AM	9:55 AM	Class
9:55 AM	10:10 AM	Recess	9:55 AM	10:10 AM	Recess	9:55 AM	10:10 AM	Recess
10:10 AM	11:30 AM	Class	10:10 AM	11:30 AM	Class	10:10 AM	11:45 AM	Class
11:30 AM	12:10 PM	Lunch	11:30 AM	12:10 PM	Lunch			
12:10 PM	1:20 PM	Class	12:10 PM	2:10 PM	Class			
Total =	250		Total =	300		Total =	195	

Grades 1								
Wednesday			Mon-Tues-Thurs-Fri			Minimum Days		
8:15 AM	10:15 AM	Class	8:15 AM	10:15 AM	Class	8:15 AM	10:15 AM	Class
10:15 AM	10:30 AM	Recess	10:15 AM	10:30 AM	Recess	10:15 AM	10:30 AM	Recess
10:30 AM	11:45 AM	Class	10:30 AM	11:45 AM	Class	10:30 AM	11:45 AM	Class
11:45 AM	12:25 PM	Lunch	11:45 AM	12:25 PM	Lunch			
12:25 PM	1:20 PM	Class	12:25 PM	2:10 PM	Class			
Total =	250		Total =	300		Total =	195	

Grades 2 - 3								
Wednesday			Mon-Tues-Thurs-Fri			Minimum Days		
8:15 AM	10:15 AM	Class	8:15 AM	10:15 AM	Class	8:15 AM	10:15 AM	Class
10:15 AM	10:30 AM	Recess	10:15 AM	10:30 AM	Recess	10:15 AM	10:30 AM	Recess
10:30 AM	11:45 AM	Class	10:30 AM	11:45 AM	Class	10:30 AM	11:45 AM	Class
11:45 AM	12:25 PM	Lunch	11:45 AM	12:25 PM	Lunch			
12:25 PM	1:20 PM	Class	12:25 PM	2:10 PM	Class			
Total =	250		Total =	300		Total =	195	

Grades 4 - 6								
Wednesday			Mon-Tues-Thurs-Fri			Minimum Days		
8:15 AM	10:15 AM	Class	8:15 AM	10:15 AM	Class	8:15 AM	9:55 AM	Class
10:15 AM	10:30 AM	Recess	10:15 AM	10:30 AM	Recess	10:15 AM	10:30 AM	Recess
10:30 AM	12:20 PM	Class	10:30 AM	12:20 PM	Class	10:10 AM	11:45 AM	Class
12:20 PM	1:00 PM	Lunch	12:20 PM	1:00 PM	Lunch			
1:00 PM	1:20 PM	Class	1:00 PM	2:40 PM	Class			
Total =	250		Total =	330		Total =	195	

## GENERAL INFORMATION

### **ATTENDANCE**

Students who are absent from school must have a parent or guardian contact the school to report the absence for each day they are not in school. If the school is not contacted, the school will automatically notify you of your students' absence. If no call is received the absence may be marked as unexcused. Unexcused absences will result in truancy letter(s) and may lead to a SARB hearing at the police department.

### **EXCUSED ABSENCES**

Please contact the school on the day your child is absent. California State Law states that absences are considered excused for reasons of:

1. **Student illness (illness typically comes in the form of fever, vomiting, or diarrhea- students need not stay home for minor symptoms such as light coughing or sneezing.)**
2. **Student medical appointments and/or**
3. **Death of an immediate family member, funeral (1 day in state or 3 days if out of state) of one's immediate family.**

**All other absences are considered unexcused.**

### **ABSENCE NOTES**

When a child has 14 absences in a school year for illness, which were verified by a parent, note or telephone call to the school, any further absences for illness must be verified by a physician. If absences are not verified by note or telephone by the third day after the absence date, the absence will be logged as unexcused. If a doctor's note is not submitted, your student's absence becomes unexcused and could lead to truancy issues. Truancy issues could eventually lead to a SARB hearing at the police department. Your child's daily attendance is the best guarantee for academic progress and success.

### **TARDIES**

In the interest of child safety and good home-school communication, students that arrive after 8:15 a.m. are required to go to the school office first and get a tardy slip to enter class. Children who are tardy 30 minutes or more on three separate occasions will receive a truancy letter. A tardy over 30 minutes are counted toward TRUANCY on the students attendance records and will be referred to the School Attendance Review Board for a hearing at the Woodland Police Station.

### **INCENTIVES**

In an effort to motivate students to attend school every day, Maxwell Elementary may provide incentives for students who have perfect attendance. If possible, arrange doctor's appointments outside of the regular school hours.

### **COMMUNICATION**

It is extremely important that close communication and cooperation exist between home and school. If we have concerns about your child we will share those concerns with you and your child. If you have concerns regarding your child we encourage you to contact your child's teacher. If your concerns are not addressed to your satisfaction then a meeting with the principal and your child's teacher may be scheduled. We encourage an open line of communication between home and school so that we may remain consistent with our expectations.

### **DATA CONFIRMATION**

This is a process where parents confirm that the information the district has on file for your students is accurate. Parents will log into the Aeries Parent Portal account and verify the information is correct or make changes. If you have any changes to your child's information or emergency contacts later in the year, please come into the office and let us know. Please note: Without parent permission, we will not release a child during school hours to anyone who is NOT LISTED in the data confirmation system. The individual must provide IDENTIFICATION before the school will release a student.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

Please notify the school office immediately if your home or work phone number or address has changed. This information is necessary in case of an emergency with your child.

### **VERIFICATION OF RESIDENCE**

All students must have a "Verification of Residence" form completed annually and on file in the school office. A copy of a utility bill in your name is required. If you do not have one, you must get a statement verifying that you live at the address; which must be within Maxwell School's attendance area. If you moved during the school year, please notify the office to do an address change.

### **CLOSED CAMPUS**

To provide a safe and secure environment for our students, Maxwell is a closed campus to everyone except students and authorized personnel during school hours.

Visitors must have a school related purpose for being on campus.

Visitors are expected to model the same excellent behavior that we are shaping with our current students. Remember that you are role models and this is not a choice; it is a responsibility.

All visitors must enter the campus through the office. Parents and other visitors must receive an office pass before entering the fenced campus while school is in session. Visitors without a pass, visitor badge, or employee badge will be asked to report to the office or to leave.

- You must have prior permission from a teacher under whose supervision you will follow. The teacher needs to have communicated this permission to the office via email before the office will allow you access to campus.
- Visitors, including parents and volunteers, must check in with the office and obtain a visitor's badge before entering the campus.
- Items (such as lunches, money, special projects, etc.) that need to be delivered to students by a parent during school hours must be done through the office. Parents may not go directly to the classroom or onto the playground without checking into the office.
- Students may not bring visitors (such as friends or relatives) to school or have them visit on campus. Special permission may be granted by the school administration for visitors if requested by the student and parents.
- Unauthorized visitors standing on the playground, outside of classrooms, in the pods, or on the school grounds during the hours that school is in session (7:45 a.m. to 3:00 p.m.) will be asked to check-in at the school office or leave the school campus immediately.

**This means that only Maxwell students and staff members are allowed on campus during school hours. Children are not allowed to leave the school grounds once they have arrived unless they have written or verbal parent permission. Parents are encouraged to visit and volunteer, but we request that you follow school procedures and guidelines. As a visitor you must check in with the office. Your child's safety is very important.**

### **STUDENT RELEASE DURING THE SCHOOL DAY**

Under no circumstances are students to leave the school grounds without the expressed written consent of their parents/guardians or of the principal.

If you must take your child out of school during the school day, you need to come to the office to sign your child out. The office will call the classroom to notify the teachers and your child will be sent to the office. The person picking up the student is to wait in the office until the child arrives rather than go to the classroom as this can be disruptive to learning.

***Your child will only be released to adults listed as emergency contact on the registration form.*** The office staff will request that identification verification, such as a driver's license or identification card, be shown if the person picking up a student is not known by the office staff. If the person does not have identification, the office will call the parent to confirm identification. It is helpful when parents call in advance to notify the office that a person other than the parent will be taking their child out of school. We ask that parents limit or avoid taking students out of class during the school day. This is disruptive to your child's learning.

### **SCHOOL CLOSURE**

In case of an emergency that would necessitate an immediate closure of the school, please have a contingency plan worked out with your child in case you are not at home. If your child regularly goes to a place other than home after school, the name, address and phone number must be on file with us. We must have an emergency card that lists current phone numbers. **We cannot release children to unauthorized individuals not listed on the emergency card.**

### **STUDENT DROP-OFF AND PICK-UP**

Student safety is our primary concern. Please drop off and pick up students at the gate. Make sure your student knows where they will meet you. No parents are allowed to drive into our parking lot (with the exception of those displaying a disabled placard) so please arrive early to find parking and drop your student. At dismissal time, it is important for parents to meet their child(ren) at the gate and walk using the crosswalks. **DO NOT** ask your child to enter into a traffic area, street or parking area. We cannot permit students to cross the street without an adult unless they are using crosswalks. It is unsafe for children to cross either Ashley or Beamer unescorted. Do not park in the red zones and never leave your vehicle unattended in the yellow zones. Woodland Police Department could issue a ticket for parking illegally.

### **BREAKFAST & LUNCH**

All students are entitled to a free breakfast and lunch. Breakfast is served from 7:45- 8 a.m. every morning. Please do not drop off students before this time as the cafeteria is not supervised until breakfast is served. Students bringing their own lunch from home can still get milk from the cafeteria. Breakfast and lunch menus can be found on the District website- vegetarian options are available every day.

### **ACCIDENT INSURANCE**

THE SCHOOL DISTRICT DOES NOT CARRY ACCIDENT INSURANCE ON STUDENTS, THIS IS A FAMILY RESPONSIBILITY. If you do not have coverage, applications for a low cost accident insurance policy may be obtained through the school. This information and the application will be sent home the first week of school. Parents are strongly encouraged to obtain school day coverage at a minimum cost, which covers the most common school accidents.



### **CIVIL DEFENSE EMERGENCY**

The Maxwell School plan for meeting serious emergencies is reviewed and revised annually. Copies are submitted to county, city and district authorities. Copies are available at school for your review. School procedures allow for emergency dismissal which may become necessary at any time of the day. It is important that each family plans for such emergencies. Children should know what to do in the event of an emergency if they are dismissed early from school. In the event of an emergency that forces children to be sent home, we will house the children until parents are reached or they are picked up by parents or a family member.

### **SCHOOL NURSE**

Our school nurse will NOT normally be available to give direct first aid to children. Please take this into consideration as you complete the emergency section of the emergency card. Listing a responsible adult that can be reached at all times if your child becomes ill or injured at school. When the school nurse is not on campus a health technician will be staffing the nurse's office and can address minor issues such as providing band-aids and ice as well as making calls home for sick children.

### **PUPIL MEDICATION**

Any student who is required to take medication prescribed by his/her physician during the school day, will need the following:

1. An **Administration of Medication Form**, may be obtained at the school office and **must be signed by the parent/guardian and physician**.
2. All medication must be in a container with the prescription label on it.
3. School personnel **MAY NOT** administer any medication that is not in the prescription bottle or box or any "over-the-counter" medication unless we also have signed instructions from the physician. All medication will be administered by school personnel designated by the school nurse.

### **LIBRARY**

All students will be trained to use the library facilities commensurate with their age and development. Parent assistance in training their child in the proper care of books at home and the prompt return of a book is extremely helpful. In cases where library books are damaged, not returned or lost, parents will be responsible for replacing the book(s). Failure to return or pay for lost or damaged books may cause the student to lose library privileges. Please sign and return the Library Permission form if you want your child to check out books from the school library.

### **MUSIC PROGRAM**

Maxwell School offers band to students in grades 4th , 5th and 6th grades . Any student may join the band if permission is granted by the parents and space is available. The school has some musical instruments available for check out.

## **COMPUTER RULES**

### **Student Guidelines for Responsible Network and Internet Use**

The activities listed below are not permitted:

- Using the network for any illegal activity, including violation of copyright or other contracts.
- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Posting anonymous messages.
- Posting a likeness of another person without permission.
- Placing unlawful information on a system.
- Accessing knowingly objectionable material.
- Giving personal information, without permission from teacher and parent or guardian.
- Harassing, insulting or attacking others.
- Damaging or modifying computers, computer systems, or computer networks.
- Attempting to bypass the district filter.
- Using others' passwords, with or without permission.
- Trespassing in others' folders, work or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes, financial gain, or fraud.

## **DRESS CODE**

We believe that appropriate dress and grooming contribute to a productive learning environment. We expect students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. We use the District's policy on Dress and Grooming as our guide.

### **Dress Guidelines**

The following guidelines shall apply to all regular school activities:

- (a) All garments must fit. Clothing should be within one size of the student's measurements and worn in the manner in which they are designed.
- (b) Footwear must be worn at all times. At all elementary schools, for safety reasons, flip flops or backless shoes/sandals are prohibited; however, sandals may be worn if they have heel straps. Students must wear shoes appropriate for physical education on their PE days.
- (c) Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, spaghetti straps, off-the-shoulder or low-cut tops, torn off sleeves, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
- (d) For outdoor activities: Sun-protective clothing, not limited to hats (Ed. Code 35183.5), shall be allowed. Students may wear head coverings in observance of their religion.
- (e) Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol. Jewelry, accessories, or ornaments that may be considered dangerous objects are prohibited.
- (f) Any apparel, jewelry, accessories, school materials or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denoting membership in a gang is prohibited.
- (g) Tattoos or piercings/body adornments that are obviously gang related, i.e. name of a gang, gang language, or reference to a gang are forbidden.

### **TELEPHONE USAGE BY STUDENTS**

Due to the extreme volume of office business, student use of the school telephone is only permitted for emergencies with permission from a classroom teacher. Please arrange with your child ahead of time the time you will be picking them up from school. We cannot allow students to call home for rides on a regular basis. If students have cell phones they must be turned off during school hours and stored in their backpacks. Students are allowed the use of cell phones once they are off school property. If cell phones disrupt the learning process or if students are given multiple warnings then we may hold the phone in the office for a parent to pick it up after school and ask for the cell phone to be left at home. Thank you for your support.

### **CARE OF BOOKS AND MATERIALS**

Students are responsible to take care of their textbooks, library books, and materials. This includes computers. Textbooks are issued to all students and their condition is noted at the time of issue. Students are required to pay the replacement costs for any books or materials that are defaced, damaged or lost.

### **LOST AND FOUND**

A "lost and found" rack is located just to the right of the main office. All unattended objects will be collected and stored in the multipurpose room for students to access then moved to the rack at regular intervals. Parents may come by and check the lost and found rack at any time. Valuable lost items are kept in the school office. We usually have many items of clothing in our lost and found that are unclaimed and unmarked. Clothing marked with the child's name can be returned quickly to its owner. Parents, please take a moment to place your child's name in ink on the inside or label of jackets and other items. Any lost items not claimed after three months will be donated to a charitable organization.

### **CLASSROOM PARTIES**

Class celebrations shall be held after lunch period, if possible. When donating snacks for class parties, please select healthy items and limit foods or beverages that do not meet nutritional standards. If you wish to celebrate a birthday at school, please contact the teacher in advance to discuss arrangements.

### **PTA – PARENT TEACHER ASSOCIATION - We Need You !!!**

Maxwell School has a Parent Teacher Association which serves our school and the school district in an auxiliary capacity and promotes a close relationship between the home and our school. Your participation is important to the successful operation of this organization. Future information regarding the PTA will be sent home during the school year.

### **PARENT/CAREGIVER VOLUNTEER AT SCHOOL**

Classroom teachers may determine whether they wish to use parent helpers in their classrooms. A teacher desiring to schedule parent helpers must designate the time and day helpers may come to their classroom. **As of July 2010, the school District has required volunteers to complete the CNUSD Volunteer Application. All applicants will be go through a background check and provide ID to be on file. The District has established that volunteers on campus for four hours or more on average per week must also have a fingerprint scan conducted and TB Test.** Preschool children and/or other minors may NOT accompany parent visitors or helpers to our school due to safety guidelines. Parents may bring young children minors to awards assemblies or class presentations or plays to see siblings recognized or perform.

## **HELP IS NEEDED IN THE FOLLOWING AREAS**

Classroom volunteer, cafeteria/playground volunteer, accompany classes on field trips, fundraising, library, school office help, book fairs, school committees, etc. We will be asking for volunteers throughout the school year for PTA support, classroom support and events. Don't wait to be asked. Step right up and volunteer!

## **STUDENT SERVICES**

**SCHOOL PSYCHOLOGIST** Maxwell School provides psychological services including assessment, counseling, conferencing, and consultation with staff and parents about students.

**HEALTH SERVICES** The school nurse facilitates and monitors immunization records, hearing and vision screening, and the use of medications at school for our students.

**SPECIAL EDUCATION** Special Education programs provide services for children diagnosed with learning disabilities who meet federal and state required qualifications. Children with learning disabilities are enrolled in regular school whenever possible and are given academic assistance as needed during the school day. Students in need of greater academic support are enrolled in a special day class for more intensive instruction.

**TITLE I** The Title 1 Program is a federally funded program designed to assist children who are achieving below grade level in reading/language arts. Funds are used to purchase additional materials or personnel.

**STUDENT STUDY TEAM** Student Study Team meetings are held as needed to try and identify why students may be having difficulties academically or socially. Teachers or parents may request a Student Study Team meeting via written notice. The Student Study Team consists of teachers, parents/guardians, and administration as well as other appropriate support staff depending on the student's need(s).

**SCHOOL COUNSELOR** A school counselor assists students, teachers, and families. The counselor conducts on-going counseling groups for students with specific areas of concern (such as: parent divorce, making friends, anger control, etc.) and coordinates our Conflict Manager Program. We strongly encourage you to contact our counselor if you feel your child could benefit from her support.

**REQUEST FOR ASSISTANCE** Maxwell supports students in many ways. We support students in the classroom and in small groups. We have a counselor and EL Specialist to service and support students. If you feel your child needs more support with their academics, social or with emotional issues, you can fill out a request for assistance form. The completed forms can be turned into our office staff and your request will be given to our Tier 2 team. If you need help filling out the form please ask your child's teacher, the counselor or the principal. Our Tier 2 team will gather the necessary information on your student and determine the necessary support your child may need. The Tier 2 team is not an SST (student success team meeting). Any student may also fill out a request for assistance form and hand it in to the office, the counselor or classroom teacher.

**SCHOOL WIDE REWARDS AND INCENTIVE SYSTEM** At Maxwell we reward students who model the Dragon Way, (Be Safe, Responsible, Respectful and Engaged) with Braggin' Dragons. The Braggin' Dragon is a school-wide incentive used as currency in our student store and in classrooms. Braggin' Dragons are also given to our character trait monthly winners, monthly perfect attendance and student of the week winners. We acknowledge our students weekly with our student of the week winners, students are selected by their classroom teachers. We also acknowledge students monthly with our character trait

awards and perfect attendance. Each trimester our students are acknowledged for their academics, attendance and character traits. We also recognize our students who make progress monthly and each trimester in our on-line intervention program I-Ready.

**SCHOOL SITE COUNCIL** School Site Council are the major part of the overall decision-making structure at Maxwell school. They are a group of people who are elected by their peers to represent the members of a school community. Their primary role is to guide the Site Planning Process to ensure that the needs of all students are specifically addressed in the School Site Plan. The School Site Plan is a living document that highlights the goals for the school and the programs and dollars that the school needs to run these goals into a reality for students.

**ELAC (English Learner Advisory Committee)** The purpose of the ELAC is to advise the principal and school site council on English Learner Programs and Services to support the English students at Maxwell. The committee also assists in the development of the school's needs assessment, assists in the administration of the school's language census, and assists in finding ways to make parents aware of the importance of regular school attendance.

### **WHAT EVERY STUDENT AND PARENT SHOULD KNOW**

1. Students should not arrive at school until 15 minutes before class begins. No students may arrive prior to 8:00 a.m., as supervision is not available. However, if they are eating a school breakfast, students may arrive as early as 7:45 am. Breakfast will not be served after 8:00 a.m.
2. Once children have arrived at school, they are not to leave the school grounds without permission from the principal's office. A parent/guardian or emergency contact must pick them up from school. Students cannot walk home during school hours.
3. Students are expected to respectfully interact with each other and each adult who serves children at Rhoda Maxwell, whether that adult is an employee or a volunteer.
4. Students are not allowed to use the office phone unless it is an emergency. Please make after school plans with your child before he/she leaves the house in the morning.
5. Scooters, skateboards, rollerblades or shoes-with-wheels attached ARE NOT ALLOWED AT SCHOOL. Bicycles, scooters, rollerblades and skateboards may not be ridden on the school grounds between the hours of 8:00 a.m. and 6:00 p.m. Bicycles are to be walked from the street to the bike rack area. Parents decide on the level of competency required by their children in order to bring bikes to school. All bicycles are to be locked while in the school bike rack with a lock provided by the students. All students riding on bikes are required by law to wear a helmet. The school is not responsible for bicycles and accessories lost or stolen at school. Students who do not follow the guidelines and rules for bicycles will be warned. A second offense will result in losing this privilege.
6. Students are not allowed to play or loiter within the marked-off bicycle parking area.
7. When the bell sounds, as a signal to enter the building after play period, all activity should stop and students proceed immediately to their classrooms. Student's have 10-15 minutes during recess periods to get a drink and use the restroom.

8. Keeping our school grounds clean can only be done with everyone's help. If each student makes it his/her responsibility not to throw papers on the ground, we will have a neat appearing school. Let's all cooperate in keeping our school grounds clean.

9. Students are not allowed to be in a cluster or classroom at recess or before or after school, unless specific permission or direction has been given by the teachers, and an adult is present.

10. Students are not to loiter or play in the restrooms or in the entryway to the restrooms.

11. Adequate instructional and recreational equipment is available for normal student activities at Maxwell School. As a general rule, students are not permitted to bring to school: personal toys, spinners, electronic games, radios, music players, amongst others to school. Cell phones must be turned off during school hours. Cell phones will be confiscated if used during school time. This includes before and after school. A second offense will require the student not to bring the phone for the remainder of the year.

12. With the daily fluctuation of students eating lunch, it is impossible to accurately predict how many lunches we will need every day. In the event that our advertised menu item runs out, students may receive a substitute item for lunch.

13. We value our instructional time and strive to keep classroom interruptions to a minimum. We request that parents not call the school office to have us relay a message to a student unless it is an emergency or the student needs to know last minute changes in after school day care. We ask that you do your best to make after school arrangements with your child in the morning before they leave for school.

14. Early Dismissal/Visitors: Parents wishing to pick up their students early must come to the office to sign their child out and provide identification. Students must check out through the office before they leave. This helps to protect the safety of all the children. Please try to keep early dismissal to a minimum; all teachers teach until the end of the day. At lunch time it is often difficult to locate students quickly. If you come to pick up your child at lunch time, be prepared to wait while we find them. For the safety and organization purposes, students will not be dismissed from class during the last 15 minutes of the day. All visitors must sign in at the office and grab a badge before going into the school grounds.

15. Maxwell has a State Pre-School on site, for children ages 3 and 4. Please call 530-406-5951 for more information.

16. There is an "After School Program" available to students. For more information, call ELOP at 530-867-2147.

17. Dogs are not allowed on campus, unless they are service dogs and you are able to show proof.

18. The parking lot is closed. Since the safety of your children is our first priority at Maxwell School, we will be using the front parking lot for staff parking only and will not allow parents to drop off or pick-up their children in this area. The only vehicles permitted to enter the parking lot during student drop off or pick-up time include: school buses, commercial childcare centers, folks displaying disabled placards, and private licensed daycare providers. Daycare: In order to obtain a PARKING PERMIT, bring a copy of your license to the office. The PARKING PERMIT must be displayed on the vehicles' dashboard.

19. Maxwell Elementary is a tobacco free school, the parking lot is also subject to this policy.

20. No balloons are allowed in school. Students cannot keep them in class nor can the office keep them. If you bring balloons during promotion, award assemblies, etc. Balloons must be taken home.

### **MAXWELL INDEPENDENT STUDY CONTRACT**

In order to best serve the educational needs of our students, we will be carefully reviewing each request for Independent Study on an individual basis. Please review the items to be considered:

1. A student who misses more than 20 consecutive days and fails to complete the requirements of the independent study contract, may lose their spot in the classroom and school.
2. If an independent study contract was applied for and not completed successfully in the past, a new contract will not be granted.
3. A request for independent study must be submitted for consideration 2 weeks prior to the first day of the contract.
4. Independent study must be a minimum of 5 days, but not to exceed 10 school days.
5. The student must have regular attendance, in order to qualify for Independent study.
6. The student must have scores of "basic" or above in all areas of the California Standards Test (applies to students in grades 3 rd – 6 th )
7. The student must be demonstrating adequate progress, as evidenced on the standards-based report card.
8. No independent study will be approved one month prior to state testing or 2 weeks prior to parent teacher conferences.
9. An emergency situation will be handled at the discretion of the principal. The contract is between the teacher, student, and parent and requires assignments to be completed while the student is out of school.

After receiving a request for independent study, the above considerations will be reviewed by the school principal. A final determination will be made and communicated to the parent on the day of your appointment. **If all assigned work is returned to the office upon his/her return to school**, your child will receive full credit and the absence will be marked as excused. Please contact the office if you have any questions. Thank you for assisting us in providing the best educational opportunities for your child!