

Magnolia School

Family Handbook

2024-2025



Mission

At Magnolia, it is our mission to develop students into thoughtful, creative, and self-directed life-long learners that positively participate in and shape society. Magnolia is an inclusive school where we strive to build happy healthy students on the path to gainful employment.

Personal Learning Standards

Be Safe, Be Respectful, Be Responsible

Communication

(619) 588-3080

650 Greenfield Dr, El Cajon, CA 92021

<https://www.cajonvalley.net/magnolia>

- **Communication is the key to safety and success**
- **Parents- please be sure we have your most up-to-date email and phone number. Please call the front office at (619) 588-3080.**
- Principal, Callie Coffin, will send a weekly update on school events, and general information.
- Examples of communication types: Emails to all parents via ParentSquare, Flyers home, School website, Social Media (see below)



X
@MagnoliaCVUSD



Instagram
magnoliamountainlions

Mission Statement

At Magnolia, it is our mission to develop students into thoughtful, creative and self-directed lifelong learners that positively participate in and shape society. Magnolia is an inclusive school where we strive to build happy healthy students on the path to gainful employment.

Our Vision

Staff, students, and parents will unite to cultivate and foster a positive and peaceful environment where:

- Classrooms are engaging with challenging and rigorous instruction
- Teachers collaborate to provide excellence in teaching which includes monitoring and intervention processes
- Students and staff are given multiple opportunities to give back to the community
- Success is valued and celebrated
- Clear lines of communication are utilized
- Staff actively seeks and implements promising strategies to promote students' academic, social, and emotional development
- Students are exposed to a variety of career opportunities through our World of Work initiative

School Hours

Mondays: 8:00 am – 1:00 pm

Tuesday through Friday: 8:00 am - 2:00 pm

Arrival

- Students can arrive at 7:45 am for free breakfast.
- There is no outside supervision until 7:45am
- The school gates will open at 7:45 am each morning to receive students.
- Students are to walk to their class line and wait calmly for their teachers.
- School begins promptly at 8:00 am each morning.
- Students who are not in class by 8:15 am will be marked tardy.

Lunch

In addition to free breakfast, every student is provided lunch at no charge. Your student may bring a healthy lunch from home whenever you choose. Due to health reasons, students should not share food. *Please do not pack soda, candy, or other non-nutritious beverages or snacks for your student.*

Dismissal

Students will be walked toward the front of the school by their teachers at 1:00 pm on Mondays and at 2:00 pm on Tuesdays through Fridays.

- Students who are walking home are expected to leave campus immediately, unless they are participating in an after school activity supervised by a Magnolia staff member.
- Please follow the direction of all school personnel, signage, and safety cones to ensure that traffic flows safely and efficiently.

Campus Visitors and Leaving School Early

No person will be permitted on campus without signing in first through the office.

- Government issued identification is required and must be presented to office staff as proof of identity.
- Parents will sign students out in the front office.
- Students will only be released to adults listed on the student's emergency card.
- The school reserves the right to refuse to release a student to an individual whose identity cannot be confirmed through government issued identification or conversation with a known parent/guardian.

Absences

Students absent from school are required to have their absence verified by a note, a telephone call, or an office visit by the parent or guardian. Please include the date(s) of absence and the reason for the absence.

Per California Education Code, the following are considered excusable absences:

- illness of child
- death of immediate family member
- dentist or doctor appointments

Tardies

Students should arrive at school no later than 8:00 am everyday. Students are marked late if they are not in their classrooms by 8:15 a.m.

Missed Classwork or Homework

It is the responsibility of a student or parent/ guardian to request homework or classwork missed during absence. Students are allowed the number of days equal to their absence to make up work.

Independent Study Contracts

When you know in advance that your child will be absent from school for at least 3 days, an Independent Study Contract may be requested from your child's teacher. Please notify the teacher at least 3 days in advance of your departure. Satisfactory completion of the contract will mean the child will not be declared absent.

Change of Address/Phone Number

Please promptly report change of address or phone number to the office. We ask that you make changes in person so that we can verify identity.

Health Services

It is very important for the school to have correct, current information about every child regarding health concerns. Please ensure this is communicated to our health office at Magnolia.

Medication

Magnolia staff are prohibited from providing or administering any medication, including aspirin, to any student without a physician's note. Students needing medications, such as antibiotics etc., for colds, earaches, and sore throats, are to take these medications at home if possible.

Illness at School

If a student has a fever or displays other symptoms of illness, his/her parent/guardian will be notified. If the parent/guardian cannot be reached, the person listed under emergency information will be contacted. The student should then be picked up as soon as possible. **Students must be fever free for 24 hours before returning to school.**

Visiting School

We encourage parents and guests to visit classrooms in order to develop a better understanding of their child's instructional program. Below is the campus visitation policy:

- **Prior Approval:** All visitors must obtain prior approval from the Principal or Principal Designee before entering the campus.
- **Raptor Check-In:** All visitors shall register upon arrival at the front office with office staff and sign in using the online Raptor system. Visitors must wear a Raptor visitor badge whenever they are on campus.
- **Photo Identification:** A valid photo ID is required for campus access. If a photo ID is not available, administrators reserve the right to grant or restrict access to protect the safety of the school

community.

- **Purpose of Visit:** Visitors must have official business to be on campus. Parents and guardians wishing to shadow students or observe classes must have this request approved by the Principal or Designee. The Principal or Designee will respond to these requests within a reasonable timeframe and will provide a minimum of 24 hours notice to teachers when visits include classroom observations.
- **Administrative Oversight:** Administrators retain the authority to impose reasonable limitations on visits and observations to ensure the safety and minimize interruption to the instructional program.

Volunteer and Involvement Opportunities:

PTA The Parent-Teacher Association is the largest volunteer child advocacy association in the nation! This association creates an opportunity for each Magnolia parent to be part of this powerful organization on behalf of every child, as well as, providing tools to help their own children be successful students! Join today!

School Site Council (SSC) The School Site Council is an elected group of parents and staff members, who meet regularly to plan, implement and evaluate the School Program. Meetings are open to all parents and residents of the Magnolia community. Meetings are held monthly. Meeting dates and times are posted in the window of the school office, through Parent Square, and on the marquee.

ELAC The English Learner Advisory Committee meets throughout the year to learn about and collaborate on Magnolia's school programs. This group helps inform site needs. Meetings are opened to all parents and families. Meeting dates and times are posted through Parent Square and on the marquee.

Site Safety Plan Our school safety plan is revised and taught each year so that staff and students know how to react in case of an emergency. We have regularly scheduled drills to keep our students and staff prepared. A copy of the plan is available to parents in the school office.

Parent Volunteers Many parents and community members are involved at Magnolia School as volunteers. If you have an hour a month, an hour a week, an hour a day, or whatever time you can volunteer, please contact your child's classroom teacher or the school office. *When you come to volunteer, please sign in at the office. Bring your government issued identification. Without it, you will not be permitted on campus.

Safety Patrol Safety Patrol members are selected from students in the 5th grade. Jointly sponsored by school and the El Cajon Police Department, patrol members are responsible for school crossings. Students and adults crossing the street with the assistance of our Safety Patrol are expected to follow the directions of the patrol members on duty at all times.

Library The school library provides a wide selection of materials and books, magazines, and audio-visual aids to students and staff members. Students and teachers use the library individually and in class groups to find books, to learn techniques for gathering information, and to do research. Students may check out books in grades 1-5.

Textbooks/Library Books/Chromebooks Textbooks, library books, and Chromebooks are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks, library books, and Chromebooks.

Chromebooks

Students are issued a district chromebook each year. Students in grades 1-5 take them home for homework. Parents complete paperwork each year that outlines expectations for our 1:1 Digital Learning program.

We suggest closely monitoring your student's use of the chromebook for the following:

- using appropriate educational websites
- limiting screen time
- Parent Blocks information: <https://www.cajonvalley.net/Page/18041>

Students and families are responsible for the care and safety of the chromebook and for any damages that occur.

Cell Phones

Students may possess cell phones at school; however, they **must remain turned off, and in backpacks during the school day and while students are on campus.** *Cell phones may be used to contact a parent or guardian after students exit campus.*

Bicycle, Scooter and Skateboard Safety

Students may ride their bicycles, scooters or skateboards to school as long as they:

- Wear a properly fitting helmet
- Do not ride on sidewalks in the school zone
- Do not ride on school grounds.

Students not following the rules may have these privileges revoked, and may have bicycles confiscated. Parents will be asked to pick up bicycles at the school office, should they need to be taken from students.

STUDENT CONDUCT/DISCIPLINE

School Rules

Be Safe

Be Respectful

Be Responsible

In combination with the focus on problem resolution and proactive behavior, the staff has established firm and consistent limits for students that we feel will both protect them and provide a school wide atmosphere that fosters learning. These rules apply to the classroom, playground, and the common areas, as well as on the way to and from school.

Students Who DO Follow the School Rules Will Earn:

- Verbal recognition/praise
- Positive notes or phone calls home to parent(s) individual rewards
- School wide recognition and rewards

Students Who DO NOT Follow the School Rules will have consequences for inappropriate behavior (Grades TK-5). Consequences may include:

- Time Away/Loss of privileges
- Referral to Counseling
- Peer Mediation
- Behavior Reflection Activity
- Restorative Conference
- In School suspension
- Behavior contract

Conditions for Suspension/Expulsion:

(EdCode: 48900 et al.) The following conduct is forbidden by law and beyond regular disciplinary procedures. These offenses apply to the student “to and from” school and during all on or off campus activities. The following acts may result in suspension and/or expulsion:

- Physical Injury to another person
- Weapons (firearms, knife, explosive, or other dangerous object)
- Possession of, delivered or furnished, under the influence of, or sold alcohol/intoxicant/controlled substance
- Substance represented to be alcohol, intoxicant, or a controlled substance
- Committed or attempted to commit robbery or extortion
- Damage to school or private property
- Tobacco or nicotine product on school premises.
- Obscenity (obscene act, habitual profanity/vulgarity, vulgarity)
- Drug Paraphernalia
- Imitation firearm
- Sexual assault or battery
- Harassed, threatened, or intimidated a witness
- Selling of any prescription drug or Soma
- Hazing
- Engaged in an act of bullying
- Aiding and abetting physical injury
- Sexual harassment (verbal/visual, physical)
- Engaged in intimidation (harassment/threats)
- Terrorist threats against school officials or school property

Suspensions Continued:

A pupil may be suspended for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, but not limited to: while on school grounds; while going to or coming from school; during the lunch period, whether on or off the campus; or during, or while going to or coming from a school-sponsored activity.

Harassment/Bullying

Harassment and/or bullying are not permitted. Harassment and bullying are defined as intentional, *repeated* hurtful acts, words or other behavior such as **name-calling, unwanted touching, pushing, hitting, or threatening by one or more children against another**. The victims do not provoke the acts. Children that bully or harass do so in a *purposeful* manner with the deliberate, non-accidental intent to harm or distress another person in order to seek power or control.

Personal Property

Due to possible loss or theft, toys, ipods, electronic games, sports equipment, cameras, and pets are not allowed at school, except with special permission.

Dress Standards

California Education Code, Section 48907, Students should dress in clothes that are appropriate for school and allow for active movement during physical education. Sweaters, jackets, hats, etc. should be labeled. **It is inappropriate to wear or possess anything that is distracting or disruptive to the learning environment.**

- Appropriate shoes must be worn at all times. Flip-flops, backless shoes, sandals, and heels are **not** permitted. Shoes with wheels are not allowed.
- Pupils must be cleanly dressed so as not to promote unhealthy or unsanitary conditions.
- Hair shall be clean and neatly groomed and the color may not cause a distraction to the

educational environment.

- Text or clothing that promotes violence, vulgarity, alcohol, tobacco or drugs is prohibited.

When School is Not in Session

The Board of Education has rules against the riding of bicycles, skateboards, roller blades, skates, racers, scooters, and the use of powered model planes, etc. on school grounds at any time.

Dogs

By State Law, dogs, other than service animals, regardless of size, are not allowed on campus at any time, unless previously arranged with the school principal.

Counseling & Student Support

At Magnolia, we have counseling supports available for all students. Counselors work with students in 1:1 sessions, groups, and informally.

Some topics that our counselors can address may include but are not limited to:

- Peer conflict
- Self-esteem
- Personal problems
- Academic advising
- Organization Skills
- Restorative Practices
- Anger management
- Self-control
- Problem solving
- Self-regulation strategies
- Social emotional learning

Magnolia School-Home Communication

We believe strong school-home communication is essential to ensure student success and a healthy, happy, thriving school environment.

Parent Square

Parent Square is the main source of communication between teachers and families. Once you are connected through the Parent Square App, you can receive emails, texts, and alerts from the school, administration, and teachers. If you need assistance downloading the Parent Square App, please stop by our front office. We also communicate via the following methods.

- Teacher to Parent (emails, text, alerts)
- School All Calls via Blackboard Connect Messenger
- Events posted on marquee at front of school
- Events posted outside front office door
- School Website
- Friday Flyers: Teachers send home school and district flyers each Friday
- Monthly Event Flyers
- PTA Event Flyer

PARENT/SCHOOL COMPACT

Magnolia School believes in high standards for its students and staff. We feel that a commitment by everyone involved will ensure the best possible climate for a good education for our children. This agreement is a promise that students, school staff, and parents work together toward student success.

As a STUDENT I will be responsible for:

Showing courtesy and respect to others. Showing responsible behavior by following school rules. Attending school regularly and on time. Coming to school with all necessary materials (for example: papers, folder or notebook, homework, assignment calendar). Completing all class and homework assignments to the best of my ability. Sharing my classroom work with my parents. Treating school issued materials appropriately. Read, understand, and follow all agreements I have signed. Reading daily at home. Asking my teacher and parents for help, when needed.

As a TEACHER I will be responsible for:

Teaching grade level skills and concepts using effective teaching strategies. Continuously building my craft through collaboration and demonstration of innovative real-world skills. Addressing the individual needs of all students in my class and providing extra assistance. Communicating frequently with parents regarding student progress. Providing a safe, positive, and healthy learning environment for the students. Correcting and returning student work in a timely manner. Communicating to students and parents expectations for homework, class work, and behavior. Encouraging students to do their best and ask for help when needed.

As a PARENT I will be responsible for:

Sending my child to school regularly and on time. Reading or listening to my child read daily. Providing necessary materials to support my child's learning. Providing a time and place for quiet study and monitoring homework. Attending all parent/teacher conferences. Attending parent information/education events. Engage my child in conversations daily. Communicating with my child's teacher regarding any advice, concerns, or celebrations in order to build a trusting relationship. Reinforcing school and classroom rules. Making education important in my home!

As a PRINCIPAL I will be responsible for:

Creating a welcoming environment for all school community members. Communicating to students and parents the school's mission and goals. Ensuring a safe and orderly learning environment. Reinforcing the partnership between parent, student, and staff. Acting as the instructional leader by supporting the learning process and student's continuous success. Providing appropriate professional growth opportunities for teachers. Encouraging parent involvement and education.

*This compact is reviewed and signed each year during parent/teacher conferences

*This compact is revised each year during the School Site Council, English Language Advisory Committee, and Title 1 Meetings.

MAGNOLIA PARENT & COMMUNITY INVOLVEMENT POLICY

Title I, Part A Magnolia Elementary Parent and Family Engagement Policy

The SSC members and parent input were gathered again for the 2022-2023 School year and the school makes this plan available to all stakeholders for review.

This policy describes the means for carrying out designated Title I, Part A parent and family engagement requirements pursuant to ESSA Section 1116(c).

Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f) (ESSA Section 1116[b][1]).

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.
- The policy is provided in three languages: English, Arabic, and Spanish.
- At the first SSC meeting each year ALL parents are invited to the SSC meeting and are trained on the responsibilities.
- The school offers a flexible number of meetings for Title I parents, such as meetings in the morning, afternoon, or attached to another school event. At the beginning of each year, the current PTA, ELAC & SSC parents establish the most convenient time to hold meetings.

To involve parents in the Title I, Part A programs, the following practices have been established:

- The school involves parents of Title I students in an organized, ongoing, and timely way. The school's community liaison plays a leading role in the outreach of our parents by inviting them to literacy events, coffee with the principal, ELAC meetings, parent workshops, art shows, and other parent engagement activities.
- The school convenes an annual meeting to inform parents about Title I, Part A requirements and about the right of parents to be involved in the Title I, Part A program (ESSA Section 1116[c][1]).
- A Title I meeting is held to review requirements. Parents are invited via Parent Square Messages, flyers, and person to person phone calls.

The school offers a flexible number of meetings for Title I, Part A parents, such as meetings in the morning or evening (ESSA Section 1116[c][2]).

- Morning meetings are the most popular with parents who are already at school. The meetings are held while the parents are still on campus dropping off. Staff greets parents at drop-off and invites them to the auditorium for coffee and community building.
- After school meetings are held for events such as school site council meetings and parents report that having the zoom option is a nice feature for working parents.
- During school hours English language advisory committee meetings are held per parent request.
- Meetings are held in three languages: English, Spanish, and Arabic.
- Coffee and refreshments are provided.
- Parents provide input on the planning of future topics.

The school involves parents of Title I, Part A students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I, Part A programs and the Title I, Part A parent involvement policy (ESSA Section 1116[c][3]).

- At both the ELAC and SSC meetings, ongoing data analysis is conducted to monitor student success throughout the year. From the analysis, programs are developed and adjusted, curriculum is chosen, interventions are established and professional development is aligned.
 - Individual student outcomes are shared through parent conferences, student success team meetings, and report cards.

- If the schoolwide program plan is not satisfactory to parents then parent comments must be submitted on the plan when the school makes the plan available to the District.
- The Parent Involvement Policy is reviewed at the end of the year during the SSC & ELAC meetings to determine if the current actions support parent involvement or if adjustments are needed.
- The school provides parents of Title I, Part A students with timely information about Title I, Part A programs (ESSA Section 1116[c](4)[A]).
- Regular communication is provided for parents through ParentSquare, parent letters, text alerts and by phone.
- Parent meeting presentations are made available digitally through the school website.

The school provides parents of Title I, Part A students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet (ESSA Section 1116[c](4)[B]).

- The core program curriculum and assessments are discussed at Back-to-School Night based on California Common Core State Standards.
- Curriculum and district adoptions are also a topic of discussion at school site council meetings, ELAC, and Parent Workshops.
- Parents, ELAC, and SSC are invited to an annual Classroom Walk Through where they engage in discussion about curriculum and instruction. This information is used to set school goals and guide the development of the Single Plan for Student Achievement.

If requested by parents of Title I, Part A students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children (ESSA Section 1116[c](4)[C]).

- ELAC, SSC and parent conferences provide opportunities for parents to provide input and ask questions about their child's education.

The school engages Title I, Part A parents in meaningful interactions with the school. The Compact supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

The school provides Title I, Part A parents with assistance in understanding the state's academic content standards, assessments, and how to monitor and improve the achievement of their children (ESSA Section 1116[e](1)).

- Curriculum, computer learning programs and assessments are explained at Family Literacy events
- Family Teacher Teams during Back to School Night and Open House focus on progress monitoring and academics and also provide activities and resources for parents to use at home to support their child's academic growth.

The school provides Title I, Part A parents with materials and training to help them work with their children to improve their children's achievement (ESSA Section 1116[e](2)).

- Family Literacy Events are offered throughout the year in English, Spanish and Arabic with topics ranging from reading, math, social-emotional learning, health and wellness, and career development. Parents receive materials and activities to use with their students, including but not limited to books, worksheets and links to digital tools.

With the assistance of Title I, Part A parents, the school educates staff members in the value of parent contributions, and in how to work with parents as equal partners (ESSA Section 1116[e](3)).

- Parents are invited to bring their suggestions to the office via a mailbox located in full view.

- Administration is visible and available every morning from 7:30-8:00 am at the front gate and again from 2:00-2:20 pm during dismissal.
- Parents also have access to a communication request form in the front office that is addressed within 24 hours by school staff and/or administration.
- Bilingual support in Spanish and Arabic is available in the school office.
- Parents have access to the community liaison, who connects parents to resources and shares their concerns and contributions with the principal.

The school coordinates and integrates the Title I, Part A parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children (ESSA Section 1116[e][4]).

- Parent gatherings that focus on community resources encourage parents to participate in programs that focus on the education of their children, both academic and social.

The school distributes Information related to school and parent programs, meetings, and other activities to Title I, Part A parents in a format and language that the parents understand (ESSA Section 1116[e][5]).

- Parent communication is delivered through Parent Square Posts, messages and text alerts in Arabic, Spanish, and English. We also send Email blasts, Peachjar, Marquee display, flyers, phone calls, and bulletin boards displayed at drop-off and pick-up circle.

The school provides support for parental involvement activities requested by Title I, Part A parents (ESSA Section 1116[e][14]).

- Parents participate in volunteer activities, parent & community workshops through the FACE office, Meet the Teacher BBQ, Coffee in the Park, Family Literacy events, Winter Art Walk, PTA meetings/Events, Field Day, Spring Fest, and many other ongoing parent involvement activities and events.

The school provides opportunities for the participation of all Title I, Part A parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand (ESSA Section 1116[f]).

With input from parents and staff, Magnolia agrees that during times of emergency or pandemic, activities and meetings should be offered in virtual or modified ways that still honor the intentions listed above, and follow state and local safety recommendations.

Revised and approved by SSC 12/15/22

What is Bullying?

Bullying is a conscious, repeated, hostile, aggressive behavior of an individual or a group abusing their position with the intention to harm others or gain real or perceived power.

When talking about bullying, it is very important for parents (teachers and kids) to understand what is not bullying. Many times, a single act or behavior is out of proportion, but it is not considered bullying.

Any aggressive behaviors are a source of concern and need attention, and it is important to separate these behaviors from bullying. *Bullying is recurring and deliberate abuse of power.*

Is it Bullying?

- When someone does something **unintentionally** hurtful and they do it once, that's Rude.
- When someone says or does something **unintentionally** hurtful, and they do it once, that's Mean.
- When someone says or does something **intentionally** and they keep doing it, even after you tell them to stop or show them that you're upset, that's Bullying.

Bullying is Not:

- A one time event
- Playful joking or teasing
- Someone hurting your feelings
- Someone being mean
- Someone being rude

Bullying is:

- Actions that occur continuously over time
- Repeated actions that cause harm
- Power- involves an imbalance of power or strength
- Intentional hostile actions or comments

If you feel you are being bullied or have witnessed bullying, contact an adult

- Parent
- Teacher
- Counselor
- Ms. Coffin

Scooter/Bike/Skateboard Contract

Student Name: _____ Grade _____

In order to ride my scooter/bike/skateboard to school, I will abide by the following rules.

On the way to and from school I will:

- Wear a helmet secured on my head
- Follow all traffic laws
- Ride carefully and with respect to other drivers and pedestrians
- Avoid riding in areas like parking lots or basketball courts
- Follow other school rules on the way to and from school
- Act as a positive member of my school community

When I am on campus I will:

- WALK my scooter/bike/skateboard directly to the bike rack
- No riding or doing "tricks" on the sidewalks in front of school
- Hold my scooter/bike/skateboard still (*no swinging it around or doing "tricks"*)
- Leave campus immediately after the bell rings.

If I do not follow these rules, the following consequences will occur:

- 1st Offense: Warning
- 2nd Offense: Bike/Scooter/Skateboard will be held in the office until the end of the day
- 3rd Offense: Bike/Scooter/Skateboard will be held in the office until PARENT can pick it up.
(Parent Phone Call will be made)
- 4th Offense: Riding Privileges will be restricted

_____ I understand the rules and expectations listed above.

Student Signature _____

Parent Signature _____