Our Mission . . .

To create a learning environment in a public school setting where social-emotional and academic development are equally valued and viewed as integral predictors of our children’s success. We will strive to instill in our children the value of a global education including world studies and environmental education in a place where visual and performing arts are basic ingredients. All the while we will preserve the sanctity of childhood and individuality through a developmental, experiential and standards-based curriculum that fosters creativity in teaching and learning.

Principal: Leslie Martinez
Office Manager: Stephanie Matz
Teacher in Charge: Nanci Powers
Middle School: Candice Tyloch

Office Phone Number: (818)707-7144 Fax: (818)707-7624
Website: www.mariposaglobal.org
Office Hours: 8:00am-4:30pm
School Day Schedule

MONDAY, TUESDAY, THURSDAY, FRIDAY

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45</td>
<td>School Begins, grades Kindergarten through 8th grade</td>
</tr>
<tr>
<td>12:45</td>
<td>Kindergarten Dismissal</td>
</tr>
<tr>
<td>2:50</td>
<td>Primary (1-3) Dismissal</td>
</tr>
<tr>
<td>3:15</td>
<td>Upper (4-8) Dismissal</td>
</tr>
</tbody>
</table>

WEDNESDAYS/MINIMUM DAYS

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45</td>
<td>School Begins</td>
</tr>
<tr>
<td>12:45</td>
<td>Kindergarten Dismissal</td>
</tr>
<tr>
<td>1:00 or 1:30</td>
<td>Grades 1-8 dismissal (1:30 for those staying for optional lunch) – Students not eating lunch should be picked up at 1:00</td>
</tr>
</tbody>
</table>

Wednesday Morning Assembly: From 8:45 until about 9:15 every Wednesday grades 1-5 assemble for a brief presentation by one of the classes or another presenter. Parents are invited and encouraged to attend! Middle School students attend the last assembly of each month.
School Attendance Policies

Absences: State law requires children to attend school regularly. Attendance is a joint responsibility of parents/guardians and their children. Absences disrupt your child’s learning, impact classroom activities, and reduce our school’s state funding per child. All unverified absences must be cleared within 72 hours or they will be considered unexcused and will go on your child’s permanent record as such. To report an absence, please call the Administration Office at (818)707-7144 and press Option #1 for the attendance line. Please include: 1) your name, 2) the child’s name, 3) the date(s) of absence and 4) reason for the absence. Alternatively, upon his/her return to school, your child may bring a note signed by the parent or guardian to clear the absence. Again, please include all four pieces of information above. You are required to send your child with a written excuse signed and dated by their parent/guardian upon the first day of return if you have not called in their absence. If you are on campus there is a short form that you may complete verifying your child’s absence. Without a written, signed note, or recorded voicemail on the attendance line, the absence is unexcused until clarified. E-mail messages will not be accepted.

Per district policy and state law, the following circumstances are considered excused absences: illness; medical, dental, and optometry services; quarantine; funeral of immediate family (limited to 1 day in-state, 3 days out-of-state); religious observance (see below); pre-approved absence. All other reasons are considered unexcused, even if the absence was verified by a phone call or note.

If your child will be out for 5 days or more, they may be eligible for an Independent Study Contract. Please inform your child’s teacher and the Administration Office at least 7 days in advance, if this situation arises.

Arrival: Arrival at school in an unhurried and peaceful manner sets the tone for a successful learning day and ensures that the child will receive the full benefit of the day’s lessons. Arriving late is stressful for the children and disrupts the educational program. Please leave early enough to allow for morning “drop-off” traffic. No parking is permitted in the school “drop-off/pick-up” zone. There is ample parking on the surrounding residential streets or in the white zones. ALL spots in the lots are reserved for staff at all times unless otherwise stated.

Supervision will be provided beginning at 8:15 am every morning. Students may not arrive unsupervised before that time.

On rainy days, students may go directly to their classrooms or to a designated room(s) to be determined on that day.

Tardies: Late arriving students must stop by the office preferably with the parent/guardian verifying the child’s arrival to school. A late pass will be issued at that time. If your child has 3 tardies in excess of 30 minutes, that will equal one
"Truancy," unless it falls under "excused" in the above mentioned district and state guidelines.

Excessive absences or tardies will result in referral to the School Attendance Review Board (SARB).

**Pick-Up:** Students will be dismissed according to the schedule of the day. Please be on time to pick up your child if they are not attending an on-site aftercare program. If parents are running late, it is important to call the Administration Office to let us know. Please note that voicemail messages reporting such circumstances may not be heard in time to pass the message on to the child.

Please do not call the front office to communicate changes to students’ after school schedule in any circumstance other than an emergency. Play dates, after school activities and appointments should be discussed and arranged prior to school each day.

**Early Pick-Up:** For the same reasons that tardiness and hurried mornings can disrupt the learning day, early pick-up is also disruptive to learning and is strongly discouraged. If your child must be picked up early, they must be signed out by a parent/guardian with a valid reason. Being picked up more than 30 minutes early 3 times or more will also equal a “truancy” unless a valid medical or other excusable reason is provided.

Students must always return to school campus on fieldtrip days and may not go home from the fieldtrip destination.

For safety reasons, your child will not be released from school to any person who is not on the emergency card without written permission from a parent/guardian and the presentation of a valid picture ID.

**Campus Safety Policies**

**Visitors/Volunteers:** All visitors and volunteers must check in at the Administrative Office upon arrival. Visitor lanyards must be worn at all times while on campus. Again, parking is not permitted in our designated school drop-off/pick-up zone. There is ample parking on the surrounding residential streets or in the white zones. Please be respectful when parking and do not block the driveways of the neighbors.

**Contact Information:** The Administrative Office maintains Emergency Cards for all students with important information in cases of student illness, accident, or other emergencies. Please make sure that personal contact information is always kept up to date.

**Emergency Plan:** A comprehensive Emergency Plan in the event of a disaster such as an earthquake or fire is kept in the Administrative Office and provided to all staff.
members. Students practice fire drills monthly with Sumac staff/students and a district-wide disaster drill is conducted twice yearly.

**Traffic Safety:** Drop-off and pick-up times are very busy in our parking lot. **Student safety is our highest priority.** When dropping off or picking up, please be courteous to other drivers. Our children will model our manners and the respectful way in which we treat others. Please adhere to the following safety guidelines:

- NO double parking – this is a safety issue.
- Please stay off of your cell phones while driving.
- Do not park in staff parking spots – all are reserved all times of every school day whether or not the spot is currently being used.
- Let your child off on the curbside of the carline only.
- No dropping off on Eagleton near the crosswalk or back gate. This is a new safety rule.
- Please pay careful attention when pulling out of the drop off zone.

**General Campus Management Policies**

**Shared Campus with Sumac Elementary:** We are fortunate to be sharing a school campus with such a delightful elementary school. Out of respect for this shared arrangement we must be conscious of our presence on the Sumac Campus. Mariposa students and Sumac students will have shared use of the health office, library, and the multi-purpose room. Success of our shared arrangement will be dependent upon our acknowledgement of and abidance by the shared Mariposa/Sumac usage rules for these facilities. Please see the office staff for questions or clarifications.

**Communication with Staff and Students during the School Day:** Classes will not be interrupted to deliver messages to students (except in emergencies). Emergency notes/messages and forgotten lunches can be left with the office manager and will be delivered to students at an appropriate time or through established classroom procedures. Please try to help your child get into a routine to remember his/her lunch each day. This teaches responsibility and lessens the workload of the office staff.

**Parent Volunteers:** Parent volunteering is an integral part of what makes Mariposa who we are. Parents can participate in a variety of ways both inside and outside the classroom. We ask that all parents commit to participating 12 hours per month and log in those hours on the mariposacommunity.org website. Again, **all volunteers must sign-in and wear a lanyard at all times.**

1. **Training:** All classroom parent volunteers **must** attend one of the **Volunteer Summit Meetings.** Meeting dates and times can be found on the Calendar of Events on the school website. After this time those parents who have not attended a volunteer summit will not be permitted to
volunteer in the classroom without prior training and arrangements with the principal.

2. **Scheduling:** Please discuss this with your child’s teacher and room parent. Parents who can make a commitment to a particular time and day are requested to do so, as this will allow teachers to establish a routine and even assign certain tasks that are better performed by one person on an on-going basis. Most teachers will have sign ups for any volunteer opportunities at Back to School Night. Other school volunteers will be requested to help in other ways by CAPTnS.

3. **TB Assessment:** Parent volunteers at all LVUSD schools are required to complete a TB assessment from the district nurse. For more information, please contact the school health clerk at (818) 991-4940 x 223.

**Field Trips:** The Mariposa staff recognizes fieldtrips as an integral part of our experiential curriculum. Like math or language arts, we welcome parent participation and support. In an effort for our students to get the most learning out of fieldtrips, siblings, family friends, and other non-volunteers are not permitted to attend fieldtrips. Please do not send your students with extra money for purchasing food or other items unless specifically requested to do so by your child’s teacher. Purchasing from vending machines at a fieldtrip site is strictly prohibited.

All students must have signed permission slips to attend field trips. Permission slips will be sent home prior to each field trip. Students who do not have a signed permission slip will not be allowed to go on the field trip.

**Celebrations and Classroom Birthdays:** The purpose of classroom celebrations is to promote cultural and social development. We emphasize noncompetitive, well-organized fun that focuses on giving to or helping out others. All classroom parties/celebrations are under the direction of the teacher. We will serve healthy food only using our wellness committee guidelines available on the website.

Birthdays are celebrated in the classrooms and the teachers will let you know how your child’s special day will be acknowledged. At Mariposa we do not allow food for birthday celebrations.

**Lost library books or classroom books:** Students and parents are responsible for lost or damaged school-issued books. Failure to pay for these materials may result in a delay in release of school records.

**Aftercare Program:** The aftercare program, Cool Club, is an opportunity for enriching your child’s day, especially for working parents. The program operates independently of Mariposa and is run by the City of Agoura Hills. Enrollment, payment policies, staffing issues, behavior, and all other issues or inquiries are to be handled through Amy Jennings, the aftercare program provider. The YMCA is also on campus providing after-school care and before school care.
Student Health Policies

**Medication:** As per Ed. Code 49423, we can dispense only prescription medication accompanied with the following:
- Prescription Bottle
- District form signed by the doctor and parents authorizing us to properly dispense medication (Forms available in the Health Office)

*Over-the-counter (OTC) medications* such as Tylenol, Benadryl, cough drops, etc. cannot be administered by the office without written statements from the doctor and parent (LVUSD Board Policy 320.06).

**Returning to school after an injury or serious illness:** When a child is injured on or off campus and returns to school with a cast, crutches, splints, etc., he/she needs a doctor’s clearance explaining any limitations or special instructions (i.e., "No physical activity for one week"). Cast/Crutch forms are available in the administration office. *Without medical clearance, a child may be excluded from school activities.* For everyone’s safety students with stitches, crutches, casts, or splints will be excluded from outdoor play. Any medical appliance worn at school must have a doctor’s note.

**Nutrition:** It is well established that a healthy diet supports healthy living and more effective learning. In our aim to educate the whole child, we recognize the importance of teaching and supporting a wide variety of healthy habits, including nutritious eating and daily exercise. Mariposa is committed to fostering healthy habits that will form the basis for life-long practice. Accordingly, we urge and request parents to supply healthy, nutritious snacks free of refined sugar, hydrogenated oils, preservatives, excessive sodium and/or artificial coloring. Pre-packaged snacks, while convenient, rarely serve the needs of students as well as fresh and raw foods. Further details regarding nutrition can be found in our Mariposa Wellness Guidelines available on the website.

Trash free: In accordance with our philosophy of sustainable living, we strongly request all families to use reusable containers, in lieu of disposable bags or containers. We are striving for trash free snack and lunch across the campus. Candy, gum and soda are not permitted on campus.

**Severe Food Allergies:** Due to the increasing incidence of life-threatening food allergies, LVUSD has adopted a "Nut Free" policy. Mariposa requests that parents identify alternatives to foods that contain tree nuts or traces of tree nuts. Sunflower butter is a healthy alternative to peanut butter. To help manage this policy, it is important that students NOT share their lunches. You can pick up a list of other healthy alternatives and details about this policy from our office.
Students who have known food allergies are requested to notify staff, teachers, and personnel. Helping teachers, students and other families understand the details and severity of food allergies will allow the larger school community to support and aid children with severe food allergies.

**Snack and Lunch:** All students are requested to bring a lunch and mid-morning snack to school. Grades K to 5th will eat snack and lunch in the classrooms with their classmates and teacher. Grades 6 to 8 eat snack and lunch outside. At lunch the middle school students are required to sit and eat for ten minutes and will be dismissed by a yard supervisor when it is time to play. A lunch program is available for those families who choose to purchase lunch and those who are eligible for Free or Reduced-Cost Lunch.

**Media at Mariposa:** The effects of screen time (television, movies, computerized video games) are well documented. Our concern at Mariposa is the tremendous dimming influence it has on children’s behavior, imagination and capacity for concentration, which provide the foundation for learning.

We fully recognize that screen time is within the domain of the family and that it is up to you to make an informed decision for your child. However, we respectfully request **no screen time** be given in the morning or evenings on school days for grades K to 5, and limited screen time for grades 6 to 8 (computers may be used for homework).

Mariposa is also a **commercial-free campus**. In an effort to keep children away from marketing and preserve and foster our children’s natural creativity, we ask that parents do not send their children to school wearing media characters on clothing, lunch bags, backpacks, etc.

### Mariposa Elementary School Dress Code

The way students dress has a direct impact upon their attitude and performance. In order to maintain a respectful, positive and productive educational environment, Mariposa and LVUSD enforce the following dress code.

This Dress Code is based on the California Education Code (35183.6) and the LVUSD Parent, Student, and Staff Legal Notification Handbook.

> Clothing or appearance that can create a class/school disturbance or distraction that interferes with the learning environment, or represents a danger to student health or welfare is not permitted. (p. 22)
Students should wear comfortable clothing that allows them to move safely and participate easily in messy art projects, sitting on the floor and/or strenuous physical activities.

- Shirts must be long enough that if hands are raised over the head, a bare midriff will not be exposed.
- Shirts straps must be at least one inch wide for grades 4-8 (no strapless tops).
- Outfits that show, or appear to show, underwear are not permitted.
- No baggy or oversized pants. Pants must be able to stay up and not touch the ground.
- Skirts and shorts must be worn with a hem that reaches the tips of the fingers when arms are extended down the thigh.
- No shoes with open toes and/or open backs (flip flops, sandals, clogs, crocs, etc.)
- No shoes with high heels or skate wheels.
- Sun protective clothing (including hats, caps, sunglasses) are permitted and encouraged when outdoors.
- Hanging chains, dangling jewelry (earrings, necklaces and/or bracelets) that are safety hazards and/or distractions cannot be worn in school.
- Unnatural hair color and/or makeup is not permitted in school as it is a distraction to the educational environment.

Clothing which depicts any of the following is not permitted:

- offensive or vulgar language
- inappropriate pictures or innuendos relating to sex, advertisements for alcohol, cigarettes, or other controlled substances, breaking the law, violence, racial, ethnic, and/or racial slurs

Consequence for non-compliance with dress code:
Any staff member may refer a student to the office to call their parent for a change of clothing. If a parent cannot be reached, the office will provide appropriate replacement clothing to be worn for the day. The borrowed items must be washed and returned the following day.

**Student Conduct**

*Refer to the Campus-Wide Behavior Support and Management Plan for a complete understanding of our guidelines and philosophy in working with student behavior.*

**Mariposa Code of Conduct:** So that all students are safe and free to learn, students will:

1. Come to school on time, prepared to learn.
2. Respect the rights, feelings, property, and personal space of others.
   a. Refrain from verbal or physical abuse: teasing, insulting, threatening, provoking, hurting, or profanity.
   b. Strive to resolve problems using effective communication and mutual agreement.
3. Follow directions of school personnel and parent volunteers.
4. Never bring dangerous objects to school.
5. Keep all cell phones off and put away during school hours and while on campus.
6. Never bring electronic games, toys, or iPods to school
7. Never bring candy, soda, or gum to school

Playground Code of Honor

Students will keep our playground free from:
- Profanity/Foul Language
- Taunting/Teasing
- Improper Use of Equipment/Space (including bathrooms)
- Out of Area playing
- Fighting/Play-Fighting
- Hands on Others
- Ignoring/Disrespecting Adults
- Running After Play Period

CAPTnS
CAPTnS (Collaborative Alliance of Parents, Teachers and Students) is Mariposa’s all-inclusive parent led volunteer group. Its main focus is to fundraise and develop strong community. CAPTnS supports the mission of Mariposa and exists to develop strong social bonds by supporting parent education, school activities, active volunteerism, celebrations, and special events. The success of CAPTnS depends on a sufficient number of parents who are willing and able to contribute their energy and leadership to do this important work. All parents are welcome and encouraged to attend monthly meetings held on the first Wednesday of the month. Please check calendar on the school website for times.

School-Site Council: School Site Council (SSC) is a group consisting of an equal number of parents and staff members. SSC members are elected by the community for a 2-year term and are responsible for overseeing the expenditure of state allocated school improvement funds. Meetings are held 6-8 times per year and all Mariposa families are welcome to attend. Meeting dates will be publicized prior.

Parent Partnership Agreements:
Thank you for taking the time to read over the policies and procedures of our school. Please take a minute to look through the Parent Partnership Agreements in this packet and sign the form and return it with your paperwork.